

ELGPN Work Programme 2015 Final

Cover Note

Attached is Final version of the Work Programme 2015, which takes into account the extension of the ELGPN membership to new countries eligible for Erasmus+ programme grants.

The proposed Commission grant for 2015 is smaller than in previous years, and the reduction (42%) needs to be taken into account in the design of the 2015 working structure and the allocation of the grant to national co-beneficiaries. Compared with the current Work Programme 2013-14 budget, the Co-ordination Unit is proposing the following changes in the ELGPN budget for 2015:

- Reduction of 110 days in the ELGPN Co-ordination Unit staff costs.
- No additional staff costs for the national co-beneficiaries between the Plenary Meetings.
- No new ELGPN Concept Notes.

The ELGPN Plenary Meeting in Zagreb asked the ELGPN Co-ordination Unit to examine whether two or three Plenary Meetings were possible during the 2015 Work Programme. A poll was sent to the Network members 30 June 2014 with the due date 15 August including two alternative working structures for consideration by the ELGPN members:

- Option A: three Plenary Meetings in 2015.
- Option B: two Plenary Meetings in 2015.

More detailed tables with budgetary implications for the national co-beneficiaries were sent to the Network on 10 July 2014.

As agreed in the Zagreb Plenary Meeting (11-12 June 2014) ELGPN member countries were requested to submit their binding vote on the options presented above, together with any additional comments or suggested changes, to the Co-ordination Unit by 15 August 2014 at the latest. Altogether 28 countries sent their votes by 27 August. 16 countries (BG, HR, CY, CZ, DK, EE, FI, DE, IE, LV, LU, NO, PL, SI, ES, SE) voted on Option A with three Plenary Meetings in 2015 and 12 countries (AT, BE, FR, EL, HU, IS, LT, MT, NL, PT, RO, SK) voted on Option B on two Plenary Meetings in 2015. UK preferred not to vote, and no responses were received from IT and TR. As the simple majority of the Network members voted on the option A with three Plenary Meetings the attached Work Programme 2015 is structured in accordance to this outcome of the binding vote.

The final version, with the country 'sign-offs', needs to be submitted to the Commission, along with the ELGPN Grant Application 2015, by 15 October 2014.

RV/TBBP/TW
6.10.14

ELGPN Work Programme 2015

Final

(6.10.2014)

1. Introduction

1.1 This is the fifth draft version of the ELGPN 2015 Work Programme. It follows discussions at a meeting between European Commission representatives, ELGPN member-country representatives and the ELGPN Co-ordination Unit on future European structured co-operation in lifelong guidance practice and policy development, held at EC DG EAC on 10 October 2013; and discussions at the ELGPN Plenary Meetings held in Vilnius on 12-13 December 2013, in Athens on 19-20 February 2014, and in Zagreb on 11-12 June 2014. The draft also takes into account the changing agenda within the European developments (such as the ongoing process on Rethinking Education¹ [including the European Area of Skills and Qualifications], the Education and Training 2020, the Quality Framework for Traineeships², the Recommendation on Validation of Non-formal and Informal Learning, the Employment Package³, the Youth Guarantee Initiative⁴, the member-states-driven PES 2020⁵ initiative and the Social Investment Package⁶). All of these European policy initiatives have implications for the 2015 Work Programme.

1.2 The ELGPN 2015 Work Programme continues the process of supporting ELGPN members in their national lifelong guidance activities, policies, strategies and services, related to needs and demands on educational, economic, employment and social inclusion issues. The Work Programme is designed as a transition programme which will enable ELGPN to:

- Finalise the outcomes of the 2007-14 work programmes and link them more closely to current and future European priorities and initiatives.
- Position lifelong guidance in the new European policy agenda and pave the way for new forms of structured European co-operation in relation to lifelong guidance policy and systems development.

1.3 A key design principle for the 2015 Work Programme is to bring together the existing ELGPN products into a coherent ‘tool-box’, using the European Guidelines for lifelong guidance systems and policy development as an instrument for this purpose, with strong cross-references between the products. In doing so, the Network will examine the implications of the evidence collected on the impact to date of the existing ELGPN products. In addition, as a group of national policy-makers and lifelong guidance experts, ELGPN seeks to act as an advisory or consultation body to the Commission from 2015 and beyond, with sustainable links with the European Commission ET 2020 Thematic Working Groups and Heads of the Public Employment Services (HoPES) Network as well as other working groups of DG EMPL.

1.4 As part of the 2015 Work Programme the Network will build a Vision Statement for lifelong guidance in the new European policy agenda, including a proposal for future structured European co-operation in lifelong guidance systems and policy development. This will build upon the 2008 EU Council Resolution on Better Integration of Lifelong Guidance into Lifelong

¹ <http://ec.europa.eu/digital-agenda/en/news/communication-rethinking-education>

² <http://www.consilium.europa.eu/homepage/highlights/quality-framework-for-traineeships-adopted?lang=en>

³ <http://ec.europa.eu/social/main.jsp?catId=1039&langId=en>

⁴ <http://ec.europa.eu/social/main.jsp?catId=1079>

⁵ Public Employment Services contribution to EU2020 PES2020 Strategy Output Paper.

⁶ <http://ec.europa.eu/social/main.jsp?catId=1044&langId=en&newsId=1807&moreDocuments=yes&tableName=news>

Learning, and on evolving EU policies in relation to lifelong guidance, as well as on the ELGPN Policy Improvement Cycle developed during 2008-14.

2. Context

The ELGPN Work Programme for 2015 needs to take account of the following contextual factors:

2.1 The Network represents the member-countries⁷ and their strong willingness to engage in co-operation on the development of national, regional and local lifelong guidance (LLG) policies and systems.

2.2 The current and future work of the Network is in line with the four key priorities of the Europe 2020 Strategy (smart, sustainable and inclusive growth, with greater economic policy co-ordination). Of the five Europe 2020 headline indicators, three (1, 4, 5) are potentially linked directly to the further development of European lifelong guidance systems and policies:

Employment: 75% of 20–64-year-olds to be employed.

Education: reducing school drop-out rates below 10%; at least 40% of 30–34-year-olds completing third-level education.

Poverty / social exclusion: at least 20 million fewer people in or at risk of poverty and social exclusion.

The ongoing work of the Network and its outcomes are designed to be linked with the European Semester process (including peer review and peer support on Country-Specific Recommendations related to LLG systems and policy-related elements) as well as with national policy developments.

2.3 As the Europe 2020 Strategy indicates, some of these issues require not only specific sectoral measures and policies but also a cross-cutting approach (horizontal policy design, development, implementation and evaluation)⁸, as they touch upon general principles applicable to all policy areas and demand multi-sectoral responses. These cross-cutting issues are objectives in themselves and also vital factors in strengthening the impact and sustainability of co-operation. The ELGPN's previous Work Programmes for 2009-10, 2011-12 and 2013-14 have been based on such a cross-sectoral policy approach (which the nature of LLG requires). ELGPN is in a position to demonstrate, through its activities as a network and the work carried out by member-country teams, the way this cross-cutting approach can function in practice and the results that can be achieved, and so to inspire other policy-makers and other stakeholders by its good practices.

2.4 The European Commission is currently formulating the future direction and form of its actions in this field. Based on the Europe 2020 achievements in its first four years (2010-14) and the adaptation strategy for post-crisis Europe (2015-20), the European Area of Skills and Qualifications (EASQ), announced in the Rethinking Education strategy, is being developed. The Commission supports the acknowledgement and identification of the prominent role of LLG within the EASQ, accompanying flexible learning pathways, employability, and flexicurity including a stronger focus on social inclusion. An open public consultation⁹ on the EASQ was organised between 17 December 2013 and 15 April 2014.

⁷ Countries which are eligible for the Erasmus+ programme.

⁸ Joint statement by the Council and the representatives of the governments of the Member States meeting within the Council, the European Parliament and the Commission on European Union Development Policy: 'The European Consensus on Development' (2006/C 46/01).

http://ec.europa.eu/development/icenter/repository/european_consensus_2005_en.pdf

⁹ http://ec.europa.eu/europe2020/public-consultation/index_en.htm

2.5 In the results of the open consultation¹⁰ there was a strong agreement on the importance of high-quality and independent guidance services at all levels of education and employment, related to social inclusion/protection including at early stages in order to reduce early school-leaving and drop-out, and to foster employability and civic competencies. The consultation respondents indicate that the EASQ should support mobility for both learning and work from the EU citizens' perspective. Currently only a few Europeans are aware of the different EU mobility tools (e.g. only 3% are aware of EURES), and 45% have never used LLG services, largely because of lack of access¹¹. The EASQ should also pursue coherence, simplification, ease of use, transparency and understanding of the current tools, not least by ensuring that the same terminology is used across the tools. The relationship and synergies between the tools should be clear, and where necessary the governance of each tool should be reviewed, ensuring the representation of stakeholders. The focus should be on individuals as the end-users of the tools. They can be reached by more effective communication, and availability of information, guidance and training. The respondents pointed also to the essential role of guidance services in promoting access to relevant information, customisation of such information to individuals' and families' needs, and more effective links between education and employment services.

2.6 In the spirit of the Open Method of Co-ordination (OMC), under the ET 2020 strategic framework of European co-operation in education and training, the Commission (DG EAC) has established a new generation of Thematic Working Groups (TWGs) that are functioning between November 2013 and October 2015. These TWGs are addressing the following priority themes: School Policy; Vocational Education and Training; Adult Learning; Modernisation of Higher Education; Transversal Skills; and Digital and Online Learning. The TWGs are concentrating on delivering concrete and useable outputs that respond to the policy challenges identified in the ET 2020 strategy. LLG is explicitly identified in the mandate of the TWG on VET, but the ELGPN 2015 Work Programme will examine LLG as a transversal measure which contributes to the work of all six TWGs.

2.7 EU employment policies highlight the role of European Public Employment Services (PES) in relation to the Youth Guarantee Initiative (YGI). PES in many countries serve as an entry-point for provision for young people who are NEET (not in education, employment or training). The HoPES (heads of the Public Employment Services) Youth Guarantee follow-up reports¹² emphasise developments related to career guidance within PES. LLG is strongly connected to the new European PES 2020 strategy, which has three main pillars: (a) improving outreach capacities, (b) supporting transitions and (c) developing partnerships. All of these activities are linked with the new PES transition agency model, where PES is a key player to support the life-cycle transitions (school-to-work, job-to-job) of citizens, related to the Employment Committee's (EMCO) concept of 'making transitions pay'.¹³ To provide this professional support, PES need to develop career guidance services, requiring capacity-building and service renewal.

2.8 Given the new EU policy context, LLG needs to be repositioned. This implies that the ELGPN 2015 Work Programme needs to be reformulated to fit this new policy context. The six policy fields where the Network is currently active – schools, VET, higher education, adult

¹⁰ https://conference-easq.teamwork.fr/docs/Result_of_Public_Consultation.pdf

¹¹ Eurobarometer for EASQ, June 2014.

¹² HoPES Assessment Report on PES capacities to implement Youth Guarantee (October 2013); HoPES Catalogues of Measures for implementation of the Youth Guarantee (November 2013).

¹³

<http://register.consilium.europa.eu/doc/srv?l=EN&t=PDF&gc=true&sc=false&f=ST%2014479%202010%20INIT&r=http%3A%2F%2Fregister.consilium.europa.eu%2Fpd%2Fen%2F10%2Fst14%2Fst14479.en10.pdf>

learning, employment and social inclusion – are all included in the Europe 2020 Strategy and are related to its key objectives. In 2013 the ELGPN published a Concept Note on the role of LLG in the Youth Guarantee Initiative: a follow-up to this Concept Note will be included in the 2015 Work Programme.

2.9 The first eight years of ELGPN (2007-14) have created active collaboration between relevant governmental and non-governmental bodies across ELGPN member-countries and other relevant networks, as well as with the relevant units of DG EAC and DG EMPL, in support of the development and implementation of European LLG systems and policies and of related economic, social and political goals. This will continue in 2015, including seeking closer links with Cedefop, ETF, Euroguidance and the European Network of Public Employment Services (Heads of the PES) (including the reformed EURES), and also with OECD. In general, ELGPN needs to improve information flows in sectoral policy fields both to national authorities and to DG EAC and DG EMPL. LLG policy should not be pursued as a disparate entity, unrelated to other sectoral policies. Currently, many relevant national and European actors are aware of ELGPN but its key messages do not percolate sufficiently to these actors.

2.10 The ELGPN Plenary Meeting in Athens on 19-20 February 2014 emphasised the need to enhance and evaluate the impact of lifelong guidance at both EU and national levels. In addition to the ELGPN internal evaluation, a more detailed evaluation of the impact of ELGPN was conducted in March-May 2015 to inform the design of the ELGPN 2015 Work Programme and the proposals for further structured European co-operation in lifelong guidance practice and policy development. The evaluation was integrated to the ELGPN Continuous Improvement Cycle presented in Figure 1.

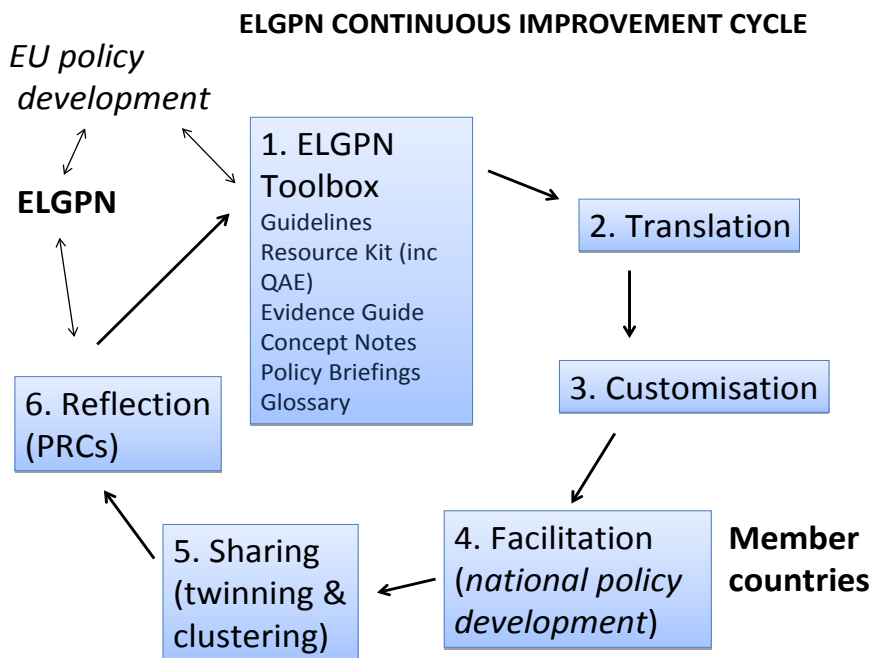


Figure 1: ELGPN Continuous Improvement Cycle

2.11 At national level the evaluation focused on the ELGPN influence and success factors for impact on national policies in related policy fields which have an interface with lifelong guidance (e.g. lifelong learning, employment, social inclusion). A second focus was on the communication

and co-operation processes between different ministries and other policy-making organisations, and between guidance service providers responsible for implementation of guidance policies. Third, the evaluation aimed to identify influences on the establishment of new lifelong guidance practices or on changes of existing practices at service level. The ELGPN member-countries were also requested to provide information on whether they have sought to influence EU-level lifelong guidance policy development and on their views on how future challenges in European lifelong guidance policy development could be met through structured European co-operation.

2.12 All 32 ELGPN member-countries provided responses to the impact evaluation by 17 June 2014. Half of the countries reported that the Work Programmes 2008-14 have had significant influence on national policies on lifelong guidance, and a further 14 countries listed examples of some impact. Benefits from membership of ELGPN expressed by ELGPN member-countries include:

- Benchlearning and peer learning on national LLG services, service design, and policy adaptation and customisation for national/regional contexts.
- Sharing good ideas and concrete practices.
- Catalytic impact on national policy development.
- Support for the development of national forums or other co-ordination mechanisms at national and regional levels.
- Support for European policy development.

2.13 The success factors of the ELGPN have been connected to the strong engagement of the national delegations and their impact on the development of national representative structures or national lifelong guidance forums. The national forums have raised the awareness of the transversal nature of lifelong guidance policies and the common understanding of shared terminology and goals for a coherent national lifelong guidance system. The national delegations have supported national lifelong guidance strategies and also the translation and adaptation of the ELGPN tools and other publications. The catalytic role of the ELGPN has been particularly evident during national seminars which have been arranged in conjunction with ELGPN Plenary Meetings or Work Package meetings. The European Commission support to the Network activities has strengthened the legitimacy of the mutual policy learning and sharing of experiences.

2.14 The Network members report that one of the most important achievements of ELGPN as a member-state-driven network during 2008-14 has been the emergence of lifelong guidance as a visible part of the political agenda in Europe and also within the member-countries in both the education and labour market sectors. The ELGPN has become a focal point and a significant knowledge source for all matters concerned with lifelong guidance in which the member-countries are actively involved and encouraged to co-operate. The working methodology has taken in consideration different experiences from the Network member-countries and has facilitated mutual learning among European countries and the sharing of good practices. An important achievement has been improved co-operation between member-countries and the European Commission, as well as between relevant bodies or networks at national, European and international levels. A growing common understanding and a growing recognition of the importance of lifelong guidance and related concepts have been achieved during the 2008-14 Work Programmes. The Council Resolution 2008, ELGPN Progress Reports, Resource Kit, Glossary and the forthcoming Evidence Guide are concrete examples of this co-operation and common understanding.

2.15 During its eight years of existence ELGPN has become acknowledged world-wide as a leading example of LLG policy co-operation and development, adding value within different global and world-regional networks. These include the International Association for Educational and Vocational Guidance (IAEVG) and the International Centre for Career Development and

Public Policy (ICCDPP), both of which will continue to be invited to participate in ELGPN activities as partner organisations. The International Symposium on Career Development and Public Policy (Budapest, 5-7 December 2011) invited ELGPN to strengthen links between EU member-states and the International Symposia. The next International Symposium will be held on 14-17 June 2015 in Des Moines, USA. The proposed Symposium themes relate to effectiveness of career development services, access and diversity, the importance of career and labour market information systems, and the transversal role of guidance between education, training and employment policies. These themes have connections with the current ELGPN priorities, and participation in the Symposium as part of the ELGPN 2015 Work Programme activities would provide opportunities for strengthening such links. It is proposed that the Co-ordinator will represent ELGPN at this event, and that in addition member-countries will be encouraged to participate from their own resources.

2.16 The Network members report that the main future challenge in EU lifelong guidance policy development is to improve the understanding of lifelong guidance as a cross-cutting element between relevant policy fields. It is necessary to examine in greater depth how lifelong guidance can contribute to the achievement of EU 2020 targets. It is also important to offer sustainable structures to continue and improve the exchange of practices and mutual learning between the member-countries. ELGPN as a network has been an agent for innovation and peer learning in the field of LLG policy development and implementation, helping its member-countries as well as European stakeholders in human resource policy developments. This feature of the Network needs to be sustained in whatever models evolve for the future. The previous working structure of the ELGPN Network should not necessarily be the driving force for LLG policy development. Instead the Network should be innovative and look at options for other types of working methodology. The Network members propose that the ELGPN 2015 Work Programme should examine options to secure the continuation of the work of the Network and a sustainable funding mechanism to support this work.

2.17 To avoid fragmentation and to maintain and strengthen the political momentum of LLG policy development, it is necessary to further enhance synergies between and among the different guidance actors and stakeholders at national, regional and local levels. The ELGPN member-countries stress the importance of structured European co-operation between the EU Member States, the Commission and the European authorities responsible for educational, employment and social policies, such as the Education and Employment Committees and the HOPES Network. Whatever the future structure of co-operation, regular European lifelong guidance policy conferences should continue to involve the Member States, the Commission and key stakeholders. Between the conferences, an agency or a standing committee or a similar body should keep close connections to the Commission to prepare the conferences and support LLG in the Member States through various forms of exchanges and expert knowledge.

3. Aims

3.1 The main goals for the ELGPN Work Programme 2015 are:

- **Consolidation;** to complete ELGPN's current activities and to link them more closely to LLG policy development in the main policy fields within the Europe 2020 strategies, including relevant sub-strategies mentioned in para.1.1 above.
- **Future positioning;** to position lifelong guidance in the new European policy agenda and pave the way for new forms of structured European co-operation in relation to LLG policy and systems development.

3.2 The main ELGPN outputs have been a series of tools (including the Resource Kit, Glossary, Evidence Guide, Concept Notes, and Policy Briefings). These tools have primarily been developed to help the member-countries in three key policy areas: education, employment and social inclusion. These can be directly linked with the 2014-20 European goals and initiatives.

3.3 During 2015 ELGPN will aim to extend this range of tools and to integrate them into a coherent toolbox for LLG policy development, linked more explicitly to these three policy fields and to policy priorities within them at member-country and European levels. The existing ELGPN products will be analysed for this purpose, with the Guidelines being used as the key integrative component. Additional products will include new tools related to Career Management Skills and to the Quality Assurance and Evidence (QAE) Framework, building upon but extending the existing sections within the ELGPN Resource Kit. In addition, a new series of short ELGPN Policy Commentaries (2-4 pages each) will be introduced, each of which will link relevant parts of the toolbox to a key EU policy initiative. This toolbox will serve the further development of the 2014-20 European programmes.

4. Working structure

4.1 The proposed Commission grant for 2015 is smaller than in previous years, and the 42% reduction needs to be taken into account in the design of the working structure.

4.2 For the ELGPN thematic activities, the Work Programme will be organised in three **Work Streams**, each involving all ELGPN members:

- Work Stream 1: Endorsement and Utilisation of the European Guidelines for Lifelong Guidance Systems and Policy Development 2014.
- Work Stream 2: Developing Core Principles for Career Management Skills (CMS).
- Work Stream 3: Further Development and Implementation of the Quality Assurance and Evidence (QAE) Framework.

4.3 The ELGPN Plenary Meeting in Vilnius on 12-13 December 2013 endorsed a proposal for the development of European Guidelines for Lifelong Guidance Systems and Policy Development by the end of 2014. After consultation among the Network members and relevant stakeholders in member-countries, the aim is to endorse the Guidelines in 2015. The 2015 Work Programme will also agree the process for seeking political acknowledgement and recognition as well as implementation of the Guidelines. **Work Stream 1** will focus on this process, and will examine ways in which other tools already produced by ELGPN (Resource Kit, Glossary, Concept Notes, Evidence Guide, Policy Briefings) might be supplemented and utilised alongside the Guidelines as an integrated toolbox.

4.4 Drafting common European core principles on the development of career management skills, based on diverse experiences in implementing CMS during the previous phases of ELGPN, will be the focus of **Work Stream 2**. This may include identifying core elements for national CMS frameworks. Member-countries have emphasised the importance of developing a national, cross-sectoral CMS framework with stakeholders, followed by practical and realistic further steps, including training of practitioners. In addition, Work Stream 2 could explore and exchange national information on various CMS aspects in the educational and employment fields. This could include the use of CMS as a concept within the Youth Guarantee Initiative, and to prevent early-school-leaving (ESL), at member-county level.

4.5 Data gathering and analysis on the five key quality and evidence-based elements of lifelong guidance systems, represented in ELGPN's QAE Framework, will be the focus of **Work Stream 3**. It will examine in more detail how data is gathered and analysed through the application of the Framework.

4.6 The activities with the Work Streams will be mainly ICT-based, combined with meetings during the ELGPN Plenary Meetings. The work of each Work Stream, and the overall implementation of the ELGPN 2015 Work Programme, will be supported by contracted consultants.

4.7 The facilitation of each Work Stream will be supported by two lead countries, working closely with the ELGPN Co-ordination Unit and the relevant contracted consultant. The lead countries' role in each case will include the following tasks:

- Supporting the relevant working process within the Plenary Meetings, in co-operation with the Co-ordination Unit.
- Supporting the contracted consultant in the preparation of relevant working documents for the Work Stream.

While all countries are invited to indicate their interest to act as a lead country, applications from countries which have not had this role in the past would be particularly welcome. If more than two countries express an interest in leading a particular Work Stream, the Co-ordinator will invite all ELGPN member-countries to make a choice by electronic poll.

4.8 During the 2013-14 Work Programme some exploratory work has been conducted in two member-countries (FI, LU) on analysing the OECD's PISA 2012 data on career guidance in relation to other variables. Within the context of **links with OECD**, the ELGPN Co-ordination Unit will explore the potential for further analyses of this kind and for including collection of further data on career guidance in future rounds of PISA and PIACC. It will also explore the potential for future country career guidance policy reviews by OECD and/or CEDEFOP.

4.9 In addition, ELGPN will produce short (2-4 pages) **Policy Commentaries** linking relevant parts of the ELGPN toolbox to specified European policy initiatives (including those listed in para.1.1 above).

4.10 **Resource allocation** will depend on the balance and relationship between these various elements. All member-countries will be involved in the Plenary Meetings. The level of resourcing required for consultants is likely to vary across the various activities, depending on their nature.

4.11 For the operational implementation of the working structure described above, three ELGPN Plenary Meetings will be organised in 2015 (Latvia, 3-5 March 2015; Luxembourg, September 2015; Finland, 1-2 December 2015; dates pending confirmation), covering current Presidency Programmes and EU and national LLG system developments connected to LLG policies, plus other necessary items in accordance with the ELGPN governance document. Plenary Meetings will be chaired by a representative of the host country.

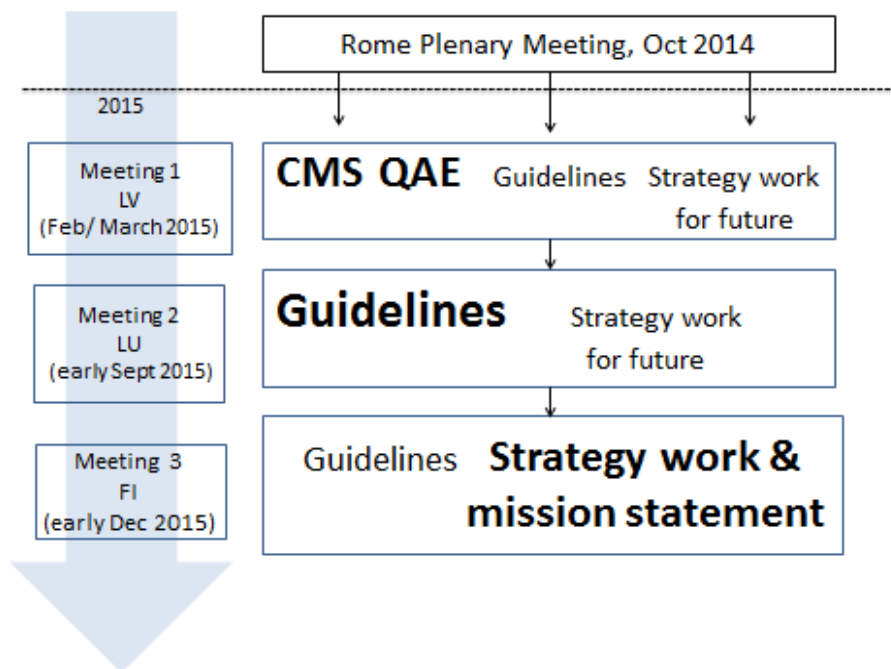


Figure 2: ELGPN working structure 2015 with three Plenary Meetings

4.12 The first meeting will concentrate mainly on finalising the work on the CMS core principles and the QAE Framework, while also continuing the work on the Guidelines and on the strategy for the future; the second will focus mainly on the Guidelines but also work on the future strategy; the third will concentrate on the future strategy and a mission statement for guidance, building upon the Guidelines.

4.13 The ELGPN budget will cover the travel and subsistence costs for the national ELGPN co-beneficiaries to attend the Plenary Meetings, but there will be no additional resource allocation for staff costs to cover participation in these meetings. In the financial reporting for 2015 the national co-beneficiaries will report only the travel and subsistence costs to the ELGPN Co-ordination Unit (Latvia and Luxembourg will report the staff costs related to the organisation of the Plenary Meeting).

4.14 The working methodology is presented below in the Annex.

BPTB/RV/OR/TW
6 October 2014

Annex: Proposed meetings and working methodology

1. ELGPN Plenary Meetings

1.1 Three **ELGPN Plenary Meetings** will be organised in 2015, covering current Presidency Programmes and EU and national LLG system developments connected to LLG policies, plus other necessary items in accordance with the ELGPN governance document. Plenary Meetings will be chaired by a representative of the host country. Standard items on the Plenary Meeting agenda will include:

- Presentation of the role of LLG in the host country (in the case of the first two meetings, selected according to the EU Presidency programme).
- Discussions on progress of the ELGPN Work Programme.
- Information on policy-related developments at European level (European Commission and partner organisations).
- Discussion of Network management issues.
- Linking LLG as a policy tool with the key European human development policies, helping the member states with implementation and with gathering and analysing LLG policy-related data.
- Linking the ELGPN toolbox to the implementation support for the current European initiatives and the revised version of the Europe 2020 Strategy for the period 2015-20.

1.2 The working methodology of these Plenary Meetings will include opportunities for targeted discussions for mutual policy learning. The meetings will comprise plenary discussions, plus facilitated and structured table discussions.

1.3 The three Work Stream topics will be worked on by all meeting participants in parallel. Each of the Work Streams will have two lead countries and a consultant. The lead countries will facilitate the table discussions in Plenary Meetings with targeted questions. Structuring the work in this way will facilitate effective processes for the production of high-quality outcomes, and continuity between the meetings; this might include smaller and more interactive meetings within the plenaries. Technical work between the meetings will be done online.

1.4 A guidance note on the Plenary Meeting themes will be prepared by the Co-ordination Team to provide general methodological guidelines to be followed during the Plenary Meetings, so as to allow active engagement of all the Network members and guarantee a set of outcomes that can be disseminated by ELGPN.

1.5 Consultants will be appointed to carry out part of the technical work. They will prepare background documents in advance of Plenary Meetings, and Reflection Notes drawing on the proceedings and results of the meeting.

1.6 Between the Plenary Meetings, ELGPN members will concentrate on the EU-level themes that are national priorities.

1.7 The travel and subsistence costs for the Plenary Meetings are included in the national budgets of co-beneficiaries. Some of the partner organisations are responsible for their own travel and subsistence costs (CEDEFOP, ETF, Euroguidance); some will be reimbursed from the ELGPN budget (IAEVG, HoPES, EAIE, ICCDPP, EU social partners).

2. ELGPN Co-ordination Team roles

2.1 The Co-ordination Unit is responsible for the following tasks during the ELGPN 2015 Work Programme:

- Management and leadership of ELGPN.
- Financial administration of ELGPN.
- Monitoring and evaluation of ELGPN's work.
- Maintenance and development of the ELGPN website.
- Production of the ELGPN toolbox.
- Dissemination of ELGPN work outcomes to policy-makers in the fields of education and training, employment and social policy, and to the wider European and international guidance community.
- Establishing a consistent network of contact persons both within the Commission and at national level.
- Linking ELGPN to other European and global players in the field of LLG policy development

2.2 The ELGPN budget includes the staff costs for the following Co-ordination Team members:

- 1 Co-ordinator: 220 days
- 1 Assistant: 220 days
- 1 Assistant: 110 days
- 1 Assistant: 110 days

2.3 The Co-ordination Unit budget includes also the sub-contracting costs of the consultants and production of the ELGPN tools and the travel and subsistence costs of the consultants and the following invited partner organisations: IAEVG, HoPES, EAIE, ICCDPP and EU social partners.

3. Roles of ELGPN members and contracted consultants in the Plenary Meetings

3.1 The following table summarises the various roles of ELGPN members in organising the Plenary Meetings

Roles	Tasks	Working days to complete these tasks in the 2015 budget proposal
Co-ordination Unit	<ol style="list-style-type: none"> 1. Provide an overview and leadership to the implementation of the Work Stream in co-operation with lead countries and host countries for the Plenary Meetings. 2. Support organising the Plenary Meetings in co-operation with the host countries. 3. Support the contracted consultants in producing a background paper to each Plenary Meeting and a Reflection Note on the conclusions from the meeting. 4. Promote the use of online tools on the ELGPN website between the Plenary Meetings. 5. Report to the Steering Group meetings and ELGPN Plenary Meetings as appropriate. 	Included in the overall Co-ordination task
Plenary Meeting hosts	<ol style="list-style-type: none"> 1. Organise the Plenary Meeting in collaboration with the Co-ordination Team. 2. Manage the logistical arrangements for the meeting (room, printing, accommodation, etc.). 3. Develop, in co-operation with the Co-ordination Unit and with support from the contracted consultants working with the Work Streams, the agenda of the Plenary Meeting. 4. Involve national stakeholders in the Plenary Meeting and/or organise an event for national LLG stakeholders alongside the meeting, in which members from other countries can also participate as resource persons or as 	20 days

	interested observers.	
Lead Countries	<ol style="list-style-type: none"> 1. Support the relevant working process within the Plenary Meetings, in co-operation with the Co-ordination Unit. 2. Support the contracted consultant in the preparation of relevant working documents for the Work Stream. 3. Facilitate the table discussions in Plenary Meetings with targeted questions. 	No additional staff costs available
Participants and partner organisations	<ol style="list-style-type: none"> 1. Before each Plenary Meeting, identify the expectations and aspirations of the country team. 2. Prepare for the Plenary Meeting by reflecting on the Plenary Meeting theme(s) from the country's perspective. 3. Participate in the Plenary Meeting and any online discussions before or after it. 4. Evaluate to what extent the expectations and aspirations have been met. 	No staff costs
Contracted consultants	<ol style="list-style-type: none"> 1. Prepare background documents for Plenary Meetings. 2. Support the Co-ordinator in reporting to the Steering Group and to the Plenary Meeting. 3. Participate in Steering Group meetings as appropriate. 4. Contribute to the consolidation of the ELGPN tool-box. 	To be confirmed