

09 April 2015

Communication 13

Dear all Work Package 6 (WP6) associated and collaborating partners,

Welcome to Communication 13 from the WP6 UK horizon scanning team. We have sent this to all of the main contacts from both associated and collaborating partners that we have been provided to date. Please forward to colleagues within your organisation as appropriate.

In addition to this communication we are sending two documents:

- Deliverable 062: *Report on future skills and competencies* (D062) Version 1
- Agenda for the 23 April 2015 London meeting

Preparation for the 23 April 2015 London meeting

We are sending you a first version of Deliverable 062 as pre-reading for the London meeting. This first draft of the *Report on future skills and competencies* describes the methods, structure and illustrative outputs of the report. We would like all partners attending the meeting to read Version 1 of D062 in advance and come to the meeting with points that can be used to provide verbal feedback on version 1.

The agenda highlights that there will be facilitated discussion sessions to gather these feedback points from partners, which we will then process to deliver version 2 in May 2015.

Overview of next steps

- Thursday 23 April 2015: WP6 London meeting
- Monday 11 May 2015: Round 1 of remote WP6 partner feedback (on version 2 of D062)
- Friday 22 May 2015: Deadline for round 1 comments
- Monday 8 June 2015: Round 2 of remote WP6 partner feedback (on version 3 of D062)
- Friday 19 June 2015: Deadline for round 2 comments

Following the two rounds of remote WP6 partner comments, the deliverable will be submitted to Work Package 3 for formal evaluation in August 2015 ahead of submission to the Executive Board of the Joint Action in November 2015.

Please do not hesitate to contact us with any questions. The email address to use for all WP6 correspondence is EUHWForce@cfwi.org.uk, or please contact the WP6 leader Matt Edwards on +44 7834 800 393, or our WP6 content lead John Fellows on +44 7795 452 972.

We look forward to seeing you in London.

Kind regards,

The WP6 Team