# Implementing the new Europass

## Project management plan

*Third Meeting of the Europass Advisory Group*
*14 March 2019*



Europass

## A fresh start for Europass

Europass is a set of five documents established in 2004. With more than 2 million visits per month, the Europass portal is one of the most visited websites of the European institutions. On 12 April 2018, EU Member States adopted the Commission's proposal to revise the Europass framework.[1] With this Decision, Member States are entrusting the Commission to manage the development of the new Europass platform.

## Scope

This project plan summarises the Commission's approach for implementing the new Europass platform. The work on the new Europass is organised in four major work strands, and supporting activities:

- **1) Europass web portal & information provision** on qualifications and qualification systems, guidance, validation, recognition and other topics related to skills and qualifications;
- **2) Europass e-Portfolio** to document and manage skills and qualifications;
- **3) Europass interoperability** to help users find relevant information including on jobs and learning opportunities, and apply directly online. Europass interoperability is the basis for building cooperation with other relevant services, such as EURES, employment services, job boards, student information systems and employers' IT systems;
- **4) Digital Credentials** as announced in the Digital Education Action Plan[2]. As a technical framework it will allow organisations across Europe to issue secure digital credentials that are understood all across Europe. It will also make non-personal information for verifying digital credentials accessible on a blockchain.
- **Supporting activities** include the evolving support and maintenance of Europass, the communication strategy and activities, project management and governance, partnerships with internal and external stakeholders, testing and release management.

## Delivery mode

Europass is a European framework that can only be implemented in close cooperation with Member States and stakeholders. Through the **Europass Advisory Group**, which meets 2-4 times per year, the Commission ensures alignment on strategic and policy level. In **expert workshops** the Commission consults with stakeholders on issues related to the implementation of specific work packages, e.g. how to achieve better interoperability with other tools, or how to improve the exchange of information on learning opportunities. The Commission also maintains continuous dialogue with the national networks (National Europass Centres, Euroguidance, EQF NCPs), with Social Partners and with other relevant stakeholders.

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[1] Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

[2] Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on the Digital Education Action Plan, COM/2018/022 final.

The technical implementation is using the development cycle shown in fig. 1 and applies an agile software development methodology[3]. Throughout the development the Commission puts a strong emphasis on user testing, as user-centricity is the key principle for the new Europass. In total, the Commission has planned five test releases for testing with end-users before releasing Europass publicly.
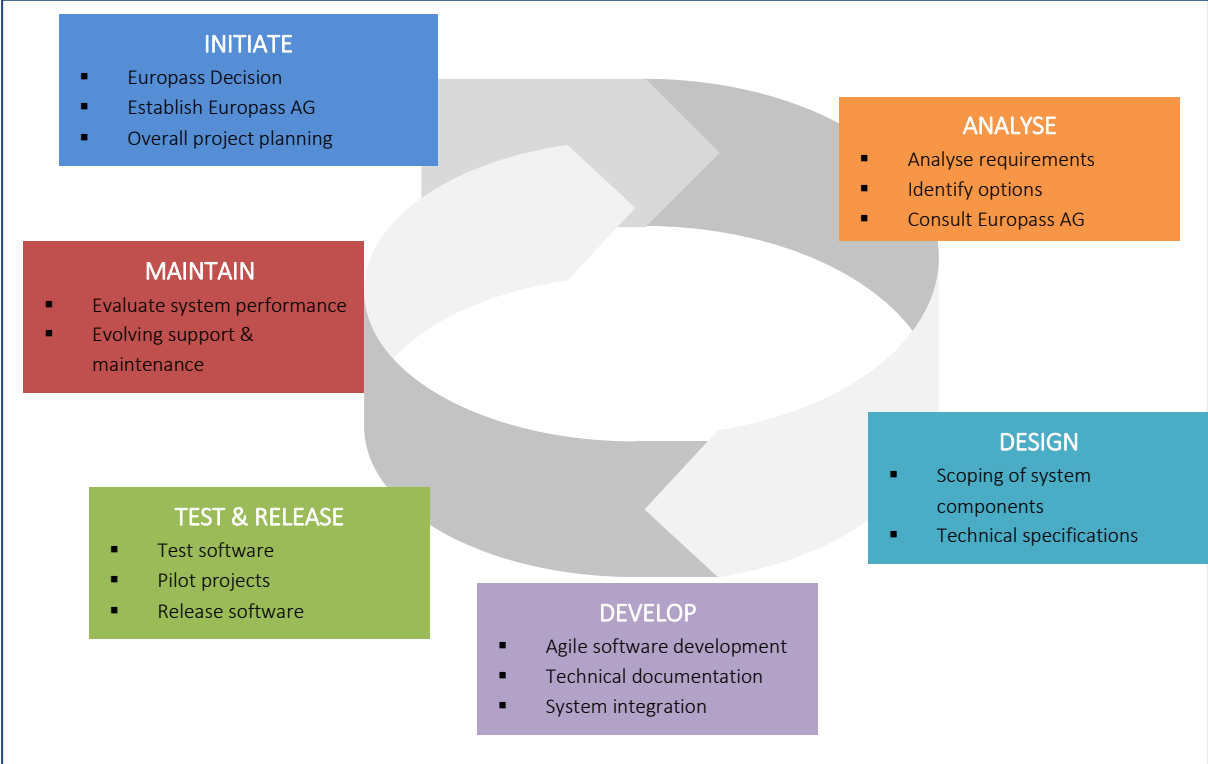
**INITIATE**
- Europass Decision
- Establish Europass AG
- Overall project planning

**ANALYSE**
- Analyse requirements
- Identify options
- Consult Europass AG

**MAINTAIN**
- Evaluate system performance
- Evolving support & maintenance

**DESIGN**
- Scoping of system components
- Technical specifications

**TEST & RELEASE**
- Test software
- Pilot projects
- Release software

**DEVELOP**
- Agile software development
- Technical documentation
- System integration
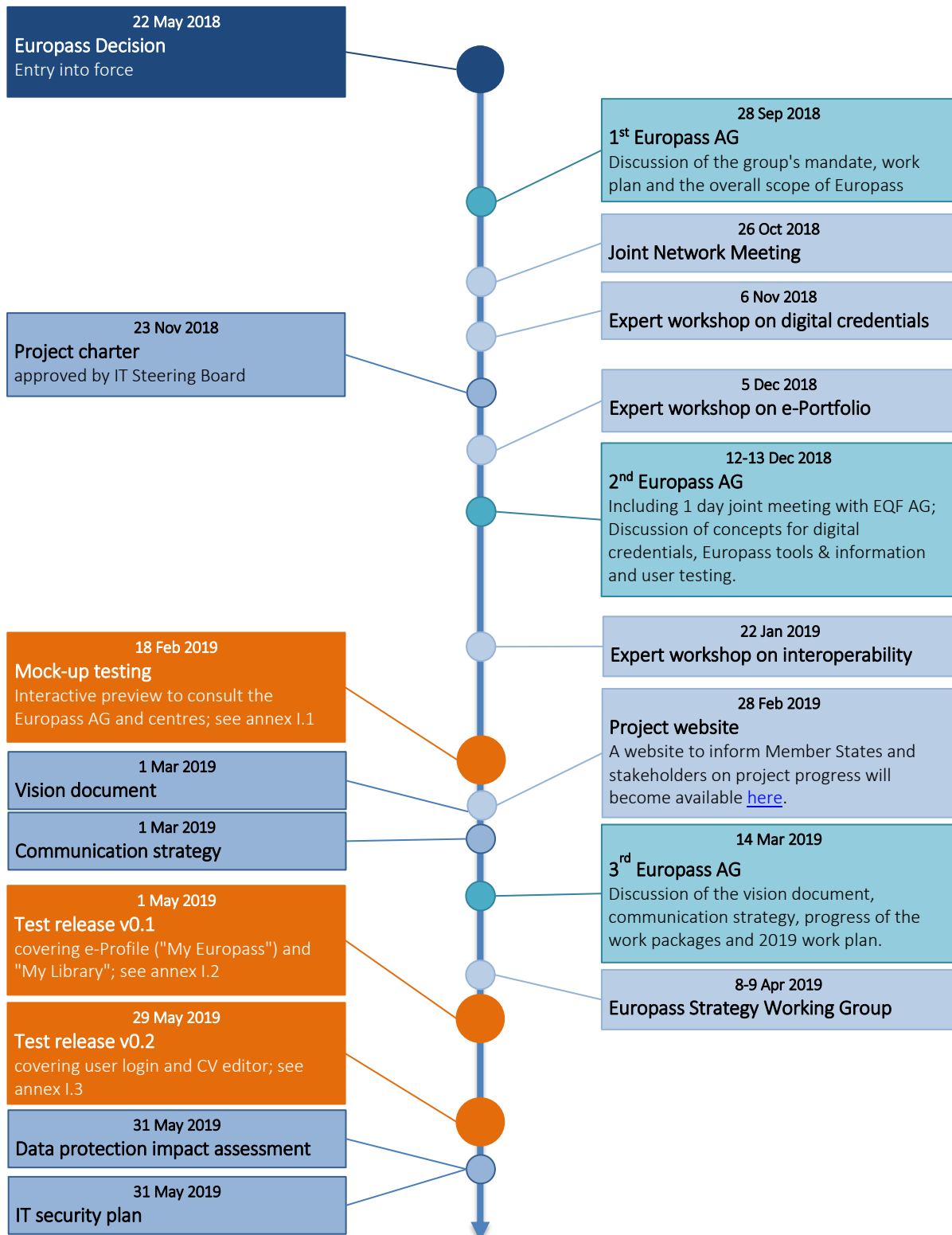
*Figure 1: Europass development cycle*

To make development more efficient, the Commission is reusing existing solutions where possible. This includes Connecting Europe Facility (CEF) building blocks on eID and eSignature, EU Login, and existing standards and framework such as the EQF, ESCO[4] or the Common European Framework of Reference for Languages (CEFR). Modules of Europass with high reusability will be published as open standards or open source, so that Member States and stakeholders can voluntarily use them in their own systems.

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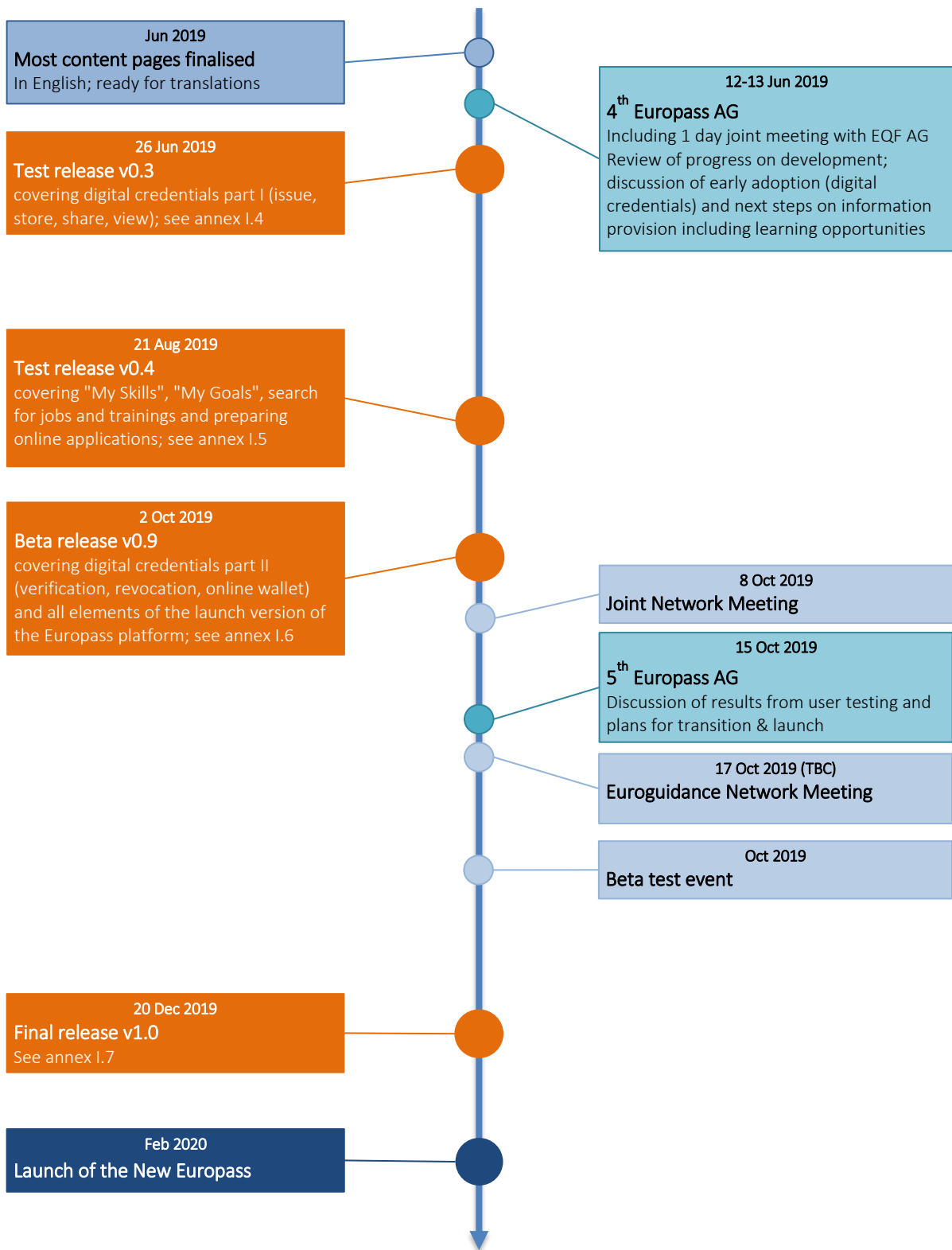[3] *"Agile software development is an approach to software development under which requirements and solutions evolve through the collaborative effort of self-organizing and cross-functional teams and their customer(s)/end user(s)."* (Wikipedia)

[4] According to Recital 17, the Commission could use ESCO in Europass, after appropriate testing and having due regard for the position of Member States.

## Project timeline

Target date for the launch of the new Europass is February 2020. The table below lists all major milestones and events from the adoption of the Decision until the launch. Additional features and improved versions will be developed and released after the launch; Europass is a living and evolving framework.

**22 May 2018**
Europass Decision
Entry into force

**28 Sep 2018**
1st Europass AG
Discussion of the group's mandate, work plan and the overall scope of Europass

**26 Oct 2018**
Joint Network Meeting

**6 Nov 2018**
Expert workshop on digital credentials

**23 Nov 2018**
Project charter
approved by IT Steering Board

**5 Dec 2018**
Expert workshop on e-Portfolio

**12-13 Dec 2018**
2nd Europass AG
Including 1 day joint meeting with EQF AG; Discussion of concepts for digital credentials, Europass tools & information and user testing.

**22 Jan 2019**
Expert workshop on interoperability

**18 Feb 2019**
Mock-up testing
Interactive preview to consult the Europass AG and centres; see annex I.1

**28 Feb 2019**
Project website
A website to inform Member States and stakeholders on project progress will become available here.

**1 Mar 2019**
Vision document

**1 Mar 2019**
Communication strategy

**14 Mar 2019**
3rd Europass AG
Discussion of the vision document, communication strategy, progress of the work packages and 2019 work plan.

**1 May 2019**
Test release v0.1
covering e-Profile ("My Europass") and "My Library"; see annex I.2

**8-9 Apr 2019**
Europass Strategy Working Group

**29 May 2019**
Test release v0.2
covering user login and CV editor; see annex I.3

**31 May 2019**
Data protection impact assessment

**31 May 2019**
IT security plan

**Jun 2019**
Most content pages finalised
In English; ready for translations

**12-13 Jun 2019**
4th Europass AG
Including 1 day joint meeting with EQF AG
Review of progress on development;
discussion of early adoption (digital
credentials) and next steps on information
provision including learning opportunities

**26 Jun 2019**
Test release v0.3
covering digital credentials part I (issue,
store, share, view); see annex I.4

**21 Aug 2019**
Test release v0.4
covering "My Skills", "My Goals", search
for jobs and trainings and preparing
online applications; see annex I.5

**2 Oct 2019**
Beta release v0.9
covering digital credentials part II
(verification, revocation, online wallet)
and all elements of the launch version of
the Europass platform; see annex I.6

**8 Oct 2019**
Joint Network Meeting

**15 Oct 2019**
5th Europass AG
Discussion of results from user testing and
plans for transition & launch

**17 Oct 2019 (TBC)**
Euroguidance Network Meeting

**Oct 2019**
Beta test event

**20 Dec 2019**
Final release v1.0
See annex I.7

**Feb 2020**
Launch of the New Europass

## Communication, Quality and Risks

The Commission is currently preparing a Europass **communication** strategy[5] and annual communication plans. They will combine communication activities on European level, and guidance for communication on Europass on national level.

By June 2019 the Commission will also establish a separate **quality management** plan. It will plan the quality assurance and quality control processes throughout the development of Europass.

An initial **assessment of risks** for the Europass project identified the following major risks:

- New technology or market developments putting the usefulness of a European platform in question
- Insufficient quality assurance of data received from Member States, stakeholders and Commission services
- Lack of resources deployed by Member States or on European level
- Conflicting interests by stakeholders or Member States

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[5] Draft provided on the 3rd Europass Advisory Group meeting of 14 March 2019 for consultation.

# Annex I – What will be delivered by when? - Description of the releases

## Annex I.1 – Mock-up testing

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| Summary | Design mock-ups for consulting stakeholders early in the development process |
| Target date | 18 February 2019 |
| Main functionality | Interactive mock-ups of:<br>• Europass homepage<br>• "Wizard" for creating a new Europass<br>• Europass e-Profile<br>The mock-ups are clickable previews showing how the final page would look. |
| Planned testing | Consultation of Europass Advisory Group, National Europass Centres and other stakeholders through an online survey |
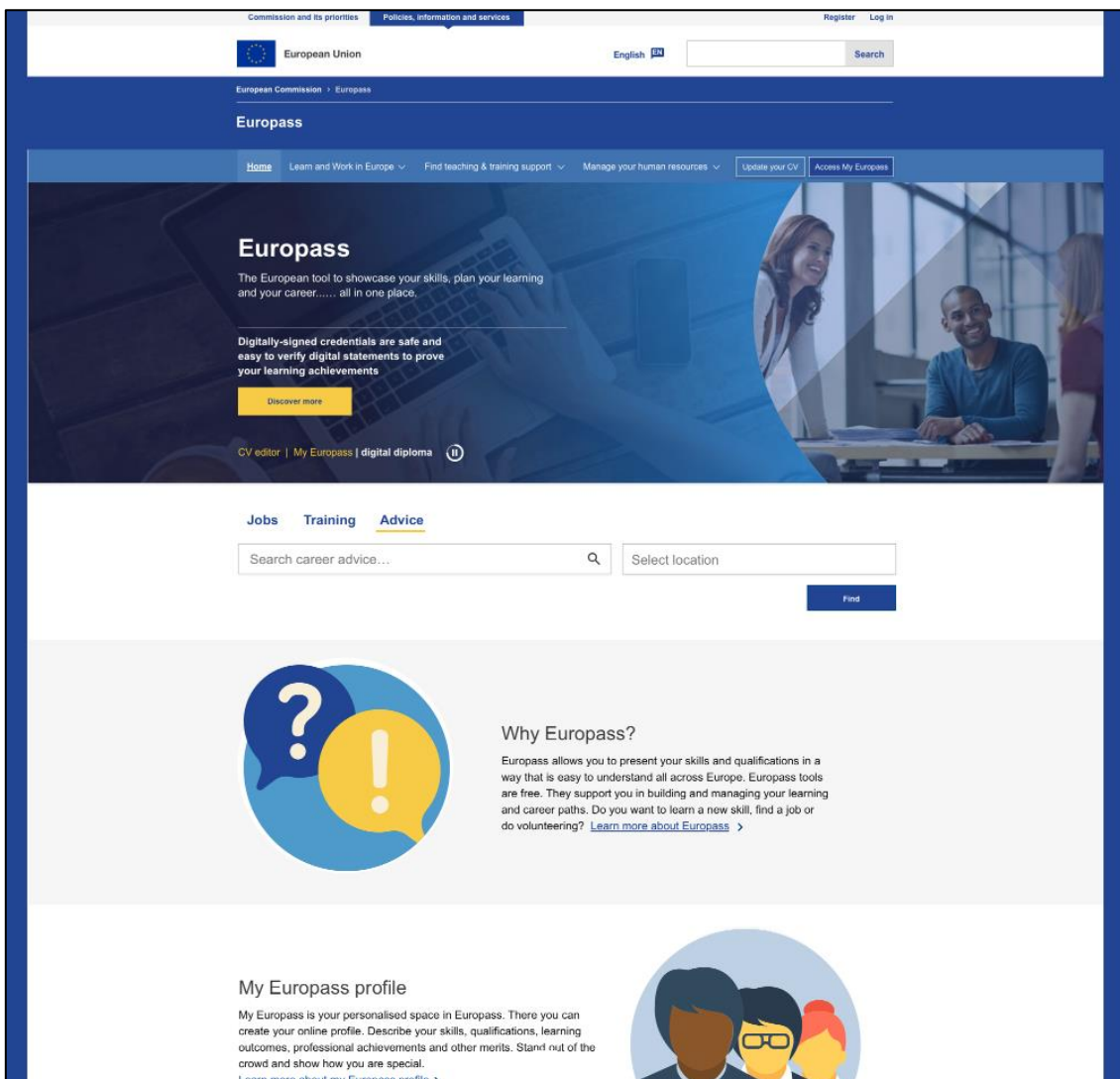


*Mock-up of the Europass homepage*

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| Summary | Early release covering the creation of the Europass e-Profile |
| Target date | 1 May 2019 |
| Main functionality | ▪ Users can create a new Europass e-Profile step by step.<br>▪ Users can import data from an existing Europass CV to create their new Europass e-Profile.<br>▪ Users can edit their e-Profile and add new sections to it.<br>▪ Users can store documents, such as scanned reference letters, certificates, etc. in their document library. |
| Planned testing | Bilateral consultation with key stakeholders.<br><br>Wider user testing will only start with test release v0.2. |
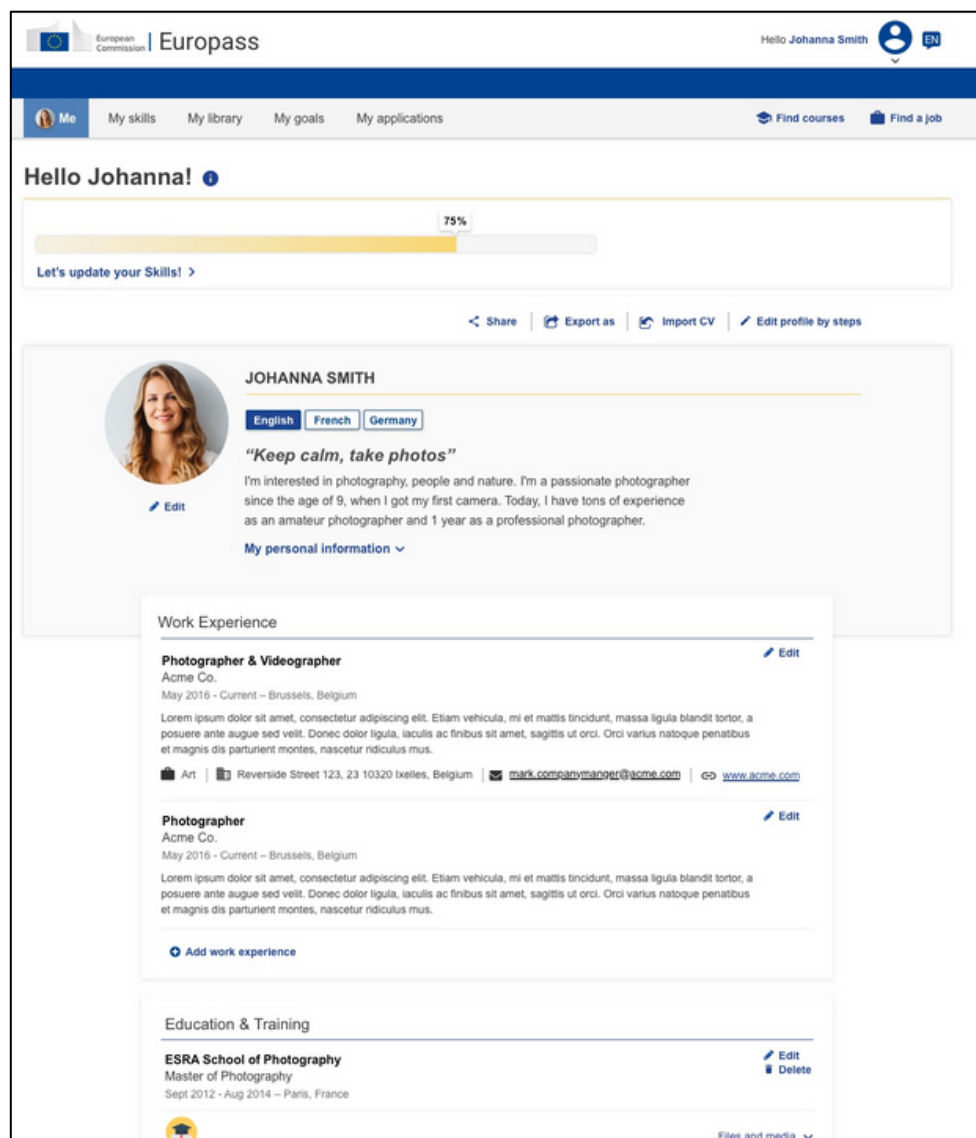


*Mock-up of the "My Europass" section where the user records his/her skills and qualifications (Europass e-Profile)*

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| Summary | Test release to support wider end user testing of the e-Profile and the CV Editor |
| Target date | 29 May 2019 |
| Main functionality | The release extends the features of release v0.1 with the following functionality: |

- Users can manage e-Profiles in several languages.
- Users can create CVs based on their e-Profile.
- Users can create CVs without logging in, either from scratch or by importing their existing Europass CV.
- Users can choose from different CV templates to personalise the look & feel of their CV.
- Help sections and tooltips support the user in preparing their e-Profile or CV

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| Planned testing | Wider end user consultation with the help of the Europass Advisory Group and the National Europass Centres. |
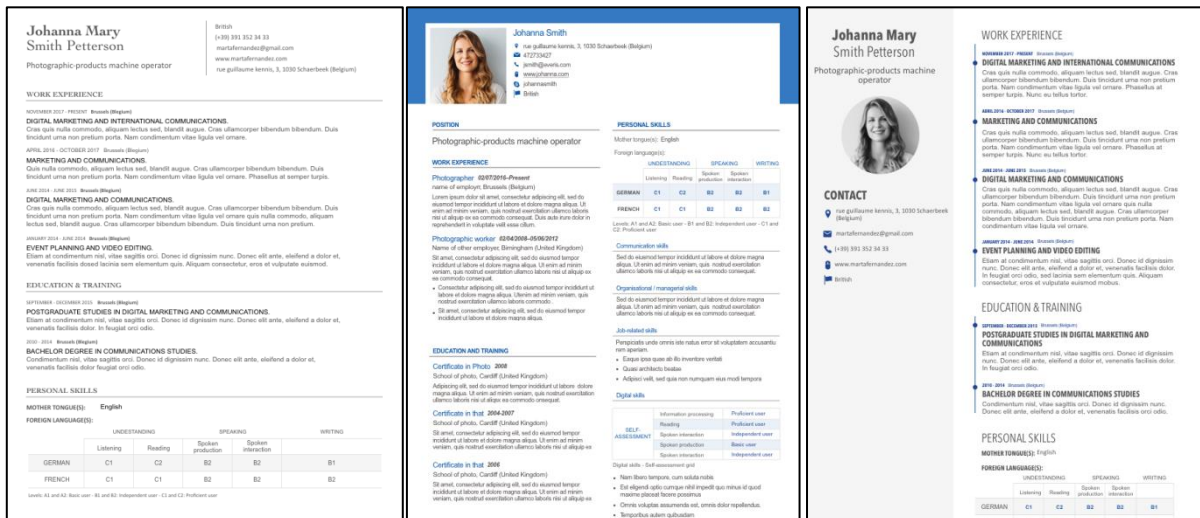


*Sample CV templates for users to choose from*

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| Summary | Test release focusing on the first part of the infrastructure for digital credentials |
| Target date | 26 June 2019 |
| Main functionality | The release extends the features of release v0.2 with the following functionality: |

- Organisations (e.g. education and training institutions) can issue digital credentials to a person.
- Users can store digital credentials in their Europass library and view their content.
- Users can share their digital credentials with others, e.g. when applying for work or further training.
- Users can define their goals and preferences, e.g. if they are looking for jobs or training, in which countries and for which occupations. (still to be confirmed for release v0.3)

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| Planned testing | Consultation of Europass Advisory Group, National Europass Centres. |

This release will be used for launching projects with early adopters of the Europass framework for digital credentials. It allows them to fully implement the first steps of the process.
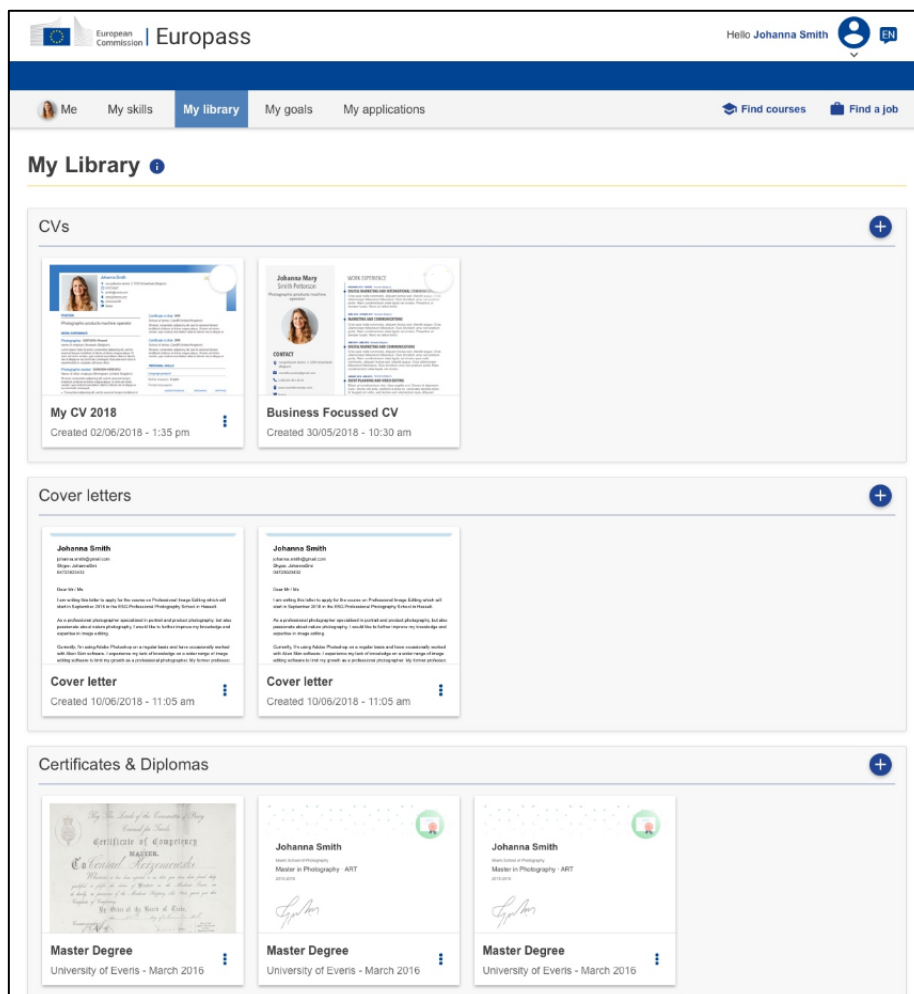


*Mock-up of the "My library" section, where users can store documents and digital credentials*

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| Summary | Test release focusing on finding jobs and learning opportunities |
| Target date | 21 August 2019 |
| Main functionality | The release extends the features of release v0.3 with the following functionality: |

- Users can see suggestions for interesting jobs, learning opportunities, other opportunities (in particular volunteering) and content (events, articles). The suggestions are based on their profile and on their goals and preferences.
- Users can see and fine-tune an analysis of their skills based on their e-Profile.
- Users can use a search interface to explore job and learning opportunities.
- Digital credentials can be automatically verified (authenticity, right of the issuer to issue this type of credential).
- Users can see their past activities on Europass and can edit their privacy settings.

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| Planned testing | Wider end user consultation with the help of the Europass Advisory Group and the National Europass Centres. |
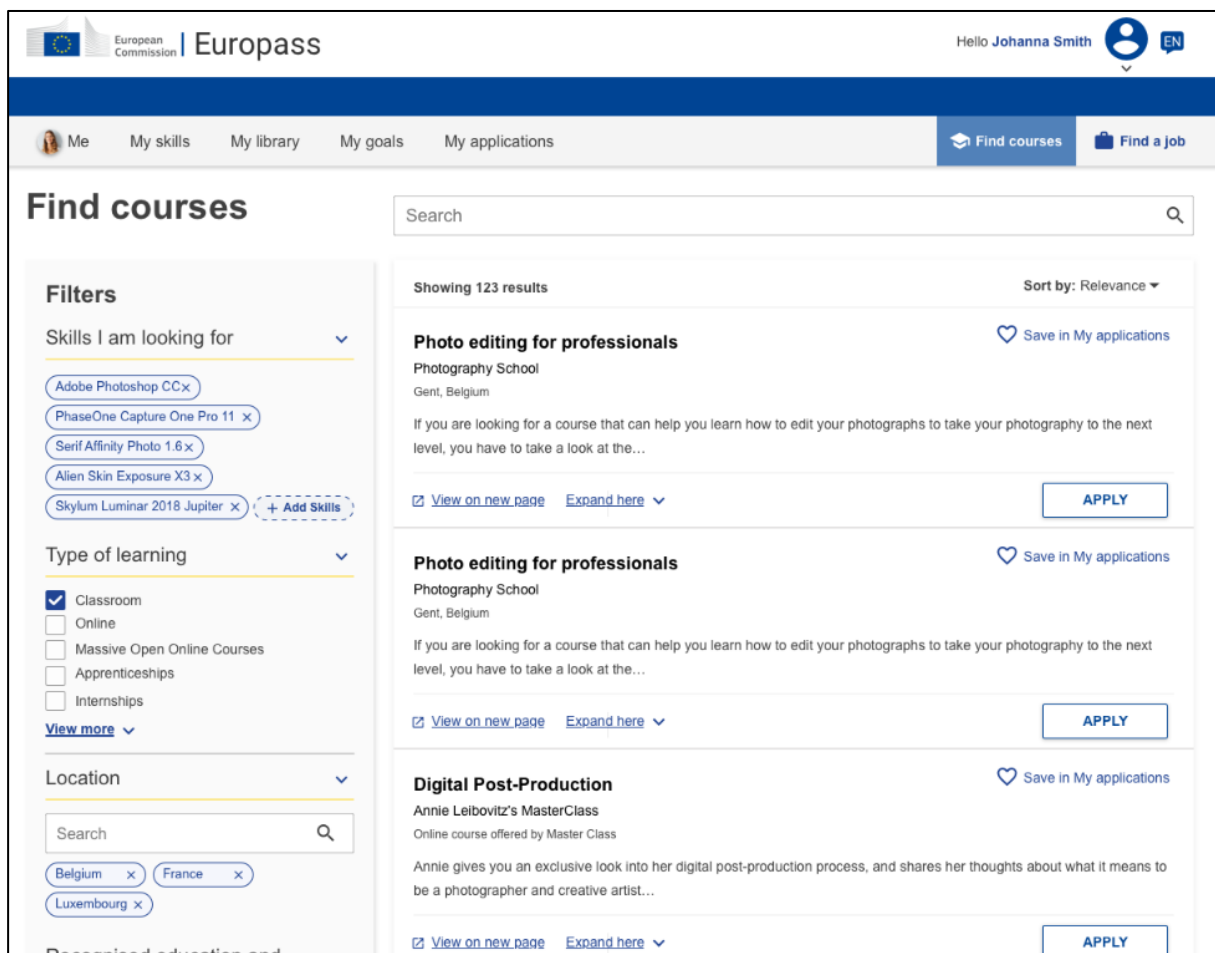


*Mock-up of a search interface to find learning opportunities*

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| Summary | Full "*must have*" scope of the New Europass for beta testing |
| Target date | 2 October 2019 |
| Main functionality | The release extends the features of release v0.4 with the following functionality: |

- Users can create online applications for jobs and learning opportunities, by combining their e-Profile, cover letters, CVs, supporting documents and/or digital credentials.
- All content pages of Europass fully populated in English

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| Planned testing | Testing in a beta testing event, e.g. a distributed event together with the National Europass Centres |
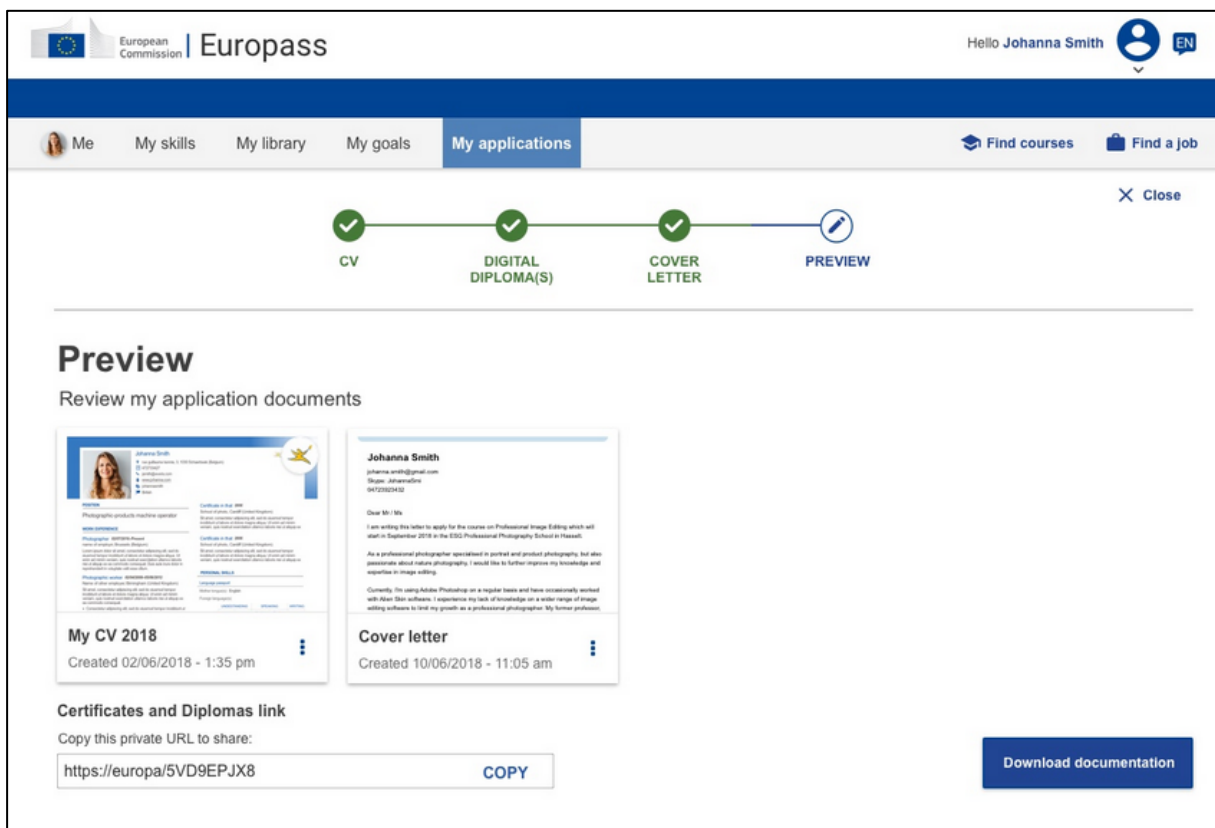


*Mock-up screen for preparing an online application with Europass*

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| Summary | Final release, ready for launching |
| Target date | 20 December 2019 (delivery of the release) |
| | February 2020 (installed in Commission's hosting environment and official launch of the new Europass |
| Main functionality | The release extends the features of release v0.9 with the following functionality: |
| | ▪ Digital credentials can be revoked by the organisations authorised to do so. |
| | ▪ Changes and bug fixes deriving from beta testing |
| Planned testing | Full functional and non-functional testing, including in-depth stress-testing before Go Live (also previous releases are tested in this manner). |
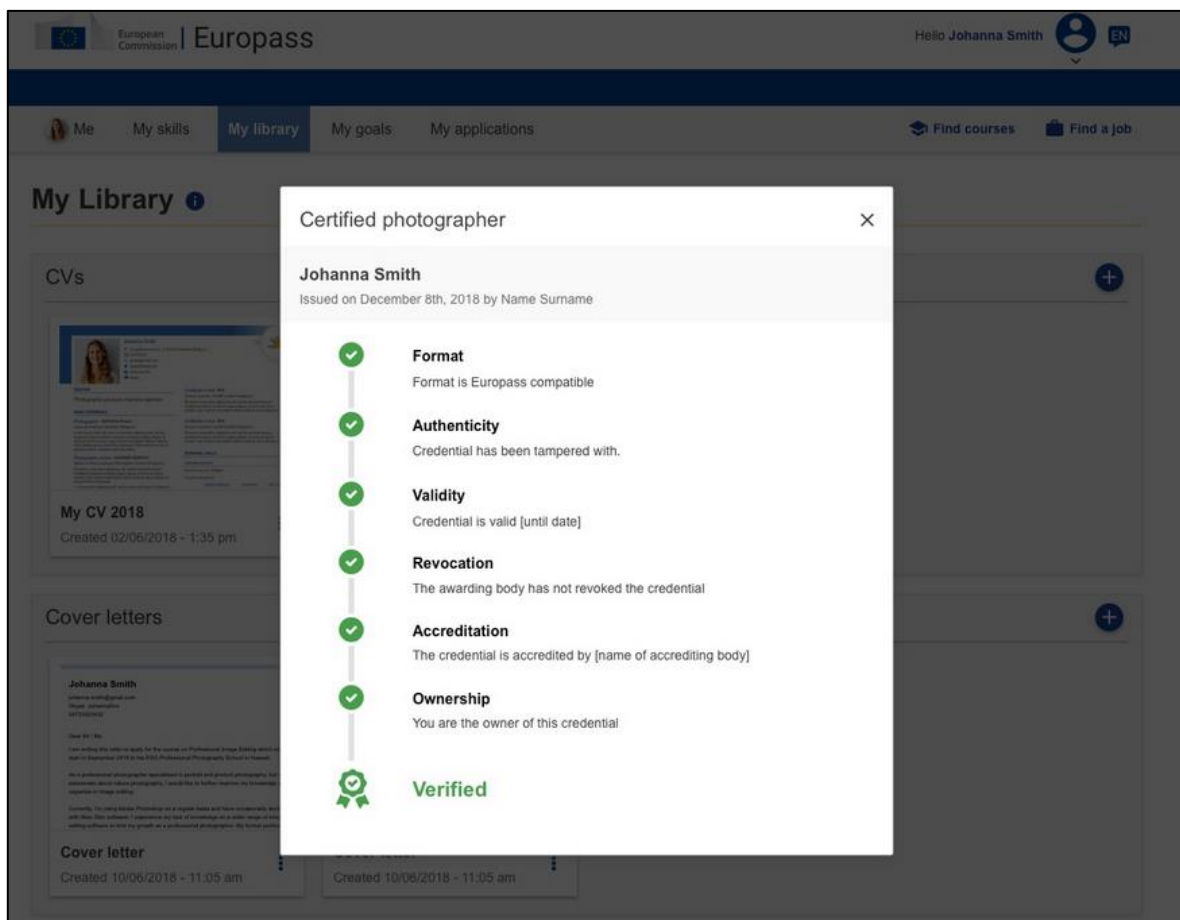


*Mock-up screen showing the full verification process of a digital credential in Europass*