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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION  DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION  Labour Mobility and International Affairs  **Labour Mobility, Public Employment Services, ELA** |

CALL FOR APPLICATIONS FOR THE SELECTION OF OBSERVERS OF THE ESCO MEMBER STATES WORKING GROUP

# Background

# The ESCO classification

ESCO is the multilingual classification of European Skills, Competences, Qualifications and Occupations. It identifies and categorises skills, competences, qualifications and occupations relevant for the European labour market and education and training. The aim of ESCO is to establish a common language that bridges communication between different countries and between the domains of employment, education and training and to increase transparency of occupations, skills and competences and qualifications.

The Commission launched on 22th January 2022 the second full version of ESCO (v1.1). It is available in 28 languages (the 24 EU official languages, Arabic, Icelandic, Norwegian and Ukrainian) and free of charge through the ESCO service platform <https://esco.ec.europa.eu/esco/en/home>

The classification is structured in two pillars (Occupations and Skills/Competences). The occupations pillar contains a classification of 3008 occupations with hierarchical relationships between them and mappings to the International Standard Classification of Occupations (ISCO). Each occupation comes with an occupational profile which contains an explanation of the occupation in the form of description, scope note and definition, as well as a list of relevant knowledge, skills and competences. The skills pillar contains knowledge, skills and competence terminology (13.890 terms) starting from a functional analysis of occupations. The Occupations and Skills/Competences pillars where developed together by the Commission and experts and stakeholders from all economic sectors.

# ESCO development and governance

The Commission has developed ESCO in close collaboration with stakeholders and Member States experts from the labour market and the education and training sector and in coherence with other initiatives and instruments at European and national level.

During this process the Commission was supported by the ESCO Member States Working Group (MSWG), an informal expert group composed by representatives of the EU Member States, EEA countries, candidate countries and European social partners. Throughout the development of ESCO, the Commission was supported by a second informal expert group, the ESCO Maintenance Committee (MAI), which advised the Commission on the ESCO content quality management and provided technical and methodological guidance linked to the development of the classification. The mandate of both groups expired with the publication of ESCO v1.1.

The Commission has decided to set up a **new ESCO Member States Working Group** ("the Group") to support the Commission as from 2022 in the current ESCO development phase.

The work of the Group is governed by the **Terms of Reference** published together with this call.

# Rolling call for applications

The Commission is hereby calling for applicationswith a view to appointing a number of **observers** who will participate to the works of the Group.

This call is addressed to organisations, candidate countries, EEA countries, or public entities other than Member States’ authorities. Each observer shall nominate one expert as a representative to the group.

Observers and their representatives may be permitted by the Chair to take part in the discussions and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the expert group or sub-group.

Observers should be prepared to attend meetings systematically, to contribute actively to discussions, to champion ESCO within and beyond their work areas, 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. Observers should also inform the Commission services in case of any potential or actual conflict of interest.

This is a **rolling call** and applications will be admitted until the end of the Group mandate.

# Application procedure

Interested individuals are invited to submit their application to the Commission, Directorate-General Employment, Social Affairs and Inclusion (DG EMPL) **by e-mail** to the following e-mail address: [EMPL-ESCO-SECRETARIAT@ec.europa.eu](mailto:EMPL-ESCO-SECRETARIAT@ec.europa.eu). The message should indicate in "Subject": **"Application as observer to the ESCO Member States Working Group".**

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 application in English.

An application will be deemed admissible only if it includes all the required supporting documents. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

**Supporting documents**

Each application shall include the following documents:

* a cover letter by an appropriate representative of the organisation explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the Group. The cover letter should be short and succinct and in any case not exceed one page A4 format;
* a concise description of the capacities of the organization in the areas relevant to ESCO (maximum 10 pages);
* a short curriculum vitae (CV) in English in Europass format[[1]](#footnote-1) of the intended representative addressing in particular professional or academic experience related to ESCO activities.

Additional supporting documents may be requested at a later stage. DG EMPL may also interview applicants before appointing the future observers.

# Selection procedure

The observers and their representatives should have experience and knowledge in some or all of the following fields:

* Development, management, dissemination or usage of taxonomies, metadata, controlled vocabularies and/or classification systems;
* Terminologies used in the labour market, education or training, in particular related to occupations, competences, qualifications and learning outcomes;
* European/international standards, frameworks or classifications used in the labour market, education or training, such as ISCO, NACE, EQF, e-Competence Framework, ISCED, etc.;
* National or international classification systems.

The representatives should have good English language skills.

DG EMPL shall assess the applications against the selection criteria and establish a list of the most suitable applicants. It will conclude by appointing the observers of the Group.

When defining the composition of the Group, DG EMPL shall aim at ensuring as far as possible a high level of expertise and a balanced representation of relevant know-how and areas of interest for ESCO, taking into account the specific tasks of the Group, the type of expertise required and the relevance of the applications received. DG EMPL shall also seek geographical and gender balance.

# Appointment

Observers shall be appointed by the Director General of the Commission's Directorate General responsible for Employment, Social Affairs and Inclusion (‘DG EMPL’) from applicants complying with the requirements of this call.

The mandate of the Group is effective until 2025 or until the next major version of ESCO is released. Observers shall be appointed for the entire period of the mandate of the Group. In order to ensure continuity and the smooth functioning of the Group, the Commission may establish a reserve list of suitable candidates that may be used to appoint replacements.

Membership shall end:

* at the end of the Group’s mandate, as indicated in the paragraph above;
* when the observer resigns from the Group;
* when the observer fails to attend three consecutive meetings unless the chair invites the member to remain in the Group.

Furthermore, observers who are no longer capable of contributing effectively to the Group’s deliberations, or who in the opinion of DG EMPL do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union 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.

Observers and their representatives 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[[2]](#footnote-2) and 2015/444[[3]](#footnote-3). Should they fail to respect these obligations, the Commission may take all appropriate measures.

The name of the observers shall be registered in the Register of Commission expert groups and other similar entities (‘the Register of expert groups’) and at the ESCO portal[[4]](#footnote-4).

1. <http://europass.cedefop.europa.eu/documents/curriculum-vitae> [↑](#footnote-ref-1)
2. Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41). [↑](#footnote-ref-2)
3. Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53). [↑](#footnote-ref-3)
4. https://esco.ec.europa.eu/en/home [↑](#footnote-ref-4)