



7 Oct. 2008

Career Portal Committee /CPC

Terms of Reference

October 2008

http://www.e-skills-ilb.org/career_portal.aspx

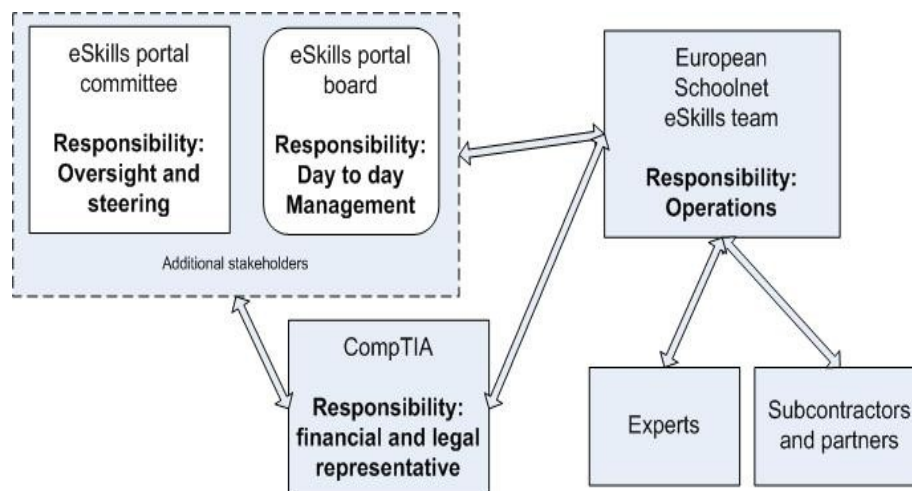
<http://eskills.eun.org>

1. Overview

The e-skills Career Portal/CP is developed and maintained through a multi-stakeholder partnership with partners sharing ownership of the portal through their membership in the Career Portal Committee/CPC. Members of the CPC are as representative as possible of the broad range of the ICT-embedded economy and society as a whole, including third sector stakeholders, with users and providers of ICT skills training and education.

2. Governance Structure

The CP project is governed under the following structure by the “Career Portal Committee”/CPC, supported by a “Management Board”/MB and a secretariat:



3. Career Portal Committee/CPC

The CPC is responsible for the oversight and steering of the project, and controls the Management Board/MB, entrusted with the day-to-day operations. The Portal Committee is made up by delegates from each partner organisation. The CPC meets on a regular basis. Other interested stakeholders may join the committee meetings upon invitation by the CPC.

4. Functions

The CPC acts as an autonomous committee under the umbrella of the e-skills Industry Leadership Board/ILB and undertakes the following functions:

- Overall management, oversight and steering of the project
- Admission of new members
- Decisions on all major matters, including contractual obligations and financial issues.

5. Relationship between the CPC and the Career Portal service provider

As Career Portal service provider, European Schoolnet (EUN Partnership AISBL) is a member of the CPC among other partners. EUN's right to seat on the CPC should not prejudice its role and operational responsibilities for the development of the project.

6. Decision-Making

The CPC operates on a consensus basis. In situations where a consensus cannot be obtained on any particular matter, a decision will be made by way of a simple majority vote of the members, with the Chair voting as a member. Decisions need the consent by all regularly funding members, not including sponsors and other general partners.

7. Reporting Relationship

The CPC reports to the e-skills ILB Executive Committee (ExCom) regarding general development and maintenance of the Career Portal project. The ILB ExCom advises on Career Portal matters in line with the ILB Founding Declaration (<http://www.e-skills-ilb.org/about.aspx>), but otherwise does not intervene in the management of the Career Portal.

8. Chairperson

The Chair of the CPC is appointed by the CPC members for a one-year term, subject to appointment for a subsequent one-year term. The chair-person(s) of the e-skills ILB ExCom should if possible act also as chair of the CPC.

The Chair or his delegate presides over the CPC, and the CP Management Board (MB).

9. Frequency of Meetings

The CPC will meet on a regular basis, with special meetings at the call of the Chair as may be necessary in response to policy and management developments. Meetings will generally be conducted by conference call or held in Brussels.

10. CPC Secretariat

The e-skills ILB secretariat (<http://www.e-skills-ilb.org/contact.aspx>) provides general administrative services to the CPC (organisation of meetings, accounting and reporting requirements, etc.).

11. Membership Categories and Benefits

The CPC membership structure is based on the following three main partner categories:

(a) Full members


Regularly funding members have all rights in terms of visibility and decision process. They have a seat on the CPC and full voting rights. They benefit of information regarding all the activities of the portal, and, in terms of visibility, of the use of the portal logo. They benefit of high exposure on the front page of the CP (via banner and their own portal activities if any) and are listed with their full professional profile in the partners section.

(b) Sponsors

Companies and other stakeholders interested in contributing to the portal as sponsors have their logo exposed on the Portal in exchange of a (renewable) ad-hoc financial contribution. Portal sponsors benefits from visibility on the portal through their organisation's logo on the front page banner and with their names listed as sponsors in the partnership section.

(c) General Partners

Other organisations and stakeholders interested have the possibility to contribute as general partners to the portal by adding content or tools. These other members do not have to contribute financially to the maintenance of the portal, but have the possibility to post their logo and to feature support statements on the portal site with a link to their own organisations to display latest news on their e-skills efforts.



The screenshot shows the e-Skills website homepage. At the top, there is a navigation bar with the e-Skills logo, a language selection dropdown, and a search bar. The main content area is divided into several sections: a left sidebar with navigation links (HOME, CAREERS, INFOBANK, COMMUNITY, ABOUT), a central 'INFOBANK' section with a 'Keep in touch with the latest e-Skills updates' banner, and a right sidebar with 'NEWS' and 'VIDEO' sections. Below these are sections for 'CAREER PROFILE OF THE MONTH', 'INTERVIEWS', 'EVENTS', 'COMPETITIONS', and 'QUESTIONS AND ANSWERS'. At the bottom, there is a 'Partner logos' banner featuring logos for e-Skills, CompTIA, econet, ORACLE, and SIEMENS. A black arrow points from the text 'Partner logos' on the left to the banner.

12. Membership Application and Fees

Membership to the CPC is open to all interested companies, services providers, associations, other stakeholders and providers of ICT and e-skills education, training, certification and related activities linked to ICT educational topics who agree with the CPC Terms of Reference and are prepared to contribute time and resources to ensure the proper functioning and maintenance of the Portal.

CPC member applicants agree:

- To promote the Portal via their own networks,
- To issue a press release announcing their Portal partnership.

CPC membership categories and policy are determined by the following financial and other contributions:

- Full members: Minimum € 10,000 p.a. (excluding VAT)
- Sponsors: Minimum € 5,000 p.a. (excluding VAT)
- General partners: Support statements and content contributions, but no requirement to contribute financially to the CPC.

13. Membership Approval

Candidates can submit in writing or online their applications for partnership. The application form includes: the name of organisation, a short description of activities, contact name, contact email and details of resources and/or content to be committed by the partner.

The CPC retains the right to approve applications submitted. Applicants will be informed accordingly.
