**Annex I – National Coalition: Services to be provided, deliverables and schedule**

**Background**

National Coalitions (NCs) are multi-stakeholder partnerships which aim to promote and implement the objectives of the Digital Skills and Jobs Coalition in their respective Member State by means of concrete action plans most appropriate to the national circumstances. Concrete national action plans can also benefit from and support pledges made by stakeholders from industry, academia and civil society. NCs generally include national authorities, ICT and ICT-using industry players (large to small companies, Chambers of Commerce, employer federations), education and training providers, public and private employment services, [the Digital Champions](https://ec.europa.eu/digital-single-market/digital-champions) and other relevant ambassadors, representatives from the European Commission’s local offices, and civil society (youth associations, library networks, etc.). NCs cover a whole Member State territory, include a Member State Ministry or Agency which often leads the Coalition, have a national outreach (i.e. activities are implemented at a national level), and support the objectives of [the Digital Skills and Jobs Coalition Members Charter](https://ec.europa.eu/digital-single-market/sites/digital-agenda/files/digital_skills_and_jobs_coalition_members_charter_0.pdf), namely:

1. Educate and train more young people for digital professions so that we can create a large pool of talented young digital professionals, with increased female participation, who are work ready and can take up the growing number of unfilled vacancies for ICT professionals in Europe.
2. Up-skill and re-skill the European labour force with the digital skills they need to remain productive in the jobs they have and to become employable for new ones.
3. Modernise our education and training systems for the digital age, bringing digital skills and competences to all levels of education and training.
4. Improve the digital skills of all citizensso that they can play an active role in modern society, strengthening social inclusion.

There is one NC per Member State.

Mr Nikos Michalopoulos, the Director General of Public Organisations from the  Ministry of Administrative Reconstruction (‘the Contractor’) will coordinate the NC in Greece

**Responsibilities of the National Coalition coordinators**

The following includes tasks to be performed by your NC. The seed funding received should be used to fulfil these actions. You are welcome to seek additional support (financial or other) from other stakeholders. Seed funding will not be used for travel outside of your country.

1. **Develop Action Plans for your National Coalition**

The Action Plans for 2018 will describe your plan and how you will implement your associated activities in 2018. The Action Plans will be structured as follows:

* Background to your National Coalition
* National Coalition structure and contact details: emails, website, social media
* Main objectives of the National Coalition
* Key actions and milestones
* Communications activities
* Partners involved

Deadline:

* Action Plan 2018 - to be sent to DE/TE by in the first half of 2018
1. **Organise launching/re-launching/update meeting at the beginning of 2018**

These meetings should include representatives from your national government, the local representative of the European Commission and your stakeholder community. The Secretariat of the Digital Skills and Jobs Coalition will also be invited.

Deadlines:

* Date to be identified in Action Plan 2018 (see above)
1. **Roll out national communications and media actions**

Ensure high level national visibility of the National Coalition throughout the duration of the initiative through website, social media, newsletters, press releases, articles, speeches etc.). If National Coalition has a website, ensure that the Digital Skills and Jobs Coalition logo is visible and there is an URL to the EC’s Digital Skills and Jobs Coalition website: https://ec.europa.eu/digital-single-market/en/digital-skills-jobs-coalition (the logo can be clickable).;

Deadline:

* Channels and actions to be described in Action Plan 2018
1. **Contribute to the European Commission’s National Coalitions online community**

Join the LinkedIn group and use it as a platform to share news on National Coalitions. When using social media be sure to include relevant hashtags. Share posts using #DSJCoalition, #DigitalSkills

Deadline:

* + Ongoing
1. **Communicate on events, millstones, achievements of your National Coalition**

Update the Secretariat with information on your National Coalition. This will be used to fuel our pan European communications strategy

Deadlines:

* + At least one news report or an update a month starting from March 2018
1. **Maintain database of stakeholder contacts**

Create a database in excel including contact details of all stakeholders linked to the National Coalition and the role they may play. Note that is expected that your stakeholders include the national Digital Champion and a member of the European Commission DSM sub group on digital skills.

Deadline:

* + Lists to be included in Status reports (see below)
1. **Submit Status Reports**

These should outline progress against the Actions Plans established at the beginning of each year. The Status Reports should be accompanied by pictures of events, details of communications activities (pictures of social media channels etc.). The Status Reports should be structured using the following headings:

* National Coalition structure and contact details: emails, website, social media
* General progress against main objectives of the National Coalition
* Review of key actions for the period
* Communications activities for the period
* Impact of the National Coalition for the period
* Partners involved
* Impact of the National Coalition for the period (short term and long term, e.g. pledges to the NC, best practices identified, contribution to national digital skills strategy)

Deadline:

* Status report first half 2018 - to be sent to DE/TE by 30 June 2018
1. **Digital Skills and Jobs Coalition Secretariat’s staff visits to National Coalition**

Assist organising relevant high-level government and stakeholder meetings during the Secretariats visits. One or two times per year (dates to be confirmed).