ESCO - European Skills/Competences, qualifications and Occupations

ESCO (2011) SEC 041 FINAL

Creation Date: 04/10/2011

Last update: 03/05/2012

Approved by the ESCO Board on: 07/10/2011

Mandate Reference Group: Accommodation, food service, activities, travel agency, tour operator and other reservation service and related activities

1. About ESCO and its review process

1.1. ESCO

The objective of ESCO is to develop a multilingual, structured terminology of skills/competences, qualifications and occupations. By providing a tool for identifying, sorting, connecting and applying relevant terms, ESCO is expected to facilitate the dialogue between the labour market and the education/training sector. The structure of ESCO will consist out of three different pillars covering occupations, skills/competences and qualifications. The three pillars will be linked to make interrelations between them visible.

1.2. Development of ESCO and ongoing revision

The ESCO project takes as its starting point the EURES taxonomy that initially has been developed by the Swedish public employment service, translated into 22 languages. However, substantial changes and improvements concerning both structure and content are required, to make ESCO a tool that is adapted to the reality of European education/training systems and the labour markets.

1.3.   Reference Groups

The development and continuous revision of ESCO will be done based on the input from expert reference groups.

a)   Sectoral Reference Groups:

Sectoral Reference Groups will cover the main occupational areas addressed by ESCO. These Sectoral Reference Groups will develop and revise the content of the ESCO occupations pillar and skills/competences pillar and will contribute to the development of the qualifications pillar. Each Reference Group will cover a specific industry sector or field of economic activity.

b)   Transversal Reference Group:

The work of the Sectoral Reference Groups will be accompanied and supported by a horizontal Transversal Reference Group dealing with transversal (non-job specific) skills/competences.

The aim of the work of the Reference Groups is to include in ESCO the common denominator of the terminology used on the European Labour Market with the level of detail that is needed to perform qualitative skill-based job matching. Richly detailed and more specific occupational profiles are to be created and managed at a national level when necessary.

The starting point for the Reference Groups will be the current version of ESCO under development. In this version of ESCO, already some qualitative and structural changes to the EURES taxonomy will have been realised:

- ISCO-88 is replaced by ISCO-08;
- A first check is made to find and remove terminological inconsistencies;
- Some skills are added.

2.   The Reference Group on Accommodation, food service activities, travel agency, tour operator and other reservation service and related activities

In the NACE Rev.2 Methodology and Working paper, EUROSTAT states that "Section I: Accommodation and food service activities"[1] includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption.

"Accommodation" includes the provision of short-stay accommodation for visitors and other travellers. Also included is the provision of longer term accommodation for students, workers and similar individuals. Some units may provide only accommodation while others provide a combination of accommodation, meals and/or recreational facilities.

This division excludes activities related to the provision of long-term primary residences in facilities such as apartments typically leased on a monthly or annual basis classified under Real Estate (Section L in NACE).

"Food service activities" includes food and beverage serving activities providing complete meals or drinks fit for immediate consumption, whether in traditional restaurants, self-service or take-away restaurants, whether as permanent or temporary stands with or without seating. Decisive is the fact that meals fit for immediate consumption are offered, not the kind of facility providing them.

Excluded is the production of meals not fit for immediate consumption or not planned to be consumed immediately or of prepared food which is not considered to be a meal. Also excluded is the sale of not self-manufactured food that is not considered to be a meal or of meals that

are not fit for immediate consumption (see section G: wholesale and retail trade).

In the NACE Rev.2 Methodology and Working paper, EUROSTAT states that "Division N79: Travel agency, tour operator and other reservation service and related activities "[2] includes the activity of agencies, primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients and the activity of arranging and assembling tours that are sold through travel agencies or directly by agents such as tour operators; and other travel-related services including reservation services. The activities of tourist guides and tourism

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[1] http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/EN/KS-RA-07-015-EN.PDF

[2] http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/EN/KS-RA-07-015-EN.PDF

promotion activities are also included. The organisation and management of events such as meetings, conventions and conferences are not included in this division.

Each member of the ESCO Reference Group on "Accommodation and food service activities", should have expertise[3] in at least one of the subsectors.

3. The mandate

The Reference Group is expected to

1) Review the existing terminology with regards to occupations, both transversal and job-specific skills/competences and, if applicable, qualifications in the relevant sector. This includes deleting obsolete occupations or skills/competences and adding occupations or skills/competences that newly emerged in the European labour market. The Reference group will assess which skills/competences are part of specific occupations and look into relations with relevant qualifications.

2) Review the semantic structure of ESCO for their sector by grouping occupations, skills/competences and qualifications in ESCO's structure.

3) Organise the actual work to be done for their field of expertise, the relations with other Sectoral Reference Groups (e.g.. when working on similar topics), relations with other organisations, such as skills councils, and the reaching of the time goals as described in point 4.

4) Provide feedback to the ESCO Maintenance Committee and the ESCO Board on a regular basis. This feedback mechanism is in particular important in the early phase of ESCO's development and will be coordinated by the ESCO Secretariat. It will be elaborated as soon as the Reference Groups take up their work.

The supervision and coordination of the Reference Groups' work by the ESCO Maintenance Committee and the ESCO Board will be detailed further when testing and refining the revision process.

Additionally, all Reference Group members are the preferred expert partners to inform stakeholders' organisations on the evolutions of ESCO in their specific sector.

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[3] For the general required profile see Annex A

4. Indicative timeline for the revision

Month	Task
n	Appointing decision
n+1	ESCO Secretariat proposal for occupations transmitted to the Reference Group
n+2	Introductory meeting of the Reference Group
n+4	First meeting to discuss occupations
n+6	Second meeting to discuss occupations
n+9	Third meeting to discuss occupations
n+11	Fourth meeting to discuss occupations
n+11	Proposal for occupations transmitted from Reference Groups to ESCO Secretariat
n+13	ESCO Secretariat proposal for skills/competences
n+14	First meeting to discuss skills/competences/qualifications
n+16	Second meeting to discuss skills/competences/qualifications
n+19	Third meeting to discuss skills/competences/qualifications
n+22	Fourth meeting to discuss skills/competences/qualifications
n+22	Proposal for skills/competences/qualifications transmitted from Reference Groups to ESCO Secretariat
n+22	Proposal for complete sectoral revision transmitted to the Maintenance Committee
n+24	Maintenance Committee decision on the proposal
n+25	Terms formulation and validation process
n+28	Update data in the ITM taxonomy management system
n+30	Endorsement by the ESCO Board

5. Organisation of the Reference Groups

5.1. Appointment

Reference Groups (members and chair) are appointed by the ESCO Secretariat and endorsed by the ESCO Board. Reference Groups will be appointed for the duration of the revision of a sector of the ESCO taxonomy and would cease to exist on completion of their task.

5.2. Size

The size of each Reference Group should be such that the group can function efficiently and effectively (e.g. up to 15 members).

5.3. Meetings and Conferences

1. An introductory meeting on 3 and 4 July 2012. This meeting will require 2 working days plus travel time for the meeting itself and a half working day afterwards to process the event.

2. A total of maximum 4 face-to-face reference group meetings per year. Each meeting requires about 1 working day for preparation of the meeting and 1 working day for the meeting itself. This estimation is indicative and may depend on the sector.

3. Stakeholders Conferences. This participation will require 2 working days per conference. Members that are participating in the organisation of a Stakeholders Conference will require more preparation time, depending on the level of involvement. The next Stakeholders Conference is scheduled for the third quarter of 2012.

4. A Reference Group may decide to have additional E-meetings. The ESCO Secretariat can organise these meetings upon request.

5.4. Estimation of workload

Based on the above mentioned assumptions the workload for each individual member of a Reference Group is estimated to be one to two working days a month.

5.5. Reimbursement

The Commission will, via the ESCO Secretariat, cover travel costs of all Reference Group members and accommodation for the private experts for the meetings.

6. Input from ESCO Secretariat

The ESCO Secretariat will support the Reference Groups on the following matters:

- Logistical support through organising the meetings of the Reference Group: find an appropriate date for the members and provide a location. The ESCO Secretariat will be able to not only organise face-to-face meetings, but also e-meetings;

- Technical support through granting access to the ESCO database and providing documentation on national and sectoral classifications, and if requested a more concrete proposal, which can both serve as a source of inspiration and best practices;

- Communication between the Reference Group, the Maintenance Committee and the ESCO Board;

- Terminological guidelines, developed by the Maintenance Committee in close cooperation with the ESCO Secretariat;

Annex A   General profile

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 education-training and qualifications systems in Europe, in particular within the relevant sector
− Experience with classifications, taxonomies, controlled vocabularies
− Good understanding of the employment and skills related standards and classifications (ISCO, ISCED, NACE, etc.)
− Very good English language skills