

## 1st 2012 annual meeting of the NATIONAL EUROPASS CENTRES

8 June 2012 (9.30 am/5.30 pm).

DG EDUCATION AND CULTURE, MADOU TOWER Room 8/SDR, Place Madou 1, 1210 Brussels

**MINUTES** 



## List of participants

	Name	Organisation	@	Acronym
European	Ana Carla PEREIRA	Head of Unit EAC A2, European Commission	▶	ACP
Commission	Pedro CHAVES	EAC A2, European Commission	▶	PC
	Filip Van Depoele	EAC C, European Commission	<b></b>	PVD
Cedefop	Philippe TISSOT	Cedefop	<u></u>	PhT
	Thanos SIAPERAS	Cedefop	<u>&gt;</u>	TS
EACEA	Marie-Pascale BALCON	EACEA	<u></u>	MPB
	Erik BALLHAUSEN	EACEA	<u></u>	EB
NECs	Alexandra ENZI	National Agency for Lifelong Learning	▶	AT
	Patrick MEUWISSEN	Centre Europass BE Fr	<b></b>	BE Fr
	Eric ARCKENS	VDAB (representing NEC Flanders)		BE Fl
	Joseph GANSER	Agentur für Europäische Bildungsprogramme VoG		BE De
	Yuri KONSTANTINOV	Human Resource Development Centre (HRDC)	▶	BG
	Dagmar MAŇÁSKOVÁ	National Institute for Education	<b></b>	CZ1
	Ladislav KOUBEK	National Institute for Education	▶	CZ2
	Uta Maria BEHNISCH	Nationales Europass Center in der NA beim BIBB	<b></b>	DE1
	Torsten GEISLER	Federal Ministry of Education and Research		DE2
	Mads FLYVHOLM	Danish Agency for Universities and Internationalization	<u></u>	DK
	Mari-Ann REBANE	Estonian Qualifications Authority	<b>•</b>	EE
	Sadia-F. KHOKHAR DIAZ	Centro Nacional Europass	<b></b>	ES
	Susanna KÄRKI	Finnish National Board of Education	<b>•</b>	FI
	Laurent LASCROU	Agence Europe Education Formation France	<b></b>	FR
	Vlasta JELAŠIĆ KEREC	Agency for Mobility and EU Programmes, NEC HR	<b></b>	HR
	Anita KARDOS	Tempus Public Foundation	<b>&gt;</b>	HU1
	Zsofia NAGY	Tempus Public Foundation	▶	HU2
	William O'KEEFFE	National Europass Centre Ireland	<b>•</b>	ΙE
	Dóra STEFÁNSDÓTTIR	National Europass Centre Iceland	▶	IS
	Ismene TRAMONTANO	ISFOL, NEC IT	<b>•</b>	IT1
	Alessandra BIANCOLINI	ISFOL	▶	IT2
	Marta VALDEMANE	Academic Information Centre	<b></b>	LV1
	Baiba RAMINA	Academic Information Centre	▶	LV2
	Lina VEGELIENE	Education Exchanges Support Foundation	<b>&gt;</b>	LT
	Jos NOESEN	Ministère de l'Éducation nationale et de la Formation professionnelle	<u> </u>	LU
	Silvano CRISTAURO	Malta Qualifications Council /National Commission for Higher Education - National Europass Centre	<u></u>	MT
	Dik VAN DER WAL	DUO/NEC NL	<b></b>	NL1
	Erik VAN DEN BROEK	DUO/NEC NL	<u> </u>	NL2
	Indira VON OVEN	SBB	<b>•</b>	NL3
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	Catarina OLIVEIRA	NEC PT	<b>•</b>	PT
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	Bengt LANDFELDT	National Europass Centre Sweden	▶	SE
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	James Frazer WALLACE	ECCTIS Ltd	<u>&gt;</u>	UK
CEV	Daniela BOSIOC	European Volunteer Centre - CEV	<u></u>	DB
Rapporteur	Lubomir VALENTA	3s Research Laboratory, Vienna	<u></u>	LuV



### Agenda

Time	Item		
9.30-9.35	Welcome and approval of the agenda		
9.35-10.30	Information from DG EAC		
	<ul> <li>Update on the latest policy developments in Education and Training (Ana Carla Pereira, Head of Unit, EAC A2, 10 minutes)</li> </ul>		
	- Brief update on the latest developments of Europass (Pedro Chaves, EAC A2, 10 minutes)		
	- Presentation on Erasmus for All (Filip Van Depoele, EAC Dir. C, 35 minutes)		
10.30-11.00	Coffee break		
11.00-12.30	The future of Europass - Open debate on the short and medium term future of the Europa framework		
	- The European Skills Passport, the Europass Experience and the new ICT module		
	- Convergence and complementarity of Europass with other European tools such as EQF, ESCO and the future European Skills Panorama		
12.30 – 14.00	Lunch		
14.00-14.45	The future of Europass (cont.)		
14.45-16.05	Recent developments of the Europass site		
	- Presentation by Philippe Tissot and Thanos Siaperas, Cedefop		
16.05-16.45	Working groups and clusters		
	- Presentation by Dik van der wal, NEC NL, on the Dutch Inland Mobility document (10 minutes)		
	- Presentation by Susanna Kärki, NEC FI, update on the work of the WG Communication and Promotion (10 minutes)		
	- Presentation by Uta-Maria Behnisch, NEC DE, update on the work of the WG Western - Nordic/Baltic (10 minutes)		
	- Presentation by Indira von Oven, NEC NL, update on the work of the WG Certificate Supplement (10 minutes)		
16.45-17.00	Information from the EACEA		
17.00-17.20	The Europass Newsletter		
	- Presentation by Lubomir Valenta, 3s Research Laboratory, Vienna, creation of the first issue, second issue prospects		
17.20-17.30	Any other business		



#### 9.30-9.35 Welcome and approval of the agenda

Welcome by ACP: greets the participants and introduces herself (moved to DG EAC in February). Stresses that the most important current development in the area is Erasmus for All replacing the LLL programme.

#### 9.35-10.30 Information from DG EAC

• Update on the latest policy developments in Education and Training (Ana Carla Pereira, Head of Unit, EAC A2, 10 minutes)

ACP: Draws the participants' attention to the recent Commission policy communication of 18 April 2012 <u>Towards a Job Rich Recovery</u>, also referred to as "an employment package", promoting policy actions towards jobs creation.

The communication explicitly mentions skills passport and skills anticipation mechanisms. The EC President's cabinet expects the skills passport to be delivered in time and in good quality. NECs are invited to pay good attention to the communication.

DG EAC is also preparing another policy communication on modernisation of training systems. The paper called "Re-thinking skills" is expected to be published in autumn. It will address the future of transparency and recognition tools, thus also the future of Europass. That is why the NECs will be asked today how they see the tool's prospects.

• Brief update on the latest developments of Europass (Pedro Chaves, EAC A2, 10 minutes)

PC: Acknowledges that the Europass family is happily growing.

Addresses the Europass evaluation procedure that is required by the legal basis every four years. The company conducting the evaluation is the Lithuanian private research institute <a href="PPMI">PPMI</a>, who will deliver their final report to the Commission in October 2012. As a part of the evaluation process, an online survey focused on the users of Europass will be carried out in six countries: NO, LT, ES, DE, IE, and RO.

The new <u>Europass newsletter</u>: To be published three times a year, the first issue is online. PC thanks to 3s and encourages NECs to cooperate with 3s on the creation of next issues. More on the newsletter to be presented in the respective afternoon section of the meeting.

NEC Portugal will organise the second Europass meeting of 2012. It will probably take place around mid November, in Lisbon.

Proposals for organising the 2013 meetings? The Netherlands proposes to organise the first meeting in 2013.



Working groups and clusters this afternoon: PC encourages the WGs to send him reports from their sessions as he needs to be informed about the proceedings, findings and conclusions of WGs.

The new Europass ICT module to be introduced in the afternoon.

# • Presentation on Erasmus for All (Filip Van Depoele, EAC Dir. C, 35 minutes)



PVD explains the main aspects and features of Erasmus for All (EfA).

At the end of 2013, the current multi-annual framework ends, so the Commission has been working on new programmes (EfA is not the only new one to come).

A greater emphasis will be on the European added value, i.e. on the link to policy objectives that must be strong. Simplification and rationalisation are among the key imperatives in the programme's development. EfA will deliver impact not only on individual level but also on organisational and institutional levels.

In the area of education and training, there are a lot of commonly agreed policy objectives; therefore, maintaining relations between programmes and policy goals is a clear task here.

There will be no increase in the overall EC budget, but the EfA coordinators managed to negotiate a restructuring of funds resulting in a 70% increase (!) in finances allocated to EfA. The programme's budget would thus be  $\in$  19 billion for the 7-year period of 2014 – 2020. This, however, yet needs to be approved by the Council.

PVD introduces the structure of the programme:

3 key actions will integrate the existing programmes.

- Ad Key Action 1: Learning Mobility of Individuals
  PVD says there is potential in encouraging more mobility of staff (teachers, school administrators, etc.). Also, higher education students will not only be supported to study abroad but also to work as interns in foreign companies. Financial barriers for students to study abroad solution: EU provides a system of guaranteeing loans in cooperation with banks. This KA is also intended to involve non-EU beneficiaries.
- Ad Key Action 2: Cooperation for Innovation and Good Practices
  This KA is aimed at institutional level. Strategic partnerships between educational institutions across Europe are envisaged. Knowledge alliances as boosted partnerships between academic institutions and businesses will be established (sector skills alliances are the equivalent in VET).
- Ad Key Action 3: Support for Policy Reform Stimulating and promoting the policy process on European level. Great emphasis shall be put on transparency tools but also on recognition measures (such as ECVET).



There are two further components of EfA: Jean Monnet (teaching and research), Sport (added to the programme).

In the rest of the presentation, PVD introduces (for figures see the presentation attached):

- the budget structure (allocation of finances to the chapters; budget implementation architecture)
- foreseen EfA benchmarks for the programme's impact on individuals, institutions and policy measures
- EfA inception timetable

End of presentation, questions from participants follow.

DE: Asks about the name – is it fixed? Secondly, what exactly do you mean by "greater focus on European added value"?

MT: Is the budget allocated for Europass in administrative or policy chapter?

NL: Professional Card development – how is it connected to EfA? (Europass documents should reflect it somehow.)

PVD ad the name: Commission couldn't come up with a better name. Although the European Parliament is somewhat opposed to the name, it will most likely stay this way. The reasons for calling it that: Erasmus represents positive EU connotations for citizens. Also other stakeholders (local, regional) choose to call their own projects "Erasmus-something" to indicate these are about mobility. It is important to have a widely recognised name for the one integrated programme.

PVD ad "European added value": It is important to distinguish what is the immediate impact and what is the long term impact. Because EfA is funded by European money, it must lead to European policy objectives and not merely to individual benefits. That is the European added value.

PVD ad funding Europass: It will be funded from the operational chapter.

PC answers the Professional Card question: Professional Card is dealt with entirely by DG Internal Market, and belongs by nature to the labour market policy. The possible interface between Europass documents and Professional Card will be examined by the ongoing evaluation of Europass. Links between education and labour market, however, are now very high on DG EAC agenda.

ACP adds that this is one of the issues that are in preparatory or negotiation phase, so there are no straightforward answers yet.

FI adds that Professional Card is still under development, while Europass has been up and running.

BE Fr: More specific information about the future of the Europass budget?

UK: Same question.

PVD: We want to avoid annual negotiations of the budget. Although there will be no increase in EU spending in years 2014 to 2020, there has been room for repositioning of the current resources. The Parliament is clearly in favour of increasing budget for the area of education. The Council is more complicated on that issue, but there is chance they will also say yes to increase in education and training.

IS: How will the role of National Agencies change?



PVD: The idea is to have a single agency in every country to support the concept of programme integration. Also budgetary management is simpler when there is one central agency in a country. Alternatively, there can be a coordinating (umbrella) agency ruling other agencies in a country. The Council, however, took a different view – subsidiarity issue.

ACP: Thanks the presenter and the discussion participants. More questions to be forwarded to DG EAC.

#### **10.30-11.00** Coffee break

**11.00-12.30 The future of Europass -** *Open debate on the short and medium term future of the Europass framework* 

- The European Skills Passport, the Europass Experience and the new ICT module
- Convergence and complementarity of Europass with other European tools such as EQF, ESCO and the future European Skills Panorama



PC names the highlights of this section: European Skills Passport, Europass Experience, Europass ICT module; related policy framework (EQF, ESCO, EURES).

Europass is, and further will be, part of this policy framework. The most significant component is the EQF. The discussions on the possibility of merging ECVET and ECTS concern Europass as well. Commission wants to know what is the NECs' vision of how Europass should change, and how it would be used in the future. In PC's view, Europass should become more a provider of services and less a provider of documents. It is important that Europass serves citizens with more complex assistance than just documents to fill.

ACP also introduces the section by stating that there are things that can be done in short term (with the current legal basis), but we shall also discuss actions to be taken in a more mid-term perspective.

PC presentation (see attached).

#### Current shortcomings in Europass:

- no clear distinction between the CV and the other documents. (the CV is very iconic and distinctive, but its nature and function is different from the other documents);



- the portfolio lacks document for recording learning outcomes acquired in non-formal settings;
- lack of an ICT-specific document.

Regarding the ICT module, work is currently done on the development of descriptors for self-evaluation of ICT skills and competences.

The idea of European Skills Passport (ESP): a comprehensive PDF where you can add modules such as Experience, Mobility, Language Passport, Supplements, etc.

ACP adds: The differentiation between the CV and the other documents unified through the ESP can be illustrated as the difference between a person's ID and passport. The former says basically who I am, the latter brings a structured information in more detail. The ESP should there represent a personal profile to be used for a further inquiry by employers etc.

ACP invites reactions from NECs on that idea. She stresses the importance of recording skills from non-formal learning as well as the ICT skills module. She remarks that now we are at a stage of development where we can still change things.

LT: Supports the idea of an integrated set of documents.

NL: So the Europass Mobility will stay? That is good. Further on the topic, it is important that we communicate well the difference between formal/validated documents like ECS and EDS, and self-assessment-based documents such as the LP.

FI: Likes the idea of an integrated document, too. This actually follows the way the documents are used today. But yes, it will be important to clarify the difference between validated and non-validated documents. Questions: Can the documents still be used separately? Who develops the ICT descriptors?

LU: Would this not make the CV a bit of an outsider in the portfolio?

ACP: Each citizen will of course be allowed to choose whatever parts of the portfolio. The differences between validated and non-validated documents will be clearly explained - this could even bring added value. On the ICT module development: EU <u>Joint Research Centre</u> (JRC) provided a study on ICT descriptors already. By the end of the year, they could come up with a draft solution (descriptors similar to the ones in LP). So, it is JRC and their subcontractors who will develop this. To LU: We are open to discussing whether the original idea of Europass will (or even should) remain intact.

IS: Three points. First, how do I get my EDS into the integrated portfolio? Second, let's not lose the simplicity of the CV, let's not have too many choices that will confuse first users. Third, the word "passport" is misleading – the skills are not necessarily gained abroad.

ACP replies: CV will not be changed in its concept. A "pass" can also mean that you are allowed to enter somewhere (a concert, a company). At this point, however, it would be extremely difficult to change the wording "Skills Passport".

SI: Multiple points and questions. Why "European" Skills Passport? Should it not be called "Europass" Skills Passport, or just Skills Passport? Also, in Slovenia we do not use the word "passport" in translation of the LP, and that will also affect the translation of ESP. Another point: the ICT module should be linked to ECDL somehow, although it is true that ECDL is



not a self-assessment mechanism. The Europass folder: will we continue to give out folders for that integrated portfolio of documents? About changing the original idea of Europass: it has been said from the beginning that the portfolio may evolve in time.

CZ: EDS would not be possible to be included in an integrated PDF in the Czech Republic. Second: What will happen to mobility?

Cedefop, PhT: Two questions. First, concerning the ICT module: functional ICT skills refer to basic skills (send email, install basic programmes) and should be addressed very differently from professional ICT skills. Second, should the ICT module be integrated in the CV rather than having an ever growing number of extra documents? The descriptors and levels are of profound importance, it is a huge endeavour to create such a framework. The ICT sector itself should be consulted because otherwise it might not react in a positive way.

ACP ad ICT module: The ICT sector must, and will, be consulted. We are also aware that the levels must range from basic to professional. That's what the JRC and their subcontractors are investigating right now. During the next meeting in Portugal, draft outcomes will be presented. We can reflect on the possibility of including non-self-declaratory parts. The ESP should be simplifying not confusing - this is not about adding documents but integrating them. The final display should make an integrated impression.

ACP ad Diploma Supplement issues: We need to consider the problems related to DS for all the validated documents, and discover what could be the possible solutions. This is a technical issue. We will not ask each university to change their systems; we will rather focus on finding a solution for the end-user to integrate her or his individual DS in the file.

DE: Likes the concept. On the other hand, it must be clear what is self-assessment and what is validated by an external party. If this is confused, it will ruin the trust in the whole thing. Secondly, the technical electronic solution must be very easy and harmonised across Europe. Then, the folders are the only common European PR material of Europass, uniting the network's presentation.

PL: Does not like the word "passport". It is contradicting the idea of a common Europe. I do not use my passport any more when travelling across Europe. How about calling it "Europass ID", or "European ID", or "Personal Portfolio"? Then, recalling the new CV – does Cedefop still plan on implementing some parts of the changes proposed last year? Why repeat all the information present in a ESP in CV too? About EDS: we cannot put the Europass logo on DSs issued in Poland. If we cannot persuade the universities to put the logo on, do you think it wise to keep this document in the portfolio?

DK: A massive ESP document could scare employers. Is there a way of presenting the ESP's content in a short summary?

FI: A summary page is a good idea. Ad DS: currently in Europe there are very few higher education institutions that issue electronic DSs. But this will grow. NECs should remind the HE institutions to make links to Europass. Another point: agrees that the name is not good. Why not call it "portfolio"?

DB: Self-assessment and reflection are highly important factors for volunteers. Another point: Have you thought about terminology of the documents' content? Do you plan to have open fields, or use taxonomies and terminologies in e.g. drop-down boxes?



BE Fr: Does not like the proposed structure of documents. It's like an additional envelope in a portfolio. Promoting this change of structure will be difficult, as people will not understand what ESP really is. The word "passport" is a problem indeed, but the word "skills" is also bad. What about "Competence passport"? Ad DS: universities will not be happy to see their document in a wider portfolio – it's their document.

FI: Does not agree with BE Fr's last point - the DS document belongs to the user, and he or she is allowed to use it as he or she pleases.

PL: Of course. The problem is elsewhere. The universities will not like the portfolio structure.

FI: Why should we be asking them?

ACP responses: The tool is something for the users to construct and use freely. ACP supports the FI point about using the documents freely, even the validated ones. The division between VET and academia is very present now, but the idea is to create a more holistic tool that does not promote this divide but rather tries to overcome it. All in all, the user/citizen's view and benefit is the fundamental imperative here. The institutions cannot pre-determine this.

TR: Multiple points. DS is not owned by Europass, it had been there before. We merely say to users: include your DS in your folder, and that's it for us. Additionally, we can advise people how to use it. About ICT skills: It is not sure if a common framework is even possible in that area. About validation: a design indication of validated document (logo of university, flag) could pretty much do the trick. About the proposal for a summary page in ESP: the CV is in fact such a summary, why create another one? Last point: TR also has a problem with the words "skills" and "passport". Makes a linguistic point about the root of the word: "port".

UK: In the perspective outlined by the Commission, Europass is becoming massive. Do we need all these documents in the first place? In paper, they will be simply too much. Will employers want to go through all that? If this is going to happen, there will have to be a really sustainable electronic solution to make the usage simple. In paper, this won't work with employers.

EE: The main document is the CV. If the employer wants more facts, they go to more documents. Can Cedefop show how they technically understand the solution?

PL: Agrees that the crucial document is CV, but in Poland the employer will look at a CV for no longer than 10 seconds. If you manage to highlight your competence in the CV, then you can get a chance to bring a whole book about yourself. Agrees with TR on ICT skills problem.

BE Fl: Works in public employment service. Therefore knows that it is important to make sure that the portfolio can communicate with employment service systems. Compatibility is crucial. ICT skills are also very job-related, so make sure you talk with DG Employment about that.

SE: We promote two things simultaneously: domestic employability, and foreign careers. That causes language problems. It should be decided what is the purpose of Europass really. When it started, it was about going abroad, now it is more about how to get a job at home. The different language variants of a person's portfolio are then confusing.



LU: Basically, we are going to do two things to the original portfolio: change structure and add documents. But simply adding them is no problem; the problems arise when it comes to defining their specific contents.

MT: How are the changes going to be perceived by users? That is the crucial viewpoint. Will this make their agendas easier?

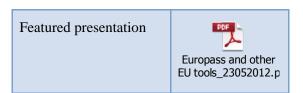
ACP summarises and concludes the discussion:

There seems to be an agreement (with exceptions) that separating CV and ESP is a good idea. About the names and brands: this has political roots. We cannot easily decide to have a new name. About validated and non-validated documents: we need to seek simplicity and user-friendliness first. Employers and employment services are also important stakeholders. About the ICT module: ACP proposes to look at the design of the ICT module in the next meeting in Portugal and see what is there to it. Also in the next meeting, it should be clearer what the technical solution will be like; now it is rather premature to speculate, also in the light of what has been said today.

PC adds that JRC has been doing a comprehensive job developing the descriptors, they are professionals. About Experience: reminds the NECs of the point of it being validated by third parties.

#### 12.30 – 14.00 Lunch

#### **14.00-14.45** The future of Europass (continued)



ACP presents other European tools connected to Europass (see the presentation attached).

Currently, the learning outcome approach is a conceptual trend in education and training, but not necessarily a practical reality.

EU skills panorama will be a single point of access to skills supply and demand information, a window to analysis. It will inform stakeholders about how skills evolve (both in their supply and demand). It shall be launched by the end of the year in its first version. Cedefop should maintain the tool when it's up and running.

EQF is more of a process than a tool (bringing NQFs together). ACP speaks about the referencing process. Second phase: indicating EQF levels in certificates and diplomas (citizen's added value).



PC continues. He mentions the discussion on merging ECTS and ECVET and the <u>Directive</u> on <u>Recognition of Professional Qualifications</u>. The links between that and Europass are still open.

Validation of non-formal learning: Commission Recommendation for the Council, pressure on states to recognise the significance of non-formal learning outcomes. PC mentions ESCO in this regard - to be completed in 2017, first public version in 2013. EURES is also important.

ACP: To summarise: Europass is a component of a larger framework of tools and policies. How should it evolve accordingly?

ACP raises questions for participants: What objectives, format or means should Europass acquire? Or even, should we have one single "skills record" in the future instead of a multiplicity of documents? Could we add other functions to Europass and move from a portfolio of documents to a portfolio of services? And what about the interface with other networks?

IT: Don't we have too many tools? For example the ICT module – would it not suffice to have it in the CV?

EE: The main tool is the CV. The other documents principally help to make a very good CV.

Cedefop, PhT: Back in the early 2000s, the main goals of the then Europass-to-be were transparency and mobility. This mandate remains and should still be pursued. The next keyword should be modularity. Ability to change, modify, evolve the portfolio in time.

DE: It is important to ensure validation of the documents to give them more weight and credibility. Example is linking Mobility to ECVET in Germany.

NL: It might not be easy to include ECVET in Certificate Supplements, let countries decide which documents they want to link to the other tools and policies.

ACP: About the self-assessment factor: OECD currently develops an assessment tool (to be ready in 2013).

IS: Today's trend is tailoring qualifications (dual qualifications, individual combinations of specialisations). Here, Europass could be useful on domestic level, helping demonstrate the individual configuration of skills to the labour market. Are we not, however, making things too complicated?

UK: People should be able to tailor also the Skills Passport for the sake of specific jobs.

ACP: The numbers for CV usage are good, but the other documents have been doing much less greatly. So what are we looking for with this reform of the portfolio? This is the question for NECs: why are the other documents less successful?

PC adds: Which document would you suppress?

FI: Let's get rid of the Europass Mobility. The Language Passport is also questionable.

IT: Let's link Mobility exclusively to ECVET projects. And let's not create the ICT tool.

NL: Let's merge Language Passport with CV.

MT: The LP mechanism is not very realistic in terms of employer appreciation. The grid does not seem flexible enough to users.

IT: Let's lose DS.

SE: We should open mobility to ECVET. And open the documents to extra-European mobility projects, too.



SI: Before suppressing documents we should revise the content structure of the ones we currently have. LP might be obsolete and too long if you speak more languages. Mobility is also too long. Let's brainstorm what could be done to the current documents one by one.

PC: The current evaluation checks exactly this (including the feasibility of the documents).

DE: We should keep Mobility. But make it shorter – there is not much information on the first page, for example. The most important part (5a) is often neglected by users who get tired filling the first two pages. Mobility, by the way, is by majority used by younger people.

FI: Target groups of particular documents are important. There should be an analysis of target groups.

CZ: Language passport is not much used in the Czech Republic. So skip it. For that matter, the European Language Portfolio will still be there. The proposed Europass Experience will be very important. The ICT skills module could be part of CV.

UK: Should we consider a completely electronic tool (maybe with the possibility to print just the CV)?

IS: An example from school: kids create their e-portfolios and link the information to CVs. Let's get outside the box, be more modern. We should contact employers and ask them: how do you want applicants to present themselves? What do you want to see/go through?

FI: Where are the employers anyway? They used to attend the Europass meetings, now they don't. But the employers are also diverse; they also say very different things. We should find a balance in listening to them when creating the tool.

PL: The current portfolio covers many target groups. Let's not reduce our audience. The use of the documents is voluntary after all. You don't want to use it, don't use it. But do not lose a document completely. Let's focus on the quality of the content of each document rather than on their number.

Cedefop, PhT: Do not kill the Language Passport. It has been used by 1 million people so far. There is also still potential in Mobility, simplified and easy to use. This is a chance for the Europass Experience, too.

DB: Reminds the participants of the existence of Youthpass.

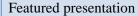
ACP concludes the section: further thoughts shall be brought to Commission's attention. She invites NECs to provide feedback when they have thought the topics through.

PC reminds the participants of the idea of transforming the network into one of services rather than mere documents.

#### 14.45-16.05 Recent developments of the Europass site

#### • Presentation by Philippe Tissot and Thanos Siaperas, Cedefop







PhT presents the new CV template and the related online tool (see the presentation attached).

The new layout has been finalised. Main changes as compared to the current layout are:

- better use of spacing
- Arial as default type
- use of colours and icons
- changes in heading titles' wording
- new fields added
- reduced size of personal info section (but enriched with website and skype info; no "fax" anymore)
- use of horizontal lines to separate main sections clearly
- vertical line removed
- heading titles in Work experience section removed; order of info in the section rearranged (employer moves higher)
- "certificate" line added to the language section but self-assessment remains essential (explanations of the A, B and C levels added)
- rephrased titles of other personal skills lines (simply "skills" instead of "skills and competences")
- for more changes see the presentation attached

NECs will be asked to translate the heading titles – choose best equivalents in national languages.

PhT then moves to introducing the new CV online creation tool whose design will be finalised by the end of June:

- real-time, WYSIWYG<sup>1</sup> logic
- vertical menu allowing for overview and un-ticking the presence of a headline
- using different colour style than the portals homepage (orange chosen for CV)
- help is displayed automatically (currently, most users won't bother clicking for it)
- less important categories of information will show as fields only upon user's click for them
- possibility to drag, move and drop the sections

PhT speaks about the timeframe for actions. NECs' contribution will be requested in two steps:

15 June to 15 September: NECs translate the template headings and instructions;

15 September to 15 October: NECs translate other texts for the tool (page titles, buttons, etc.);

November/December: the tool is tested;

14 December: the tool is launched.

<sup>&</sup>lt;sup>1</sup> WYSIWYG = what you see is what you get (when creating a CV, the tool will display it in the same way as it will eventually appear in a final print version)



End of presentation. The presented solutions receive applause from the audience; appreciation is expressed by all participants. Questions:

DE: Will it be possible to remove the icons from the basic information section? Some people might not like those.

PhT: We did not plan on that. For sure, some people will not like many things.

UK: Will there be room for a personal statement or resumé?

PhT: This will be added during the next phase of development (spring 2013).

BE: Will it be possible to upload old CVs into the new tool?

PhT: Of course.

IS: Should we create some kind of user-friendly tutorial? Guidelines? Video?

PhT: This is difficult to plan before the tool is up and running. And the new tool will be much more intuitive than the old one.

IS: Is surname displayed in capital letters by default? (Not common in Iceland at all.)

PhT: Yes. It might help the CV's reader distinguish which is actually the surname in case it is hard to tell.

SI: Will the blue colour be sustainable in case of black-and-white printing?

PhT: Yes, the light blue is in fact dark enough to show ok in a b/w print.

TS continues; presents the development of the Europass Experience template and online tool (for details, see the presentation attached).

Working template layout is introduced.

First page (self-sufficient), second page with more details.

The document will include a big logo of the organisation that validates the document to support credibility.

TS presents the envisaged workflow of the process of creation of EEx and its alternatives (see the presentation). Mentions that user accounts will be mandatory condition. Organisations will be identified by their VAT numbers.

#### Discussion:

MT: Will the document cover work placements only, or any other experience e.g. volunteering? In Malta, voluntary organisations do not have VAT numbers.

TS: In that case VAT number should be alternated with a specific ID number.

PC: It does not need to be VAT number necessarily, but some kind of proof needs to be there to maintain credibility.

NL: In fact, validity of the document will depend on two things: how well skills are described, and the signature of the employer.

PC: What is the majority opinion on this issue?

The majority of the network is in favour of VAT reference being optional.

PC: Ok, but a third party simply must be there. That is the very idea of the EEx concept.



SI: Does EEx really have to be sent to the employer? This will resemble the EMMS system.

PC: It is a fundamental part of the document's vision that the employer is the one who closes it. This will not change.

LV: What about using organisations' registration numbers?

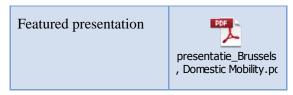
PC: It is possible.

CZ: How will the user know what to write there?

TS: Cedefop will create a tutorial and guidelines that will be an integral part of the tool.

#### 16.05-16.45 Working groups and clusters

• Presentation by Dik Van Der Wal, NEC NL, on the Dutch Inland Mobility document (10 minutes)



NL plays a short <u>video</u> on Europass Mobility for inland volunteers, highlighting user's appreciation for the document.

The video gets enthusiastic feedback from the audience.

• Presentation by Susanna Kärki, NEC FI, update on the work of the WG Communication and Promotion (10 minutes)



FI presents outcomes of the WG's meeting (WG is currently co-chaired by Austria and Finland). See the Minutes attached.

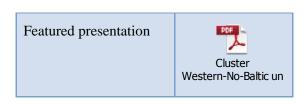
The main upcoming task is to create guidelines for presenting Europass in social media, first for Facebook.

PC: Did you discuss the newsletter, too?

FI: Yes, we have discussed ideas for the next issue.

• Presentation by Uta-Maria Behnisch, NEC DE, update on the work of the WG Western - Nordic/Baltic (10 minutes)





DE presents the Cluster's main current theme: Quality in Europass. Methodology used by the Cluster to investigate in the topic is introduced, and main findings listed:

- quality concern is particularly important for the content of the validated documents such as CS; should there be international guidelines?
- the format of cluster meetings needs to be improved so that they deliver better results;
- Europass' presence in social media must be based on a clearly defined strategy.

Second part of the presentation introduces the Europass Twinning initiative of MT, PT, NL and DE.

For details on all above matters see the presentation attached.

• Presentation by Indira von Oven, NEC NL, update on the work of the WG Certificate Supplement (10 minutes)

NL presents the current status and outcomes of the WG focused on Certificate Supplement. The CS survey's synthesis report is discussed.

Presentation will be sent to the network by Indira.

#### 16.45-17.00 Information from the EACEA

MPB and EB introduce themselves and present the organisational shift in EACEA resulting in moving the responsibility for Europass to another unit within the agency.

EB is the main contact person in EACEA for Europass matters.

A trainee is currently working on the analysis of the NEC final reports' completeness. EACEA ask for cooperation so that the final reports are amended and the issue closed as soon as possible.

MPB and EB address the new Commission logo. Its use (from 2013) on Europass materials is discussed with the NECs.

The section is concluded by a discussion on the VAT issue.



#### 17.00-17.20 The Europass Newsletter



LuV presents the first issue of the **Europass** newsletter.

Because of time shortage, he skips the presentation of the development process (the presentation is attached above.)

The structure and contents of the first issue are briefly introduced.

The NECs are encouraged to contribute to next issues.

The participants discuss the first issue, and suggest possible content items for the September issue.

LuV informs the participants that an email will be sent to the whole Europass network at the beginning of July containing detailed instructions for contributors to the September issue, including timeframe of actions (preliminarily: suggestions for contents to be sent to the editor in July; writing up and editing articles in August; finalising of the second issue in the first half of September).

PC thanks 3s and encourages the NECs to keep on cooperating on the creation of the newsletter.

#### **17.20-17.30 Any other business**

Uta-Maria Behnisch (DE) announces her retirement.

All colleagues acknowledge Uta's immense contribution to the network, and say good-bye.

The meeting is closed.



This report has been drafted by 3s Unternehmensberatung, Vienna, as an interim outcome for the European Commission Order no 01/033 "Support requested in relation to the coordination of the Europass and Europuidance networks".