


CEDEFOP

 European Centre for the Development
of Vocational Training

Annex I

Specifications for ReferNet work plan 2015

REFERNET WORK PLAN 2015

ReferNet's annual work plan for 2015 ⁽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
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 2015 – end date: December 2015.

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

(2) European Commission (2011). *Europe 2020: A European strategy for smart, sustainable and inclusive growth*. Available from Internet: http://ec.europa.eu/eu2020/index_en.htm [cited 20.5.2014] and *Europe 2020: a new European strategy for jobs and growth: European Council Presidency Conclusions 25-26 March 2010*.

http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/ec/113591.pdf [cited 20.5.2014].

(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 from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:en:PDF> [cited 20.5.2014].

(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 from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:324:0005:0015:EN:PDF> [cited 20.5.2014].

(5) http://ec.europa.eu/europe2020/making-it-happen/index_en.htm
http://ec.europa.eu/europe2020/making-it-happen/country-specific-recommendations/index_en.htm
 [cited 20.5.2014].

provide strategic advice on policies. This advice goes beyond economy, finance and employment to include education and training.

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, 2013 and 2014 recommendations) ⁽⁶⁾. Referring to the OECD survey of adult skills (PIAAC) results, the 2014 growth survey ⁽⁷⁾ underlines the need to invest in modernising education and training, including life-long learning, and stepping up active labour market measures. The Council conclusions of February 2014 reiterate the need for long-term investment which also aims at quality and efficiency ⁽⁸⁾.

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* ⁽⁹⁾, 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* ⁽¹⁰⁾, which emphasises the need to invest in and validate people's skills ⁽¹¹⁾. Given the alarmingly high youth unemployment in several countries, the youth opportunities initiative and the communication *Moving youth into employment* ⁽¹²⁾ aim at combining education and training and employment policies to address this challenge ⁽¹³⁾.

⁽⁶⁾ See footnote 5.

⁽⁷⁾ European Commission. Annual growth survey 2014. Communication. COM (2013) 800 final. Available from Internet: http://ec.europa.eu/europe2020/pdf/2014/ags2014_en.pdf [cited 20.5.2014].

⁽⁸⁾ Council of the European Union. *Conclusions on Efficient and Innovative Education and Training to Invest in Skills - supporting the 2014 European Semester*. Brussels, 24 February 2014. Available from Internet: http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/educ/141138.pdf [cited 20.5.2014].

⁽⁹⁾ 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 from Internet: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF> [cited 20.5.2014].

⁽¹⁰⁾ European Commission. *Towards a job-rich recovery*. COM(2012) 173 final. Available from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0173:FIN:EN:PDF> [cited 20.5.2014].

⁽¹¹⁾ 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 from Internet: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:398:0001:0005:EN:PDF> [cited 20.5.2014].

⁽¹²⁾ European Commission. *Moving youth into employment*. COM(2012) 727 final, and accompanying staff working document SWD(2012) 406 final. Available from Internet: <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 20.5.2014].

⁽¹³⁾ <http://ec.europa.eu/social/main.jsp?catId=1006>, [cited 20.5.2014].

In 2013, Member States were advised to establish youth guarantees⁽¹⁴⁾ and involve young people in shaping the design of policies that affect them⁽¹⁵⁾. Apprenticeships and other forms of work-based learning are a main pillar of the youth guarantee. A European alliance for apprenticeships⁽¹⁶⁾ launched mid-2013 aims to 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⁽¹⁷⁾.

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 2002-10⁽¹⁸⁾, to which ReferNet contributed substantially. 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. While its intermediary review of the period 2010-12⁽¹⁹⁾ focused on the short-term deliverables, Cedefop's comprehensive report in 2014 will also reflect on progress towards achieving the long-term objectives. 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.

2014 is decisive for Europe's future policy framework. Not only the ET 2020 framework and the priorities and deliverables for VET will be reviewed, but the European Commission is also taking stock of progress and impact of Europe's overall 2020 strategy. The findings of these reviews and the consultation on a European area of skills and qualifications will form the basis for the new Commission to propose a new education and training policy framework to support Europe's revised overall strategy. A

(14) Council of the European Union. Recommendation on establishing a youth guarantee. Common guidelines. 7123/13. Brussels, 3 April 2013. Available from Internet: <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%207123%202013%20INIT> [cited 20.5.2014].

(15) Council of the European Union. *Maximising the potential of youth policy in addressing the goals of the Europe 2020 Strategy*. Conclusions. 9094/13. Available from Internet: <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%209094%202013%20INIT> [cited 20.5.2014].

(16) http://ec.europa.eu/education/policy/vocational-policy/doc/alliance/eafa-declaration_en.pdf, and Council of the European Union. *Declaration on European alliance for apprenticeships*. Luxembourg, 15.10.2013. http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lsa/139011.pdf [cited 20.5.2014].

(17) Council of the European Union. *Conclusions Towards a job-rich recovery and giving a better chance to Europe's youth*. 5.10.2012. Available from Internet: <http://register.consilium.europa.eu/pdf/en/12/st14/st14426.en12.pdf> [cited 20.5.2014].

(18) 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.

(19) 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. Available from Internet: http://www.cedefop.europa.eu/EN/Files/6116_en.pdf [cited 20.5.2014].

new Communiqué for VET is expected towards the end of the Latvian Presidency, in 2015.

Despite the planned revisions of policy frameworks, the need for continuous monitoring of national efforts and thematic stock-taking at different points in time is expected to continue. Likewise, the need for country-specific information and analysis will persist. The European Commission has asked Cedefop's support in this exercise and in the work with EU-level working groups on VET, adult learning and VET-related themes. Cedefop also supports countries' cooperation on apprenticeships and may engage in further in-depth thematic reviews of individual countries, following the 2014 pilot in Lithuania and Malta. All these policy processes and exercises are likely to increase the need to respond flexibly to different types of information requests, often at short notice. This also means that Cedefop will need to reinforce its work to ensure that its reporting exercises are complementary, coherent, consistent and of high quality.

1.2. Purpose of activity

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.

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.

ReferNet national partners are well placed to inform on VET systems in their specific contexts 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 and its overall education and training framework 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 2015

All reports should be revised by an English native speaker or professionally edited to ensure that foreign readers can easily understand terminology and content.

Peer review among ReferNet partners is highly recommended.

Deliverable 1: VET policy reporting

Background/Aim

In 2015, ReferNet will be asked to revise the information provided in 2014 and earlier in response to a questionnaire designed by Cedefop. In 2015, ReferNet partners will report on national policy measures and actions which countries have agreed to carry out by 2014 (short-term deliverables).

An update in early 2015 is needed to ensure that the new deliverables for VET to be decided during the Latvian Presidency are informed by the most recent developments (up to end 2014). The reinforced governance at EU level also requires continuous monitoring of policy developments. This means keeping the information on progress by country and by short-term deliverable up-to-date.

This input informs detailed country fiches, cross-country overviews of developments by deliverable as well as Cedefop's analysis and reports on progress in implementing the Bruges Communiqué (see ReferNet Work Plans 2012, 2013 and 2014). It also 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.

Methods

ReferNet partners will amend or complement the information provided in 2014 and earlier using an update questionnaire. It may include a limited number of new questions (e.g. on short-term deliverables for which up-to-date information cannot be obtained using other sources).

Reporting should draw on a wide range of sources, including policy papers, legislation, evaluation reports, research and policy analysis as well as case studies. This 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 at country level and ask ReferNet as well as DGVT to validate the information.

Steps/Deadlines

Cedefop will make the update questionnaire available before the 2014 ReferNet Plenary meeting and will explain and discuss the 2015 policy reporting exercise with ReferNet national partners at the meeting.

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

As the work on the joint ET 2020 report commences in 2014 and the Presidency's work on the Communiqué and the deliverables is likely to start at the beginning of 2015, ReferNet national partners need to provide the required information by 20 January 2015.

In case the update would be required earlier in the year and might make it necessary to start the work at the end of 2014, all costs relating to Deliverable 1, including those incurred before 1st January 2015, would be considered as eligible under the 2015 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 2015, ReferNet will be asked to revise or update the information provided in 2014 and earlier 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.

The most recent VET in Europe country reports can be downloaded from Cedefop website (<http://www.cedefop.europa.eu/EN/Information-services/vet-in-europe-country-reports.aspx>).

Spotlights can be downloaded from <http://www.cedefop.europa.eu/EN/Information-services/Cedefop-Publications.aspx>.

NB: The most recent VET in Greece country report has been published in hard copy in Greek and English for the Greek Presidency (see *Vocational education and training in Greece – Short description*, <http://www.cedefop.europa.eu/EN/publications/22556.aspx>).

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 2015 report; authors will refer to the latest developments. The work will consist of updating and improving as necessary the information of the previous years.

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 and continued in 2014 is foreseen to take place systematically in 2015. As previously, it will aim at improving the quality and consistency of the reports. A circular defining the scope and methods of the 2015 peer-review exercise will be published on the basis of the outcomes of the ReferNet Working group on quality and the regional meetings in 2014.

Cedefop in cooperation with ReferNet partners may update the guidelines for the reports, including quality criteria, to reflect lessons learnt from the previous reporting and peer-review exercises.

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 June 2015.

Building on the peer-review exercise, ReferNet national partners will provide the required information as of September and by 1st November 2015 at the latest (to be agreed case by case).

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 of 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 previous reporting exercises, Cedefop, in co-operation with ReferNet, may update the template for the 2015 exercise.

The national partner shall submit the 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 2015.

Each national partner will update the Spotlight by mid-June 2015. 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) ⁽²⁰⁾. 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 2015 will focus on

1. VET in Luxembourg, in the first semester
2. VET in the Netherlands, in the second semester.

⁽²⁰⁾ 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.

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 Cedefop 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 (10-12 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 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 Luxembourgish and the Dutch Presidencies,

OR

- another policy forum, as needed;
- 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 2015 ⁽²¹⁾, and
- September 2015,

subject to change depending on the Presidency calendar.

ReferNet will deliver its inputs by

- end May to feed into the DGVT meeting in autumn, and
- end December 2015 for the DGVT meeting planned in Spring 2016.

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 others topics that are linked to or influence VET (e.g. employment policies linked to training, active ageing, enterprise 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.

⁽²¹⁾ If available, information requirements for the first semester 2015 will be discussed at the plenary meeting.

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, on Cedefop website and, possibly, in Cedefop Magazine, 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 but 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).

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.

2.3. Deliverables in 2015

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 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 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 2015 at national level, including details on the audience targeted, the channels used, possibly the outcomes of the action, etc.

A survey on all visibility actions (see above) carried out at national level will be filled in by the ReferNet partner as an attachment to the Final Implementation Report on the 2015 action.

Steps/Deadlines

Continuous activity.

BUDGET AVAILABLE FOR THE IMPLEMENTATION OF THE REFERNET 2015 WORK PLAN

The total available budget for the 2015 ReferNet work plan in all eligible countries is EUR 978.630.

The total available budget for the 2015 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 2015

End date of the annual work plan: December 2015

Duration of the annual work plan: 12 months

Activity	Deadline/Frequency
1. VET policy reporting	20 January 2015
2a. VET in [country X]	As of September and by 1 st November 2015 at the latest (to be agreed case by case).
2b. VET in [country X] – Spotlight	Mid-June 2015
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 2015
3b. 2 nd article/survey (topic to be defined according to policy priorities)	End December 2015
4. National news on VET	At least one item each semester
5. National ReferNet website	Continuous
6. Visibility actions	Continuous. Survey on visibility actions to be filled in as an attachment to the Final implementation report on the 2015 action.