

EuroSkills Competition Rules

Part A – For the organization of EuroSkills Competitions

(EuroSkills Herning 2025)

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1 About the Competition Rules

1.1 Scope

The Competition Rules define the resolutions and rules for the organization and execution of the EuroSkills Competition, incorporating all Skill Competitions. They are updated by the Competition Committee (CC) and are ratified by the General Assembly.

Being a member of WorldSkills Europe (WSE) requires that all and any persons designated and fulfilling any of the Competition positions as outlined in section A8: "Accredited Participant", agree to be governed by and regulated by these Competition Rules.

The Competition Rules are divided into two parts:

- Part A. Competition Rules for the operation, organization and planning of the EuroSkills Competition.
- Part B. Competition Rules for the conduct of the Skill Competitions

Parts A and B should be read in conjunction with each other.

1.2 Basic principles

1.2.1 Selection of the Competition Host

The execution of a EuroSkills Competition is assigned to a Member of WSE by a decision of the General Assembly. This follows a bidding application process, a site validation and thereafter the approval by the WSE Board to put a proposal before the General Assembly.

1.2.2 Competition organizer who is not a Member

If a Member assigns the organization of the EuroSkills Competition to a national committee or any other body, that Member's responsibility towards WSE remains the same, and all contracts arising must be presented to the WSE Board for inspection.

1.2.3 Rights

The Host Member shall be responsible for organizing and hosting the Competition. The Host Member is responsible for public relations and publicity before, during and after the Competition, both domestically and across (but in partnership) within the other Member countries. WSE, as the promoter, retains all rights in respect of the Competition, including approval of all communications (media, marketing and public relations).

1.2.4 Values

The core values of WSE are integrity, transparency, fairness, partnership, and innovation.

1.2.5 Competition Committee (CC) decisions

The Competition Committee (CC), with the approval of the WSE Board, will make all decisions arising from any matter relating to the operational and governance aspects of the Skill Competitions, which is not already covered in either volume of these Competition Rules.

1.3 Definition of terms (glossary)

See Appendix A.

2 Host Organisation (HO)

2.1 Host Organisation duties

2.1.1 Provision of infrastructure

The Host Organisation (HO) is responsible for providing a “fit for purpose” workshop area and equipment for each Skill, in accordance with its Technical Description and Infrastructure List. The outline concept for this must be approved by the WSE Competition & Operations Director (see B.3.1.3).

Between nine and six months before the official start of the EuroSkills Competition (C-1), the HO shall supply all Technical Delegates and Experts with detailed information on what has been secured against the Infrastructure Lists, relating to the exact machines, equipment and tools that will be used in accordance with the decisions of the CC.

The HO shall provide optimum facilities and infrastructure for the Competition, as set out in the Technical Description, the Infrastructure Lists and other official documentation. In addition to providing the Competition site and workshops, this includes:

- A plenary meeting room for the CC and Jury Presidents meetings
- A Lounge/meeting room for Official and Technical Delegates
- A Lounge/meeting room for Team Leaders
- A number of offices containing the specified resources needed by the Secretariat, CIS and Assessment Advisors.
- Offices for the President, CEO and for the Chair and Vice Chair of the CC

The detailed requirements should be agreed in advance with the WSE Competition & Operations Director.

2.1.2 Competition Programme

In conjunction with and approved by the WSE CEO, the HO shall prepare an overall Competition Programme which includes arrangements for accommodation for all participants. In particular, the precise procedure for the Opening and Closing Ceremonies and Farewell Party should be approved by the CEO and the WSE Board six months before the event.

2.1.3 Accreditation packages

At least twelve months before the Competition, the HO shall inform WSE Members of the cost per participant, including the cost of all excursions and receptions if applicable. All Members and their guests shall be accepted as participants without restriction, provided that all invoiced costs are duly paid in full. Specific details of Accreditation Packages shall be provided by the HO twelve months before the Competition and updated regularly thereafter, should any changes occur. The HO must provide fully transparent details of package pricing to the CEO and make it clear in which currency they will accept payment from the Members. Accreditation Packages are to be approved by the WSE Board before informing the Members.

2.2 WorldSkills Europe and Member duties

2.2.1 Registration

It is only the WSE Member organisation that can register competitors to participate in a EuroSkills Competition.

Registration for the Competition is completed in four stages.

STAGE 1 – PROVISIONAL REGISTRATION

Members shall register for participation in their selected Skill Competitions either via the WSE website or by other means directed by WorldSkills Europe. The deadline for completing Provisional Registration shall be twelve months before the Competition.

At this juncture the Members must register in the Skill Competition(s) they are seriously considering having a Competitor(s) participate.

STAGE 2 – UPDATES TO PROVISIONAL REGISTRATION

At the end of the Provisional Registration period, twelve months before the Competition the maximum capacity for each Skill Competition will be set (The Cap), based on the numbers of Competitors recorded at that time. Members can update their registrations from the end of Provisional Registration until the end of Definitive Registration (stage 3). However, for any Member thereafter seeking to participate in a Skill Competition they have not previously registered for within the Provisional phase, and where capacity remains full up to the cap number, their Competitor(s) will automatically be placed, in order, on a waiting list, until their participation can be confirmed. If the capacity for that Skill Competition is reduced from another member withdrawing their Competitor(s), then the queuing Members' Competitors will be confirmed for participation, in the order of their entry onto the waiting list. In these situations, the Secretariat will regularly keep queuing Members informed as to whether their Competitor can participate.

PRE-AUTHORISATION OF A DEPOSIT ON PROVISIONAL REGISTRATIONS

When a Member indicates through provisional registration, that they wish to participate in a skills competition, they are concurrently agreeing to support their registration with a pre-authorised deposit of €500.00 per skill entered. There are no invoices sent out at this point but If the Member withdraws from more than three Skill Competitions, and those places cannot be refilled by Competitors from other WSE Members, or by guest Competitors, an invoice will be sent to the Member following the EuroSkills competition to recover the total amount of all their unfilled places. The invoice shall be sent to the relevant Members no later than two month after the EuroSkills Competition, with payment expected within 30 days of it being issued.

STAGE 3 – DEFINITIVE REGISTRATION

Four months before the Competition, Members must finalize their registrations for the Skill Competitions they will participate in. No further changes may be made without the permission of the HO and the WSE Competition & Operations Director.

Where a Skill Competition has excess capacity due to withdrawals, and there are no WSE Members queuing, WSE and the host reserves the right either to remove the space and its associated Infrastructure or offer the space to the wider skills community as set out within the WSE policy on guest competitors and Experts at EuroSkills. All guest Competitor(s) participate solely for competition practice and are not part of the official proceedings. Only WSE Members' Competitors are eligible to compete competitively to receive awards at a EuroSkills Competition. The offering of guest Competitors places and other Competition positions shall follow the WSE policy on non-Member participation in EuroSkills V1.0.

If any Skill Competition's participation numbers falls significantly below the minimum participation numbers at any key registration point before the start of the Competition, then the Host has the right (with agreement from WSE) to remove it from the EuroSkills Competition straightaway. Please refer to section A.6.4, which highlights the registration points and minimum participation numbers the Skill Competition must satisfy to remain.

STAGE 4 – REGISTERING PARTICIPANT DETAILS

Each Member shall supply the full name, email address and a photograph for each participant requiring accreditation, to the Secretariat and to the HO (via the Competition Package Registration system provided).

Expert and Technical Delegate details must be provided at least nine months before the Competition (to ensure participation in Skill Competition development and preparation (e.g. Competition Preparation Meetings (CPM) and Discussion Forums).

Competitors, Team Leaders, Official Delegates, and Official Observers' details must be provided at least two months before the Competition. Failure to do so will mean that participant details are not included in printed materials and signage. Members are directly responsible for forwarding correct spelling, formatting, and capitalization of participants' names.

Other participant details should be provided, as required, for the HO's accreditation package system.

3 Competition management

3.1 Overall event management

The WSE Board and the HO are responsible for the overall management of the EuroSkills event. Within this remit, they should assign appropriate powers and responsibilities to their respective CEO and Board Members.

3.2 Competition Management Team (administrative)

The CEO, Competition & Operations Director and the respective Board Members responsible for Competition make up the Competition Management Team and are responsible for all aspects of the administrative management of the Competition.

3.3 Management of the Skill Competitions

3.3.1 Competition Committee Management Team (technical)

The Chair and Vice Chair of the CC, and the WSE Competition & Operations Director, make up the CC Management Team, which is responsible for all aspects of the management and governance of all the official Skill Competitions.

3.3.2 Management of each individual skills competition – the Skill Management Team

The Skill Management Team (SMT) for a particular Skill Competition consists of the Chief Expert (CE), the Deputy Chief Expert (DCE) and the Jury President (JP). All management decisions concerning a Skill Competition are made by the SMT. However, if the Chair of the CC finds that a decision contravenes the Competition Rules, the Chair of the CC has the right to overturn this decision at all times.

3.3.3 The position of Chief Expert

The position of the CE is very important in the management of each specific Skill Competition because this person has the main responsibility and authority to plan and manage the technical aspects of the Skill Competition. In particular, the CE ensures that a Skill Competition environment is created which allows each Competitor to produce the best possible work over three days of competition. The Skill Competition procedures must be in accordance with WSE's core values of integrity, fairness, transparency, partnership and innovation.

3.3.4 The position of Deputy Chief Expert

The position of DCE is to support the CE and to undertake duties mutually agreed with the CE.

3.3.5 The position of Jury President

The Jury President (JP) is a Technical Delegate assigned by the Chair and Vice Chair of the CC to represent the CC in the overall management of one or more Skill Competitions.

The JP, as an impartial member of the SMT, works in cooperation with the CE and DCE to ensure that a professional Skill Competition is conducted. As part of the role, the JP acts as an advisor, mediator, and critical friend, ensuring compliance with the Competition Rules, regulations and the timely submission of key documentation in accordance with the decisions of the CC.

3.3.6 The position of Jury President Team Leader

At the beginning of every EuroSkills Competition cycle, the Chair and Vice Chair of the CC will seek nominations from within the existing pool of JPs, of JPs willing to put themselves forward for the additional responsibility of becoming a Jury President Team Leader (JPTL). The Chair and Vice Chair will appoint from those nominated persons who have substantial international Skills Competition experience, leadership and good coaching skills. If no or not enough nominations are received, the Chair and Vice Chair will make direct appointments from within the whole pool of JPs.

The JPTL position is one of mentor and coach to a group of JPs, thus covering a wider range of Skill Competitions than their own specifically assigned one. JPTLs are asked to help resolve issues that their JPs may not have prior experience of resolving, and offer support, especially to new JPs, as to the correct approach and procedures to use. JPTLs report to the Chair and Vice Chair of the CC during the Competition, to update them on the portfolio of Skill Competitions to which they have been assigned. JPTLs will also become part of the Competition Development Working Group (CDWG), a focused group that meets outside of the Competition itself, to discuss, generate and help implement improvement opportunities. JPTLs can also be assigned specific Quality Audit activities during the Competition, to report back to help improve and develop it.

3.3.7 Competition Development Working Group

The CDWG is made up of Chair and Vice Chair of the CC, the WSE Competition & Operations Director, JPTLs, and other participants by invitation of the Chair. The Group's purpose is to act on behalf of ALL the WorldSkills Europe Technical Delegates, to help identify and then formulate improvement proposals related to the quality and operational efficiency of each Skill Competition within the EuroSkills Competition. However, the decision for adopting any new proposals shall remain with the whole CC, which is done by majority voting.

Technical Delegates who are part of the CDWG must agree to act according to the interests of the whole WorldSkills Europe community, and refrain from self-interest or conflicts of interest.

The CDWG meetings shall be chaired by the Chair of the CC with the support of the Vice Chair and the WSE Competition & Operations Director. CDWG meetings are called at the discretion of the Chair of the CC and subject to available budget. It is envisaged that there may be at least four meetings each year, placed at strategic times to maximize the output of their work. Some CDWG meetings will be held as online meetings especially when specific topics need extended time. All CDWG meetings shall produce summary minutes and actions which shall be published for the wider WSE CC membership to review.

All CDWG members are expected both to participate and make a significant contribution to the work of the CDWG. Specific elements of work leading to ideas and proposals may be assigned to individual members of the CDWG between meetings, for the CDWG to review, debate and agree during the next meeting. Poor attendance and /or weak contributions may lead to a CDWG member being stood down by the Chair.

4 Communications (including marketing, media and public relations)

4.1 Host Organisation

The HO shall be responsible for providing information to local, European and other international media. All documents must reference the Host Member, HO, and WSE, in accordance with the guidelines provided. All documents and releases must be approved by WSE, prior to release.

4.2 Information about preparations

The HO must provide regular detailed information on the preparation of the Competition, and about the Host Member, its educational system, its industry and culture to Members before the Competition.

4.3 Member communications

Communications (marketing, media and public relations) activities in individual Member countries and regions may be left to the discretion of the Members themselves. However, the HO shall support other Members' communications work in those areas, as defined by the Hosting Agreement between the HO and WSE.

5 Quality assurance

5.1 Quality assurance

Quality Assurance portfolios can be assigned to JPTLs for each Competition. These shall be assigned by the Chair and Vice Chair of the CC to coordinate responsibility for the following:

- Competitors and Team Leaders
- Health, Safety and Environment
- Sustainability

In addition, the External Quality Auditor conducts an independent review of the whole EuroSkills Competition and Event (see A.8.20).

5.2 Health, Safety and Environment

On request, audit teams for Health, Safety and Environment shall conduct quality audits taking into account this Section (Competition Rules, Part A, Section 5).

6 Skills Competitions to be hosted at EuroSkills

6.1 Selection of Skills Competitions to be included at EuroSkills.

The Skills Competitions that will be included within a EuroSkills event will reflect those skills that collectively the members themselves operate within their national final Competitions.

In the months following the start of a new EuroSkills cycle (a new cycle starting at C+1 of the previous EuroSkills competition), national competition data will be collected by WorldSkills Europe by surveying every member on what Skills Competitions they are currently operating themselves at their national finals. They will also be asked to indicate from those skills they operate, if they would consider putting competitor(s) forward to compete at the next EuroSkills Competition. This data will be collected and collated by WorldSkills Europe and the skills will be listed in ascending order of the number of members operating the same or comparable competitions .

Using the declared number of skills the next EuroSkills host is willing to support as the cut off, any skills ranked on or before this cut off number on the ascending skills list will be included as part of the skills listed for Provisional Registration. This is provided the skill has reached the minimum of 7 members operating that skill within their national Skill Competition.

It can be the case that a skill has the minimum number of seven (7) but may not get considered when the declared number of skills a host is prepared to support has been reached before the list has got to those skills with the minimum number members or higher.

If the situation arises that around the declared number of skills of the future EuroSkills host is reached there are several skills Competitions having the same number of members operating that skill, then all those skills with the same number of members operating the skill, will be put to a member vote to decide which of these tied skills will secure the final places within the provisional registration.

Once the order has been set it is these skills which will be presented back to the members as the provisional Skill Competition list for the forthcoming EuroSkills Competition. These Skills will be operated at the EuroSkills event provided the registrations numbers are maintained in line with section 6.5 (removal of skills competitions).

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6.2 EuroSkills hosts capacity.

Future EuroSkills hosts must declare in advance the number of skills they are willing to support in terms of the venue space and/or what they can support financially. This information will be provided by any future EuroSkills host as part of the hosting application. The minimum number of Official Skills a EuroSkills host must operate is 35, but it is encouraged that future hosts offer a greater number than this minimum requirement. Where a future EuroSkills host has not declared their Skill hosting capacity already (because it was not a requirement to do so in the hosting application at the time) they must do so within an agreed period set by WorldSkills Europe.

PLEASE NOTE: With the varying capacity of each EuroSkills Host (above the minimum 35 skills) will mean that some Skills Competitions present at one EuroSkills may not be present at the next.

6.3 Classification of Skills Competitions

There will only be two types of Skills Competitions operating within a EuroSkills event. These being:

- Official Skills (OS)
- Host Presentation Skills (HPS)

Only those participating in Official Skills are automatically included in the opening- and closing ceremonies, awarded official WorldSkills Europe medals and awards and have their scores put towards the various official member ranking tables.

6.3.1 Host Presentation Skills (HPS)

The purpose of HPS is to give the host some flexibility to have skills presented at the EuroSkills which are not included as one of the official skills. HPS exist to help appease the host sectors, chambers and sponsors organisations that are keen to have a presence within EuroSkills.

The Host must demonstrate to WorldSkills Europe that they have exhausted all possibilities to maximize their capacity for Official Skills before being permitted to offer Host Presentation Skills (HPS). WorldSkills Europe must be satisfied that every reasonable effort has been made to accommodate the maximum number of Official Skills within the venue and budget constraints.

The Host must announce their proposed Host Presentation Skills (HPS) at the same time WorldSkills Europe publishes the Official Skills list for provisional registration. Both Official Skills and HPS must be presented as a single consolidated list for Member registration purposes. Failure to declare HPS during this announcement will forfeit the Host's right to include them in the EuroSkills Competition.

The host may have **one (1)** HPS for every **eight (8)** official skills and it is at the discretion of the host whether these take the form of a Skills Competition. The cost, organisation, and operation requirements for HPS is the sole responsibility of the host. Those HPS Skills offered cannot be similar or duplicate the Official Skills that will be operating.

HPS skills are not part of the official proceedings nor get included in any official EuroSkills results.

However, If the host selects a previous EuroSkills Official Skill as a HPS and that skill meets both conditions below then the HPS will be considered an EuroSkills Official Skill. The conditions are:

- a) Operates to the EuroSkills competition rules, competition structure and use EuroSkills documentation.
- b) Manages to obtain and retain 7 or more registrations at the end of the Provisional Registration through to the EuroSkills Competition itself.

Official Skills that end up operating with 4 or less members participating in them will automatically be classified as Host Presentation Skills (as per section 6.4) but they will not count as part of the host quota on the HP skills they can operate. (i.e. they will be additional to their allowance they can operate)

6.3.2 A Showcased Skills

With the host permission and provided there is space available within the venue an organization or sponsor at their own cost may request to showcase a skill. These showcases may present a new aspect of a Skill Competition or a possible new Skill Competition but cannot be regarded as having any competitive status or elements, but rather presenting key elements of the skill in an informative and interesting way.

If the organiser of the showcase skill will be utilising young people from different member countries, then they should let the relevant member organisation know.

6.3.3 Conditions on different classes of skills at EuroSkills

SKILL	MINIMUM COMPETITORS / PARTICIPANTS	CIS	COMPETITION RULES	OFFICIAL MEDALS / AWARDS	FINAL MEMBER RESULTS	CODE OF ETHICS
Official	7	✓	✓	✓	✓	✓
Official (Team Competition)	7	✓	✓	✓	✓	✓
Host Presentation	Not Set	Not Necessary	Not Necessarily	No	No	✓
Showcasing Skill	Cannot be a Competition	No	No	No	No	✓

6.4 Removal or exclusion of Skill Competitions

Skills are listed for provisional registration for every EuroSkills as per section 6.1.

The table below highlights the actions that will be taken, depending on the registration or participation status of the Skill Competition, following the end of provisional registration up to final registration and the actual EuroSkills Competition itself.

Guest Competitor participation from outside the WSE membership does not count toward the minimum number of participations.

STATUS OF COMPETITION	END OF PROVISIONAL COMPETITOR REGISTRATION	ACTION AT END OF PROVISIONAL REGISTRATION	END OF FINAL REGISTRATION OR AT THE EUROSKILLS EVENT	ACTION AT THE END OF DEFINITIVE REGISTRATION
Official Skill (Single or Team)	7 or more Competitors or teams	None	7 or more Competitors or teams	None
Official Skill (Single or Team)	7 or more Competitors or team	None	6 or 5 Competitors or teams	Removed from the JdH Best of Europe Award. Single medal will be awarded when at 5 participating members.
Official Skill (Single or Team)	7 or more Competitors or team	None	4 or less competitors or team	Automatically classified as a Host Presentation Skill.

Official Skill (Single or Team)	6 or less	Will not proceed to EuroSkills	N/A	N/A

6.4.1 Team Skills

Some Skill Competitions require a team of two Competitors from the same WSE member in order to compete in the Competition. Members are required to register complete teams nominated to represent their country. The Competitors within a team can therefore only represent that one Member country.

7 Sustainability

7.1 Policy and procedures

All activities associated with the Skill Competitions shall be carried out in accordance with the WSE's or HO's Sustainability Policy, that outlines key sustainability principles for the Competition event, through the five Rs: reduce, recycle, re-use, reformat, and regenerate.

7.2 WorldSkills Europe Secretariat in respect to sustainability

The WSE Secretariat, with support from the HO, shall be responsible for implementing the key sustainability principles in all WSE-lead initiatives.

7.3 Host Organisation responsibility in respect to sustainability

The HO shall be responsible for implementing the key sustainability principles in the procurement of infrastructure, and their choice of Competition venue and accommodation packages.

7.4 Technical Delegates' responsibilities in respect to sustainability

Technical Delegates shall support sustainability initiatives with regard to Skill Competition formats and equipment brought by Competitors or supplied by the Competition Host.

7.5 Experts' responsibilities in respect to sustainability

Experts are responsible for planning and running the Skill Competitions in accordance with the key sustainability principles. The development of a Skill Competition, including Test Project design and required infrastructure, shall also follow these principles.

8 Accredited participants

8.1 Competitors

8.1.1 Number of Competitors

Each Member may enter one Competitor or team per Skill Competition.

8.1.2 Age limit

Competitors must be at least 16 years of age whilst not being older than 25 in the calendar year of the EuroSkills Competition to which they participate.

For EuroSkills Herning 2025:

- Must be born between January 1, 2000 and December 31, 2009
- This means competitors will be aged 16-25 during 2025

For EuroSkills Dusseldorf 2027:

- Must be born between January 1, 2002 and December 31, 2011
- This means competitors will be aged 16-25 during 2027

For EuroSkills Geneva 2029:

- Must be born between January 1, 2004 and December 31, 2013
- This means competitors will be aged 16-25 during 2029

If the members choose to bring competitors that are under 18 years old, then it is the responsibility of that member to check with the host country that they are no laws or restrictions that may prevent these competitors from using any of the equipment being used in that skill.

If you are uncertain about your Competitor's age eligibility, then please check it by using the age checking service contained in the WSE Member area at www.worldskillseurope.org.

8.1.3 Compete once only

Competitors may compete in only one EuroSkills Competition. Exceptional circumstances (such as the death of a member of the immediate family of a Competitor while they are competing at the EuroSkills Competition) will, on the Member's request, be given consideration by the WSE board.

8.1.4 Competitors with disabilities

WorldSkills Europe promotes cooperation with the International Abilympics Federation.

- Competitors with disabilities may participate in the Competition insofar as their disability does not prevent them from carrying out the Test Projects/modules within the set time. However, additional time may be provided for work preparation and installation of the Competitor's work area.
- The Competitor's performance shall be assessed in accordance with WSE's guidelines.
- Exceptions concerning the maximum age limit shall be dealt with appropriately by the CC and be subject to the approval of the WSE Board.
- The HO may run a Presentation Skill, at the same time as the EuroSkills Competition, for Competitors with disabilities, using separate guidelines. In this case, Competitors' performance may/will be assessed under different criteria. Associated awards may be presented at the official Closing Ceremony following the presentation of the EuroSkills awards.

8.1.5 Competitors and compatriot Expert

Each competitor at a EuroSkills Competition must be registered and accompanied by an Expert from their own member country who participates in the same skill. If the Expert needs to withdraw during the competition due to illness, personal emergency, or as a result of the Issues & Resolutions process, the member country may arrange a replacement person who is already accredited in an alternative role. By default, this replacement person can only participate during the scheduled competitor communication periods.

However, if the Chief Expert and Skills Advisor determine that broader involvement of the replacement person who may have the capability and experience to act as Expert for that skill, and, consider this may benefit the skill's operations, they can recommend this to the Competition Management Team (CMT). The CMT holds the final authority to approve any extended participation of the replacement person.

8.1.6 Rights and responsibilities

BEFORE THE COMPETITION

The Technical Delegate (with support from their Member Organization) is responsible for ensuring that all compatriot Competitors are provided with the following information:

- The relevant Technical Description and Infrastructure List.
- The Competition Rules.
- The Code of Ethics and Conduct.
- Health, Safety and Environment documentation.
- Where applicable, Test Projects/Modulus circulated before the Competition (e.g. 3 months before)
- Briefing on any additional tools and/or equipment or material(s) that may be required.
- The culture, customs and laws of the Host country/region.

AT THE COMPETITION

Competitors must receive appropriate information about the Test Project/Modules and assessment. This information shall be provided in English, it being the only official language of EuroSkills. However, if comprehension of English is an issue for the Competitor, it is the member organization's responsibility to make sure they gain a good understanding, with particular reference to:

- information on assessment criteria including the Mark Summary Form, but not the final detailed Marking Forms.
- detailed information regarding auxiliary materials and aids which may or may not be used (e.g. templates, drawings/prints, patterns, gauges, etc.).
- detailed information about the organization of the Competition, including:
 - the Health, Safety and Environment Agreement including measures arising from non-compliance.
 - competition timetables indicating lunch breaks and Test Project/module completion times.
 - regulations governing entry and exit times to and from the workshop, and the conditions under which such entries and exits may be allowed.
 - when and how machines may be tested.
 - the nature and scope of sanctions that may arise from breaches of these Competition Rules and the Code of Ethics and Conduct.

Competitors must be informed that they are responsible for the safe use of all tools, machines, instruments and auxiliary materials they bring in accordance with the safety regulations of the host country.

Before each Skill Competition starts, Experts will conduct a check for prohibited materials, tools or equipment in accordance with the Technical Description. A daily check of toolboxes will then take place in all Skill Competitions.

8.1.7 Familiarization

Before the Competition starts, Competitors have the right to a minimum of five hours, and a maximum of 8 hours, in which to prepare their workplaces, and to check and prepare tools and materials.

Due to scheduling limitations, skill competitions that operate on a shift system may need to provide less than the standard 5 hours of familiarization time. In such cases, all competitors within these skill categories must receive equal familiarization time, which should be set at the maximum duration that the skill area can accommodate. For skills operating on shifts where the 5-hour minimum familiarization time cannot be achieved, the Skill Management Team (SMT) must obtain approval from the Competition Management Team (CMT) in advance. The SMT will need to demonstrate that they are offering competitors the maximum practically achievable familiarization time.

If the Competitor declares that they do not need the minimum of five hours preparation, and this position is agreed by the compatriot Expert, then the minimum hours can be reduced. Any exceptions to this rule regarding the maximum hours will need the advance approval of the Chair and Vice Chair of the CC and the WSE Competition & Operations Director, no later than C-3 months before the Competition.

Under the guidance of Experts and Workshop Managers, Competitors will have this time and support to become familiar with Health and Safety aspects, equipment, tools, materials and processes, and to practise using the equipment and materials to be used in the Competition.

Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter instructor shall be available to demonstrate the process(es) and Competitors shall be given an opportunity for practice. At the end of this familiarization period, Competitors must confirm that they are familiar with everything by signing the Familiarization Agreement.

8.1.8 Checking of measuring instruments

Measuring instruments must be correlated with those used by the Jury in order to avoid errors.

8.1.9 Competitor identity and age check

Competitors are required to provide their passports/ID cards solely to validate their identities and their date of birth. The Competitor's passport/ID card does not have to be from the country/region that they are representing. Provided the Member formally endorses the Competitor as representing them, and they are age eligible, Competitor(s) are accepted for participation.

DURING THE COMPETITION

8.1.10 Starting and finishing work

The Competitor must wait for the Chief Expert (CE) to give orders to start and to finish work.

8.1.11 Competitor communication and contact

Competitors and their compatriot Expert may communicate at any time other than when the Skill Competition is officially ongoing. This open communication includes the lunch period.

The exceptions to the above are Skill Competitions in which there is fault-finding. In this instance, Competitors will be served lunch in the workshop area.

No contact shall occur between the Competitor and their compatriot Expert when the Skill Competition is ongoing, without the presence and agreement of a non-compatriot Expert. No contact

may be made with other Competitors or guests during Skill Competition time, without the permission of the CE.

Official communication sessions between Competitors and their compatriot Experts ('Competitor Communication') must be scheduled for 15-30 minutes both morning and evening during the Competition.

During these sessions, participants are not allowed to use any tools for recording or sharing information, including pens, paper, mobile phones, or electronic devices. Illness or accident

The morning session is mandatory for all participants. While the evening communication session can be left out, this decision must be made individually for each competitor through mutual agreement between the competitor and their compatriot Expert. The Skill Management Team (SMT) does not have the authority to make a blanket decision to cancel evening communications for all participants. The choice to skip an evening session must always remain an individual decision between each competitor and their respective compatriot Expert

The CE, the Competitor's Team Leader (TL), and compatriot Expert, must be told immediately if a Competitor becomes ill or has an accident. The SMT will decide whether or not time lost can be made up. Every effort will be made to facilitate the return of the Competitor and to allow for lost time. Where a Competitor withdraws for any reason (illness, accident or other) following C-1, any accumulated marks (including zero if they fail to start on C1) will be awarded for the work they have completed. This must be recorded on both the Accident/Incident and Competitor Timeout Forms.

8.1.12 Disciplinary action

Competitors accused of dishonest conduct, unprofessional behaviour, or who refuse to comply with regulations and/or directions, or who behave in a manner prejudicial to the proper conduct of the Competition, will be subject to the Issue and Dispute Resolution procedure described in the Competition Rules, Section B.12.

8.1.13 Health, safety and environment

Failure by a Competitor to comply with safety directions or instructions may incur a loss of marks in respect of inadequate safety. Continuous unsafe practice may result in Competitors being temporarily or permanently removed from the Competition.

8.1.14 Review Test Project and Mark Summary Form

For a non-modular Test Project, immediately before the start of the Skill Competition, Experts shall give the Competitors the Test Project and Mark Summary Form. A minimum of one hour, which is not to be included in the actual competition time, is allowed to study these materials and to ask questions. If the Test Project is modular, then the Experts shall give the Test Project to Competitors before each module. The minimum time allowed to study the information for each module is 15 minutes, prior to each module, and which is not to be included in the actual competition time (see B.7.5.7).

AFTER THE COMPETITION

8.1.15 Exchange of views and experiences

When the Competition is over, Competitors shall be given enough time to exchange views and experiences with other Competitors and Experts.

8.1.16 Packing up

The CE shall give instructions in respect of packing of tools and equipment. The workshop, including materials, tools and equipment, must be left neat and tidy. Strict adherence to Health, Safety and Environment regulations must occur during this period.

8.1.17 **Duty of care**

Each Competitor is guaranteed to be provided with the following:

- Familiarization time (see A.8.1.6)
- Competition timetable
- Written Test Project instructions in English.
- Mark Summary Form for the Test Project
- Health, Safety and Environment Agreement
- Code of Ethics and Conduct
- Competitor communication (see A.8.1.10)
- Access to their Team Leader(s) at all times

8.1.18 **Honesty, fairness and transparency**

Competitors have the right to expect fairness, honesty and transparency during the EuroSkills Competition, in terms of the following.

- Clear and unambiguous written instructions
- Every Competitor has the right to expect that no other Competitor will receive unfair assistance or any intervention that may provide an advantage
- No advantage shall be given to any Competitor or group of Competitors by providing them with advance information about the Test Project, earlier than what is given to all Competitors
- Marking Schemes shall provide no advantage to any particular Competitor
- All necessary equipment and material specified in the Technical Description and Infrastructure List, shall be equally available
- The assistance necessary from Experts and/or officials to ensure that Competitors are able to complete the Test Project/Modules, shall be consistent and shall provide no advantage to any particular Competitor.
- Interference by officials or spectators that may hinder or assist Competitors in the completion of their Test Project/Module is forbidden.
- Accredited personnel at the Competition shall ensure that the above principles of honesty, fairness and transparency are observed at all times.

8.2 **Team Leaders (TL)**

8.2.1 **Definition**

TLs are people selected by the Members to liaise with the Competitors during the Competition.

8.2.2 **Number**

Each Member may have two Team Leaders, regardless of the size of their competitor team.

Teams with 21 or more Competitors may have three Team Leaders.

Teams with 31 or more Competitors may have four Team Leaders.

Four Team Leaders is the maximum number allowed.

8.2.3 **Access**

During the Competition, TLs shall have unlimited access to their Competitors, but no exchange of technical information, or giving of advice regarding the task, Test Project or module shall occur. They must not disturb their Competitor(s) unnecessarily. It is standard practice for TLs to advise the CE or DCE of their intention to speak to their Competitor before doing so. This is to ensure that they understand any potential impact of disrupting their Competitor at that time.

8.2.4 Illness or accident

The TL must be notified immediately in the event of an accident or illness involving any Competitor from their team. It is then the responsibility of the TL and the compatriot Expert to inform their Official Delegate and Technical Delegate accordingly.

8.3 Expert (E)

8.3.1 Definition

A person with experience, knowledge and skills in an occupation or technology, and who is representing a Member in a Skill Competition related to their particular expertise.

8.3.2 Qualifications and experience

Experts must:

- Have a formal and/or recognized qualification with proven industrial and/or practical experience relevant to the Skill Competition for which they are accredited. Each Technical Delegate must ensure that their Member country's Experts comply to this requirement
- Be or have been a recognized Expert in their Member's national/regional Competition
- Have the endorsement from the Technical Delegate that the relevant industry organization or educational institution in their country/region accepts their technical competence
- Have relevant and current competition, and vocational assessment experience
- Know and agree to abide by the Competition Rules, the Technical Description and other Official Competition documentation
- Have sufficient fluency in the English language to be able to communicate and fulfil their responsibilities using English as their sole language of use while acting as an Expert.

8.3.3 Personal qualities and ethical criteria

Experts must have the highest integrity. They must be honest, objective and fair, and be prepared to cooperate with others as required.

8.3.4 Nomination and accreditation

Each Member may nominate one Expert for each Skill Competition for which they are registered. Experts may be registered for a given Skill Competition, whether or not they have a compatriot Competitor competing. An Expert is recognized as being an Expert for the Member to which they are accredited. Experts' names must be registered by their Member on the WSE registration system, nine months before the Competition.

Where a Member has not registered the name of an Expert up to one month before the Competition, any involvement of that Expert in all/any aspects of preparation and assessment at the Competition shall be at the discretion of the SMT and approval of the assigned skills advisor. Should the SMT not sanction their involvement in all or parts of the preparation and assessment, the Expert shall be allowed only to observe and communicate with their compatriot Competitor from inside the workshop when appropriate and applicable in line with the competition rules.

8.3.5 Responsibilities

BEFORE THE COMPETITION

Before attending the Competition, the Expert must:

- Access the website www.worldskillseurope.org to view and study all relevant Competition documentation.
- Complete the WSE Access Programme, if new or not a recent WSE or WSI Expert.

- Complete the online Expert Competition Rules test.
- Be active on the EuroSkills Forum for their Skill Competition.
- Review the Code of Ethics and Conduct.
- Study and have a working knowledge of the Competition Rules, their Technical Description and other official Competition documentation.
- When required, produce a proposed Test Project or module(s) as specified in the Technical Description.
- Prepare proposals for updating the Technical Description.
- Complete the necessary pre-Competition requirements as required by these Competition Rules, their Technical Description, and all other official Competition documentation.

AT THE COMPETITION

Before the Skill Competition begins, the Expert must:

- Undertake Mandatory Assessment Training, together with tests of their own knowledge and proficiency relevant to the Skill Competition and assessment.
- As required, assist the CE and DCE to finalize details of the Test Project, Aspects of Sub Criteria, and the marks to be allocated to each Aspect of a Sub Criterion.
- Proactively engage in updating the Technical Description (coordinated by the Expert with Special Responsibility (ESSR) for Skill Development in partnership with the DCE).
- Produce a proposed Test Project, or module(s) if required, as specified in the Technical Description.
- Protect the confidentiality of the Test Project/Modules.
- Proactively engage in making and selecting changes to the Test Project at the Competition if required, i.e. 30% change for circulating projects.
- Abide by the Competition Rules.
- As required, assess Competitors in an objective and fair way, following instructions from the Skill Management Team and the assigned Skill Advisor.
- Ensure that all Competitors are aware of the Health, Safety and Environment regulations and subsequently ensure strict adherence to these rules throughout the Competition.

8.3.6 Toolboxes / Toolbox check

There may be some prior restrictions placed on the size and weight of the Toolbox that can be brought and used for any given Skill Competition. Indeed, some skills may instruct that competitor toolboxes are not permitted. This is outlined in the Technical Description and /or included in the Skills Specific Rules. The penalty for non-compliance is also outlined in these two documents.

Each day, a pre-assigned team of Experts shall examine the contents of all toolboxes thoroughly. This examination will ensure that any items found that may give an unfair advantage to a Competitor, will be removed from use during the Competition. The Competitor must be present at all times during the toolbox check. If any suspect or unauthorized equipment is identified, the CE and the compatriot Expert must be notified immediately. The compatriot Expert and Competitor shall then be asked to provide more details, or an explanation. Under no circumstances should Experts disassemble or interfere with any Competitor's equipment. If required, this shall be undertaken by the Competitor in the presence of their compatriot Expert and another Expert. Special tools listed in the Technical Description will be permitted. New special tools may be added to the list for use at the next Competition.

8.3.7 Conduct at the Competition

Experts are required to participate proactively in the preparation and execution of the Skill Competition, as well as in the development and selection of the Test Project/Modules for the next Skill Competition, where applicable.

8.3.8 **Secrecy**

Experts are not permitted to convey any information about the Test Project/Modules to a Competitor or any other person, except for when agreed by the Jury. The relevant Technical Description, Test Project requirements, and lists of duties described in this section of the Competition Rules, are fully binding on Experts.

8.3.9 **Communication with compatriot Competitor**

Competitors and their compatriot Expert may communicate during non-competition times, including the lunch period, evenings etc. They may not communicate with them when the actual Skill Competition is underway.

However, by exception, communication between an Expert and their Competitor during competition time may occur, but only in the presence of a non-compatriot Expert who has agreed, and is prepared, to observe the interaction.

All exchanges between Competitor and compatriot Expert during the Competition time MUST be conducted in English. Interpreters and interpreter roles are not permitted within EuroSkills.

Where fault-finding is part of a Test Project or module, the Competitors MUST be served lunch in the workshop area and cannot communicate openly with their compatriot Expert during this period.

Periods of time (15-30 minutes) shall be timetabled for each morning and evening when the Skill Competition is running, for official communication between compatriot Experts and Competitors (Competitor Communication). During this period, no note taking (manually or electronically) or drawings or documents, shall be used by either the Competitor or their compatriot Expert, to help explain or make a record of the exchange.

Experts are not allowed to give any help to Competitors to interpret the Test Project, except where agreed by the Jury before the start of the Skill Competition. If any questions arise, they must be referred to the SMT for decision (except for open communication time, as described in A8.1.11).

8.3.10 **Competitors – duty of care and honesty, fairness and transparency**

Experts are to refer to Sections A.8.1.18 and A.8.1.19.

8.3.11 **Summary of Expert's participation in Test Project preparation and assessment**

Refer to Section B.6.6 for a Summary of an Expert's participation in Test Project selection, the 30% change voting rights, Technical Description voting rights, and participation in assessment.

8.3.12 **Communication and preparation via the Discussion Forum**

Experts, Technical Delegates, JPs, Workshop Managers and others, either associated or invited, will use the Discussion Forums to communicate, collaborate and coordinate the development of the Test Project and the overall development of the Skill Competition. The Forum can be reached via www.worldskillseurope.org and should be used by Experts in preference to e-mailing each other. The CE – or an Expert nominated by the CE – will be the moderator for this Forum (supported by the Secretariat). The WSE Secretariat will moderate and monitor the overall Forum. Technical Delegates must make sure that their Experts are registered and actively and frequently using the forum.

8.3.13 **Decisions made on the Discussion Forum**

Any decisions made by Experts on the Discussion Forum during the preparation period for the Competition will stand, provided they were made according to the Competition Rules.

A quorum is achieved when two-thirds of those Experts registered on the Forum for a particular Skill Competition vote in favour of the proposal. Experts registered but failing to vote will be considered as abstentions in the proceedings. A vote should be open for a period of at least two weeks, but

exceptions may be given for good reason if agreed, in advance, with the WSE Competition & Operations Director.

If an Expert is absent from the Discussion Forum at the time that the vote takes place, they have the right to be informed of the decision, but the particular matter will not be raised or voted upon again.

8.3.14 **Breach of Competition Rules or Code of Ethics and Conduct**

If an Expert allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.4 **Chief Expert (CE)**

8.4.1 **Definition**

An Expert who is responsible for providing management, guidance and leadership for a Skill Competition. The CE is a member of the SMT.

8.4.2 **Qualifications, experience, personal qualities, and ethical criteria**

In addition to the qualifications, experience, personal qualities, and ethical criteria associated with being an Expert (A.8.3.2 and A.8.3.3), a CE must:

- Be able to communicate effectively in both written and spoken English.
- Have been an Expert for at least two Competitions (including the ongoing competition).
- Have capacity in their working and personal lives to carry out their duties as a CE.
- Have the agreement of their Technical Delegate and their employer to undertake the CE role.
- Be a person of the highest integrity.
- Be highly competent and experienced in the occupation that the Skill Competition represents.
- Have good management and leadership skills.
- Have good interpersonal relationship skills and be culturally aware.
- Be capable of using a computer and communication via the Internet – specifically to facilitate the Discussion Forum for their Skill Competition and work in partnership with the WSE Competition & Operations Director.
- Proactively communicate with and respond to WSE between Competitions.

8.4.3 **Nomination and accreditation**

Refer to A.10 Nomination Process for Appointment of CE and DCE

8.4.4 **Contact with Competition Committee (CC) and secretariat**

CEs and DCEs may have direct contact with the Chair and Vice Chair of the CC and/or with the WSE Competition & Operations Director on matters relating to the preparation and organization of their Skill Competition. They may be asked to attend the CC and/or JP meetings.

8.4.5 **Responsibilities**

CEs play a crucial role as managers and leaders in the planning, leading, organizing and management of the Experts' work – preparation, execution and assessment – and ensure compliance with all pertinent rules, procedures and assessment criteria.

8.4.6 **Breach of Competition Rules or Code of Ethics and Conduct**

If a CE allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.5 Deputy Chief Expert (DCE)

8.5.1 Definition

An Expert who is responsible for supporting the CE in the preparation and execution of a Skill Competition. The DCE is one of the members of the SMT.

8.5.2 Qualifications, experience, personal qualities and ethical criteria

In addition to the qualifications and experience and personal qualities and ethical criteria of being an Expert (A.8.3.2 and A.8.3.3), a DCE must:

- Have been an Expert for at least one Competition (including the ongoing competition).
- Be a person of the highest integrity.
- Have the capacity in their working and personal lives to carry out their DCE duties.
- Have the agreement of their Technical Delegate and their employer to undertake the DCE role.
- Be highly competent and experienced in the occupation represented by the Skill Competition.
- Have good management and leadership skills.
- Have good interpersonal relationship skills.
- Have good communication skills in written and spoken English.
- Be capable of using a computer and communicating via the Internet – specifically to work in partnership with the CE and WSE Competition & Operations Director.
- Communicate with and respond to WSE between Competitions.

8.5.3 Nomination and accreditation

Refer to A.10 Nomination Process for the Appointment of CE and DCE.

8.5.4 Responsibilities

DCEs are assigned mutually agreed duties by CEs and work with CEs and JPs as the SMT. Their primary responsibility is to provide support to the CE.

The DCE shall coordinate with the ESR for Skill Development to ensure that all changes to the Technical Description are complete, agreed, and signed by at least 80% of the Experts, and delivered to the Secretariat digitally.

8.5.5 Breach of Competition Rules or Code of Ethics and Conduct

If a DCE allegedly breaches the Rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.6 Experts with special responsibilities (ESR)

The SMT may assign ESR roles to some Experts within their jury. Special areas of responsibilities can be as follows:

- Assessment
- Health, Safety and Environment
- Skill Competition promotion
- Skill Development
- Sustainability

ESRs are appointed by the SMT during the CPM, six months before the Competition.

The following is a description of the role and responsibility for each of the above ESRs. This is to be used as a guideline and can be modified to suit individual Skill Competitions.

8.6.1 ESR for assessment

The ESR for Assessment:

- Is familiar with the latest version of the Competition Information System (CIS) and have experience at a number of Competitions.
- Is aware of and able to use the latest URLs for the training version of the CIS, and marking scheme template
- Is aware of and understands how to use the latest version of the marking scheme template.
- Is able to differentiate between assessment and marking by measurement and judgment.
- Understands the need to clearly and concisely define each marking Aspect and its allocated maximum mark.
- Understands the purpose of Extra Aspect Information to provide benchmarks for assessment and marking, locking the Marking Schedule, and locking Mark Entry prior to Experts' checks of their compatriot Competitor's daily marks; is aware of the different marking methods, the calculations involved and their potential use.
- Works with the Chief Expert to plan marking data entry into the CIS
- Works with the SMT to keep data entry and marking documentation up-to-date
- Understands the Competition Assessment Procedures as published by WSE, and the purpose of the Competition Commencement and Completion forms.
- Is responsible for ensuring that the necessary marking forms are signed by appropriate people.

8.6.2 ESR for Health, Safety and Environment

The ESR for Health, Safety and Environment must:

- Understand the Health, Safety and Environment documentation and ensure that the requirements are met by all participants of their Skill.
- Know the emergency procedures for evacuation, medical, fires and spills.
- In conjunction with the Workshop Manager (WM) and/or HO representative, conduct a Health, Safety and Environment presentation to all Experts and Competitors when they first enter the workshop. They are required to ensure that all other visitors entering the workshop are familiar with the Health, Safety, and Environment requirements for their Skill Competition.
- coordinate a hazard and risk assessment of the workshop to establish additional Health, Safety and Environment requirements not covered in the Host document.
- work with the Workshop Manager to develop a Health, Safety and Environment sign off document that lists all critical issues, such as training received on machines/equipment, escape routes, and additional items of awareness not covered in the Host's document.
- participate with the Host's Health, Safety and Environment Inspectors during their visits to the workshop.
- communicate Health, Safety and Environment matters to participants daily, before the start of the Skill Competition, to reinforce awareness of possible dangers for the day as well as observations of neglect from the previous day.
- attend to and investigate all incidents, including minor ones, and submit a written report to the JP regarding the circumstances and nature of the injury. This will be submitted to the Host Health, Safety and Environment Manager.
- Liaise with the Workshop Manager on safety issues when necessary.
- Continuously observe Experts and Competitors with regards to using of Personal Protective Equipment, and Health and Safety behaviour.

8.6.3 ESR for Skill Competition Promotion

The ESR for Skill Competition Promotion must:

- Understand their Skill Competition and its related occupation very well, be comfortable and confident in front of the camera, and able to convey a story of interest well.
- Coordinate the identification of media stories to promote their Skill Competition, with stories such as Competitor profiles, sustainability initiatives, and Test Project initiatives.
- Be the first point of call for all media when they approach the workshop. They ensure that the media are not intrusive to Competitors while they are working, and that the desired information is given.
- Be easily identifiable to visitors and media.
- Liaise with the WSE marketing, communication and special events office on media related issues.
- Collect photographs, where possible taken in the workshop by Experts, and supply to the WSE marketing, communication and special events office for publishing on the web.
- Ensure that the Test Project drawings/documentation and Competitors' practical work is easily understood by visitors and media.

8.6.4 ESR for Skill Development

The ESR for Skill Development should have a thorough understanding of the Standards Specification and is responsible for:

- Coordinating the revision of the Technical Description to reflect advances in its related occupation, and improvement in the quality of the Skill Competition, and the preparation and running of the Skill Competition.
- Facilitating discussions between Experts on the Discussion Forum regarding revisions and improvements to the Technical Description.
- Leading the Technical Description's development and being responsible for ensuring that the statements proposed by the Experts are written in the correct format for learning outcomes.
- Ensuring that all changes are compiled into a single document for approval and voting by the Experts
- Conducting a vote of the Experts for the approval of the Technical Description for the following Competition.
- To collate the information ready for use at the Technical Description Development Workshop (TDDW)

8.6.5 ESR for Sustainability

The ESR for Sustainability is required to:

- Think, speak, breathe "sustainability", so that everyone (Experts, Competitors, visitors) may be educated and positively influenced.
- Understand sustainability in its entirety – human, economic, environmental, social.
- Take the lead in creating awareness of the WSE Sustainability Policy, and in its implementation.
- Create a sustainability culture and ensure that the five Rs (reduce, recycle, reuse, reformat, and regenerate) principle applies to all daily operations.
- Update the Sustainability section in the Technical Description in consultation with fellow Experts and ensure that sustainability is a key consideration in the design of the Technical Description, Infrastructure List, and Test Project.

8.7 Jury

8.7.1 Definition

The Jury comprises the JP and a group of Experts including the CE and DCE, who are responsible for operating the Skill Competition and assessing Test Projects within that competition.

8.7.2 Responsibilities

The Jury is responsible for the proper preparation and conduct of the Skill Competition for its authenticity, its compliance with Competition Rules, and for the implementation of decisions made by the CC and the competition Jury at its meetings.

8.7.3 Mandatory training

The Access Programme

The Member is responsible for new Experts' satisfactory completion of the Access Programme no later than two months before the Competition. For EuroSkills the Programme is based on one Module of Learning and Achievement (<https://worldskillseurope.org/index.php/member-area/downloads>). The Programme is mandatory for all new EuroSkills Experts who have not already satisfactorily completed the WorldSkills (Europe) Competition Access Programme. Members are also responsible for ensuring that returning and experienced Experts are fully prepared and up-to-date, as indicated by the coverage of the Access Programme.

Satisfactory completion of the Access Programme will be verified by WSE, which will ask Technical Delegates to submit documentary evidence of learning and achievement for all Experts in scope. Experts' entitlement to undertake their roles at EuroSkills, and in particular to act as assessors, will depend upon satisfactory completion of the Programme in the view of WSE.

Mandatory Assessment Training at the Competition

Attendance and completion of the Mandatory Assessment Training at the Competition, including assessor tests, are required before Experts may undertake their roles at EuroSkills, and in particular to act as assessors.

8.7.4 Majority decision of Experts at the Competition

If the Jury is unable to make a unanimous decision within a reasonable time, the CE shall put the matter to a vote. A simple majority (50% of the Experts present plus one) will stand as the final decision. Absent Experts must be informed of the decision but are unable to change the decision.

The exception to this majority rule is where changes to the Technical Description are involved, when there must be approval by 80% of the Jury.

All decisions decided by a vote undertaken at the Competition must be recorded in the "skills decision daily log" located in their own Skill Competition binder.

8.7.5 Skills decision daily log

This is a log that each Skill Competition must keep, to record any key decisions which are made as a Jury at and during the Competition event. The record shall highlight all key decisions, agreements and votes that happen from C-2, through to and including C3. When a vote occurs, the record should highlight what has been voted on, how many Experts have voted for and against a course of action, and the number of abstentions or Experts missing from the vote. The names of countries voting against, and/or abstaining, should be stated. There must be at least 80% of the Experts participating in the skill present for such a vote to secure a quorum.

The log is part of the electronic binder and must be kept up to date by the end of each competition day by the CE or DCE. The JP shall ensure that the log is up-to-date daily and seek consensus that the Jury are content regarding the process of decision-making.

The CC Management Team will review these logs. If they find that a vote or a decision made by the Jury contravenes a Competition or Skill Specific Rule, then they have the ability to overturn that decision or vote.

8.8 Technical Delegate (TD)

8.8.1 Definition

Each Member nominates one Technical Delegate as their representative on the CC.

8.8.2 Induction Training

All new Technical Delegates must complete mandatory induction training provided by WorldSkills Europe before they can begin their duties. However, WorldSkills Europe may modify this training requirement or, in some cases, grant a waiver based on the individual's previous experience and roles with WorldSkills competitions or EuroSkills.

8.8.3 Timely provision of information

Technical Delegates are responsible for ensuring that their Competitors and Experts are provided with information in sufficient time prior to the Competition to be able to prepare adequately.

8.8.4 Provision of information to Competitors

Technical Delegates are responsible for ensuring that all their Competitors have the relevant Technical Description, Competition Rules, Health, Safety and Environment regulations, and all other official Competition documentation. Likewise, the Technical Delegate is responsible for the correct registration and competition preparedness of all their competitors.

8.8.5 Provision of information to Experts

Technical Delegates are responsible for their Experts' preparedness for the EuroSkills Competition. They must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, Competition Rules, Health, Safety and Environment regulations, plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Experts are registered on the website, so they can access all documentation and resources. Technical Delegates should make sure their Experts are proactive on their associated Forum.

8.8.6 Technical Delegate Attendance at the Competition Preparation Meetings (CPM) event

A key responsibility of the Technical Delegate is to actively attend the full duration of the CPM event. To fail to do so will automatically restrict the associated members' participants in the forthcoming EuroSkills to only 4 skills Competitions. The Technical Delegate can only for exceptional circumstances and with advance notice (1 month prior) of the CPM event offer a substitute representative which should ideally be the Technical Delegate Assistant. Alternative substitutes and exception to the required notices must be agreed with the WSE Competition & Operations Director to avoid the members Competition participation being restricted.

8.8.7 Breach of Competition Rules or Code of Ethics and Conduct

If a Technical Delegate allegedly breaches the Rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in Section B.12.

8.9 Technical Delegate Assistant (TDA)

8.9.1 Definition

Members can appoint one Technical Delegate Assistant to support the Technical Delegate in the event of an extra workload arising when the Technical Delegate is acting as a Jury President or Jury President Team Leader.

8.9.2 Induction Training

All new Technical Delegates Assistants must complete mandatory induction training provided by WorldSkills Europe before they can begin their duties. However, WorldSkills Europe may modify this training requirement or, in some cases, grant a waiver based on the individual's previous experience and roles with WorldSkills competitions or EuroSkills

8.9.3 Access, rights, roles and responsibilities

The Technical Delegate Assistant:

- Is accredited to the Competition via an official package (and accommodated with Experts)
- Arrives on site with the Technical Delegates and Experts
- Can attend CC meetings and JP meetings during the Competition.
- Can only enter the Skill Competition workshop in which they have a compatriot Expert, or Competitor, or their Technical Delegate is a JP.
- Cannot act as a JP (but may observe their Technical Delegate in their role as JP for succession purposes)
- Can access all Discussion Forums (read-only access) where they have Experts and Competitors registered – all comments to be made by the Technical Delegate
- Complete the tasks related to preparedness including the online Competition Rules Test

8.9.4 Qualifications and experience

A Technical Delegate Assistant should ideally have previous WorldSkills International or WSE experience as an Expert, Competitor, or Technical Delegate.

8.9.5 Breach of Competition Rules or Code of Ethics and Conduct

If a TDA allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.10 Official Delegate (OD)

8.10.1 Definition

Official Delegates represent their Member organization at a senior level. They are senior people that carry a good degree of influence with the member organisation and country. They take the leading role representing the member organisation at the General Assembly

8.10.2 Induction Training

All new Official Delegates must complete mandatory induction training provided by WorldSkills Europe before they can begin their duties. However, WorldSkills Europe may modify this training requirement or, in some cases, grant a waiver based on the individual's previous experience and roles with WorldSkills competitions or EuroSkills

8.10.3 Duties and responsibilities

Official Delegates should participate in the strategic forum to share their views of various topics that help build the profile of WorldSkills Europe . They are also informed of organizational and technical matters via the General Assembly and there should be a strong partnership with their Technical Delegate.

Official Delegates are responsible for conveying this information to their Member organization and other relevant national stakeholders and providing feedback to the Board members responsible for

Strategic Development Committee leadership.

The official Delegate is the highest authority and representative for the member organisation they represent. They take ultimate responsibility for the entire team and competition delegates registered against their member country.

8.10.4 **Breach of Competition Rules or Code of Ethics and Conduct**

If a OD allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.11 **Jury President (JP)**

8.11.1 **Definition**

A JP is the Chair of the Jury for a Skill Competition.

8.11.2 **Qualification**

A JP must be able to communicate in English.

The JP must be familiar with all details of the Competition Rules, the Skills Specific Rules, the Technical Description, and the assessment system for the relevant Skill Competition, as well as all official Competition documentation.

8.11.3 **Appointment**

All Technical Delegates must fulfil the role of JP as appointed to a Skill Competition by the Chair and Vice Chair on behalf of the CC. A Technical Delegate may be JP of more than one Jury at a Competition.

Some JPs are further appointed to the role of JPTLs, which carry additional responsibilities. These are outlined in section A.3.3.6

8.11.4 **Responsibilities**

The JP shall report to their assigned JPTL and, thereafter, the Chair and Vice Chair of the CC. Their role is to oversee the management of the Skill Competition and provide guidance to the CE Expert and DCE.

In addition, the Jury President:

- Acts as a link between the Experts for that Skill Competition and the CC.
- Chairs meetings of the Jury that require: the resolution of disputes, nominations of officials, or discussions that may result in changes to the agreed Skill Management Plan.
- Will assist the CE, DCE, or Experts, in the general management of the Skill Competition only when invited to do so, or when, in the view of the Chair and Vice Chair of the CC, the Skill Competition management is not proceeding correctly.
- Attends all JP meetings on behalf of the SMT.

8.11.5 **Before attending the Competition**

Before attending the Competition, the JP must:

- Complete the tasks related to preparedness including the online Competition Rules Test
- Become familiar with the Technical Description, Skills Specific Rules, and the Test Project for the Skill Competition in which they are JP.
- Be active on the Forum for the Skill Competition(s) they are responsible for.

- Make sure that decisions made on the forum are according to the Rules and will not be re-discussed again during the Competition.
- Know who their JPTL is, and have made contact with them to discuss any concerns or seek any advice from them.

8.11.6 **Breach of Competition Rules or Code of Ethics and Conduct**

If a JP allegedly breaches the Rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.12 **Member Support Officer (MSO)**

8.12.1 **Definition**

A person(s) assigned by the member organisation to support the activities of their team during the EuroSkills Competition. This may be to support the Expert group, the Competitors and Team Leaders or be assigned to activities associated with visiting VIPs or stakeholders coming from the member country. The allocation and boundary of the work for the MSO is defined by the members themselves but WorldSkills Europe sets the level of accreditation and access for the role while the EuroSkills host defines a package that meets the requirement.

8.12.2 **Number allowed.**

The maximum number of MSO is three and shall be assigned according to the size of the combined members Expert and Competitor pool. This is as follows:

- under 20 people (C+E) - One(1) MSO allowed
- from 21 to 40 people (C+E) - up to two (2) MSO allowed
- from 41 and over (C+E) = up to three (3) MSO allowed

The MSO must be registered for the Competition on or before C-2 months from the EuroSkills Competition.

8.12.3 **Breach of Competition Rules or Code of Ethics and Conduct**

If a MSO allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12

8.13 **Workshop Manager (WM)**

8.13.1 **Definition**

The Workshop Manager is a person with qualifications and experience related to their accredited Skill Competition, whose role is to assist the Experts and Skill Competition.

8.13.2 **Appointment**

The Competition Host shall appoint a Workshop Manager for each Skill Competition.

8.13.3 **Reporting**

Workshop Managers report to the Competition Host. For technical matters, Workshop Managers also report to the CEs.

8.13.4 **Special arrangements**

Workshop Managers shall be briefed by the Chair and Vice Chair of the CC, and/or the WSE Competition & Operations Director, for any special arrangements and/or circumstances relating to the conduct of the Skill Competition.

8.13.5 **Presence**

The Workshop Manager must be present in the workshop area from the time that the Experts start their preparation for the Competition, and throughout the Competition, until all assessments and the Experts' other tasks have been completed.

8.13.6 **Neutrality**

The Workshop Manager's, and Workshop Managers Assistant's, behaviour towards Competitors must be neutral and consistent. They may not participate in the discussions on Test Project selection and assessment. Nevertheless, the Jury may consult with the Workshop Manager if the need arises. The Workshop Manager will have access to restricted and prior information in relation to the Test Project. As a consequence, they will be required to agree and sign a Confidentiality Agreement. This Agreement becomes a mandatory part of the appointment process conducted by the Host.

8.13.7 **Responsibilities**

The Workshop Manager and Workshop Manager Assistant is responsible for workshop installations, preparation of materials, workshop security, Health, Safety and Environment, and the general tidiness and neatness of the workshop area.

8.13.8 **Breach of Competition Rules or Code of Ethics and Conduct**

If a Workshop Manager allegedly breaches the Rules, or Code of Ethics and Conduct, they will be subject to the Dispute and Issue Resolution procedures described in B.12.

8.14 **Workshop Manager Assistant (WMA)**

8.14.1 **Definition**

With the agreement of the Chair and Vice Chair of the CC, and the WSE Competition & Operations Director, the Competition Organizer may appoint an assistant(s), who will comply with the same rules as the Workshop Manager. The Workshop Manager Assistant reports to the Workshop Manager.

The Workshop Manager Assistant will have access to restricted and prior information in relation to the Test Project. As a consequence, they are required to agree and sign up to a Confidentiality Agreement. This Agreement becomes a mandatory part of the appointment process conducted by the Host.

8.15 **Observers**

8.15.1 **Types and constraints**

There are four types of Observers: Official Observer (OO), Observer (O), Technical Observer (TO), and Future Competition Organizer Observer (FCOO). The Competition Organizer provides Official Observer packages (for Official Observers) and Observer packages (for Observers, Technical Observers and Future Host Observers).

Any Observer, of any type, found to have breached the Competition Rules or Code of Ethics shall be subject to the Issue and Dispute Resolution procedure as outlined in B.12.0. The associated Technical Delegate is responsible for making sure that any person(s) named under their registration is aware of the Competition Rules and Code of Ethics for the Competition.

8.15.2 Registration

Official Observers and Observers must be registered in the same way as Experts and Delegates if they wish to have access to official events and accommodation.

8.15.3 Official Observers

Official Observers are important people from the Member's country/region and have access to WorldSkills Europe meetings and special events of the Competition Organizer. A member can only appoint two persons as being their Official Observers for any EuroSkills event (GA, CC, EuroSkills etc etc)

8.15.4 Observers

Observers are spectators who have taken an official package. They do not enjoy a special status or access.

8.15.5 Technical Observers

Technical Observers are people who will be Workshop Managers for the next EuroSkills Competition. They are permitted to enter the workshop area for the Skill Competitions to which they are accredited in order to gain experience and audit the infrastructure used in that Skill. There may be only one Technical Observer per Skill Competition along with the addition of 4 (four) sector Skills managers covering group of skills. Outside of this other future EuroSkills host may gain accreditation to these Technical Observers positions but their numbers are capped or restricted to 6 (six). By exception Technical Observer accreditation requests from other international competition organisations (host of WSI competitions) shall be limited to 2 (two) maximum and requires prior permission of the WSE Competitions & Operations Director.

8.15.6 Future Competition Organizer Observers (FCOO)

Future Competition Organizer Observers (FCOO) are personnel from the Organizing Committee of the next EuroSkills Competitions. Each Future Competition Organizer Observer will be given customized accreditation to access different parts of the Competition at different times, depending upon their future host roles and responsibilities. The accreditation to these positions, and the numbers of personnel accredited, should be agreed in advance in writing with WSE Competition & Operations Director. It is at the joint discretion of the WSE Competition & Operations Director and the current EuroSkills host if FCOO can be offered to other international skills competition organisations.

8.15.7 Exchange of information

Discussions between Official Observers, Observers and Experts to exchange ideas and experiences are to be encouraged, but must not take place in workshop areas or during competition time.

8.16 Guest Expert or Guest Competitor

By invitation only, guest Competitors from non-WSE members are allowed to participate in EuroSkills. Guest Competitors do not make up part of the official proceedings, ceremonies or results. Their participation is solely for the competition experience and/or the practice. Request for guest participation shall follow the WSE policy on "non-WSE member participation at EuroSkills v2.0"

8.17 Chair of the Competition Committee

In accordance with the Constitution, the Chair of the CC is responsible for all technical and operational matters relating to the Skill Competitions. While holding this position, the Chair of the CC may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

8.18 Vice Chair of the Competition Committee

The Vice Chair of the CC assists the Chair in carrying out their responsibilities. While holding this position, the Vice Chair of the CC may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

8.19 CEO

The CEO's primary responsibility is professionally to manage the preparation and execution of the whole EuroSkills event. This is done in consultation with the WSE Board, the Competition Organiser, the Chair and Vice Chair of the CC, and other stakeholders. Details are given in the Bye-Laws, the Competition Rules, the Competition Organising Guide, and other Secretariat documents. They are responsible for the coordination of the Competition Programme, along with the necessary documentation and information, in conjunction with the Competition Organiser.

8.20 WSE Competition & Operations Director

The WSE Competition & Operations Director is responsible for managing the preparation and execution of the skills competitions and other elements of competition operations in close collaboration with the Chair and Vice Chair of the CC, the Secretariat staff and the CC.

8.21 Secretariat

The Secretariat is responsible for providing management services and administration of the Competition in close collaboration with the Competition Organizer.

8.22 Quality Auditor

The Quality Auditor, appointed by and reporting to the WSE CEO, provides an independent informed assessment of the procedures and practices used to carry out the Competition, with the aim of improving them, and also monitors the marking and compilation of accurate results. The Quality Auditor will not engage in any problem-solving activities during the Competition, and shall refer any immediate problems to the Chair and Vice Chair of the CC.

8.23 Lead Skills Advisor

The Lead Skills Advisor oversees the WorldSkills Europe assessment system, including the development of best practice assessment incorporating clearly defined occupational standards, Technical Descriptions, and Marking Schemes. This person must have experience of competitions, a deep knowledge of assessment, WorldSkills-related assessment preparation experience, and familiarity with the CIS. The Lead Skills Advisor is identified by the WSE Competition & Operations Director and endorsed by the Chair and Vice Chair of the CC.

8.24 Skill Advisor

Skill Advisors support SMTs in the design and operation of their Marking Schemes and assessment practices. The Skill Advisor shall review the Marking Schemes of up to 10 Skill Competitions, using the analysis from the previous Competition, and other criteria, in order to support each Chief Expert and Deputy Chief Expert within their case load, throughout the Competition.

The number and appointment of the Skills Advisors for the EuroSkills Competition are decided by the Lead Skills Advisor and the WSE Competition & Operations Director.

9 Access and accreditation

9.1 Responsibility

The HO is responsible for providing accreditation. The HO and the Secretariat shall work together to determine the technical and logistical requirements of the accreditation system. WSE is responsible for defining access and approving accreditation for the Skill Competitions and the Competition site. The HO is responsible for defining access and approving the accreditation relating to the Accreditation Packages.

9.2 Access to the workshops

Only people with official and correct accreditation shall have access to workshops. Experts, Workshop Managers, Workshop Manager Assistants, and Technical Observers are required to be accredited for access to the Skill Competition they are registered for.

Members of the WSE Board, Official Delegates, Technical Delegates, Secretariat personnel, Quality Auditor, Lead Skills Advisor/Skills Advisors, and Competition Support staff have access to all workshops at any time. MSO are not permitted to enter the competition workshops.

During the Competition, TLs shall have unlimited access to their Competitors, but no exchange of technical information, or giving of advice regarding the task, coaching their competitor, Test Project or module shall occur. They must not disturb their Competitor(s) unnecessarily. It is standard practice for TLs to advise the CE or DCE of their intention to speak to their Competitor before doing so. This is to ensure that they understand any potential impact of disrupting their Competitor at that time.

Technical Delegate Assistants can only enter the Skill Competition workshops in which they have an Expert, or their Technical Delegate is a JP.

Official Observers and Observers are not permitted access to the workshops; only Official Observers may be present at the JPs' meetings.

Access to the workshops by staff/volunteers from the HO may be accredited on a case-by-case basis by the CEO or WSE Competition & Operations Director.

Access to the workshops by Future Competition Organizer Observers is accredited on a case-by-case basis by the CEO or WSE Competition & Operations Director.

9.3 Access to the Competition site before the Competition

Access to the Competition site before the start of the Competition is prohibited to Observers, media, and the general public. By exception, prior access for Observers and media is accredited on a case-by-case basis by the CEO, Communication, Marketing and Communications Director, or WSE Competition & Operations Director.

10 Nomination process for the appointment of Chief Expert and Deputy Chief Expert

10.1 Overview

At each Competition, **1 election** shall be held for the nominations of CEs and DCEs for the next Competition. This means that both positions shall be procured by holding 1 vote. Experts that put themselves forward shall be prepared to take on both roles (CE or DCE). The Expert that receives the most votes shall be CE for the next competition cycle and the Expert with the second amount of votes will be DCE. All other Experts that have stood for these positions, but did not receive the right amount of votes, will hereafter be reserves for both positions, based on the amount of votes received and their Competition experience (EuroSkills or WorldSkills).

Please note that an Expert must have at least the experience from 2 Competitions (including the ongoing Competition) in order to be elected as CE. If an Expert with lesser experience is voted in first place, he/she will be downgraded to DCE. The next Expert, with the right amount of Competition experience and the right amount of votes, will in that case be promoted to CE for the upcoming cycle.

At the Competition, the Jury President checks which Experts are willing and eligible to stand as per **10.2**.

The JP will pass those Experts who now wish to stand to the Competition Coordinator who will ensure they are listed within the online system. This process must be **completed by 18:00 on C3** and nominations are locked.

The election commences immediately on locking and **ends by 14:00 on C+1**. Experts log in to the Expert Centre and vote for three Experts in their order of preference. The application allocates three points to the first choice, two points to the second choice, and one point to the third choice.

Note: These elections only relate to the nomination of the CE, DCE, and their reserves.

After nomination, the CE and DCE must be:

- supported by the JP,
- supported by their Member organization, and then
- approved by the WSE Competition & Operations Director, Chair and Vice Chair of the CC.

The JP must submit recommendations regarding the nominations for the CE, DCE, and all reserves, to the WSE Competition & Operations Director at the Competition.

Within two months of the Competition, the WSE Competition & Operations Director will advise the compatriot Technical Delegate of each nomination and seek their support for the appointment. This will ensure continuity of development and communication between Competitions.

Six weeks prior to CC meetings held about **18-12 months before the Competition**, WSE will seek formal support from the Technical Delegate (copy to Official Delegate) of the Member Organization for their Expert(s) to be designated CE and DCE.

On the basis of such support from the Member Organization, and the approval of the Chair and Vice Chair of the CC, the CE and DCE shall be formally appointed. The list of all approved CEs and DCEs shall be published prior to the CC meeting that occurs alongside the General Assembly **18-12 months before the Competition**.

10.2 Criteria for nomination of the Chief Expert and Deputy Chief Expert

The following performance criteria should apply to the nomination of the CE and DCE:

- To be able to communicate effectively in written and spoken English
- CE to have been an Expert for at least two EuroSkills Competitions (can include the ongoing EuroSkills competition). WSI competitions may be used as a proxy for EuroSkills Competitions
- DCE to have been an Expert for at least one previous EuroSkills Competition (can include the ongoing competition). WSI competitions may be used as a proxy for EuroSkills Competitions
- To be a person of integrity
- To be highly competent and experienced in the Skill
- To have good management and leadership Skills
- To have good interpersonal relationship Skills
- To have good communication Skills – written and spoken
- To be competent in using a computer and the Internet – specifically to work in partnership with the SMT and WSE Competition & Operations Director
- To communicate with and respond to WSE between Competitions
- DCE to be willing to take on the CE role if the nominated CE list is exhausted
- To have the capacity in their working and personal lives to carry out these competition management duties.
- To have the agreement of their Technical Delegates and employers to undertake the CE and DCE roles, respectively.

10.3 Skill Competitions with no nominated Chief Expert or Deputy Chief Expert

Skills Competitions may not operate at a EuroSkills without a Chief- and Deputy Chief Expert in place. Failure to secure these two key Competition roles will result in the automatic removal of that Skill from the EuroSkills Competition.

If at the end of an existing EuroSkills Competition no CE or DCE is nominated for the next Euroskills Competition then that Skill will be excluded from being listed at provisional registration.

If Skills listed for Provisional Registration that are brand new to EuroSkills, then the CC Management Team will initially seek to appoint a CE and DCE from the group of the Members who have that Skill operating with their national finals.

10.4 Procedure for nominating Chief Experts and Deputy Chief Experts

1. The JP asks who wishes to be nominated, checks and confirms the eligibility of nominees.
2. The Competition Coordinator will list the nominees onto the voting system. This process must be completed by 18:00 on C3 and nominations are locked.
3. The election commences immediately on locking and ends by 14:00 on C+1. Experts log in to the Expert Centre and vote for three Experts in their order of preference.
4. In the event of a tie, the voting process will be repeated between the candidates, until there is a clear winner.
5. The JP will sign off on the results in the Expert centre, by locking the results once voting has been completed and clear winners have been identified.

6. The JP records the results – including reserves – on the Nomination Results sheet from the Competition Binder, as a back up to the nomination results in the Expert Centres.
7. JPs must submit their recommendations on the CEs, DCEs, and all reserves to the WSE Competition & Operations Director at the Competition.

11 Appendix A – Definition of terms

TERM	DEFINITION
Issue(s)	Are problems for discussion or debate, hopefully leading to a decision that resolves the matter amicably between the parties involved.
Dispute(s)	Are where consensus cannot be reached on a decision(s) by the parties involved in the issue under discussion.
Professional	conforms to the technical and ethical standards of one's profession
Due Diligence	The level of care and attention that one would reasonably be expected to take, in order to investigate and understand a situation prior to making a decision.
Field of Play Doctrine	An error in decision-making during a “live” Skill Competition, identified with the benefit of hindsight, and confirmed, shall not be grounds for altering the result of that Competition
Petition	A formal application made to an appropriate authority in writing, requesting action on a certain matter
Petitioner(s)	The person raising the Petition which highlights their claim that there has been a breach of the Competition Rules or Code of Ethics and Conduct, and as such requires their claim to be formally validated by the appropriate authority
Respondent(s)	A person against whom a petition has been made
Accredited	A person who has been official appointed or confirmed to undertake a specific Competition role
Delegate	A person who is directly involved in the operational activity or governance of the EuroSkills Competition
Technical Description	Each Skill Competition has a Technical Description that defines the name of the Skill Competition, the associated work role or occupation, the WorldSkills Standards Specification, the Assessment Specification, Marking Scheme, procedures for the Test Project’s development, selection, validation, change (if appropriate) and circulation of the Test Project, the conduct of the Skill Competition, and any skill-specific health, safety and environmental requirements.

TERM	DEFINITION
WorldSkills Occupational Standards (WSOS)	An official document from WSI that acts as the definitive occupational standard on which a Skill Competition is based. The complexity for the Skill Competitions that comprise the EuroSkills Competition ranges from master craftsperson to associate professional, the majority representing the competence and capabilities of a senior technician.
WorldSkills Europe Standard Specification (WSESS)	The explanation for the WSOS equally applies.
Skills-Specific	Belonging or unique to one particular Skill Competition.
Infrastructure List	A list of equipment, materials, consumables and parts that are needed to operate a Skill Competition
Assessment	Assessment is through observation of practice and analysis of products and services. All assessment and marking is criterion-referenced, based on benchmarks referenced to occupational standards.
Aspects	Specific features of performance that provide the focus for scoring and marking. In total, the selection and use of Aspects creates a valid view of a Competitor's competence and capability.
Test Project	The Test Project is the assessment vehicle for each Skill Competition.