1. Background

Directorate-General for Education, Youth, Sport and Culture ('DG EAC'), in collaboration with the Directorate-General for Employment, Social Affairs and Inclusion, has set up an expert group on graduate tracking (E03580).

The objective of graduate tracking is to improve the quality and relevance of higher education and vocational education and training by obtaining good quality information about what graduates do after obtaining their qualification or after leaving education and training without obtaining a qualification.

On 20 November 2017, the Council adopted a Recommendation on tracking graduates. It invites the Commission to "promote mutual learning and exchange of best practices, strengthen cooperation by establishing and supporting the network of experts". At the same time, it recommends that the Member States "participate in a network of experts, which encourages cooperation and mutual learning among Member States regarding tracking systems and their further development".

The group’s tasks shall be to provide a forum for cooperation and mutual learning about graduate tracking methods and graduate data analysis and its impact on policy developments in the Member States.

The Commission is calling for applications with a view to selecting members of the group representing stakeholder organisations and European social partners.

2. Features of the Group

a. MISSION

In the spirit of the Council Recommendation on Graduate Tracking (2017/C 423/01), the concrete tasks of the group are the following:

- Cooperation and mutual learning among Member States regarding graduate tracking systems and their further development;
- Exploring options for developing comparable data and common definitions;
- With regard to longitudinal surveys, exploring options for developing common principles, optimal frequency and how to track graduates who have migrated;
• Based on the results of the pilot European Graduate Survey, preparing an opinion to the Commission on the feasibility of a full roll out of a Europe-wide graduate survey;
• Within 2 years of the setting up of the group, assessing and reporting to the Commission on progress made in the implementation of the Recommendation.

b. COMPOSITION

The group shall consist of up to 2 representatives for each EU Member State (‘Type D’ members1) and EEA country (‘Type E’ members), who will be nominated by the relevant States, and up to ten representatives of stakeholder organisations and European social partners (‘Type C’ members), who are the subject of this call.

Stakeholder organisations and European social partners shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise in the field of graduate tracking. DG EAC may refuse the nomination of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in section 4 of this call. In such case, the organisation concerned shall be asked to appoint another representative.

c. APPOINTMENT

Members shall be appointed by the Director General of DG EAC from applicants complying with the requirements referred to in section 4 of this call.

Members shall be appointed for 2 years or for the remaining period of the mandate of the group. Their term may be renewed subject to the prolongation of the mandate of the expert group.

Members who are no longer capable of contributing effectively to the group’s deliberations, who in the opinion of DG EAC do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

3. Rules of engagement

a. OPERATION OF THE GROUP

The group shall be chaired by a representative of the Commission.

The group shall act at the request of DG EAC in compliance with the Commission’s horizontal rules on expert groups (‘the horizontal rules’).

In principle, the group shall meet three times per year on Commission premises. DG EAC shall provide secretarial services.

Members and member’s representatives should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as

‘rapporteurs’ on ad hoc basis.

As a general rule, working documents will be drafted in English and meetings will be also conducted in English.

The group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

In agreement with DG EAC, the group may, by simple majority of its members, decide that deliberations shall be public.

The members of the group and their representatives as well as invited experts and observers are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission’s rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443 and 2015/444. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with DG EAC, the group shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

DG EAC may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

Individuals or organisations may be granted an observer status, in compliance with the horizontal rules, by direct invitation. Organisations appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

DG EAC may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by DG EAC. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the group shall be selected via a public call for applications.

### b. REIMBURSEMENT OF EXPENSES

Participants in the activities of the group shall not be remunerated for the services they offer.

Travel and subsistence expenses (including accommodation expenses) incurred by participants in the activities of the group shall be reimbursed by the Commission.

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Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

c. TRANSPARENCY

The group is registered in the Register of Commission expert groups and other similar entities (‘the Register of expert groups’).

Registration in the Transparency Register is required in order for organisations to be appointed.

As concerns the group composition, DG EAC shall publish the following data on the Register of expert groups:

- the name of member organisations; the interest represented shall be disclosed;
- the name of other public entities;
- the name of observers;
- the name of Member States’ authorities;
- the name of third countries’ authorities.
- the name of organisations’ representatives, Member States’ representatives and other public entities representatives.

DG EAC shall make available all relevant documents, including the agendas, the minutes and the participants’ submissions, either on the Register of expert groups or via a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, DG EAC shall ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001.

Personal data shall be collected, processed and published in accordance with the applicable Union law.

4. Application procedure

Interested organisations are invited to submit their application to the European Commission, DG EAC.

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the CV in English.

Organisations shall indicate the name of their representative and one alternate member.

4 These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution’s decision-making process.
An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

a. DEADLINE FOR APPLICATION

This call will remain open. Applications can be sent by email at any time to the following e-mail address: EAC-HE@ec.europa.eu with the following title in the subject of the e-mail: Call for applications - expert group on graduate tracking.

DG EAC will assess applications received by 27 July and following that, only if the work of the group should require additional members.

b. SELECTION CRITERIA

The Commission will take the following criteria into account when assessing applications:

- representation of one of the five following stakeholder groups in relation to higher education and vocational education and training: 1) learners, 2) institutions, 3) staff, 4) employers or 5) alumni;
- sufficient geographical coverage of membership of the organisation (membership from at least 12 countries of the EU and EEA)
- at least 5 years of experience in European and/or international policy in the area of higher and vocational education systems and institutions;
- at least 2 years of experience of the proposed representatives in the area of higher and vocational education policy at national or European level;
- competence, experience and hierarchical level of the proposed representatives;
- good knowledge of the English language allowing active participation in the discussions.

c. SUPPORTING DOCUMENTS

Each application shall include the following documents:

- a cover letter explaining the applicant’s motivation for answering this call and stating what contribution the applicant could make to the group as well as a description of the organization, including information on what stakeholder group it represents and the geographical coverage of the organization
- a nomination form duly signed nominating one representative and one alternate member (Annex I);
- a classification form duly filled in specifying the member category for which the application is made (Annex II);
- a selection criteria form duly filled in documenting how the applicant fulfils the selection criteria listed in section 4 of this call (Annex III);
- a curriculum vitae (CV) of the nominated representative and the alternate member, preferably not exceeding three pages and in the Europass format.

d. SELECTION PROCEDURE

The selection procedure shall consist of an assessment of the applications performed by DG EAC against
the selection criteria listed in section 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of a maximum of ten stakeholders and European social partners in the group.

When defining the composition of the group, DG EAC shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact Nadia Manzoni, e-mail: nadia.manzoni@ec.europa.eu

ANNEXES:

- Nomination form
- Classification form
- Selection criteria form
- Privacy statement on protection of personal data
Annex I – Nomination form

### Representative

<table>
<thead>
<tr>
<th>Name of the organisation</th>
<th>Title</th>
<th>Surname</th>
<th>Name</th>
<th>Job title</th>
<th>Telephone</th>
<th>Email Address</th>
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### Alternate

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<tr>
<th>Name of the organisation</th>
<th>Title</th>
<th>Surname</th>
<th>Name</th>
<th>Job title</th>
<th>Telephone</th>
<th>Email Address</th>
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Name of the person applying on behalf of the organisation: ......................

Email address of the person applying on behalf of the organisation: ......................

Date: ......................

Signature ......................

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5 It is mandatory to use **exactly** the same name used when registering in the Transparency Register.
Annex II- Classification form

This application is made as the following type of organisation: (please select only one option, taking into account the definitions indicated below).

a. Academia, research institutes and think tanks  
b. Banks/Financial institutions  
c. Companies/groups  
d. Law firms  
e. NGOs  
f. Professionals’ associations  
g. Professional consultancies  
h. Trade and business associations  
i. Trade unions  
j. Other (please specify): _____________________

Definitions for organisation types

Academia, Research Institutes and Think Tanks: Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Banks/Financial institutions: Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

Companies/groups: Individual companies or groups of companies operating in the business sector, whether they are national companies or multinational ones.

Law firms: Business entities formed by one or more lawyers to engage in the practice of law. The primary service rendered by a law firm is to advise clients (individuals or corporations) about their legal rights and responsibilities, and to represent clients in civil or criminal cases, business transactions, and other matters in which legal advice and other assistance are sought.

NGOs: Non-profit organisations which are independent from public authorities and commercial organisations. Some NGOs are organised around specific issues, such as environment, consumer affairs, health and human rights.

Professionals’ associations: Non-profit organisations seeking to further the interests of individuals engaged in a particular profession, such as physicians, nurses, architects, engineers and lawyers. Professionals’ associations are different from business associations, as they promote and defend the interests of individuals carrying on a specific profession, not the interests of companies operating in the business sector.

Professional consultancies: Firms carrying on, on behalf of clients, activities involving advocacy, lobbying, promotion, public affairs and relations with public authorities.

Trade and business associations: Private bodies representing the interests of its members operating in the business sector.

Trade unions: Organisations of workers. The most common activities performed by trade unions include the negotiation of wages, work rules, rules governing hiring, firing and promotion of workers.

***
The applicant shall represent the following interest: (please select one or more options, taking into account the definitions indicated below):

.a) Academia/Research

.b) Civil society

.c) Employees/Workers

.d) Finance

.e) Industry

.f) Professionals

.g) SMEs

.h) Other (please specify):

Definitions for interests represented

Academia/Research: Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Civil society: Civil society can be defined as the aggregate of non-governmental organisations and institutions that manifest interests and will of citizens or as individuals and organisations in a society which are independent of the government.

Employees/workers: Individuals working part-time or full-time under a contract of employment whether oral or written, express or implied, and having recognized rights and duties.

Finance: The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.

Industry: Companies and groups of companies whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (see below).

Professionals: Individuals operating in a particular profession, such as physicians, nurses, architects, engineers and lawyers.

SMEs: “SME” stands for small and medium-sized enterprises – as defined in EU law: EU recommendation 2003/361.

Other interest: Interest which is not possible to classify in any other category.

***
Please select one or more policy areas in your organisation operates:

- Agriculture
- Archaeology
- Architecture
- Audiovisual and media
- Audit
- Banking
- Biodiversity
- Civil protection
- Civil service
- Climate
- Competition
- Conservation
- Consumer affairs
- Culture
- Cultural Heritage
- Cultural Landscape
- Customs
- Development
- Disaster Risk Reduction
- Economy
- Education
- Employment and social affairs
- Energy
- Engineering (chemical)
- Engineering (civil)
- Engineering (infrastructure)
- Engineering (IT)
- Engineering (maritime)
- Engineering (space policy)
- Engineering (space research)
- Enlargement
- Environment
- Equal opportunities
- External relations
- External trade
- Finance
- Fisheries and aquaculture
- Food safety
- Forestry
- Fundamental rights
- Humanitarian aid
- Industry
- Information society
- Innovation
- Insurance
- Labour
- Land management
- Law (civil)
- Law (corporate)
- Law (criminal)
- Law (taxation)
- Linguistics and Terminology
- Livestock
- Medical profession
- Migration
- Natural resources
- Plant production
- Public affairs
- Public health
- Public relations
- Raw materials
- Research
- Science
- Science diplomacy
- Security
- Smart specialisation

- Social service
- Space and Satellites (policy)
- Space and Satellites (research)
- Sport
- Statistics
- Sustainable Development
- Systemic eco-innovation
- Tax
- Trade
- Training
- Transport
- Urban development
- Water
- Youth
- Other
Annex III – Selection criteria form

Applicants are requested to describe how they fulfil the selection criteria listed in this call (please use a maximum of 200 words in each section).

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representation of one of the five main stakeholder groups in relation to higher education and vocational education and training: learners, institutions, staff, employers or alumni</td>
<td></td>
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<tr>
<td>Sufficient geographical coverage of membership of the organisation (membership from at least 12 countries of the European Economic Area)</td>
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<tr>
<td>At least 5 years of experience in European and/or international policy in the area of higher and vocational education systems and institutions</td>
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<tr>
<td>At least 2 years of experience of the proposed representatives in the area of higher and vocational education policy at national or European level.</td>
<td></td>
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<tr>
<td>Competence, experience and hierarchical level of the proposed representatives;</td>
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<tr>
<td>Good knowledge of the English language allowing active participation in the discussions.</td>
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