AGENDA – COMPETITION PREPARATION WEEK – MARCH 2011

London, United Kingdom

TC meeting: Wednesday 30 & Thursday 31 March 2011, 8.30am – 5.45pm
SMT meeting: Friday 1 April, 8.30am – 5.30pm
SMT & WSS meeting: Saturday 2 April, 7.15am – 5.30pm
SMT & WSS meeting: Sunday 3 April, 8.30am – 12.30pm

Chair: Liam Corcoran IE
Vice Chair: Veijo Hintsanen FI
CEO: David Hoey
Technical Director: Jane Stokie

Objectives

The overall objective of the Competition Preparation Week is to provide the information and knowledge to, and facilitate the learning and development (overall preparedness) of TD, CE, DCE and WSS with the clear objective of making WorldSkills London 2011 the best Competition ever.

The Program and Agenda will be structured to share, discuss and guide all key aspects of preparations and planning for WSC2011 from a Technical Delegate, Jury President, Chief Expert, Deputy Chief Experts, Secretariat and Host's perspective. This will cover objectives from the 2 organisers – namely:
- from WorldSkills International in improving the Competition event and individual competitions
- from WorldSkills International in improving the Delegate, Expert and Competitor Experience
- from WorldSkills London 2011 in finalising all workshop & infrastructure requirements
- from WorldSkills London 2011 in improving the Competition event and offering a unique London experience for all participants (all accredited persons and visitors)
- from both WorldSkills London 2011 and WorldSkills International in terms of the organisation and logistics (challenges and opportunities) of the Competition being held in London.

Details
- Maintain quality in the knowledge and experience flow from experienced Jury Presidents to new Technical Delegates
- Improve quality of Competition by improving the preparedness of the key players
  - Best preparation for the role and responsibilities for JP
  - Best preparation for the role and responsibilities for CE & DCE
- Introduce and provide overview of new or updated systems to be used at WSC2011 (e.g. SMP online, Tracker, Technical Descriptions template, Competition Binder)
- Finalisation of all workshop and Infrastructure List requirements (WSS and CE/DCE)
- Ensuring the Technical Delegates have the right information or access/know where the information is for all Experts and Competitors for WSC2011
- Finalise all open questions and items from Technical Committee meeting in October 2010
- Facilitate professional development of Jury Presidents and Skill Management Teams
- Launch Technical Delegate Centre, Jury President Centre, Expert Centre, Competitor Centre, Team Leader Centre
- Explain all decisions or aspects that have changed since last Competition.
- Share and update everyone on sustainability objectives and goals
- visit to ExCeL London to allow Delegates, CE and DCE to see the Competition site and comment on all aspects associated with workshop layout and site layout
- allow Delegates to visit the hotels they will be staying in during the Competition
- provide service desk from WorldSkills London 2011 to answer all enquiries from delegates
- record message from each Skill Management Team for their Experts

Supporting documents

Supporting documents for this meeting:
http://www.worldskills.org/CPW2011

- CPW meeting preparation letter from the Chair
- WSC2011 Program
- WSC2011 Competition Preparation Summary
- WSC2011 Competition Rules
- Minutes from TC meeting October 2010
- Minutes from TWG meeting January 2011
- WSC2009 Quality Auditor's report
- WSC2009 QAMS surveys
- WSC2009 Marking System Advisor report – Skill Analysis
- Experts with Special Responsibilities role and responsibilities

Day 1: TC meeting Wednesday 30 March 8.30am – 5.45pm

Please note: presenters are requested to conform to time allocation.

Time	Duration	Item	Description	Presenter
8.30am	15 mins	1	Welcome • New Technical Delegates • New Technical Delegate Assistants • Introduction of WSI Secretariat team • Welcome from Host Technical Delegate • Recognition of Service (retired delegates) and nominations for Honorary Membership • Introduction of WorldSkills London 2011 team	Chair, Vice Chair, CEO, Technical Director CEO Eugene Incerti UK Chair Aidan Jones WSL2011
8.45am	5 mins	2	Adoption of the previous minutes	Chair
8.50am	5 mins	3	Matters arising not raised in the agenda	CEO
8.55am	15 mins	4	Aim and Objectives of Competition Preparation Week meetings • Goals & objectives for WSC2011 • Goals & objectives for preparation for WSC2011 • Structure of CPW meeting • Process for dealing with questions relating to technical aspects for WSC2011	Chair, Vice Chair, CEO, Technical Director
9.10am	5 mins	5	Hotel tour logistics	Ross Maloney WSL2011
9.15am	15 mins	6	Jury President Teams (JPT) – 9 teams	Vice Chair
9.30am	20 mins	7	Jury Presidents & Skill Management Teams (46 teams) • Role of Jury Presidents • Structure and role of Skill Management Teams • Jury President Pocket Handbook	John Shiel AU
9.50am	15 mins	8	Preparation for group work in JPT	Chair, Vice Chair, Technical Director
10.05am	20 mins		Coffee Break	

10.25am	55 mins	9	Group Discussion
			• Group A: Jury Presidents
			  – "Get to know you" exercise
			  – Case studies/scenarios
			  – Using the JP Pocket Handbook
			• Group B: Technical Delegate Assistants
			  – Role as a TDA
			  – Discussion on how the TDA can assist their TD
				Jury President
				Team Leaders
				
				Karine Raymond
				CA
				Adanna Shallowe
				UK

11.20am	35 mins	10	Report on the Technical Working Group • Professional Development of Experts (10) • Test for Experts (test of assessment capabilities) (10) • Communication between Experts and Competitors (10) • Discipline process – Dispute Resolution (5)	Chair Peter van den Berg NL Chair CEO
11.55am	20 mins	11	eLearning system for WSC2011 • System, strategy, methodology and maintenance • eLearning library • eLearning courses	John Cox WSI
12.15pm	15 mins	12	Marketing and media update for WSC2011	Marketing & Communication Director, Nicky Brunker WSL2011
12.30pm	60 mins		Lunch	
1.30pm	105 mins	13	Depart for Hotel tours (in groups according to Hotel being visited). First group depart 1.00pm, last group depart 1.30pm)	
3.15pm	20 mins		Coffee Break	
3.35pm	20 mins	14	Working as a Jury President (2 x 10mins)	Dr Michael Fung HK Elisabeth Lange NO

3.55pm	60 mins	15	Group Discussion
			• Group A: Jury Presidents
			  – Working as a Jury President/Skill Management Team
			  – Case studies related to role as Jury President
			• Group B: Technical Delegate Assistants
			  – Understanding the CIS
				Jury President
				Team Leaders
				
				Peter Neate
				Marking Systems
				Adviser

4.55pm	10 mins	16	Proposal regarding number of registrations required for Demonstration Skill to Official Skill (for WSC2013	Chair
5.05pm	30 mins	17	Presentations of proposed new Demonstration Skills for WSC2013 (5 x 4 minutes) • Signcraft - AU • TBA DK • Roofing & Cladding – FR • Road Building - FR • Production Technology - JP • TBA AT • Performing - JM	Noel Munkman AU Mr Satoshi Ito JP

Time	Duration	Item	Description	Presenter
5.30pm	10 mins	18	Proposed Demonstration Skills • Record expressions of interest to join proposing Member to develop and promote the skill as possible Demonstration Skill for WSC2013	Chair
5.40pm	5 mins	19	Housekeeping and dinner logistics	Ross Maloney WSL2011
5.45pm			Close	

Day 2: TC meeting Thursday 31 March 8.30am – 5.30pm

Please note: presenters are requested to conform to time allocation.

Time	Duration	Item	Description	Presenter
8.30am	40 mins	20	Sustainability Policy and implementation • Presentation • Action plan • Awards • Sustainability with quality Discussion paper: *"The larger the registrations the lower the assessment standards!"*	CEO Shaun Thorson CA Chair
9.10am	25 mins	21	QAMS Council 2011 • Reasons for setting up QAMS • QAMS audit teams • New Improved structure for Health and Safety Team • QAMS Council vacancies (Media & Security)	Chair, Vice Chair
9.35am	5 mins	22	Report: Team Leaders Working Group Better prepared Team Leaders for WSC2011	Pia Hegner DK
9.40am	15 mins	23	WorldSkills London Education Experience • One School One Country • Have A Go • Information Advice Guidance	WorldSkills London 2011
9.55am	10 mins	24	Jury Presidents: *"The eyes, ears and voice of the Technical Committee"* – briefing for group work	Chair
10.05am	20 mins		Coffee Break	
10.25am	65 mins	25	Group Discussion • Group A: Jury President Teams (9 teams) – Discussion of item 25 – Discussion paper *"The larger the registrations the lower the assessment standards!"* • Group B: Technical Delegate Assistants – TBA	Jury President Team Leaders Appointed leaders
11.30am	40 mins	26	Reports from the groups Each JPTL selects one topic/issue to share re team discussion & top 3 recommendations re discussion paper.	Various
12.10pm	5 mins	27	Glossary	CEO
12.15pm	5 mins	28	Translation Management	CEO
12.20pm	10 mins	29	Insurances for the Competition	CEO, Jonathan Hurford-Potter WSL2011
12.30pm	60 mins		Lunch	

1.30pm	20 mins	30	Pilot Projects • Overview of Pilot Projects for WSC2011 • Test for Experts (test of assessment capabilities) Competitor Quiz • Test Projects designed by an External Agency	Technical Director Peter van den Berg NL Stefan Praschl AT
1.50pm	10 mins	31	Outstanding issue from Competition Rules update • Competition Rule 6.10.3 – Proposal: Former Experts cannot be Interpreters, former Interpreters cannot be Experts	Chair
2.00pm	10 mins	32	Open communication between Competitors and Experts at WSC2011 • Chair proposal: Reducing the number of interpreters for some skills • Briefing for group work	Chair

2.10pm	65 mins	33	Group Discussion
			• Group A: Jury President Teams (9 teams)
			  – Recommendations and decisions
			  – Reduction of and use of Interpreters
			  – Past Experts and Competitors as Interpreters, past Interpreters becoming Experts
			• Group B: Technical Delegate Assistants
			  – TBA
			  – Increasing objective marking in Demonstration Skills
				Jury President Team Leaders
				
				Group leaders (2 groups)

3.15pm	20 mins		Coffee Break	
3.35pm	40 mins	34	Reports from the groups 10 @ 4 mins Possible vote on item 32	9 +2 groups
4.15pm	70 mins	35	**CE and DCE join meeting** • Plenary session – short welcome • Group meeting via Jury President Teams • "Get to know each other" – Skill Management Team	Chair
5.25pm	5 mins	36	Housekeeping and dinner logistics	Ross Maloney WSL2011
5.30pm			Close	

Day 3: SMT meeting Friday 1 April 8.30am – 5.30pm

Please note: presenters are requested to conform to time allocation.

Time	Duration	Item	Description	Presenter
8.30am	20 mins	38	Welcome to Chief Experts and Deputy Chief Experts • Special welcome new Chief Experts and Deputy Chief Experts • Recognition of work of retired CE and DCE • Proposed structure of Meeting • Introduction of WSI Secretariat	Chair, Vice Chair, CEO, Technical Director
8.50am	10 mins	39	Welcome by WorldSkills London 2011 • Introduction of WorldSkills London 2011 team	Aidan Jones WSL2011
9.00am	10 mins	40	Aim and Objectives of CPW • Structure of meeting • Review of WSC2009 • Objectives of WSC2011	Chair
9.10am	15 mins	41	WSC2011 Program • Preparation days • Access to ExCeL London/Competition Site	CEO
9.25am	5 mins	42	Procedure for dealing with questions relating to technical aspects for WSC2011	Vice Chair
9.30am	25 mins	43	WorldSkills London Technical Update • Workshop layouts and site plan • Logistics (toolbox transport) • Health and Safety • Sample materials	Peter Davies WSL2011
9.55am	20 mins		Coffee	
10.15am	15 mins	44	Skill Management Teams • Structure and terms of reference • Jury President Teams	John Shiel AU Vice Chair
10.30am	15 mins	45	Concerns of the Chief and Deputy Chief Experts (Feedback emailed to the Chair)	Chair
10.45am	15 mins	46	Case Studies/Scenarios (CS/S) as a learning tool • Library of CS/S for SMT • Selection of CS/S for training of experts • Identify and agree learning outcomes for each case study/scenario • Support outcomes by reference to Competition Rules	Eugene Incerti UK
11.00am	5 mins	47	Group work preparation	Chair
11.05am	65 mins	48	Group Discussion • Group A: Skill Management Teams - Get to know you exercise using Case Studies and Scenarios • Group B: Technical Delegate Assistants - Design case studies for Expert training based on examples from past Competitions - Identify reference in Competition Rules - Identify learning outcomes	Jury President Team Leaders UK Skills
12.10pm	20 mins	49	Skill Management Plans • Online system functionality • Expectations	Technical Director
12.30pm	60 mins		Lunch	

1.30pm	45 mins	50	Group Discussion
			• Group A: Skill Management Teams
			  – Work on Skill Management Plans
			• Group B: Technical Delegate Assistants
			  – QAMS questionnaires – are we asking the right questions?
				Skill Management Teams Chair

2.15pm	15 mins	51	Marking Systems Adviser report • Recommendations for WSC2011 • Proposed marking forms • Sign-off of marking forms	Peter Neate MSA
2.30pm	15 mins	52	Pilot Projects • Overview of Pilot Projects for WSC2011 • Practical Test for Experts • Test Projects designed by an External Agency	Technical Director Peter van den Berg NL Stefan Praschl AT
2.45pm	15 mins	53	Professional Development • eLearning • Tests • Manual	John Cox WSI, Technical Director, Peter van den Berg NL
3.00pm	15 mins	54	Expert, Delegate, Team Leader and Competitor Centres	John Cox WSI
3.15pm	20 mins		Coffee	
3.35pm	15 mins	55	Quality of Skills – Ensuring sustainability of skills with high registrations	Vice Chair
3.50pm	10 mins	56	WSC2009 skill analysis	Chair, Peter Neate
4.00pm	20 mins	57	Best practices/Skill management	Chief Expert (2)
4.20pm	10 mins	58	Experts with Special Responsibilities • Role of ESR • Assigning them within your skill	Technical Director, Peter van den Berg NL

4.30pm	60 mins	59	Group Discussion
			• Group A: Skill Management Teams
			  – Improving the quality of your skill
			  – Finalising ESRs
			  – Individual preparation as decided by SMT
			• Group B: Technical Delegate Assistants
			  – How can the TDA assist the Technical Committee?
			  – Proposals for a more effective Competition
				Skill Management Teams
				
				Group appointed leader

5.30pm	10 mins	60	Report from the TDAs	TBA
5.40pm	5 mins	61	Housekeeping and dinner logistics	Ross Maloney WSL2011
5.45pm			Close	

Day 4: SMT & WSS meeting Saturday 2 April 7.15am – 5.30pm

Please note: presenters are requested to conform to time allocation.

Time	Duration	Item	Description	Presenter
7.15am	45 mins	62	Depart Hotel for tour of Competition Site	
8.00am	105 mins	63	Competition Site tour	WS London 2011
9.45am	30 mins	64	Return to Hotel	
10.15am	20 mins		Coffee (at Hotel)	
10.35am	10 mins	65	Objectives of reviewing sample materials, workshop layout and IL discussions	Technical Director, Peter Davies WSL2011
10.45am	105 mins	66	Sample materials, workshop layouts and IL related discussions	Skill Management Teams & WSS
12.30pm	60 mins		Lunch	
1.30pm	20 mins	67	Health and Safety (H&S) • WSI procedures • Expert with Special Responsibility for H&S • Host regulations and procedures	Andre Vermeulen ZA WorldSkills London 2011
1.50pm	10 mins	68	Security and access at ExCeL	CEO, Ross Maloney WSL2011
2.00pm	20 mins	69	Sustainability • Policy • Awards • Challenges for WorldSkills London 2011	CEO Shaun Thorson CA Peter Davies
2.20pm	10 mins	70	Technical Descriptions • Updating for WSC2013	Technical Director
2.30pm	15 mins	71	CIS and assessment – general comments	Peter Neate*
2.45pm	20 mins	72	Dispute Resolution	CEO
3.05pm	20 mins		Coffee	
3.25pm	95 mins	73	Group Discussion • Skill Management Teams (TDA to observe SMTs) – Infrastructure List – Workshop layout – Health and Safety – Test Projects – Other topics	Skill Management Teams & WSS
4.00pm	20 mins	74	Issues arising from Skill Management Teams (collected over two days)	Chair
5.20pm	10 mins	75	Housekeeping, dinner logistics & departure logistics (Sunday)	Ross Maloney WSL2011
5.30pm			Close	

Note: Peter Neate will assist Skill Management Teams during group work

Day 5: SMT & WSS meeting Sunday 3 April 8.30am – 12.30pm

Please note: presenters are requested to conform to time allocation.

Time	Duration	Item	Description	Presenter
8.30am	15 mins	76	Integrity, Fairness and Transparency for all Competitors: The Five Pillars and report from WSC2009	Chair Ali Al Marzouqi AE
8.45am	10 mins	77	Duty of Care for Competitors	Chair

8.55am	20 mins	78	Competition Rules - Changes for WSC2011 • Summary of key updates since WSC2009 • Tool box checks • Nomination of CE/DCE	Chair, Technical Director
9.15am	45mins		Skill Management Teams working groups • Finalise all open issues	Skill Management Teams & WSS
10.00am	20 mins		Coffee	
10.20am	60 mins		(Continued) Skill Management Teams working groups • Finalise all open issues	Skill Management Teams & WSS
11.20am	60mins		Skill Management Team reports (Chair will call on CE of each skill systematically and ask for indication of any issues using green/red card)	Chair
12.20pm	10 mins		Final comments	Chair, Vice Chair, CEO, Technical Director
12.30pm	60 mins		Lunch	
1.30pm +			Departures	