



**PACT FOR
SKILLS**

**STEP-BY-STEP GUIDANCE FOR
REGISTRATION OF LARGE-
SCALE SKILLS PARTNERSHIPS
AND THEIR MEMBERS TO THE
PACT FOR SKILLS**

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Overview

This is a guidance note regarding the process of registration of a Large-Scale Partnership and its members to the Pact for Skills. The purpose of this process is to create a fully integrated list of all Pact for Skills members to allow the Support Services to streamline, enhance, and tailor its support to the members of the Pact.

The guidance document includes:

- ➔ Intended benefits of registering in the integrated database (p.3)
- ➔ Step-by-step guidance to register a LSP and upload the list of members (p.4)
- ➔ Step-by-step guidance to register LSP members (p.7)
- ➔ Step-by-step for LSP coordinators to access the integrated database and download the list of their LSP members (p.12)

The LSP needs to be registered just once. If there are more than one coordinating organisations of the LSP, any of them can do the registration of the LSP. If you are unsure whether your LSP is already registered you can follow [this link](#) to search for your LSP amongst previous submissions. If your LSP is not there, then it is not yet registered with the Pact for Skills.

If you are unsure on the process or have any questions, please contact the Support Services at PactforSkillsMembers@ecorys.com.

Why registering the LSP and their members

As coordinator of a new large-scale partnership under the Pact, you would have been working with other stakeholders to build a coalition of the willing. The list of organisations belonging to the partnership may have been collected informally in preparation of the launch. By registering the LSP and then your partners with the database of Pact for Skills members, you facilitate the support services of the Pact to deliver benefits to you as LSP coordinator and to your members. The Pact for Skills members' integrated database is intended to provide the following **benefits**:

- **An up-to-date online database of all your members:** You will gain unique access to the EU survey database with information on all members of your LSP, including their commitments under the Pact. You will be able to consult and download this directly from EU Survey whenever you need. If all members of your LSP register, you will always have an up-to-date list of your membership available to you.
- **Support in increasing your membership:** Registration will enable the identification of organisations across the Pact for Skills membership that may be of interest to your partnership (e.g. new members of the Pact for Skills operating in your ecosystem and/or which have expressed an interest in joining your LSP or organisations in specific regions).
- **An overview of the results and achievements of your LSP:** By having all members' information in the integrated list, the Support Services will be able to survey members once a year, as requested by the Pact initiative, and gather information on what they have achieved. You will have individualised reports on the work of your LSP that will be developed in consultation with you. The Support Services will also be able to showcase the achievements of your LSP in events and activities taking place.
- **Tailoring Pact for Skills activities to members' needs:** Having members of your LSP registered to the integrated list of all Pact for Skills members will provide them the opportunity to give feedback and inputs on Pact for Skills activities they would benefit most from, by responding to the annual survey.
- **Access to information:** You and your members will receive information on all the events, activities and resources available through the Support Services, including funding opportunities. These communications are voluntary and members can always opt out. The integrated list will also enhance our ability to target relevant information for members.

Guidance to register a new Large-Scale Partnership as coordinator

Step 1: Open the link for the [Pact for Skills Application Form](#)

Step 2: Respond to Question 1

Would you like to:

- Sign the Pact for Skills charter and make a specific commitment **for your organisation**
- Register **a new partnership under the Pact as the coordinator**
- Subscribe to the **Pact newsletter** and to receive information on the Pact activities (*please note that members of the Pact and members of existing large scale and regional partnerships are automatically registered to the newsletter and other communication activities*)
- Learn how to modify an existing application and/or change your communication preferences
- Input a contact relevant to the Pact (limited to the Pact for Skills Support Services Team)

Choose the second option – ‘Register a new Partnership under the Pact as the coordinator’

After choosing this option, the remainder of the form will appear.

Step 3: Respond to Question 2

Choose the first option; ‘Large-scale Skills Partnership (LSP)’. This will enable questions further down the application form that will request information about your LSP.

* **Is your organisation already a member of a:**

- Large-scale Skills Partnership (LSP)
- Regional Skills Partnership
- Partnership already member of the Pact (not LSP or regional partnership)
- None of the above

Step 4: Fill out the requested information about your organisation and your contact information

Step 5: Upload and update the list of the LSP members

Coordinators can upload and update the list of members, including those who have not yet registered for the Pact for Skills, at any time. This list will be considered as the official LSP member list and will be published on the Pact for Skills website¹.

- **Step 5.1** To compile the list of members, please use the following [template](#).
- **Step 5.2** Once you have filled in the template, you can upload the LSP list of members.

¹ https://pact-for-skills.ec.europa.eu/about_en

Please use the following template to provide the full list of all partners of the partnership. [?](#)
[List_of_members_-_PFS_Partnership_-_Template.xlsx](#)

Please upload your list of members here:

Select file(s) to upload

Please note that **you can always update the LSP members list** by editing your application online using your contribution ID on the EU Survey platform clicking on 'Edit contribution' (<https://ec.europa.eu/eusurvey/home/editcontribution>).

Step 6: Specify your LSP

Please indicate the LSP you are a coordinator of in the multiple-choice question below. Do not worry about the registration number of the partnership. This will be generated for your LSP after you have registered (see Step 8).

Large-scale, Regional Skills and other Partnerships

* Please indicate the registration number of the partnership/s you are part of: [?](#)

Each large-scale partnership (LSP) has a unique registration number. This number should be provided to you by the LSP coordinator. It is important you note it here to confirm your status as member of the LSP. If you are part of more than one LSP, please list all respective numbers separated by a comma.

This field is required.

Please indicate the large-scale skills partnership/s you are member/coordinator of:

- Skills partnership for Aerospace and Defence
- Skills partnership for Construction
- Skills partnership for Microelectronics
- Skills partnership for Offshore Renewable Energy (ORE)
- Skills partnership for Shipbuilding and Maritime Technology
- Skills partnership for Textile, clothing, leather and footwear industries (TCLF)
- Skills partnership for the Agri-food Ecosystem
- Skills partnership for the Automotive Ecosystem (Automotive Skills Alliance)
- Skills partnership for the Cultural and Creative Industries (CCI) Ecosystem
- Skills partnership for the Digital Ecosystem
- Skills partnership for the Proximity & Social Economy ecosystem
- Skills partnership for the Tourism Ecosystem
- Skills partnership for Retail
- Skills partnership for Health
- Skills partnership for the Energy Intensive Industries
- Skills partnership for Long-Term Care

Step 7: Define your commitments

As LSP coordinators, you will be asked to define the commitments of the LSP as a whole. For this reason, please select the first from the available options, "Define concrete commitment(s) aiming to upskill or reskill people of working age".

Do you want to:

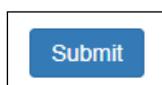
- Define concrete commitment(s) aiming to upskill or reskill people of working age *(Note: If you have more than 5 actions under your commitment, please contact us at PactforSkillsMembers@ecorys.com)*
- Endorse the commitments of the skills partnership I'm member of *(Note: You can additionally define your own commitments below)*
- Wait to define any concrete action to implement and learn from the experience of other Pact members before defining my commitments *(Note: if ticking this option, you will be contacted in due time to assist you in defining your commitment)*

Once you choose this option, the survey will automatically update to include additional questions that will allow you to define and specify the commitments of your LSP.

To help you make a new commitment you can find [here](#) the standardised list of actions and corresponding KPIs as a reference. The list is based on the four key principles of the Pact for Skills Charter, and can help you define a commitment, based on example categories of commitments, types of actions, target groups and KPIs. If you need additional support, please don't hesitate to get in touch at PactforSkillsMembers@ecorys.com.

Please note that **you can always update your commitments** by editing your application online using your contribution ID on the EU Survey platform clicking on 'Edit contribution' (<https://ec.europa.eu/eusurvey/home/editcontribution>).

Step 8: Submit application form



Once your application form is submitted, you will see the '**Contribution ID**' of your application displayed. Please make sure to save this code, as this will allow you to access and edit your application in the future (e.g., change of contact details).

With that, you will be a registered member of the Pact for Skills. We thank you for taking the time to complete this task, as it will greatly help the efforts of the Pact for Skills Support Services to provide organisations with tailored support and showcase the reskilling and upskilling efforts made.

Step 9: Share LSP registration number with your members

After submitting your application, you will receive a confirmation email from PactforSkillsMembers@ecorys.com. In this email, you will also receive the dedicated **registration number for your LSP**. Please share this number with your existing members and when inviting new members to register. The number will serve as validation of their membership in your LSP (i.e. the team managing applications will accept applicants including this number).

Please note that the usefulness of this integrated list hugely depends on members' registration to the integrated list. Please ensure you provide members with the unique

registration number of your LSP so that we can correctly link them to your LSP and they appear in your LSP's online database of members.

Step 10: Get access to LSP integrated database

As detailed in the [new privacy note](#) of the Pact for Skills registration, LSP coordinators can access a “restricted part of the database that corresponds to the membership of their partnership”. As an LSP coordinator, we invite you to gain access to the back-end of EU survey to be able to download the list of members whenever you need (see the second part of this guidance note). Please, note that access to the integrated database of Pact for Skills members is limited to one LSP coordinator per organisation, in line with the privacy note.

Step 11: Register your organisation

After registering a new Large-Scale Partnership, LSP coordinators should also register their organisation in a separate application.

By registering your organisation separately to the database, you can submit information that are specific to your organisation, including the description of your organisation, the commitments of your organisation under the Pact, the additional LSPs you are a member of (if applicable), etc.

Guidance to register the members of a Large-Scale Partnership

After the registration of the LSP has been confirmed and you get the registration number from your coordinator, we kindly ask you to invite all members of the LSP, including your organisation, to register to the integrated database. The benefits of registration will be dependent on all your partners being registered. In some cases, your partners may already be registered as individual members of the Pact. In that case, the only thing needed, is for them to update their registration, flagging they are members of the LSP.

Please, share this part of the guidance with your partners once the registration of the LSP is completed so you can share with them the LSP registration number.

Guidance for LSP members who have not yet registered to the Pact for Skills

Step 1: Open the link for the [Pact for Skills Application Form](#)

Step 2: Respond to Question 1

Choose the first option – ‘Sign the Pact for Skills charter and make a specific commitment for your organisation’

Would you like to:

- Sign the Pact for Skills charter and make a specific commitment for your organisation
- Register a new partnership under the Pact as the coordinator
- Subscribe to the Pact newsletter and to receive information on the Pact activities (*please note that members of the Pact and members of existing large scale and regional partnerships are automatically registered to the newsletter and other communication activities*)
- Modify an existing application and/or change your communication preferences
- Input a contact relevant to the Pact (limited to the Pact for Skills Support Services Team)

After choosing this option, the remainder of the form will appear.

Step 3: Respond to Question 2

Choose the first option; ‘Large-scale Skills Partnership (LSP)’. This will enable questions further down the application form that will request information about the LSP you are part of.

* Is your organisation already a member of a:

- Large-scale Skills Partnership (LSP)
- Regional Skills Partnership
- Partnership already member of the Pact (not LSP or regional partnership)
- None of the above

Step 4: Fill out the requested information about your organisation, and your contact information

Step 5: Specify your LSP

Please indicate the LSP/s you are a member of by inputting the registration number provided by your LSP/s coordinator and choosing the relevant LSP in the question below. Note that you can only choose one of the LSP you are member of in the drop-down list of LSPs. However, if you are a member of multiple LSPs, **please make sure to include the registration numbers of all the LSP you belong to, separated by a comma. This will register you to all the corresponding LSPs you are a member of.**

Large-scale, Regional Skills and other Partnerships

* Please indicate the registration number of the partnership/s you are part of: 

Each large-scale partnership (LSP) has a unique registration number. This number should be provided to you by the LSP coordinator. It is important you note it here to confirm your status as member of the LSP. If you are part of more than one LSP, please list all respective numbers separated by a comma.

This field is required.

Please indicate the large-scale skills partnership/s you are member/coordinator of:

- Skills partnership for Aerospace and Defence
- Skills partnership for Construction
- Skills partnership for Microelectronics
- Skills partnership for Offshore Renewable Energy (ORE)
- Skills partnership for Shipbuilding and Maritime Technology
- Skills partnership for Textile, clothing, leather and footwear industries (TCLF)
- Skills partnership for the Agri-food Ecosystem
- Skills partnership for the Automotive Ecosystem (Automotive Skills Alliance)
- Skills partnership for the Cultural and Creative Industries (CCI) Ecosystem
- Skills partnership for the Digital Ecosystem
- Skills partnership for the Proximity & Social Economy ecosystem
- Skills partnership for the Tourism Ecosystem
- Skills partnership for Retail
- Skills partnership for Health
- Skills partnership for the Energy Intensive Industries
- Skills partnership for Long-Term Care

Step 6: Define your commitments

There are three options available on the form:

- Define concrete commitment(s) aiming to upskill or reskill people of working age
- Endorse the commitments of the skills partnership I'm member of
- Wait to define any concrete action to implement and learn from the experience of other Pact members before defining my commitments

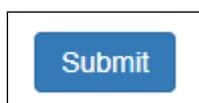
If you wish to make commitments that your organisation plans to implement, choose the first option. If you would rather support the commitments defined by the LSP you are member of, choose the second option. If you do not wish to define commitments at this time, choose the third option.

To help you make a new commitment you can find [here](#) a guidance document with a non-exhaustive list of potential commitments as reference. The list is based on the four key principles of the Pact for Skills Charter, and can help you define a commitment, based on example categories of commitments, types of actions, target groups and KPIs. If you need additional support, please don't hesitate to get in touch at PactforSkillsMembers@ecorys.com.

Members of the Pact will be invited to report on the progress made on their commitments through the Annual Survey. This is a way to help members reflect on their goals and update them if necessary.

Please note that **you can always update your commitments** by editing your application online using your contribution ID on the EU Survey platform clicking on 'Edit contribution' (<https://ec.europa.eu/eusurvey/home/editcontribution>).

Step 7: Submit application form



Once your application form is submitted, you will see the 'Contribution ID' of your application displayed. Please make sure to save this code, as this will allow you to access and edit your application in the future (e.g., change of contact details, update commitments, etc).

Step 8: Check your inbox for a confirmation email from our Support Services

After submitting your application, the team will review your application and send you a confirmation email from PactforSkillsMembers@ecorys.com telling you whether your application has been accepted. In some cases, we may ask you to review your application to include more information. With the welcome email, you will be a registered member of the Pact for Skills!

We thank you for taking the time to complete this task, as it will greatly help the efforts of the Pact for Skills Support Services to provide organisations with tailored support and showcase the reskilling and upskilling efforts made.

Guidance for LSP members who have already registered for the Pact for Skills

Step 1: Open this link to [edit your EU Survey contribution](#)

Step 2: Input your contribution ID

Please refer back to the welcome email you previously received from PactforSkillsMembers@ecorys.com that contains your contribution ID. This ID is typically a string of numbers and letters above 30 characters long and is separate from your LSP registration number.

Contact us at PactforSkillsMembers@ecorys.com if you are unable to find your contribution ID.

Please make sure to save this code, as this will allow you to access and edit your application in the future (e.g., change of contact details).

Step 3: Respond to Question 1

Now that you have put in your contribution ID, you will be taken to the main Pact for Skills application form. Unless already selected, choose the first option, ‘Sign the Pact for Skills charter and make a specific commitment **for your organisation**’, and you will see that the information you had previously provided about your organisation is pre-filled in the form.

Would you like to:

- Sign the Pact for Skills charter and make a specific commitment **for your organisation**
- Register a **new partnership under the Pact as the coordinator**
- Subscribe to the **Pact newsletter** and to receive information on the Pact activities (*please note that members of the Pact and members of existing large scale and regional partnerships are automatically registered to the newsletter and other communication activities*)
- Modify an existing application and/or change your communication preferences
- Input a contact relevant to the Pact (limited to the Pact for Skills Support Services Team)

Step 4: Respond to Question 2

Choose the first option; ‘Large-scale Skills Partnership (LSP)’. This will enable questions further down the application form that will request information about the LSP you are part of.

*** Is your organisation already a member of a:**

- Large-scale Skills Partnership (LSP)
- Regional Skills Partnership
- Partnership already member of the Pact (not LSP or regional partnership)
- None of the above

Step 5: Specify your LSP

Please indicate the LSP you are a member of by inputting the registration number provided by your LSP coordinator and choosing the relevant LSP in the question below.

Note that you can only choose one of the LSP you are member of in the drop-down list of LSPs. However, if you are a member of multiple LSPs, **please make sure to include the registration numbers of all the LSP you belong to, separated by a comma. This will register you to all the corresponding LSPs you are a member of.**

Large-scale, Regional Skills and other Partnerships

*** Please indicate the registration number of the partnership/s you are part of: ?**

Each large-scale partnership (LSP) has a unique registration number. This number should be provided to you by the LSP coordinator. It is important you note it here to confirm your status as member of the LSP. If you are part of more than one LSP, please list all respective numbers separated by a comma.

This field is required.

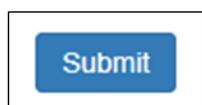
Please indicate the large-scale skills partnership/s you are member/coordinator of:

- Skills partnership for Aerospace and Defence
- Skills partnership for Construction
- Skills partnership for Microelectronics
- Skills partnership for Offshore Renewable Energy (ORE)
- Skills partnership for Shipbuilding and Maritime Technology
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- Skills partnership for the Digital Ecosystem
- Skills partnership for the Proximity & Social Economy ecosystem
- Skills partnership for the Tourism Ecosystem
- Skills partnership for Retail
- Skills partnership for Health
- Skills partnership for the Energy Intensive Industries
- Skills partnership for Long-Term Care

Step 7: Review your commitments

If you have previously made individual commitments for your organisation, feel free to review them to make sure they are still accurate (i.e., description of action, target group, KPI and yearly goal)

Step 8: Submit application form



With that, you will be a registered member of the Pact for Skills. We thank you for taking the time to complete this task, as it will greatly help the efforts of the Pact for Skills Support Services to provide organisations with tailored support and showcase the reskilling and upskilling efforts made

Guidance for LSP Coordinators to access LSP members list

Coordinators can export the list of their registered LSP members from the integrated database of Pact for Skills members in EU Survey. Below you can find a step-by step guide on how to access it.

Please, note that access to the integrated database of Pact for Skills members is limited to LSP coordinators only, in line with the [privacy note](#). In special circumstances (e.g. to cover holiday period), we may grant temporary access to other members of the organisation at the coordinators request. If this is your case, contact us at PactforSkillsMembers@ecorys.com.

How to access EU Survey

1. Log in to [EU Survey](#) (if you don't have EU Survey log-in details, please [register](#))
2. Confirm the email address you use to log-in EU Survey [with us](#). If there are more than one coordinator in your LSP who needs access the list, please share those email addresses too.
3. We will grant you access and confirm by email when it is done so you can access the list. (Steps 2 and 3 need to be done only for the first-time access).

How to download the LSP list

Once you receive confirmation from our side that you have back-end access, log-in to EU-survey and access the members list of your LSP following these steps:

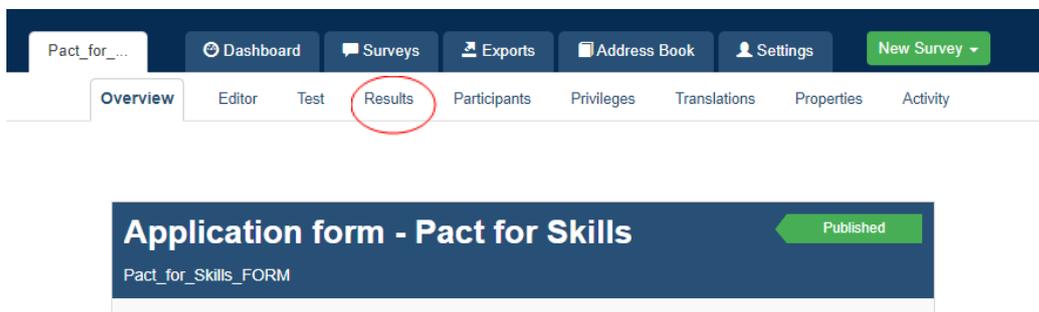
a) Click on “Surveys” in the top tab



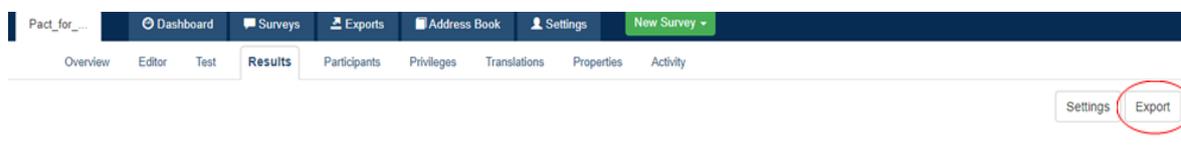
b) On the “Application form – Pact for Skills”, click on the folder icon



c) Click on the results tab



d) Export the results to download the excel



Once you download the excel file, you have access to the details of your member’s application (e.g., name of the contact person, description of the organisation, commitments, email and website address etc).

Please, note that the information included in the integrated database will be as accurate as the inputs provided by Pact members who register. This implies that LSP coordinators will access information only from those members who have included the LSP registration number.

Additionally, our Support Services will conduct regular checks every three months to ensure the accuracy of the information stored in the database. These checks involve comparing the provided data against the initial member lists submitted by LSP coordinators. If you believe that new members should be in the database but are not appearing in the downloaded list, contact us at PactforSkillsMembers@ecorys.com for further assistance.

