

AGENDA

COMPETITION PREPARATION WEEK

SÃO PAULO, BRAZIL, FEBRUARY 2015

Sunday, 1 February 2014: 08:45-15:15

Monday, 2 February 2014: 08:45-17:15

Tuesday, 3 February 2014: 08:45-17:00

Wednesday, 4 February 2014: 08:45-15:00

Thursday, 5 February 2014: 08:45-12:00

Chair: Stefan Praschl

Vice Chair: Michael Fung

CEO: David Hoey

Technical Director: Jane Stokie

Technical Assistant: Luise Kuehnel

APOLOGIES

Elisabeth Lange NO

Alina Fleaca BE

SUPPORTING DOCUMENTS

All supporting documents for this meeting are available from www.worldskills.org/CPW2015

FOR DISCUSSION/DECISION (SUPPORTING DOCUMENTS BOOK A)

- Issue and Dispute Resolution
- Competition Preparation Week checklist

FOR INFORMATION/REFERENCE (SUPPORTING DOCUMENTS BOOK B)

- Competition Rules v6.0
- TC meeting minutes – Lucerne, September 2014
- TWG meeting minutes – São Paulo, November 2014
- WSC2015 Competition Preparation Summary
- Assessment Strategy for the WorldSkills Competition – 2015-2017
- WSC2013 Assessment Advisor's Report
- WSC2013 Quality Auditor Report
- WSC2013 surveys
- WSC2015 Programme
- Action Plan 2012-2015 – Realizing the full WorldSkills potential

TECHNICAL COMMITTEE: SUNDAY, 1 FEBRUARY 08:45-15:15

TIME	DURATION	ITEM	DESCRIPTION	PRESENTER
08:45	20 min	1	Welcome <ul style="list-style-type: none"> • New Technical Delegates/Technical Delegate Assistants • Welcome from Host Technical Delegate • Introduction of WorldSkills São Paulo 2015 team • Introduction of WorldSkills Secretariat 	Chair, Vice Chair Jose Leitao BR WSSP2015 CEO CEO
09:05	3 min	2	Approval of the agenda	Chair
09:08	2 min	3	Adoption of previous minutes	Chair
09:10	5 min	4	Matters arising from the previous meeting (not raised on the agenda)	Chair
09:15	10 min	5	Aims and objectives for CPW meetings	Chair
09:25	10 min	6	Report from the Technical Working Group	Peter vd Berg NL
09:35	10 min	7	Insurances at the Competition	CEO
09:45	10 min	8	Jury Presidents and Skill Management Teams	Technical Director
09:55	5 min	9	Jury President Teams (8 teams)	Technical Director
10:00	30 min		Coffee break	
10:30	10 min	10	Quality Auditor role at WSC2015	CEO
10:40	20 min	11	Understanding integrated assessment	Assessment Advisor
11:00	10 min	12	Changes from WSC2013 to WSC2015	Chair
11:10	10 min	13	Hotel tour and dinner logistics	WSSP2015
11:20	55 min	14	Jury President teams group work	JPTL
12:15	75 min		Lunch	
13:30	105 min		Jury President teams group work (continued)	JPTL
15:15	30 min		Coffee break and hotel tours	

SKILL MANAGEMENT TEAMS: MONDAY, 2 FEBRUARY 08:45-17:15

TIME	DURATION	ITEM	DESCRIPTION	PRESENTER
08:45	10 min	15	Welcome <ul style="list-style-type: none"> Introduction of WorldSkills Secretariat 	Chair, Vice Chair CEO
08:55	10 min	16	Aims and objectives for CPW meetings <ul style="list-style-type: none"> Work to complete at CPW 	Chair
09:05	40 min	17	WorldSkills update <ul style="list-style-type: none"> Communications, Marketing and Special Events Sponsorship and Partnership 	CEO CMSE Director SP Director
09:45	20 min	18	WSI Technical update	Technical Director
10:05	30 min		Coffee break	
10:35	25 min	19	WSSP2015 Technical update <ul style="list-style-type: none"> Introduction of WSSP2015 team 	WSSP2015
11:00	10 min	20	Catering and logistics for lunches at WSC2015	Technical Director
11:10	20 min	21	Competition Rules update	Technical Director Assessment Advisor
11:30	15 min	22	Issue and Dispute Resolution at WSC2015	CEO
11:45	15 min	23	Assessment Advisor report <ul style="list-style-type: none"> Competition development Assessment strategy and implementation plan 	Assessment Advisor
12:00	10 min	24	Skill Application <ul style="list-style-type: none"> CE and DCE voting Competition Binder form sign-off 	Senior Software Developer Digital Media Developer
12:10	5 min	25	Housekeeping and dinner logistics	WSSP2015
12:15	75 min		Lunch	
13:30	95 min	26	Skill Management Team group work by skill	SMTs
15:05	30 min		Coffee break	
15:35	50 min	27	Continuing Professional Development	Assessment Advisor
16:25	50 min	28	Mandatory assessment training	Assessment Advisor
17:15			Close session	

SMTs AND WMs: TUESDAY, 3 FEBRUARY 08:45-17:00

TIME	DURATION	ITEM	DESCRIPTION	PRESENTER
08:45	5 min	29	Welcome	Chair, Vice Chair, Rafael Lucchesi BR
08:50	10 min	30	Aims and objectives <ul style="list-style-type: none"> • Work to complete at CPW 	Chair
09:00	20 min	31	WSF update	WSF Project Manager
09:20	15 min	32	Visitor Experience at WSC2015	CMSE Director WSSP2015 Communications
09:35	10 min	33	Venue opening hours and access for accredited personnel	Technical Director
09:45	15 min	34	Infrastructure, IT and toolbox logistics	WSSP2015 Technical
10:00	10 min	35	Equipment exclusivity policy	Sponsorship and Partnership Director
10:10	10 min	36	Hall and workshop layouts	WSSP2015 Technical
10:20	5 min	37	Housekeeping and dinner logistics	WSSP2015
10:25	30 min		Coffee break – sponsors join delegates during break	
10:55	65 min	38	Workshop layouts group work	CE, DCE and WM
12:00	75 min		Lunch	
13:15	105 min	39	Samples and infrastructure group work TDs: One School One Country presentation	SMTs, WMs and sponsors
15:00	30 min		Coffee break	
15:30	90 min	40	SMTs, WM and sponsors group work by skill	SMTs, WMs and sponsors
17:00			Close session	

WEDNESDAY, 4 FEBRUARY 08:45-15:00

TIME	DURATION	ITEM	DESCRIPTION	PRESENTER
08:45	10 min	41	Review	Chair
08:55	20 min	42	Skill competition management best practice	Various CEs
09:15	25 min	43	Sustainability <ul style="list-style-type: none"> • WSSP2015 initiative • Update on awards and ESRs • Toolboxes for WSC2017 	WSSP2015 Technical Director
09:40	20 min	44	Health, Safety and Environment <ul style="list-style-type: none"> • Policy and guidelines • Skill-specific documentation 	Andre Vermeulen ZA Technical Director WSSP2015
10:00	5 min	45	Housekeeping and venue tour logistics	WSSP2015
10:05	30 min		Coffee break	
10:35	85 min	46	SMTs, WMs and sponsor group work by skill	SMT, WM, Sponsors
12:00	75 min		Lunch	
13:15	105 min	47	SMTs and WMs group work by skill	SMT, WM
15:00	30 min		Coffee break and Competition venue tour	

THURSDAY, 5 FEBRUARY 08:45-12:00

TIME	DURATION	ITEM	DESCRIPTION	PRESENTER
08:45	100 min	48	SMTs and WMs group work by skill <ul style="list-style-type: none"> Finalize checklist and submit Submit outstanding tasks and open issues 	SMT, WM
10:25	30 min		Coffee break	
10:55	10 min	49	Review and checklist completion	Chair Technical Director
11:05	10 min	50	Housekeeping and departure logistics	WSSP2015
11:15	10 min	51	Other business	Chair
11:25	20 min	52	Review meetings and agreed outcomes	Chair WSSP2015
11:45	15 min	53	WSC2015 – the big picture	CEO
12:00			Close and lunch	