The joint EQF/PLOTEUS steering group meeting held its second meeting on the 31st of January 2013. The meeting addressed three topics:

- The users’ survey: discussion on a draft questionnaire
- Testing of FoET: Feedback on the checklist for database managers
- Quality assurance of static information in PLOTEUS: Information a proposal to Euroguidance on criteria/guidelines

**The users’ survey**

The document on the approach to the questionnaire was presented. It was explained that the purpose of the questionnaire is twofold:

1. who are the current users, what is their purpose of visit and how can we serve them better
2. how can the portals reach a wider audience

The approach to the questionnaire was presented by Petra Ziegler from 3S. The discussion that followed focused on several topics.

The order of the questions was discussed and Petra Ziegler will take these in account when composing the first draft.

What languages to use to increase the validity of the outcome of the survey; the Commission will look into the option of translating the questionnaire in more languages. The balance between the extra costs and time should be in proportion to the purpose of the questionnaire.

The use of available statistics; the participants have asked for the statistical reports before and are pleased that they now will be available.

The speed of the database should increase. The current speed will not be enough to satisfy users.

➢ **The following was agreed:**
- The draft questionnaire will be sent to the participants by 8th of February. The comments made on the order of the questions and the type of questions will be taken into account. The draft questionnaire will be accompanied by:
  - further explanation on the testing process of the questionnaire
  - the latest report on statistics of Ploteus
- The participants will have 10, until the 17th of February, days to comment on the structure and the questions of the questionnaire
- The EQF/Ploteus statistics will be shared amongst the members of this group.

**Testing of FoET**

The note on the Results of the questionnaire on the use of ISCED FoET 2013 for the “Thematic Areas” in the data models of the EQF and Ploteus search functions” was presented.

To prepare for the testing of the ISCED FoET 2013 as the thematic areas, some working documents were sent to the EQF, Ploteus and Euroguidance networks as well as a note reflecting the feedback received.

A presentation was given by Notis Pikros from Intrasoft on the latest information received:

<table>
<thead>
<tr>
<th>Learning opportunities/Qualifications Databases</th>
<th>LO</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total responses</td>
<td>18</td>
<td>16</td>
</tr>
<tr>
<td>Have databases</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Databases planned</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Not planned</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Connected/planned databases to EQF/PLOTEUS</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Do not plan to connect</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mapping Questions</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total response</td>
<td>20</td>
</tr>
<tr>
<td>ISCED 2013 Mapping possible</td>
<td>15</td>
</tr>
<tr>
<td>ISCED 2013 Mapping not clear</td>
<td>3</td>
</tr>
<tr>
<td>ISCED 2013 Mapping not relevant</td>
<td>2</td>
</tr>
<tr>
<td>ISCED 2013 Mapping end of April</td>
<td>10</td>
</tr>
</tbody>
</table>

The discussion focused mainly on two topics, the user friendliness of the proposed thematic areas for the user and the (in) possibility to map all the information in the national databases to the two digit structure.

It was explained that:

- The mapping exercise is not to replace the existing national structure but to “map” it to the proposed thematic areas to create a structured data set for connecting to the EQF and Ploteus portals;
- The structured data set and the search interface on the EQF/Ploteus web sites are two separate entities. How the interface will look like, what terminology will be used and
how users will be able to search are questions that will be defined based on the results of the users’ survey.

• All national classifications should be able to map to the proposed thematic areas without loss of information (2 or 3 digit ISCED FoET 2013).

The 10 member states that have indicated to be able to perform the actual mapping will be approached by the Commission. The other countries will be informed. All countries that would like to do the actual mapping are invited to start the exercise.

As mentioned in the note, the Commission will discuss the results of this mapping exercise in the EQF and PLOTEUS Communities. After discussion the decision on the thematic areas will be taken in June.

Based on the results of the users’ survey the Commission will come with a proposal for the search interface after summer.

➢ The following was agreed:

• The Commission will continue with the testing of the feasibility of the proposed thematic areas.

Quality assurance of static information in PLOTEUS

The note “Ploteus, Quality of data” was discussed. The note has been drafted to use as in input for discussion in the joint Euroguidance/Ploteus meeting in Dublin on the 25th of February. The participants of this meeting were asked to comment on this first attempt to describe the role of Euroguidance in the quality of data in Ploteus.

The note was welcomed by the participants of the meeting. There is an agreement that these kind of steps need to be taken. However improvements to the note are necessary.

The discussion focused on the mix in the note of the data and processes in Ploteus I and Ploteus II. It was proposed make a clear division between these two types of data sets and processes. In addition the proposed elements were discussed, in particular the possible influence on the spread of information on the levels and types of learning opportunities and the role Euroguidance has in Ploteus II.

➢ The following was agreed:

• The note is to be seen as a first draft and the participants are requested to comment the note in written by the 8th of February.

The Commission will update the note and distribute as the discussion note for the Euroguidance/Ploteus meeting and to the participants of this meeting.