



Annex I

Specifications for ReferNet work plan 2014

REFERNET WORK PLAN 2014

ReferNet's annual work plan for 2014 ⁽¹⁾ will be the object of a specific grant agreement based on the framework partnership agreement concluded between Cedefop and the partner.

General and specific conditions are available in the framework partnership agreement.

1. Reporting on national VET systems and policy developments

1.1. VET policy reporting

1.2. VET in Europe – Reporting on national VET systems

- VET in [country X]
- VET in [country X] – Spotlight
- VET in [Presidency country] (hard-copy publication based on VET in [country X])

1.3. Thematic reporting – Articles/surveys

1.4. National news on VET

1.5. Bibliographic references

2. Raising the visibility of VET and online dissemination

2.1. National ReferNet website

2.2. Visibility actions

⁽¹⁾ Start date of the annual work plan: January 2014 – end date: December 2014.

1. REPORTING ON NATIONAL VET SYSTEMS AND POLICY DEVELOPMENTS

1.1. Policy background

Europe 2020 ⁽²⁾ considers investment in education and training a prerequisite for smart, sustainable and inclusive growth. VET has a role to play in achieving (nearly) all of Europe's 2020 headline targets, in particular specific education and training benchmarks to reduce early school-leaving to less than 10 % and to increase the share of 30-34 year-olds with a higher education degree or equivalent to 40 %. While in some flagship initiatives VET's role is more distinct than in others, it contributes to all of them.

The *Education and Training 2020 framework* (ET 2020) ⁽³⁾ supports Europe 2020. It focuses European cooperation on the following objectives which apply to all types and levels of education and training:

- (a) make lifelong learning and mobility for learning and working a reality;
- (b) improve quality and efficiency of education and training;
- (c) promote equity and social cohesion; and
- (d) foster creativity and innovation.

Based on these overall objectives, the Bruges communiqué and the related Council conclusions ⁽⁴⁾ define strategic objectives for European cooperation in VET between 2011 and 2020. They also set out short-term deliverables (national measures and actions and support at EU-level) for the period 2011-14. Firm evidence, thorough analysis and policy learning opportunities support European cooperation in VET.

To ensure consistent implementation of Europe 2020 in the different policy areas, the Council of the European Union endorsed an economic governance process, the 'European semester' ⁽⁵⁾ which helps identify the main challenges facing the EU and provide strategic advice on policies. This advice goes beyond economy, finance and employment to include education and training.

⁽²⁾ European Commission (2011), *Europe 2020: A European strategy for smart, sustainable and inclusive growth*, Available at: http://ec.europa.eu/eu2020/index_en.htm [cited 27.5.2013] and *Europe 2020: a new European strategy for jobs and growth: European Council Presidency Conclusions 25-26 March 2010*, Available at: <http://register.consilium.europa.eu/pdf/en/10/st00/st00007.en10.pdf> [cited 27.5.2013].

⁽³⁾ Council of the European Union (2009), Council conclusions of 12 May on a strategic framework for European cooperation in education and training ("ET 2020"), *Official Journal of the European Union*, C 119, 28.5.2009, p. 2-10. Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:en:PDF> [cited 27.5.2013].

⁽⁴⁾ Council of the European Union (2010), Conclusions on Priorities for enhanced European cooperation in vocational education and training for the period 2011-2020, Brussels, 18 and 19 November 2010. *Official Journal of the European Union*, C 324, 1.12.2010, p.5-15, Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:324:0005:0015:EN:PDF> [cited 27.5.2013].

⁽⁵⁾ <http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/11/14;>
[http://ec.europa.eu/europe2020/pdf/chart_en.pdf;](http://ec.europa.eu/europe2020/pdf/chart_en.pdf)
http://ec.europa.eu/europe2020/making-it-happen/country-specific-recommendations/index_en.htm
 [cited 24.6.2013].

The Council's specific recommendations call on countries to invest in education and training, further skills development and active labour market policies. In many cases they point to the need to reduce early leaving from education and training, improve the quality and relevance of vocational education and training (VET), increase work-based learning and apprenticeships, modernise higher education and promote skills developments among the older workforce (see 2011, 2012 and 2013 recommendations) ⁽⁶⁾.

In its conclusions on the economic and social situation and the annual growth survey of March 2013, the European Council reiterated the need to raise the performance of education and training systems, improve citizens' overall skill levels and bring the worlds of education and work more closely together. Active employment, social and labour market policies should be given special attention ⁽⁷⁾.

To support Member States in addressing the current challenges, the European Commission has launched a series of initiatives. Its communication on *Rethinking education and training* ⁽⁸⁾, focuses on the need to enable people to acquire the skills needed on the labour market. It complements the employment package *Towards a job-rich recovery* ⁽⁹⁾, which emphasises the need to invest in and validate people's skills ⁽¹⁰⁾. Given the alarmingly high youth unemployment in several countries, the youth opportunities initiative and the communication *Moving youth into employment* ⁽¹¹⁾ aim at combining education and training and employment policies to address this challenge ⁽¹²⁾.

Member States are advised to establish youth guarantees ⁽¹³⁾ and involve young people in shaping the design of policies that affect them ⁽¹⁴⁾. As of July 2013, a European alliance

⁽⁶⁾ See footnote 5.

⁽⁷⁾ European Council Conclusions of 14 March 2013. Available at: http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/ec/136151.pdf [cited 24.6.2013].

⁽⁸⁾ European Commission, *Rethinking education: investing in skills for better socioeconomic outcomes*, and accompanying staff working documents, in particular *Vocational education and training for better skills, growth and jobs*. SWD(2012) 375 final. Available at: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF>; http://ec.europa.eu/education/news/rethinking_en.htm [cited 24.6.2013].

⁽⁹⁾ European Commission, *Towards a job-rich recovery*, COM(2012) 173 final. Available at: http://ec.europa.eu/commission_2010-2014/and/or_headlines/news/2012/04/20120418_en.htm [cited 24.6.2013].

⁽¹⁰⁾ See also Council of the European Union (2012), Council recommendation of 20 December 2012 on the validation of non-formal and informal learning, *Official Journal of the European Union*, C 398/01, 22.12.2012, pp. 1-5. Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:398:0001:0005:EN:PDF> [cited 24.6.2013].

⁽¹¹⁾ European Commission, *Moving youth into employment*, COM(2012) 727 final, and accompanying staff working document SWD(2012) 406 final. Available at: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0727:FIN:EN:PDF>; <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=SWD:2012:0406:FIN:EN:PDF> [cited 24.6.2013].

⁽¹²⁾ <http://ec.europa.eu/social/main.jsp?catId=1006>, see also European Commission, Staff working document. *Implementing the Youth Opportunities Initiative: first steps taken*. SWD(2012) 98 final. Available from this site [cited 24.6.2013].

⁽¹³⁾ Council of the European Union, Recommendation on establishing a youth guarantee, Common guidelines, 7123/13. Brussels, 3 April 2013. Available at: <http://register.consilium.europa.eu/pdf/en/13/st08/st08548.en13.pdf> [cited on 24.6.2013].

for apprenticeships (¹⁵) will support partnerships between countries and different education and labour market actors to develop or strengthen apprenticeships in their specific country contexts. In short, the policy framework focuses on the interdependence between employment, economic, social, education and development policies (¹⁶).

The Bruges Communiqué entrusts Cedefop with reporting on progress towards the strategic objectives and the short-term deliverables. This acknowledges Cedefop's contribution in reporting on European cooperation in VET over the period 2002-08 (¹⁷), to which ReferNet contributed substantially. Following an intermediary review of the developments in the period 2010-12 (¹⁸), **Cedefop's next comprehensive report on European VET policy is due mid-2014. 2014 is the year to assess to what extent countries have put in place the VET-related actions they agreed in the Bruges Communiqué in 2010 and to discuss which areas to focus on in the future.** Thus, Cedefop's report will not only provide the evidence for the discussions on future deliverables and working methods in VET but also feed into the European Commission's report on the achievements of ET 2020. The latter will examine whether the work within education and training has been coherent with the overall strategy and provided the expected impact.

Assessing challenges, developing 'recommendations' for countries' national reform programmes and following them up annually, leads to an increased need for systematic country-specific information and analysis. The European Commission has asked Cedefop's support in this exercise.

All the above policy processes require consistent follow-up based on continuous monitoring and thematic stock-taking at different points in time. They may also entail responding to ad-hoc requests to on-going projects. As the Bruges Communiqué is aligned to ET 2020 and the overall Europe 2020 strategy, Cedefop aims to creating synergy and complementarity among its reporting projects.

1.2. Purpose of activity

Analysis and understanding of policy developments and achievements within and across countries requires thorough information on how VET works. Information on VET's role, purpose, outcomes, governance, structure and delivery provides the necessary context. But VET varies considerably between Member States. To understand countries' starting points and the progress they have made, VET needs to be considered in its specific socio-economic context.

(¹⁴) Council of the European Union, *Maximising the potential of youth policy in addressing the goals of the Europe 2020 Strategy*, Conclusions, 9094/13,
Available at: <http://register.consilium.europa.eu/pdf/en/13/st09/st09094.en13.pdf> [cited on 24.6.2013].

(¹⁵) See *Rethinking education and Moving youth into employment* (footnotes 8 and 11).

(¹⁶) Council of the European Union, *Conclusions Towards a job-rich recovery and giving a better chance to Europe's youth*. 5.10.2012.
Available at: <http://register.consilium.europa.eu/pdf/en/12/st14/st14426.en12.pdf> [cited on 24.6.2013].

(¹⁷) See Cedefop's four reports on European VET policy published in 2004, 2006, 2008 and 2010. The Bruges communiqué reflects the findings of the 2010 report.

(¹⁸) Cedefop, *Trends in VET policy in Europe 2010-12*, Progress towards the Bruges Communiqué, Working paper nr 16, Luxembourg, Publications office of the EU, 2012.

Wide ranging expertise is required to capture VET's role as an interface between education, employment, economic and social policies. To support evidence-based decision-making in VET, research findings, key documents and statistical data need to underpin analyses.

ReferNet national partners are well placed to inform on VET systems in their specific context and on relevant policy developments. ReferNet national partners have first-hand information from different stakeholders. They can also pool knowledge and experience from policy-making, implementation, evaluation and research at central, regional, local and sectorial levels.

Therefore, Cedefop will require ReferNet national partners to:

- (a) report on VET policy in their country and on how the specific VET-related objectives of Europe 2020's strategy are being met at national level;
- (b) provide up-to-date information on VET systems and developments in their country.

Expected deliverables, working methods and other arrangements for the activities are listed below.

1.3. Deliverables in 2014

All deliverables should be provided in edited English.

Peer review among ReferNet partners is highly recommended.

All publications and public documents consulted and/or cited while preparing Deliverables 1 to 4 shall be catalogued under Deliverable 5 (Bibliographic references).

Deliverable 1: VET policy reporting

Background/Aim

In 2014 ReferNet will be asked to revise the 2013 update of the information they had originally provided in 2012 in response to a questionnaire designed by Cedefop. ReferNet partners reported on national policy measures and actions which countries have agreed to carry out by 2014 (short-term deliverables).

This input informed detailed country fiches, cross-country overviews of developments by deliverable and Cedefop's intermediary review of progress in implementing the Bruges Communiqué (see ReferNet Work Plans 2012 and 2013). It also helps building the evidence base for the fully-fledged VET policy report in 2014 and informs the Commission's work in the context of the 'European semester' (see above). To complement this evidence base, Cedefop also draws on its own work, ReferNet's other activities (thematic reporting, information on VET systems), and further EU and international sources. In addition, Cedefop will survey Directors General responsible for

VET (DGVET) and national (social partner) representatives in the Commission's Advisory Committee for VET (ACVT).

In parallel to the report which is due in 2014, the reinforced governance at EU level requires continuous monitoring of policy developments. This means keeping the information on progress by country and by short-term deliverable up-to-date.

Methods

ReferNet partners will amend or complement the information provided in 2013 and earlier using an update questionnaire and may be asked to respond to a limited number of new questions (e.g. on short-term deliverables for which up-to-date information cannot be obtained using other sources, on passed achievements or ideas for future priorities).

Reporting on policies should draw on a wide range of sources, including policy papers, legislation, evaluation reports, research and policy analysis as well as case studies. Reporting also requires broad cooperation with various national stakeholders, to mobilise their expertise to prepare and validate the responses.

The information should be checked and validated by the national representative before delivery to Cedefop.

Cedefop may also seek feedback on its own analysis of progress and ask ReferNet as well as DGVET to validate the information.

Steps/Deadlines

Cedefop will make the update questionnaire available before the 2013 ReferNet Plenary meeting and will explain and discuss the 2014 policy reporting exercise with ReferNet national partners at the meeting.

As previously, Cedefop will provide assistance and feedback throughout the process.

As initial findings of the Policy reporting exercise are required in March 2014 and Cedefop's report is due mid-June 2014, ReferNet national partners need to provide the required information by 20 January 2014.

Since the update is required early in the year and may make it necessary to start the work end of 2013, all costs relating to Deliverable 1, including those incurred before 1st January 2014, will be considered as eligible under the 2014 SGA (see Section 4 'Timetable' of the Invitation for the submission of a proposal).

Deliverable 2: VET in Europe Reporting on national VET systems

In 2012, Cedefop piloted a new approach for reporting on national VET systems. According to this approach, the country reports – VET in [country X] – (2a) have become more concise and country-driven to better fit the specificities of the national VET systems and to form a more suitable basis for the hard-copy publication previously known as Short Description of VET in the EU Presidency countries (2c); VET in

[country X] – Spotlights (2b) were introduced as a new deliverable for all countries to summarise key features of the national VET systems.

In 2014 ReferNet will be asked to revise or update the information provided in 2013 for their country report and Spotlight. On the basis of the on-line version, the Presidency countries will also prepare a version to be published in hard copy.

Deliverable 2a: VET in [country X]

Background/Aim

Country reports present a brief but comprehensive and coherent picture of national VET systems to foreign readers. They are based on a common structure provided by Cedefop. Within this structure, the authors have the flexibility to select and present the topics that they deem important to better address the main features and challenges of their national VET.

Methods

There is no fixed reference year for the 2014 report; authors will refer to the latest developments. The work will consist in updating and improving as necessary the information of the previous year.

The ReferNet national partner will ensure that the report is up-to-date, relevant, reliable, complete and correct. It will be published under the name of its author by Cedefop. Cedefop may request revisions to further improve the report's clarity, readability and responsiveness to the requirements set out in the guidelines. Such feedback will be given based on the agreed quality criteria.

Additionally, the peer-review exercise among ReferNet partners introduced by Cedefop in 2013 is foreseen to be continued systematically in 2014 in a structured way. As previously, it will aim at improving the quality and consistency of the reports. A short document that defines the peer-review exercise and explains its scope will be published on the basis of the outcomes of the ReferNet Working group on quality.

Cedefop in cooperation with ReferNet partners may update the guidelines for the reports, including quality criteria, to reflect lessons learnt from the 2012 and 2013 pilot phase and the peer-review exercise.

The information should be checked and validated by the national representative before delivery to Cedefop.

The national partner shall submit the report electronically, in Word format.

Steps/Deadlines

Guidelines, including the quality criteria, will be published by end June 2014.

Building on the peer-review exercise, ReferNet national partners will provide the required information by 1st November 2014.

Deliverable 2b: VET in [country X] – Spotlight

Background/Aim

Spotlights summarise key features, challenges and developments within the national VET systems. The main aim of Spotlight is to concisely present the national VET system within a limited number of pages (leaflet), to accommodate broad public and readers who need a brief, accessible introduction to VET in a specific country.

For the Presidency countries, Spotlights will also be published in hard-copy and disseminated during Presidency events. Presidency countries may want to provide Spotlight in their national language(s).

Methods

The work will consist in updating and improving as necessary the Spotlight of the previous year. The ReferNet national partner will ensure that the Spotlight highlights key features, developments and challenges of the national VET system. The partner will work in close cooperation with Cedefop based on the content of the country report (Deliverable 2a) and the guidelines provided by Cedefop. Cedefop will provide feedback to help select the main issues at stake at national level and present them in a concise and clear way.

A template for Spotlights was developed and made available to ReferNet in September 2012 and updated by Cedefop in 2013. Based on lessons learnt from the 2013 reporting exercise, Cedefop, in co-operation with ReferNet, may update the template for the 2014 exercise.

The national partner shall submit Spotlight electronically, in Word format. The system's chart should be in line with the unified approach developed by Cedefop in cooperation with ReferNet in 2013.

Information should be checked and validated by the national representative before delivery to Cedefop.

For the hard-copy versions of the Presidency countries' Spotlights, Cedefop will take care of the publication process. Printing will be done on demand. In case countries prepare their Spotlights also in their national language(s), Cedefop will assist with the publication (e.g. layout) process.

Steps/Deadlines

In case Cedefop updates the template, this new version will be made available by March.

Each national partner will update the Spotlight by mid-June 2014. For Presidency countries the submission date will be agreed bilaterally between Cedefop and the ReferNet national partner.

Deliverable 2c: VET in [Presidency country] (hard-copy publication based on VET in [country X])

Background/Aim

To raise VET visibility in the two countries holding the EU Presidency, their country reports (deliverable 2a) will be published as hard copies in English (previously known as Short descriptions) ⁽¹⁹⁾. The publication should be available from the first day of the Presidency. This implies that it is prepared during the semester before and that work in 2014 will focus on:

1. VET in Italy, in the first semester
2. VET in Latvia, in the second semester.

These hard-copy publications will be distributed together with Spotlights (see deliverable 2b) during Presidency conferences and events. Presidency countries may want to provide the country report in their national language(s).

Methods

On the basis of the on-line version and in cooperation with Cedefop, the Presidency country will prepare a version to be published in hard copy. Cedefop will further edit the document, create additional entries (Foreword, Abstract), and be in charge of the publication process. Printing will be done on demand. In case countries prepare the report also in their national language(s), Cedefop will assist with the publication (i.e. lay-out and print on demand).

Close cooperation between the author and the Cedefop project manager is expected. A particular effort will be made to produce an attractive high-level publication as it is an important visibility tool both for VET at national level and for the cooperation between Cedefop and the national partner institution.

Steps/Deadlines

To be agreed with the project manager. The publication needs to be prepared in the preceding semester and should be ready for the start of the Presidency.

Deliverable 3: Thematic reporting Articles/surveys

To respond to topical information needs, this reporting activity aims to address VET-specific issues of European relevance and to complement the systems information provided in the country report and Spotlight.

Background/Aim

The output should take the form of two articles (5-10 pages) or surveys having comparative aims. These articles will tackle specific issues selected for their actuality and European policy relevance, for instance the Presidencies' semester themes to support the

⁽¹⁹⁾ Unlike in previous years, translations into French and German can no longer be foreseen given the budget cuts that the Commission and agencies are facing across the board.

Copenhagen process or ad-hoc requests on thematic information on issues that are high on the EU agenda.

This activity is planned to feed into

- Cedefop's contribution to the biennial discussions of the Directors General for VET and the Advisory Committee for VET ('snapshot') during the Italian Presidency and the Latvian Presidency,

OR

- another policy theme that may arise;
- Cedefop's own research work and its contribution to the work of the European Commission and its thematic working groups or similar activities.

Methods

ReferNet will supply information based on guidelines provided by Cedefop. Whenever possible, Cedefop will involve ReferNet in defining them. However, type and degree of involvement will depend on the given parameters.

Information should be checked and validated by the national representative before delivery to Cedefop.

Steps/deadlines

ReferNet will be informed about the themes, as soon as they have been defined.

Guidelines will be available by

- end January/February 2014 ⁽²⁰⁾, and
- September 2014.

ReferNet will deliver its inputs by

- end May to feed into the DGVT meeting foreseen for end September, and
- end December 2014 for the DGVT meeting planned under the Latvian Presidency.

Deliverable 4: National news on VET

Background/Aim

ReferNet provides short news items to inform on the latest national developments on VET and related labour market issues as well as other topics that are linked to or influence VET (e.g. employment policies linked to training, active ageing, enterprise

⁽²⁰⁾ If available, information requirements for the first semester 2014 will be discussed at the plenary meeting.

policies, guidance and counselling, validation). These news items should focus on topics that reflect the European VET policy agenda, in particular the Bruges Communiqué, EU Presidency country priorities as well as country specific recommendations in the relevant areas.

This deliverable will be used to inform on national VET developments via Cedefop's newsletter and website and contribute to other Cedefop work where relevant (e.g. country fiches, thematic studies, 'snapshots' for the biennial meetings of the DGVT and ACVT). News items may also be used as a basis to propose presentation of country examples at these and other EU-level events.

Methods

ReferNet is responsible for the relevance, reliability, completeness and correctness of the news items.

ReferNet shall submit news items electronically, as Word documents and based on guidelines by Cedefop.

Considering the specificities of web readability, news items should not exceed 500 words but complementary information can be added as an attachment or as links to related websites. Visual material (graphs, logos, photos, etc.) can also be included.

In Cedefop newsletter and on Cedefop website, news items will be published under the ReferNet partner's name. Cedefop may request content revisions and additionally proceed to some editing and reserves the right to decide whether to publish.

Where a ReferNet partner's news item is used for Cedefop's contribution to DGVT and ACVT meetings, Cedefop may request clarification and/or further information or revision. Cedefop may also seek feedback on its draft, in particular ask ReferNet to validate the information included.

Information should be checked and validated by the national representative before delivery to Cedefop.

Steps/Deadlines

ReferNet partners will submit at least two news items (partners are welcome to submit more). Partners should ensure they deliver one recent news item each semester (one during the winter/spring period and one during the summer/autumn period).

News items that relate to country specific recommendations would be most timely a) before the end of January and b) by mid-September.

Deliverable 5: Bibliographic references

Background/Aim

As stated in Article 2(2) of Cedefop's founding Regulation ⁽²¹⁾, one of the main tasks of the Centre shall be (...) "to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure".

ReferNet partners will contribute to the task of gathering evidence on VET policy developments by identifying recent documents published in the field of VET, in particular:

- VET legal texts,
- national government initiatives and programmes supporting VET.

ReferNet partners will provide bibliographic references of the main publications and documents used in the context of reporting activities (see Deliverables 1 to 4). All recent references cited in the bibliography of each national report will be submitted as a minimum.

All references will be made accessible through Cedefop's bibliographic database (VET-Bib), making the most representative national documents visible online.

Methods

ReferNet national partners shall submit bibliographic references through the dedicated application (VET bibliographic input tool) available on ReferNet extranet, following selection, cataloguing and indexing guidelines and instructions provided by Cedefop.

Steps/Deadlines

Bibliographic references may be delivered at the convenience of each ReferNet partner. It is however recommended to submit references regularly to guarantee consistent and steady dissemination through Cedefop products, which are VET-Bib bibliographic database, the monthly newsletter VET-Alert, Cedefop's newsletter, Cedefop's online bibliographies, etc.

2. RAISING THE VISIBILITY OF VET AND ONLINE DISSEMINATION

2.1. Background

ReferNet is expected to help raising the visibility of Cedefop, its products and more generally VET issues at national level. The ReferNet national partner acts as multiplier and dissemination channel in its country.

2.2. Purpose of activity

ReferNet national partners' online presence, through national ReferNet websites, can help in improving visibility and dissemination. The ReferNet national website will also support exchanges of information with Cedefop and other national ReferNet websites.

⁽²¹⁾ Council of the European Union (1975), Council Regulation No 337/75 establishing a European Centre for the Development of Vocational Training. *Official Journal of the European Union* L 39, 13.2.1975, p. 1-3. http://libserver.cedefop.eu.int/vetelib/eu/leg/eurodoc/2004/0223_en.pdf [cited 25.5.2013].

2.3. Deliverables in 2014

Deliverable 6: National ReferNet website

Background/Aim

A national ReferNet website in the national language and also, if the ReferNet national partner so wishes, in English will be regularly maintained and updated. The ReferNet website aims to disseminate information and raise visibility of VET and Cedefop's work nationally.

Other types of online presence are also recommended, for example participation in social media, blogging online, discussions in VET forums, etc.

Methods

The national ReferNet website can be autonomously hosted on its own domain or a dedicated section in the ReferNet national partner's parent organization's website. Cedefop provides guidelines to prepare the national ReferNet website as well as technical advice and support for its setup and maintenance. Advice and support can take the form of style guidelines, website libraries, web programming code samples, discussions for optimum solutions. Cedefop looks for solutions that have minimum maintenance effort and cost, for example exchange of content (news, events, publications) via automated RSS feeds.

The cross collaboration between ReferNet members will be both encouraged and facilitated by providing virtual collaboration spaces.

Reporting of the web statistics will allow Cedefop and the partners to evaluate the impact of the various efforts.

Cedefop will periodically review the national websites and report on their status and progress.

Steps/Deadlines

Continuous activity.

Deliverable 7: Visibility actions

Background/Aim

Cedefop intends to increase the visibility of Cedefop/ReferNet products by making potential users aware of the quality, reliability and relevance of the information and analysis they provide.

This visibility strategy is based on recommendations developed in 2012 by the ReferNet working group on visibility and agreed by Cedefop after consultation with ReferNet partners.

ReferNet partners are encouraged to support actively the promotion of all deliverables and activities of the network, including VET-Bib, and contribute to raise the visibility of Cedefop and ReferNet at national level.

Methods

The national visibility strategy will rely on existing channels such as the ReferNet national website. It can also include the dissemination and/or production of papers, flyers, newsletters, web banners, videos, etc. and the organisation of – and participation to – public events involving relevant stakeholders.

ReferNet national partners will submit a list of visibility actions carried out in 2014 at national level, including details on the audience targeted, the channels used, possibly the outcomes of the action, etc.

Steps/Deadlines

Continuous activity.

A detailed list of actions (see above) carried out will be delivered by the ReferNet partner as an attachment to the Final Implementation Report on 2014 action.

BUDGET AVAILABLE FOR THE IMPLEMENTATION OF THE REFERNET 2014 WORK PLAN

The total available budget for the 2014 ReferNet work plan in all eligible countries is EUR 978.630.

The total available budget for the 2014 work plan is distributed as follows ⁽²²⁾:

	Maximum grant amount
<u>Country group 1: Croatia, Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland</u>	EUR 23.615
<u>Country group 2: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, Netherlands, Portugal, Romania, Slovak Republic, Sweden and Norway</u>	EUR 33.625
<u>Country group 3: France, Germany, Italy, Poland, Spain, United Kingdom</u>	EUR 43.620

See also the call for proposals full text, general, specific and financial conditions of the framework partnership agreement. Cedefop reserves the right not to award the total budget available.

⁽²²⁾ The allocated amount may not under any circumstances exceed the amounts indicated in this table.

TIMETABLE

Start date of the annual work plan: January 2014

End date of the annual work plan: December 2014

Duration of the annual work plan: 12 months

Activity	Deadline/Frequency
1. VET policy reporting	20 January 2014
2a. VET in [country X]	1 st November 2014
2b. VET in [country X] – Spotlight	Mid-June 2014
2c. VET in [Presidency country] (hard-copy publication based on VET in [country X])	To be agreed with Cedefop project manager
3a. 1 st article/survey (topic to be defined according to policy priorities)	End May 2014
3b. 2 nd article/survey (topic to be defined according to policy priorities)	End December 2014
4. National news on VET	At least one item each semester
5. Bibliographic references	Continuous (linked to reporting activities)
6. National ReferNet website	Continuous
7. Visibility actions	Continuous Detailed list of actions to be delivered attached to the Final implementation report on 2014 action.