



## *Frequently asked questions on ESCO Reference Groups*

### **1. Profile and engagement of a Reference Group expert**

#### **What profile should a Reference Group expert have?**

Experts in a specific field of economic activity with the following profile could become part of a Reference Group:

- Sound knowledge of the terminology related to education/training and labour market in a specific sector, in particular the terminology on occupations and skills/competences
- Good understanding of relevant skills/competences and occupations of at least one particular industrial sector/field of economic activity
- Up-to-date knowledge and understanding of the labour market or the education/training and qualifications systems in Europe, in particular within the relevant sector
- Experience with classifications, taxonomies, controlled vocabularies or a good understanding of the employment and skills related standards and classifications (ISCO, ISCED, NACE, etc.) would be a plus
- Very good English language skills

#### **Is becoming a member of an ESCO Reference Group a fulltime job?**

No. An ESCO Reference Group is a group of experts committed on a voluntary basis to review ESCO for their sector of expertise. The estimated workload per person is two working days per month.

#### **Where will the meetings take place?**

All meetings will be based in Brussels.



### What is the working language of Reference Groups?

The working language of Reference Groups is English. There is no interpretation provided at meetings.

## 2. Submitting my candidacy/a candidate

### How can I submit my candidacy?

You can submit your candidature via an online form:

<http://ec.europa.eu/yourvoice/ipm/forms/dispatch?form=escoref1&lang=en>. All candidatures must be submitted by 3 June 2012 the latest.

### Can I propose someone else as a candidate for a particular Reference Group?

Yes, that is possible. However, it is advisable to contact the person before you propose him/her, so that he/she is aware of the proposal.

### Can I propose more than one candidate?

Yes, you can propose several candidates for one or more Reference Groups. Please use one form per candidate.

### In which languages should candidacies be submitted?

The ESCO Secretariat prefers to receive candidatures in English .

### Does the application as such mean that a person will be appointed? How are candidates selected?

Candidates are not automatically appointed. The ESCO Secretariat sends out a call for candidates to the entire sector, therefore reaching out to many stakeholders. It will review the proposed candidates and make a selection based on the candidates' expertise. It will also keep a balance of different types of stakeholders and regions.

Once the ESCO Secretariat appointed the candidates, the appointment decision is endorsed by the ESCO Board.



### 3. Remuneration and expenses

#### Is the work in a Reference Group being paid?

No. Being member in a Reference Group is an unpaid commitment. However, the European Commission will reimburse expenses of experts following certain rules.

#### What kind of expenses will be covered by the European Commission?

Both government and private experts fall under the [rules on the reimbursement of expenses incurred by people from outside the European Commission invited to attend meetings in an expert capacity](#).

For government experts, travel expenses will be reimbursed, but not costs for accommodation.

For private experts, travel expenses will be reimbursed. Private experts will also receive a reimbursement of accommodation expenses of up to 100€ per night. Per day of meeting, the private expert will receive a daily allowance of 92€. With this allowance the private expert can cover all additional costs, such as meals, local transport, taxi, travel- and accident insurance. Additional costs, which are not covered by the travel and accommodation expenses or which exceed the fixed rate of the daily allowance, will not be reimbursed.

#### Am I considered as a government expert or as a private expert?

If your candidature is proposed by a governmental institution (Ministry, PES, Agency, etc) and you are working for this governmental institution, you are a government expert. Also, if you represent a public authority of a Member State, you are a government expert.

All other candidates are private experts.

#### Who will organise travel and accommodation arrangements of the experts?

The Reference Group members arrange and pay travel and accommodation by themselves. Based on tickets and invoices, the European Commission reimburses the expenses according to the [rules on the reimbursement of expenses incurred by people from outside the European Commission invited to attend meetings in an expert capacity](#).