

# Annex A: Specifications for ReferNet 2008 work plan

## 1. 2008 REFERNET WORK PLAN

The 2008 annual ReferNet work plan <sup>(1)</sup> will be the object of a specific grant agreement based on the framework partnership agreement.

Detailed information on the budget available for the 2008 work plan is available in section 2 of this document.

### 1.1 Leadership of a national consortium

#### 1.2 National VET policy and research reporting

- 1.2.1 National VET policy report to be used for Cedefop's policy reporting synthesis and comparative work

#### 1.3 Databases on research, reporting and documentation

- 1.3.1 Description of the VET system (eKnowVet)
- 1.3.2 ERO database
- 1.3.3 Developing the VET-Bib bibliographical database

#### 1.4 Dissemination and promotion

- 1.4.1 Maintaining and updating a national ReferNet website
- 1.4.2 News services and concise information on recent developments and new initiatives in VET policy
- 1.4.3 Providing Cedefop with information on national exhibitions, conferences seminars and exhibition
- 1.4.4 Contacts with the press

### 1.1. Leadership of a national consortium

The successful applicant (the *Consortium Leader*) will lead and animate a national consortium of key organisations and carry out, with them, the activities detailed below (see section 4.2 to 4.5) according to the working methods detailed under section 4.6.

The Consortium Leader will be responsible for ensuring the activities are performed satisfactorily.

The Consortium Leader will organise an annual meeting of consortium members and national stakeholders to present to them Cedefop's priorities, work programme and report on activities.

Where deemed appropriate after consideration, Cedefop will attend at the Consortium Leader's request. The national members of Cedefop's Governing Board as well as the national ReferNet Representative should be invited to the consortium meeting and be kept formally informed by the Consortium Leader of all developments within the consortium

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<sup>1</sup> Start date of the action: January 2008 - Duration of the action: 12 months

In carrying out all activities, the Consortium Leader shall be committed to liaise with the National ReferNet Representative.

## **1.2. National VET policy and research report**

### *1.2.1. National VET policy report to be used for Cedefop's policy reporting synthesis and comparative work*

In 2008, work will focus on policy reporting. Partners (national consortia leaders/consortia) shall report on national progress in VET towards EU policy goals within the framework of the Copenhagen process and according to the policy priorities defined in the Helsinki communiqué. National assessment reports will be used by Cedefop to produce reviews and syntheses on transnational progress towards achieving the Copenhagen/Maastricht/Helsinki goals. These reports will be presented to the Presidency conferences which will be held end-2008 (France) and end-2010 (Belgium).

Cedefop together with the Joint Coordination Group on Policy Reporting <sup>(1)</sup> specifies the structure of these reports and will provide templates to be used by all partners. Partners are responsible for the readability and correctness of the report which will be published under their name. If deemed necessary, Cedefop will edit the English and request content revisions. Information submitted must be validated and objectively presented. The consortium leader will be required to confirm as necessary, summaries/syntheses/comparative information prepared by Cedefop on the basis of their national input.

The deadline for submitting a first draft of this report on national progress in VET towards EU policy goals is 1 March. Revisions will take place during March and April for final national reports to be agreed by 30 April.

## **1.3. Databases on research, reporting and documentation**

### *1.3.1. Description of the VET system (eKnowVet)*

Partners (national consortia leaders/consortia) shall submit a description of their VET system which will be published on the web by Cedefop in English. For countries holding the EU Presidency, this report will be used as the basis for a hard-copy publication (short description series published in at least three languages).

Cedefop will provide templates to be followed. Partners are responsible for the validation, readability and correctness of the report which will be published under their name. Cedefop will edit the English and will request content revisions where necessary.

The deadline for submitting a first draft of this report is 1 August in time for an agreed final draft for publication by the end of December 2008.

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<sup>(1)</sup> This group will be established at Cedefop in 2007. Members of the group are Cedefop staff, representatives of Cedefop's Governing Board, of the Presidency countries and some consortium leaders.

### 1.3.2. *ERO database*

Partners will assist Cedefop to implement the European Research Overview by completing the following tasks:

- Maintain ERO Base at national level: partners will provide up-to-date and comprehensive data/information/records regarding research experts, project and papers. The information is to be provided ‘on-line’ in accordance with the ERO Base template. This task will require processing (or treating) the research data acquired in line with technical, documentary and research specifications, parameters and templates specified or provided by Cedefop; and liaising with the ‘European moderator of ERO’ and other agencies or researchers working with Cedefop on ERO to ensure the implementation and development of the ERO Base. A specific person should be nominated to carry out these tasks. This person, who shall be called the National ERO Base Administrator (NEA), will be given rights to insert or delete ERO Base records.

### 1.3.3. *Developing the VET-Bib bibliographical database*

Cedefop’s bibliographic database VET-Bib constitutes the largest collection of VET literature in Europe with more than 65.000 records. It is a key source for Cedefop and is used to assist Cedefop’s projects with literature reviews, to answer requests, and to produce up-to-date bibliographies. Partners will contribute to the development and maintenance of VET-Bib. To do this they will provide Cedefop with monthly indexations of the following VET-related material:

- a) books and other published material such as legislation, regulations, standards, official reports, research papers, conference proceedings, etc.;
- b) unpublished but available material (grey literature);
- c) articles appearing in periodicals and specialist journals;
- d) audiovisual materials (especially learning tools);
- e) electronic documents (published on CD-ROM, floppy disk, the Internet, etc.)
- f) Internet resources, such as websites, online databases, online directories, etc.

Monthly indexations will comprise on average at least [25-30]<sup>1</sup> [15-20]<sup>2</sup> [5-10]<sup>3</sup> submissions. In special circumstances e.g. a Member State holding the EU Presidency, this figure could be surpassed significantly.

Indexations will follow precisely the format, standards and rules proposed by Cedefop and explained in the Cedefop cataloguing manual. The European Training Thesaurus will be used as a subject description tool. A short summary (abstract) of each document will be provided in English and may also be provided additionally in other official languages. All indexations will be submitted electronically according to the procedures laid down by Cedefop.

A paper and/or electronic copy of the most relevant documents, legislation and journal articles are also to be provided.

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<sup>1</sup> France, Germany, Italy, Poland, Spain, United Kingdom

<sup>2</sup> Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, the Netherlands, Portugal, Romania, Slovak Republic, Sweden and Norway

<sup>3</sup> Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland

## 1.4. Dissemination and promotion activities

### 1.4.1. *Maintaining and updating a national ReferNet website*

To increase visibility, promote ReferNet and share information at national level in the national language, partners shall set-up and/or maintain a national ReferNet website in accordance with guidelines provided by Cedefop.

### 1.4.2. *News services and concise information on recent developments and new initiatives in VET policy*

- (1) Short articles focusing on VET policy developments and on VET-related activities including those relevant to employment and labour market issues. Articles with a European or international character and/or social partner involvement are of particular interest. Articles should be provided electronically in accordance with the procedures laid down by Cedefop. Visual material (graphs, logos, photos, etc.) that complements the articles is welcome. Information should be submitted at least three times a year, the exact timing to be specified by Cedefop.
- (2) Concise information on recent developments and new initiatives in VET policy is used by Cedefop to produce papers, articles and news releases on recent VET developments in EU Member States which are disseminated to key stakeholders.

Information must be submitted on a quarterly basis and should include, where possible, contributions from all members of the national consortia, the social partners and regional/local governments. Information could include a description of new legislation, introduction of a new VET policy or measure, particular outcomes of a VET project. Wider education, social and labour market/employment developments/goals and strategies related to VET. The format and language for contributions will be specified by Cedefop.

- (3) *Consortium Leader* may submit topical news to Cedefop, relating to VET, drawn from information sources including press releases, particularly those from the *Consortium Leader* and other consortium members; calls for papers; press cuttings.

A summary of each news item should be provided in English. The decision to publish any news submitted rests with Cedefop.

### 1.4.3. *Providing Cedefop with information on national exhibitions, conferences seminars and exhibition*

If required, the *Consortium Leader* will provide Cedefop with a list of VET-related events to be held in the country in the next 12 months. The *Consortium Leader* may suggest two or three events a year in its country at which it considers Cedefop should be present.

If requested, the *Consortium Leader* will distribute Cedefop's documentation at events where they exhibit.

#### 1.4.4. *Contacts with the press*

The national consortium will share with Cedefop its list of journals, periodicals and journalists that might be included in Cedefop's press database or distribution lists, on request.

In carrying out the activities, the *Consortium Leader* shall be committed to liaise with the *National ReferNet Representative*.

## **2. BUDGET AVAILABLE FOR THE REFERNET 2008 WORK PLAN**

Cedefop total available budget for the co-financing of the 2008 work plan is **EUR 925.000**.

The total available budget will be distributed on the basis of 3 country groups based on country population (<sup>1</sup>). See also specific terms and financial conditions (*section 10 of the call for proposals*).

	Maximum grant amount
<u>Country group 1:</u> Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland	<b>EUR 22.580</b>
<u>Country group 2:</u> Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, the Netherlands, Portugal, Romania, Slovak Republic, Sweden and Norway	<b>EUR 32.590</b>
<u>Country group 3:</u> France, Germany, Italy, Poland, Spain, United Kingdom	<b>EUR 42.585</b>

Cedefop reserves the right not to award the total budget available.

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<sup>1</sup> Source: Eurostat

<b>3. TIMETABLE</b>
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<b>Activity</b>	<b>Deadline/Frequency</b>
Meeting of the national consortium	Once a year
National VET thematic policy report	1 <sup>st</sup> draft: 01 March 2008 Final draft: 30 April 2008
Description of the VET system (eknowVet)	1 August 2008
ERO database	Once a year
VET-Bib	Monthly
Maintenance of national ReferNet website	Continuous
Short articles	At least three times a year
Information on recent developments and new VET initiatives	March, June, September, December
Information on exhibitions and press contacts	On request