

## **European Commission Sectoral Social Dialogue Committee meeting for the Audio Visual Sector held on June 30th 2014**

### Work Programme 2013-2014

The Work Programme which covers 2013 and 2014 is maintained as it is (see annex). The topic of "new forms of employment" will be given particular attention in 2014.

### EC Social and Employment Policy

Stefaan Ceuppens provided an update on EU initiatives with relevance to the employment and social domain, including: the Commission proposal for a Quality Framework for Traineeships; the Communication on the free movement of people; the debate on the Posting of Workers Enforcement Directive. He gave an overview of the 2014 funding opportunities of DG Employment, Social Affairs and Inclusion that are of potential interest to social partners, including the new features of the 2014 calls for proposals in the field of social dialogue and industrial relations. He also reported on the Liaison Forum on 15 years of Sectoral Social Dialogue, which took place in December, and explained the main elements of the Commission Communication on the Social Dimension of the EMU.

### Joint employer/trade union project on the labour markets in the EU Audio Visual Sector and the examination and analysis of forms of working arrangement and contracts.

This is an important proposal as it seeks to examine the various trends across Europe on types of employment across the sector. The study will be across 10 Countries (see page 2 of the proposal), and will be carried out over 19 months with 90% co-funding from the EU. The objective is to create understanding of the industrial and technological developments as well as mapping and describing different forms of work arrangements in each EU Country including social welfare and taxation. While copyright is not in the actual description it should naturally emerge from the study. Education, training and industrial relations will also be a feature. Under the industrial relations heading the study will look at how terms and conditions are arrived at and the role of then social partners in this. During the discussion on this project various work arrangements were discussed: there appears to be a growing use of subcontractors by national broadcasters and who in turn are also further subcontracting this work. This subcontracting appears to be infiltrating everywhere in many countries even NUJ news rooms etc. The employers were keen on this project but agreement was reached eventually. This should enable us to plan our actions for the furniture and will be complimentary to the similar live performance project to be undertaken. Further details of the proposals are in the annex.

### Skills Development in the AV sector

A proposal for the development of a European Sector Skills Council has been put to the Commission and we are awaiting a response. This proposal was part of a larger proposal

including other sectors which is why this is slow. The European Sector Skills Council will contribute to build better networks and linkages and consolidate contacts between national and European stakeholders engaged in the development of skills in the audio visual and live performance sectors. The full proposal is contained in the annex. The committee were ready to do this project 18 months ago but the delays by the Commission have jeopardised the viability of the project as we are outside the agreed terms now. It is possible now that a new feasibility study will be needed as much of the detail was based on building contacts around the EU for it but people move on as time moves on.

### Equal Opportunities

Dearbhal Murphy reported on the Work life balance report and the recommendations therein. The objective is to get employer group to agree the Recommendation so it can be a joint Recommendation from the Committee. It is already adopted by the 4 trade union federations. The employers will consider the document. On a related Topic referenced by chair Alan Jones (EBU-European Broadcasting Union) advised the meeting of UK Development on requests/access to part time work initiatives. Which are now expanded outside the area of those with caring and parental responsibilities. This access is now for all employees and employer must have compelling reasons for refusal. It was noted that this refers to employees rather than workers. Of note also was the fact that it was identified that within the BBC Freelance workers (sole traders) are now operating at a ratio of 6:1 i.e., for every 1 employee there are 6 freelance workers. To view the Recommendations click on [http://www.fia-actors.com/en/policy\\_Gender%20Equality.html](http://www.fia-actors.com/en/policy_Gender%20Equality.html)

### Public Sector Broadcasting in Greece

No further updates are available on this issue. The Greek Government on longer subscribing to the European Broadcasting Union. This is viewed as an acknowledgement that Greece no longer has a public broadcaster. Audio Visual media is not a fully private sector function with the exception of the very small channel run and controlled by the state that broadcasts mostly repeats and light entertainment. The workers are still technically on strike but really unemployed. They are hoping the government will change and there are the president elections in 2015. The workers are providing a limited service on line from their own resources but not everywhere gets coverage.

### Signal Piracy

Two issues are being adopted at EU level on this. One is to address infringement of copy right through ten actions that are policies not legislative tools. Some of the policies reflect the recently leaked white paper and adopt a follow the money tactic. The second one is a strategy for protection and enforcement of intellectual property (IP) rights in the third country. There is also a workshop to be held possibly on Sept 19th on key economic issues on IP rights. The EU are examining the possibility of an economic study on this to evaluate

the economic cost of copyright infringement. The formal White Paper from the EU on copyright is due to be released soon.

#### Posting of Workers Directive,

This is a legally complex area so seminars will be organised on this. The Commission proposal goes back to 2012 and is concerned with consequence of possible social dumping. A compromise was found at Council level in December 2013 and agreement reached between the Parliament and the Council in February 2014 and a vote took place in April 2014 and it is now limited to the construction sector adopted by the Council in May 2014

#### EU Platform to Enhance Cooperation in Prevention and Deterrence of Undeclared Work

There is a proposal on how to enhance the cooperation between member states on a strategic framework to prevent and deter undeclared work. This proposal is currently with the EU Parliament for a decision and their discussion is not yet finalised. The proposals include a 2 stage consultation with the social partners and the scope includes bogus self-employment as well as all lawful activities that are not declared to the authorities. The mission is exchange best practice and information, to develop joint expertise and analysis and to co-ordinate better cross border actions. The conclusions should identify the problems with governance, identify insufficient co-operations and address the difficulties in tackling the cross border aspect of undeclared work.

#### Post EU Elections

The Commission: The President election is by majority but taking in to account the outcome of the national EU elections and a decision is made by qualified majority. Jean-Claude Junkers, former Luxembourg Prime Minister was elected. UK and Hungary were the only voters against Mr. Junkers. The current Commission term end in October 2014, each member state currently has 1 EU Commissioner.

Members: The President will be conferred by the Parliament and he will then form the Commission from the member states and issue the briefs to each Commissioner accordingly. The vote of consent for this will then come from the Parliament by qualified majority

Parliament: The Political groupings are being formed. For a political grouping to be recognised the group must have 25 members in it from across 7 member states. There are now there are 7 groupings at the outset of the parliament. These groups are influential and occupy positions on committees etc. The centre right European Peoples Party (PPE) is the largest grouping, then socials/ democrats, third is now euro conservatives and reformists with the liberals now down to 4<sup>th</sup>. UKIP are also present with 67 members.

#### Report from the International Labour Organisation (ILO)

The points of consensus were agreed in May at the ILO Global Dialogue Forum on Employment Relationships in the Media and Culture Sector. These are helpful to us as they address the issue of collective bargaining rights for workers who do not fit the traditional

definition of employee. In the points of consensus the Governments of Portugal and Spain quoted the Troika and would not include a line that linked funding and support for the sector to employment and stability. It will be at least 12 to 18 months before the points of consensus reached by the ILO go through the next 2 ILO layers then the ILO will have to decide if they are going to put the resources to it to continue the work. For the full document go to [www.ilo.org](http://www.ilo.org) and look under Sector then activities then sectoral meetings. This contains the consensus document and all the supporting papers.

## Annex

### European Commission Sectoral Social Dialogue Committee meeting for the Audio Visual Sector held on June 30th 2014 Work Programme.

1. Promotion of social dialogue	Joint project	Sessions 2014
<p>Objectives: Promotion of national social dialogue in the sector; integration of social partners in MS and the social dialogue committee.</p>	<p>Progress: Follow-up of joint project:</p> <ul style="list-style-type: none"> <li>• Review of progress regarding development of social dialogue;</li> <li>• Exchange on evolution of collective bargaining;</li> <li>• Develop joint actions</li> </ul>	<p>All sessions Plenary session</p>
2. Training/Skills	Joint Project	Sessions 2014
<p>Objectives: Identify the challenges and needs of media and entertainment workers in the sector and develop further joint activities.</p>	<p>Progress: Follow-up of joint project with LP SDC on feasibility of EU skills councils in AV and LP</p> <ul style="list-style-type: none"> <li>• Elaborate draft work programme and budget for setting-up sector skills council in cooperation with SDC “Live Performance”;</li> <li>• Assess with DG Employment feasibility and sustainability of combined sector skills council in audiovisual and</li> </ul>	<p>All sessions</p>

	live performance sectors;	
<b>3. Equal opportunities</b>	<b>Framework of actions</b>	
Objectives: To implement 'framework of actions' in the field of gender discrimination for the sector	Progress: a) Implementation of joint project to promote FoA according to project work programme. Organisation of seminar to organise first exchange of information on implementation of FoA in connection with Plenary meeting.  b) Continued exchange of experience on policies regarding the equality between women and men in the sector.	Gender' Working Group to report to SDC Working Groups and at plenary meeting.

<b>4. Consultation on EU legislative initiatives in the field of employment and social affairs.</b>	<b>Information from Commission, exchange of views, possibility of joint positions.</b>	
Objectives: Receive and exchange on relevant legislative and other proposals with importance to the sector.	Progress: Exchange on new initiatives and possible additions to Committee's agenda.	All sessions
<b>5. Anti-Piracy: Protecting creativity, innovation and jobs</b>	<b>Information from Commission, exchange of views, possibility of joint positions.</b>	All sessions
Objectives: Receive and exchange on relevant legislative and other proposals with importance to the sector.	Exchange of information, consultations with European Commission, exchange of views	All sessions
<b>6. Health and Safety</b>	<b>Exchange of information and experience &amp; develop of agenda</b>	
Objective: Initiate exchange on health and safety and assess possibility of developing joint	Presentations, exchange of information and experience, consideration of joint actions.	All sessions

actions		
<b>7. New Forms of Employment</b>	<b>Exchange of information and experience &amp; develop of agenda</b>	
Objective: Initiate exchange on state and prospects of social dialogue covering new forms of employment in particular most vulnerable workers.	Presentations, exchange of information and experience, consideration of joint actions.	Working group meeting May 2014

## Proposal for a joint EU project of the EU Audiovisual Sector Social Dialogue Committee

### **Analysis of the EU Audiovisual Sector Labour Market and of the changing forms of employment and working arrangements**

#### **Objective**

The audiovisual sector has always been characterised by a wide spectrum of employment relationships and working arrangements. One of the main challenges for the audiovisual sector in Europe is to have a better understanding of the current core trends regarding employment and working arrangements across Europe, in particular in the light of the huge industrial, economic and technological changes the sector has experienced over the past decade.

Employers and unions agree that a comprehensive, fact-based and objective description of the current status of the Audiovisual Sector labour market across the EU and of the changing forms of employment and working arrangements would be valuable. This analysis of the labour market will inform future discussions at the EU AV Social Dialogue Committee level and contribute to strategies to reach a position of economically and socially sustainable growth. This will be dependent upon, inter alia, the sector having a skilled workforce; quality and sustainability of jobs, good working conditions, the necessary funding and finance to ensure the AV sector is able to provide a valued and respected service, and be competitive in relation to trading partners.

The main activities of a joint EU project would therefore include the carrying out of a study describing and analysing the EU Audiovisual Sector Labour Market and the changing forms of employment and working arrangements. A final project seminar will allow members of the audiovisual employers' and union federations to present the outcome of this study and discuss about possible future actions based on the main outcomes of the analysis.

#### **Scope of the study**

The study would include analyse of the following issues:

##### *(1) Structure and major trends in the EU AV sector*

This section aims to set the scene for the following sections. It would include:

- Analysis of major types of organisations employing/ contracting work arrangements.
- Analysis of major trends over the past 5 years regarding main technological, economic changes as well as re-structuring in the sector and possible future perspectives.

##### *(2) Labour market analysis and changing forms of employment and working arrangements*

- Mapping and description of the main types of employment and working arrangements in the AV sector in different EU countries. This includes full consideration of key related aspects, such as social security benefits, working conditions and taxation.
- Figures and statistics for the different types of employment and working arrangement, including how they have changed since 2008. Figures should ideally be broken down according to age, gender, different professional categories, as well as combined forms of employment and working arrangements.
- Analysis of the major trends of professional mobility between different professions in the AV sector and between types of employment/ working arrangements in the light of the structural and technological changes.

##### *(3) Education and training*

- Description of how the different types of employment and working arrangements enable or limit access to professional training and life-long learning schemes.

(4) *Industrial relations*

- Description of how the terms and conditions of the different types of employment and working arrangements are agreed upon and the role played in this respect by social partners.

Proposed countries to be included: 10 EU countries: DE, FR, UK, ES, IT, PL, NL, DK, CZ, RO.

**Methodology**

- Call for proposals “Support for social dialogue 2014”, VP/2014/001, deadline 25 August 2014
- Project duration: 19 months: December 2014 - July 2016.
- Project management: Steering Committee composed of 8 members (1 representative per European social partner organisation: EBU, FIAPF, CEPI, AER/ FIM, FIA, EURO MEI, EFJ) to meet at 3 times during the project period (to select a research institute/ researcher through a call for tender, define the scope and methodology for the study, to review the quality of the final study).
- Desk research (analyse already available studies & data), face-to-face interviews with members of trade unions and employers’ organisations in the selected countries (incl. travel to at least 5 countries).
- Translation of final study into several EU languages.
- Final project seminar to present outcome of the study and discuss possible follow-up actions
- Estimated budget: 180,000 EUR; 90% co-funding from the EU.



---

## *European skills council in the audiovisual sector and live performance sector*

---

### **1. Objectives**

This project pursues the following three main objectives:

#### *(1) Setting up a solid structure for a European Skills Council in the audiovisual and live performance sectors*

To achieve this objective, the following activities will be carried out:

- steering committee discussions and dedicated Council sessions on the establishment of the Council's infrastructure and the definition of roles and responsibilities;
- organisation of capacity building workshops and set up of an online platform to experiment new mechanisms of co-operation and dissemination,
- development and adoption of a 2 to 3 years work plan with concrete deliverables and outputs.

#### *(2) Networking for skills development*

The European Sector Skills Council will contribute to build better networks and linkages and consolidate contacts between national and European stakeholders engaged in the development of skills in the audiovisual and live performance sectors. To achieve this aim, the following activities will be carried out:

- within Skills Council meetings, peer learning sessions and thematic discussions on specific topics and occupations in the sectors;
- organising capacity building workshops to increase the capacity of skills organisations and institutions in particular from Central, Eastern and the South of Europe where fully-fledged national skills councils are not yet fully developed and to allow for an in-depth regional peer learning of sector skills organisations;
- carrying out awareness and dissemination actions, including the creation and dissemination of concrete tools (website, leaflets, reports) to share and diffuse knowledge;
- initiating cooperation between the European Skills Council with other EU initiatives linked to skills, such as the Sector Skills Alliances, the EU Skills Panorama, the reference groups contributing to the elaboration of the ESCO classification, and others. This also includes feeding in and reinforcing the sectoral social dialogues on skills in the audiovisual services and live performance sectors.

### *(3) Collecting data and reporting*

Finally, by pulling together existing national sources on employment trends and skills demand and supply through in-depth desk research and targeted data collection, the Sector Skills Council will provide the following data driven reports, with synthetic description and analysis:

- (a) The employment situation of the two sectors including forecasts and trends. Available data will be presented by sub-sectors, occupations and countries (regions), highlighting gaps in information. Both the demand and supply of skills will be presented as well as mismatches between the educational offer and output and the labour market. The report will also highlight bottleneck occupations and instances of excess supply of skills.

This report will also provide a specific focus on the impact of the economic and financial crisis on the audiovisual and live performance labour markets, and in particular how the crisis impacts on the demand of skills and the educational offer.

The report will be based on the information and data already available to national skills councils and national and European stakeholders in the two sectors, thus compiling and analysing existing information.

- (b) The qualitative evolution of skills in the sector, focussing on the evolution of occupations. The report will include information about emerging jobs, a review of factors driving changes in skills used and a synthesis of available scenarios.

A specific focus will be given to the technological changes affecting the audiovisual and live performance sectors, in particular as regards the new multi-media landscape with new ways of reaching audiences and how this impacts on the evolution of skills.

The report will draw on existing available information, such as employer's and trade union surveys and foresight exercises and highlight gaps in information.

- (c) Innovative tools, national and/or regional strategies, local initiatives, methods put in place at national level to monitor skills needs and address the question of skill mismatch and gaps in the sector. The report will analyse the main challenges in the implementation and coordination of national and regional mechanisms to adapt supply, active skills use and in using labour market intelligence to close the skills gaps.

- (d) Policy recommendations at national and European level based on the information collected and the analysis done as parts of the three previously mentioned reports. These recommendations will be addressed to different stakeholders, from policy makers at different levels, to employers, trade unions, and vocational education and training providers. The outcome and conclusions of two capacity building workshops will also contribute to the policy recommendations.

## **2. Project Methodology**

## 2.1. Organisation

The project will be implemented through the following main structures

- Project Administration Team

The Project Administration Team will consist of the 4 representatives of the European social partners coordinating the SDCAV and the SDCLP namely Allan Jones - EBU, Dearbhal Murphy - FIA, Anita Debaere - PEARLE and Richard Polacek - UNI MEI (UNI Europa). The overall management of the project will be ensured by Johannes Studinger (Head of UNI MEI).

The project will be coordinated and implemented by a specifically appointed Project Coordinator, Ms. Daphne Tepper. She will be employed during the project period by project co-applicant FIM with an employment contract under French labour law. Daphne Tepper conducted successfully the feasibility study for the two sectors in 2011/2012 and she agreed to take on the responsibility for coordinating the implementation of the project, including the drafting of the four project reports. She will be responsible for the drafting of the 3 reports and the policy recommendations as requested in the call for proposals and for the content preparation of the Skills Council meetings. She will also be responsible for the communication and the dissemination activities of the project.

Together with the Project Coordinator, the project administration team will prepare the work of the Steering Committee and coordinate all practical aspects of the implementation of the project. The Project Administration Team will also be responsible for the quality control of all actions undertaken and of the final outputs of this project.

The Project Administration Team will also evaluate the whole project at the end of the project period.

The Project Administration Team will meet at least 5 times during the project period, physically before each Steering Committee meeting, as well as via telephone conference.

- Steering Committee

The Steering Committee will meet 5 times during the project period (18 months). Those 1-day meetings will take place in Brussels before, and in preparation to, the 3 meetings of the European Skills Council and before the final conference.

The first meeting of the Steering Committee will include in total 15 participants, including the Project Coordinator (Daphne Tepper), one representative from each lead applicant and the co-applicant organisations (in total 6), and 8 representatives of the skills councils in the audiovisual and live performance sectors in 4 countries in which the feasibility study identified fully-fledged and sophisticated national skills councils. This includes the following countries and organisations:

Belgium: mediarte.be

Social Fonds Podiumkunsten

Fonds 304

France: CPNEF-AV

CPNEF-SV

Netherlands: GOC

United Kingdom: Creative Skillset

Cultural & Creative Skills

The involvement of these fully-fledged national skills council in the Steering Committee is key to the preparation of the European Skills Council meetings and the implementation of the project. During the kick-off Steering Committee meeting each of these 8 organisations will send one representative.

The remaining four Steering Committee meetings will consist of 11 participants: including the Project Coordinator (Daphne Tepper) and one from each lead applicant and the co-applicant organisation (in total 6), as well as 4 national representatives of the national sector skills councils from Belgium, France, the Netherlands and the UK. The national skills councils of these 4 countries will participate on a rotating basis in the remaining Steering Committee meetings. Each co-applicant will decide if their organisation will be represented by their secretariat or a national member.

The Steering Committee will have the following missions:

- ensure a smooth and proper implementation of the project activities;

- design, in cooperation with the Project Coordinator, a proposal for the long-term structure and 3 years work programme of the European Skills Council (period 2016-2018);
- decide about the final programme of each European Skills Council meeting, as well as the programme of the capacity building workshops and the final European conference. This includes decisions about the key documents and good practices to be presented during the European Skills Council meetings;
- Operate a quality control of the final reports and the policy recommendations.

## 2.2. Implementation

The project will be implemented through the following steps:

### 2.2.1. Inception phase

The first months of the project (June- September 2014) will be dedicated to updating the information collected during the feasibility study and to preparing the next steps of the project.

Activities will be organised as follows:

- a first meeting or telephone conference of the project administration team ;
- re-activate contacts with the national organisations contacted during the feasibility study;
- up-date database of relevant national organisations and stakeholders to be invited to European skills council meetings;
- start logistic preparation for the 1<sup>st</sup> European Skills Council meeting;
- visit of the national sector skills councils in Belgium, France, the Netherlands and the UK;
- visit of key European organisations active in the field of audiovisual, arts and culture education (GEECT, ELIA, AEC, etc.);
- desk research and first contacts with other EU skills initiatives;
- desk research for the first content report on the employment situation of the two sectors, including forecasts and trends.

### 2.2.2. Preparation and organisation of European Skills Council meetings

There will be in total 3 European Skills Council meetings. Each meeting will last 1 full day and be preceded by a thorough preparatory phase, which includes content and logistic preparations.

The meetings will take place at the following dates and in the following cities /countries:

1<sup>st</sup> meeting: Tallinn, Estonia (Month 6; November 2014)

2<sup>nd</sup> meeting: Prague, Czech Republic (Month 10, March 2015)

3<sup>rd</sup> meeting: Madrid, Spain (Month 14, July 2015).

Each of the European Skills Council meeting will address one of the 3 main themes as identified in the call:

- The employment situation in the sector including forecast and trends
- The qualitative evolution of skills and occupations, including information about emerging jobs and possible scenarios
- Innovative tools, national and regional strategies to monitor skills needs and address skills mismatch.

The content of each European Skills Council meeting will be prepared thoroughly through desk research which will lead to the elaboration of thematic draft reports that will have been drafted by the Project Coordinator and quality checked by the Steering Committee. The European Skills Council meeting will then debate and deepen the data and good practices identified in each report. This will allow for a fruitful peer learning amongst national stakeholders, and for the collection of additional relevant information to be integrated in the reports to be produced by the project. Each Skills Council meeting will also allow identifying policy recommendations, which will be further debated during the Final European Conference.

In addition, each meeting will include a specific session on the long-term development of the European Skills Council, including discussions of proposals for the long-term structure and work programme as prepared by the Steering Committee and the Project Coordinator.

The rough draft agenda for each European skills council meeting will be as followed:

- Morning session:*
- 1. Presentation of thematic draft report, collecting feedback, discussion of topic specific conclusions and policy recommendations*
  - 2. Peer learning workshop on the thematic focus*

*Afternoon session: 3. Information and exchange about other project activities (presentation and discussion of the dissemination and communication tools; information about / cooperation with other EU skills initiatives)*

*4. Session about the long-term development of the European skills council (its structure, work plan for 2016-2018)*

Each Skills Council meeting will bring together a total of 40 to 45 participants, including representatives from the organisations (sector skills councils or equivalent bodies) as identified during the feasibility study in the following 10 EU countries: Belgium, Czech Republic, Denmark, Estonia, Finland, France, the Netherlands, Romania, Spain and the United Kingdom. In addition, the Steering Committee and the Project Coordinator will invite representatives from the following 3 EU Member States: Austria, Germany and Sweden. Although these countries do not have an “official” skills council, some key organisations do undertake important activities for skills development, which are of potential interest to stakeholders from other countries. Representatives from additional EU countries may be added following the stakeholders’ research in the inception phase. Particular attention will be paid to include appropriate stakeholders from Central, Eastern and Southern European countries.

In addition, each skills council meeting will be open to the limited participation of:

- Representatives of European organisations active in the field of audiovisual, culture and arts education (GEECT, ELIA, AEC, ENCATC, etc.) as well as their national members;
- Representatives from other EU skills initiatives.

The provisional list of already identified participating organisations for the European Skills Council meetings covers 17 organisations from 10 EU Member States, and is as follows:

Belgium:	mediarte.be				
	Social Fonds Podiumkunsten				
	Fonds 304				
Czech Republic:	Sector	Skills	Council	on	Culture
Denmark:	Trade Committee on Media occupations				
	Trade Committee(s) on stage technics occupations				
Estonia:	Sector Skills Council on Culture				

Finland: National Education and Training Committee on Media  
National Education and Training Committee on Theatre, Music, and Dance

France: CPNEF-AV  
CPNEF-SV

Netherlands: GOC

Romania: Sector Committee on Mass Media  
Sector Committee on Culture

Spain: Culture sector bipartite committee

United Kingdom: Creative Skillset  
Cultural & Creative Skills

Members of the Project Management Team will participate on a rotating basis, ensuring the presence from the lead organisation and co-applicants. The Project Coordinator will attend all Skills Council meetings.

### 2.2.3. Capacity building workshops

The project will include two 1-day capacity building workshops, following the European Skills Council meetings in Prague and Madrid. These workshops pursue the aim to increase the capacity of skills organisations and institutions in particular from Central, Eastern and the South of Europe where fully-fledged national skills councils are not yet fully developed and to allow for an in-depth regional peer learning of sector skills organisations. The capacity building workshops will allow to exchange best practices and identify ways to overcome obstacles in data collection at national level and for fully-functioning national sector skills organisations, with the aim to ensure a long-term full participation of as many EU countries as possible in the European Sector Skills Council. Each workshop will reach out to relevant national stakeholders in those countries where the Skills Council meeting will take place and to similar stakeholders in the neighbouring countries in the region. The capacity building workshops will also allow to reach out to “new” skills organisations from the above-mentioned countries that were not yet set up at the time of the feasibility study.



The *Prague workshop* will focus on Central and Eastern Europe, focusing on Austria, Bulgaria, the Czech Republic, Estonia, Germany, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, and Slovenia.

The *Madrid workshop* will focus on Southern Europe focusing on Croatia, Greece, Italy, Malta, Portugal, and Spain.

The capacity building workshops will be attended by maximum 25 participants, with a primary focus on participants from the hosting and neighbouring countries.

The conclusions of each capacity building workshop will be drafted by the Project Coordinator and made available to all participants of the European Sector Skills Council and to a broader audience if relevant. They will also feed into the policy recommendations.

#### 2.2.4. Final European conference

A final European conference will present to European, regional and national stakeholders the main achievements and conclusions of the first period of activities of the European Skills Council in the audiovisual and live performance sectors. During the conference will also be presented and debated the policy recommendations (prepared on the basis of the three thematic reports and the three Skills Council meetings), and the final version of the 3 years' work plan of the Council for the period 2016-2018.

The European conference will be organised towards the end of the project period. It will be a 1-day event held in Brussels and it will be open to a total of 50 participants, including the project partners and their national members, national skills councils and skills bodies, representatives from the European Commission and the European Parliament, and representatives from the Ministries of culture, education and social affairs and employment in the EU Member States.

A final Steering Committee, organised right after the final European conference, will draw the conclusions of the conference, finalise all reports, and prepare for the next phase of activities of the European Skills Council.

### *2.3. Cooperation with other EU skills initiatives*

During the inception phase the project Coordinator will identify and map those other EU skills initiatives that might be relevant for the European Skills Council in the audiovisual and live performance sectors. Throughout the entire project period the Project Coordinator, after consultation with the Steering Committee, will contact those other initiatives, establish contacts and investigate the kind of cooperation that could be established between the European Sector Skill Council and these initiatives. Any useful outputs of these other initiatives will be shared with the members of the European skills Council via the on-line platform and during European Skills Council meetings. Ways of establishing cooperation and synergies will be discussed and decided upon on a case-by-case basis. All the information collected in the course of the project and that could usefully feed into existing European skills monitoring tools will be communicated when deemed relevant by the Project Coordinator and the Steering Committee to the identified contact persons.

### *2.4. Evaluation*

The project administration team will carry out an on-going evaluation of the project outcomes at regular interval during its meetings, and in a formal way at the end of the project period to see if the agreed objectives have been met and to evaluate the impact of the activities undertaken during the 1<sup>st</sup> period of functioning of the European Sector Skills Council. This will include an evaluation by several European Skills Council members via a questionnaire before the final European conference. The evaluation's results will be included in the final project activity report.

## **3. Project Deliverables**

The deliverables of the project will be as follows:

(1) In total three data-driven reports will be produced on the following topics:

- The employment situation of the two sectors including forecasts and trends. Available data will be presented by sub-sectors, occupations and countries (regions), highlighting gaps in information. Both the demand and supply of skills will be presented as well as mismatches between the educational offer and output and the labour market. The report will also highlight bottleneck occupations and instances of excess supply of skills.

- The qualitative evolution of skills in the sector, focussing on the evolution of occupations. The report will include information about emerging jobs, a review of factors driving changes in skills used and a synthesis of available scenarios.
  - Innovative tools, national and/or regional strategies, local initiatives, methods put in place at national level to monitor skills needs and address the question of skill mismatch and gaps in the sector. The report will analyse the main challenges in the implementation and coordination of national and regional mechanisms to adapt supply, active skills use and in using labour market intelligence to close the skills gaps.
- (2) Policy recommendations at national and European level based on the information collected and the analysis done as parts of the three previously mentioned reports. These recommendations will be addressed to different stakeholders, from policy makers at different levels, to employers, trade unions, and VET providers.

Reports will collect information available at national level and provide a European-level perspective on this information. It will also underline existing intelligence gaps and put forward recommendations to bridge those gaps.

(3) A Final Project Activity Report at the end of the project period which will include the following information:

- The description of all activities undertaken during the project period;
- An up-dated contact list of national and European stakeholders;
- The evaluation of the impact of the actions undertaken;
- The dissemination and communication tools developed during the project;
- The contacts and synergies that have been established with other EU skills initiatives.

(4) Dissemination and communication tools

- A virtual platform for European skills council members with useful data and information and all project outputs;
- Project newsletters sent at a regular interval to stakeholders and interested parties;
- A leaflet in English and French providing basic information about the project and the European Skills Council.

(5) A structural document on the functioning and development of the European Skills Council

- Defining its roles and responsibilities;
- Identifying mechanisms of co-operation and dissemination;
- Defining its work plan for the years 2016-2018 with concrete deliverables and outputs.

(6) Two reports summarizing the main outcomes of the capacity building workshops, including a set of good practices with the aim to strengthen the capacity of national skills organisations in Central and Eastern Europe and the South of Europe to collect data and report on skills and employment trends in the sectors.

#### **4. Dissemination plans**

A virtual platform of exchange will be created through a specifically established website which will provide members of the European Skills Council and other interested parties, including the wider public, with useful data and links related to employment and skills trends in the two sectors. The website will also publish the working documents and other relevant information related to the activities of the European Skills Council. The website will finally provide a space for exchange and contacts for members of the European Skills Council in between Council meetings.

In addition, the stakeholders in the sector and interested parties will be informed in regular interval (and in particular after each Skills Council meeting and each capacity building workshop) through a written newsletter of the main outcomes of these meetings via a press release which will link to the project reports and provide short summaries of these reports. This will ensure that the outcomes of the meetings will be widely communicated.

Leaflets with simple and straightforward information about the European Skills Council and its activities will be developed as promotion material for the European Skills Council. They will aim at reaching out to stakeholders at national level and inform them about the Council, its activities and target group. The leaflets will be distributed via the national members of the project partners, including in those EU countries with no or few skills development organisations exist.

During their regular meetings, the EU social dialogue committees in the audiovisual sector and the live performance sector will inform their members in detail about the progress in implementing the project and the project outcomes.

Finally, the Project Coordinator will liaise with other EU skills initiatives and remain available to inform in more detail on a bilateral basis about the project, the project outcomes and progress in implementing the project; this can include presentations during meetings of other EU skills initiatives.

#### **Annex**

#### **Timetable of activities**

The project is will be carried out according to the following time-table:

*(1) Inception phase*

Month 1	Conference call of project administration team
	Task: prepare for the 1 <sup>st</sup> project steering committee meeting, agreement on the detailed work plan for the inception phase and for the preparatory phase for the 1st Skills Council meeting
Month 1 -	
Month 3	Visits of Project Coordinator to key national skills councils in Belgium, France, the Netherlands and the UK. Visit of the Project Coordinator of European organisations active in the field of audiovisual, arts and culture education (GEECT, ELIA, AEC, etc.)
	Update of the information collected by the feasibility study Re-activation of contacts with all relevant stakeholders and collection of newly produced data, reports, etc.

*(2) Preparatory phase for the 1st Skills Council meeting*

Month 1 -	
Month 5	Desk research and logistic preparations for 1 <sup>st</sup> Skills Council meeting & capacity building seminar;
	Design and launch of dissemination and communication tools
	Contacts established with other relevant EU skills initiatives
Month 3	1 <sup>st</sup> meeting of the Steering Committee, Brussels

*(3) First European Skills Council meeting*

Month 6                    1<sup>st</sup> Skills Council meeting in Tallinn, Estonia, focusing on the following issues: the employment situation of the sectors including forecasts and trends, the demand and supply of skills as well as mismatches between the educational offer and output and the labour market.

Month 6 -

Month 8                    Follow-up of the 1<sup>st</sup> Skills Council meeting, including the drafting of the report 1 on the employment situation of the sectors

*(4) Preparatory phase for the 2<sup>nd</sup> Skills Council Meeting*

Month 7 -

Month 10                    Desk research and logistic preparations for 2<sup>nd</sup> Skills Council meeting & the 1<sup>st</sup> capacity building workshop

Month 8                    2<sup>nd</sup> meeting of the Steering Committee, Brussels

*(5) Second European Skills Council meeting and 1<sup>st</sup> capacity building workshop*

Month 10                    2<sup>nd</sup> Sector Skills Council meeting in Prague, Czech Republic, focusing on the following issues: the qualitative evolution of skills and occupations in the sectors, incl. information about emerging jobs, a review of factors driving changes in skills used and a synthesis of available scenarios

Month 10                    1<sup>st</sup> Capacity building workshop for the Central & Eastern European region, Prague, Czech Republic

Month 10 -

Month 12 Follow-up of the 2nd Sector Skills Council meeting, including the drafting of report 2 on the qualitative evolution of skills in the sectors and of the conclusions of the 1<sup>st</sup> capacity building workshop.

*(6) Preparatory phase for the 3<sup>rd</sup> Skills Council Meeting*

Month 11 -

Month 14 Desk research and logistic preparations for the 3<sup>rd</sup> Sector Skills Council meeting and the 2<sup>nd</sup> capacity building seminar

Month 12 3<sup>rd</sup> meeting of the Steering Committee, Brussels

*(7) Third European Skills Council meeting and 2<sup>nd</sup> capacity building workshop*

Month 14 3<sup>rd</sup> Skills Council meeting in Madrid, Spain, focusing on the following issues: innovative tools, national and/or regional strategies, local initiatives, methods put in place at national level to monitor skills needs and address the question of skill mismatch and gaps in the sectors.

Month 14 2<sup>nd</sup> Capacity building workshop for the Southern European region, Madrid, Spain

Month 14 -

Month 16 Follow-up phase of the 3<sup>rd</sup> Sector Skills Council meeting, including the drafting of report 3 on innovative tools, national and/or regional strategies, local initiatives, methods put in place at national level to monitor skills needs and address the question of skill mismatch and gaps in the sector, and of the conclusions of the 2<sup>nd</sup> capacity building workshop.

*(8) Preparatory phase for the final European conference*

Month 14 -

Month 17                    Logistic and content preparations for the European conference, and in particular drafting of policy recommendations

Month 16                    4<sup>th</sup> meeting of the Steering Committee, Brussels

*(9) Final European conference and closing project phase*

Month 17                    Final European conference, Brussels

Month 17                    5th and last meeting of Steering Committee to decide about follow-up and final project actions, Brussels

Month 18                    Drafting of the final project activity report, drafting of evaluation report, review and finalisation of all reports.

**Note** : This document is an extract from -

*Project VP/2013/010/0198 - European skills council in the audiovisual sector and live performance sector - 1st period – Annex F2. Detailed work programme*