
Draft Project plan for the CEN Workshop on "Good practice for implementation of a career- tracking survey for post- graduates"

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by 1st November 2022 to
rdu@standard.no¹**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

Tromsø, 2022-09-26 (Version 1.1)

¹ Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

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Summary

This CEN workshop is related to the DocEnhance project, short for “Enhancing skills intelligence and integration into existing PhD programmes by providing transferable skills training through an open online platform”, a Coordination and Support Action (CSA) funded under H2020-SwafS-08-2019 “Research innovation needs & skills training in PhD programmes. The DocEnhance project’s overall aim is to build the DocEnhance network and online platform, develop and integrate transferable skills training into PhD education in Europe, and increase interaction with and exposure to the non-academic sector.

DocEnhance aims to enhance transferable skills intelligence and integration into existing PhD programmes by developing an employment and innovation-oriented curriculum for PhD programmes, facilitating business-education partnerships, and tracking PhD graduate career paths.

The major outputs of the project are a recommended transferable skills curriculum for PhD programmes, a new course concept and material, and an open access career-tracking survey. The purpose of this workshop is to create consensus-based guidelines with recommendations for implementation of career-tracking survey.

The career-tracking survey is intended to inform the transferable skills curriculum and career guidance for PhDs recommended by the project, as well as the roadmap for making use of the resources developed over the course of the project. The main objective of the career-tracking survey is to facilitate a sustainable and harmonized assessment of PhD education in Europe. Thus, the good practice recommendation for implementation of the survey represents a practical guide for European and non-European universities, who may wish to implement career-tracking studies.

1 Status of the project plan

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to docenhance@uit.no and rdu@standard.no.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2022-11-15**

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

<u>Person or organisation</u>	<u>Short description and interest in the subject</u>
Hanne Risan Johnsen, UiT The Arctic University of Norway	DocEnhance Coordinator

2.2 Other potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- Industry and commerce (including large, small, medium, micro businesses, and representative organizations of business)
- Public sector (including municipalities, regional governments, ministries and other governmental organisations)
- Academic and research (including independent advisors)
- Business area standards application
- Non-governmental organization (NGO)
- Private organisations involved in research and recruitment of PhD holders

take part in the development of this CWA.

2.3 Participants at the kick-off meeting

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

Person	Organisation
Hanne Risan Johnsen	UiT (The Arctic University of Norway)
Ulrike Grote	UiT (The Arctic University of Norway)
Julia Boman	European Science Foundation
Mihaela Rusitoru	European Science Foundation
<u>Workshop secretariat</u> Secretary: Rolf Duus Phone: +47 95463093 Email: rdu@standard.no	<u>Workshop secretariat</u> Standards Norway

2.4 Registered Workshop participants

The following persons or organisations have registered as Workshop participants at the kick-off meeting and will actively participate in the development of the CWA.

Person	Organisation
Hanne Risan Johnsen	UiT (The Arctic University of Norway)
Ulrike Grote	UiT (The Arctic University of Norway)
Julia Boman	European Science Foundation
Mihaela Rusitoru	European Science Foundation
<u>Workshop secretariat</u> Secretary: Rolf Duus Phone: +47 95463093 Email: rdu@standard.no	<u>Workshop secretariat</u> Standards Norway

3 Workshop objectives and scope

3.1 Background

Career tracking has become increasingly recognized as a necessary monitoring tool to map PhD graduate career paths and evaluate the PhD skills training. Career-tracking surveys of PhD graduates have been demonstrated to be a useful and efficient tool for producing high-quality data concerning PhD employability and skills training. One of the major outputs of the DocEnhance project has been the survey conducted among nine participating universities. The DocEnhance career-tracking survey was mainly built upon an existing PhD graduate tracking surveys conducted among nine higher education institutions by the European Science Foundation in 2017 and 2015.

The findings of the DocEnhance survey for tracking of PhD graduates (Boman et al, 2021)⁴ are available through the DocEnhance platform.

Generally speaking, the goals of a career-tracking study can be considered at three various levels (ESF, *How to track Researchers' Careers. A report by the ESF MO Forum on European Alliance for Research Careers Development* (ESF: Strasbourg, 2012), 37-40):

1. Individual level, to evaluate motivation and job satisfaction of research careers, to understand the motivation of engaging in PhD training and to provide career orientation and transferable skills for working both inside and outside the academia.
2. Institutional level, helping higher education institutions to update and adjust PhD training in accordance with the labour market needs, to focus on transferable skills training and career development and to increase institutional attractiveness by promoting inter-institutional and inter-sectorial partnerships.
3. Systemic level, ensuring policy planning and quality assurance in research by enhancing effectiveness and efficiency of doctorate training and by increasing capacity building for a better balance between supply and demand within the labour market.

The overall purpose and objective of the workshop is to develop a consensus-based guidelines for developing a career-tracking survey of PhD holders at institutional level. Career tracking is a monitoring tool to map PhD graduate career paths and evaluate the PhD skills training.

Career-tracking survey is a fundamental tool for producing high-quality data concerning PhD employability and skills training.

The career-tracking surveys are important tools to track the quality of doctorate education, the professional paths of PhD graduates and the impact assessment at individual, institutional and systemic levels. Hereof, career tracking studies are useful for:

- getting feedback from PhD holders working in the academic and non-academic sectors to continuously update training curricula, and to provide much-needed input for career counselling initiatives
- gathering PhD graduates' contact information to maintain active local alumni networks and activities, and further facilitating future involvement of the non-academic sector in PhD education
- enabling universities and alumni services to enlarge and exploit their professional networks, to get feedback on relevance of PhD curricula and to conduct better and more appropriate career counselling.

3.2 Scope

The planned CEN Workshop Agreement establishes a "Good Practice Recommendation" for implementation of career-tracking survey for individual higher educational institutions (HEIs) awarding doctoral degrees.

The planned CEN Workshop Agreement is intended to be used by doctorate awarding organisations wishing to collect information on the employability and skills usage of their doctorate graduates.

3.3 Related activities

The subject of the planned CWA is not at present the subject of a standard. Nor is there a relevant technical committee for this field.

4 Workshop programme

4.1 General

The kick-off meeting is planned to take place on 2022-11-15 online. A draft for public commenting will not be published.

A total of one online Workshop meeting (kick-off meeting) will be held, during which the content of the CWA(s) will be presented, discussed, and approved.

The CWA will be drawn up in English (language of meetings, minutes, etc.).

4.2 Workshop schedule

Table 1: Workshop schedule (preliminary)

CEN/CENELEC Workshop	M01 Sep 15	M02 Oct 15	M03 Nov 15	M04 Dec 14	M05 Jan	M06 Feb
Initiation						
1. Proposal form submission and TC response						
2. Project plan development						
3. Open commenting period on draft project plan (mandatory)						
Operation						
4. Kick-off meeting						
5. CWA(s) development						
7. CWA(s) finalised and approved by Workshop participants						
Publication						
8. CWA(s) publication						
Dissemination (see 6)						
Milestones			K	M	A	P D

- B** CEN/CENELEC BT meeting deciding on establishment of a CEN/CENELEC Workshop
- K** Kick-off
- M** Workshop meeting
- V** Virtual Workshop meeting
- A** Adoption of CWA
- P** Publication of CWA
- D** Online distribution of CWA

4.3 Work already delivered

Deliverable 1.3 DocEnhance Good practice recommendations for implementation of career-tracking survey.

5 Resource planning

All costs related to the participation of interested parties in the Workshop's activities will be borne by themselves. There is no fee for registered participation in the Workshop. The direct costs related to the Workshop meetings (meeting room hire, etc.) will be covered by the European Commission Horizon 2020 Research and Innovation Workshop structure and rules of cooperation

5.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;
- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

5.2 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive:

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web

conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive:

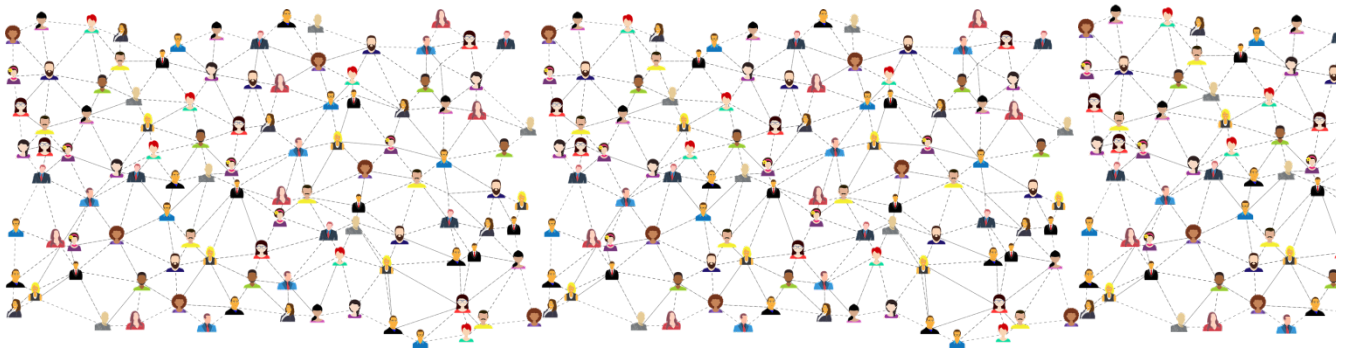
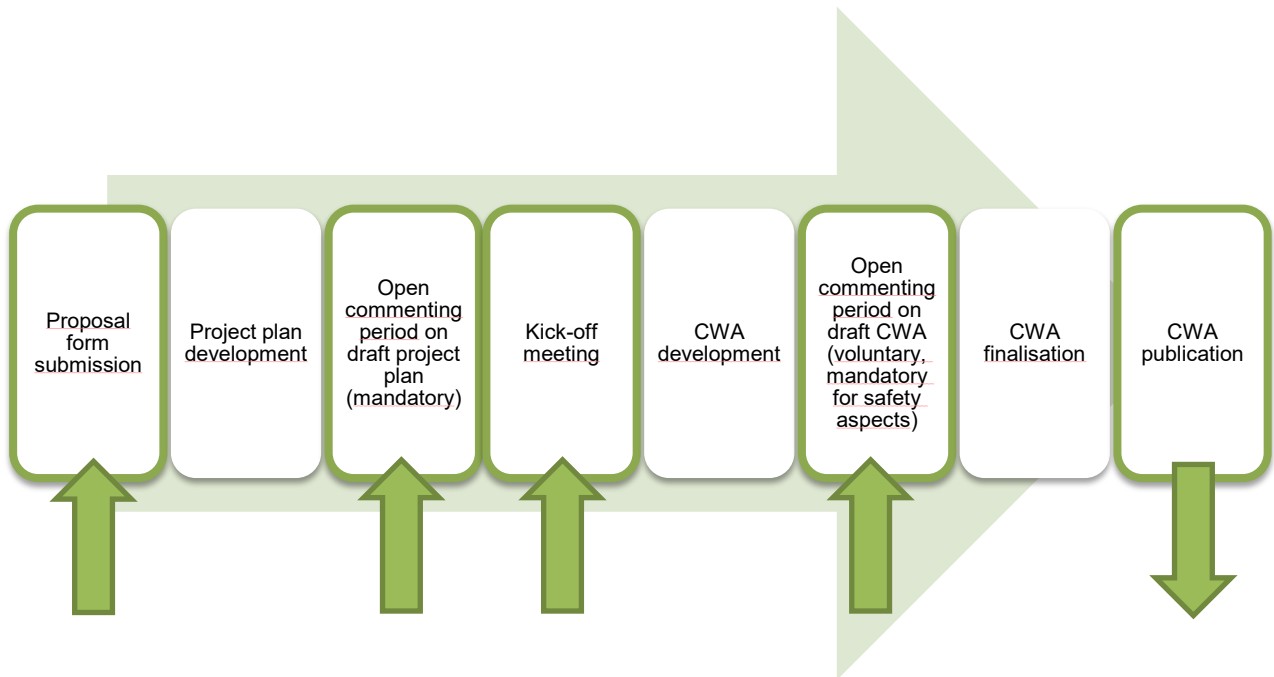
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

5.3 Decision making process

Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

6 Dissemination and participation strategy



Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- standards committee, working group etc.
- publisher of technical rules
- coordination group
- others

Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- consortium members
- others

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on the DocEnhance website (<https://docenhance.eu/>) to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

CWA publication

The final CWA will be disseminated to the following relevant stakeholders and bodies:

- standards committee, working group etc.
- publisher of technical rules
- consortium members
- others

In addition to the CCMC website, the final CWA will be advertised on:

- sector specific newsletter
- social media, such as
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter
- Research Gate
- EC Newsroom
- others

7 Contacts

- Workshop Chair:

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- Workshop Vice-Chair:

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- Workshop Secretariat:

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- CEN-CENELEC Management Centre

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– Workshop proposer

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