



**PACT FOR  
SKILLS**

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

## Overview

This is a step-by-step guidance note for members of Large-scale Skills Partnerships to register their organisation 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.

Please choose one of the hyperlinks below depending on whether your organisation has already registered to the Pact for Skills. If you are unsure whether you have already registered you can follow [this link](#) to search for your organisation amongst previous submissions. If your organisation is not there, then you have not yet registered with the Pact for Skills.

- ➔ Guidance for members who have not yet registered for the Pact for Skills
- ➔ Guidance for members who have already registered for the Pact for Skills

If you are unsure on the process have any questions, please contact the Support Services at [PactforSkillsMembers@ecorys.com](mailto:PactforSkillsMembers@ecorys.com).

## Guidance for members who have not yet registered for 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 you are a member of by inputting the registration number provided by your LSP coordinator and choosing the relevant LSP in the multiple-choice question below.

If you are a member of multiple LSPs, please choose one and send us an email at [PactforSkillsMembers@ecorys.com](mailto:PactforSkillsMembers@ecorys.com).

## Large-scale, Regional Skills and other Partnerships

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

1034

Please indicate the large-scale skills partnerships 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

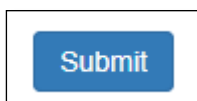
### Step 6: Define your commitments

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.

### 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).

**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 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 email you recently received from [PactforSkillsMembers@ecorysmail.com](mailto:PactforSkillsMembers@ecorysmail.com) (please do not reply to this email as it is not monitored) 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.

If you did not receive this email from the Support Services, you can also find your contribution ID at [this link](#). Search for your organisation under 'Commitments' and click on 'en' under the File column to download your previous contribution. Your contribution ID will be in the top left corner (in the header) of this document.

Contact us at [PactforSkillsMembers@ecorys.com](mailto: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 multiple-choice question below.

If you are a member of multiple LSPs, please choose one and send us an email at [PactforSkillsMembers@ecorys.com](mailto:PactforSkillsMembers@ecorys.com).

**Large-scale, Regional Skills and other Partnerships**

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

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- Skills partnership for the Tourism Ecosystem

**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**

Submit

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