

Operation Directions for Evaluating WorldSkills Capacity Building Centre Cooperation Proposals

Article 1

The Operation Directions are instituted for evaluating WorldSkills Capacity Building Centre cooperation proposals sent to Workforce Development Agency, Ministry of Labor (hereinafter referred to as “WDA”).

Article 2

Under the framework of the Memorandum of Understanding (hereinafter referred to as “MOU”) signed by WDA and WorldSkills International (hereinafter referred to as “WSI”), the Operation Directions are formulated for activities related to WorldSkills Competitions (hereinafter referred to as “WSC”), such as skills training, consultation, skills exchange, site visits to National Skills Competitions in Chinese Taipei, and for people relevant to skills competitions such as Competitors, trainers, Experts and administrative staff (government officials) involved in skills affairs. However, the scope of the activities under the Operation Directions excludes Competitors’ relocation training/programs that have been officially approved by WDA or its affiliated agencies. Those training/programs must be implemented in accordance with the existing procedure instead of the Operation Directions.

Article 3

With regard to Article 2 of the Operation Directions, the proposing countries/regions (African and other developing countries favored) and those listed below who directly contact or are referred to WDA by Taiwan’s central competent authorities may submit proposals two months before the initiation of

intended cooperation activities, aligned with the areas of collaboration specified in the MOU such as skills training, skills exchange workshops, skills consultation and site visits to National Skills Competitions in Chinese Taipei.

1. Eligible proposing organizations/persons:

- (1) Government agencies
- (2) The organization(s) in charge of skills affairs
- (3) WSI Official Delegates/Technical Delegates or Members of WSI Board/Secretariat

2. Required documents:

A proposing country/region/organization/person (hereinafter referred to as “the potential partner”) must provide an official letter from one of the organizations/persons listed below, in company with the cooperation proposal, specifying intended skills and duration of cooperation, numbers of participants, location and funds, etc.

- (1) The organization(s) in charge of skills affairs
- (2) WSI Official Delegate/Technical Delegate

Article 4

Cooperation proposal processing procedure (please see attached flow chart for details):

1. Receive and evaluate

- (1) The Technical Delegate of WorldSkills Chinese Taipei is the contact person for proposal submission.
- (2) After receiving a proposal, WDA will check if all the required documents are complete. In any incomplete submission, the potential partner will be requested for supplement documents. The proposal

will be turned down permanently if no update is made 10 days after the potential partner is informed.

- (3) If the documents are deemed completed, WDA will put forward preliminary comments with respect to areas of cooperation before forwarding the documents to Evaluation Committee.

2. Call for Evaluation Committee Meeting

- (1) WDA Director General or the designated personnel shall act as the convener calling Experts of relevant skills and representatives from the units of skills training, skills competitions and competency assessment to form an Evaluation Committee for the evaluation of proposed cooperation areas.
- (2) The Evaluation Committee will examine the feasibility regarding the duration, participants and location(s) of cooperation activities and the availability of WDA's resources and funds. The convener will coordinate the efforts among above-mentioned units and decide on activity locations, implementation duration, funding and other related matters.

3. Implementation of Evaluation Committee Meeting resolutions

- (1) Proposal approved: WDA will notify project implementation units and confirm with the potential partner the skills, ways of implementation, number of participants, funds and other related matters.
- (2) Further information required: The potential partners should make updates to the proposal within 10 days after being informed. Evaluation Committee will then evaluate the updated version of proposal.

(3) Proposal declined: Potential partners will be informed about the results.

4. Implementation and conclusion

Implementation units will take photos and videos during activities, conduct satisfaction surveys and give feedback for improving future project implementation.

Article 5

Potential partners and WDA shall collaboratively promote skills development on the basis of reciprocity and mutual benefits. Potential partners will kindly:

1. provide/update necessary documents within the prescribed duration for cooperation proposal evaluation.
2. fill out satisfaction surveys after conclusion of the cooperation activities/projects.