Open Competency Framework Collaborative (OCFC) Network Charter

(Ratified June 21, 2021)

This charter represents one of the original Networks under the T3 Innovation Network umbrella, its "Network of Networks." It creates a forum for you, as a Member, to participate in shaping the future of the talent marketplace to one in which: (1) all learning counts; (2) skills are used like currency; and (3) learners and workers are empowered with data to pursue education and employment opportunities.

JOIN US!

Contents

Section 1. Network Demographic Information **1**

1.1 Network Overview 1

1.2 Network Basic Data 2

Section 2. Network Statement of Work **3**

2.1 Scope 3

2.2 Use Cases 4

2.3 Objectives & Outcomes 4

2.4 T3 Network Connections 5

2.5 Project Plan(s) 6

Section 3. Network Protocols **6**

3.1 Procedures 6

3.2 Participant Expectations 7

Section 4. Definitions **7**

Section 5. Charter Maintenance **7**

5.1 Charter Creation 7

5.2 Charter Revision 7

5.3 Charter Change Control 8

OCFC Network Charter

Section 1. Network Demographic Information

1.1 Network Overview

Network Name: Open Competency Framework Collaborative (OCFC) Network, hereinafter " OCFC Network"; not to be confused with "T3 Network," which refers to the umbrella organization housing all "Network of Networks ($T3N^2$)."

Network Introduction: The talent ecosystem is vastly improved when skills and competencies (i.e., statements of knowledge, skills, abilities and habits of mind or practice) are utilized and aligned for learning, communicating individual achievements, career pathways, and hiring. The OCFC Network is focused on solving three overarching challenges in the skills and competencies ecosystem: (1) existing skills and competencies are held captive in legacy encoding schemes (e.g., PDF, Microsoft Word, CSV (spreadsheets), etc.); (2) skills and competencies are not accessible to people nor machine actionable; and (3) skills and competencies are not shared via open licenses.

Network Description: The OCFC Network focuses on the organizational and technical infrastructure to improve the use of skills and competencies to power the talent ecosystem at scale. OCFC Network membership is open to individuals interested in participating with national and international efforts and infrastructure projects to improve the talent ecosystem through open, shared skills and competencies. This includes: advocates for open, shared data, and use of data standards; organizations that maintain sources of skills and competencies (e.g., libraries, registries, repositories-hereafter sources); and skill and competency data creators, users, or consumers.

This charter builds off the following technology infrastructure work completed in 2020:

1. **Open Competency Framework Collaborative (OCFC) skill and competency search and retrieval prototype service.** This open source service aims to make skill and competency frameworks readily available to humans and machines by developing a decentralized network of skill and competency framework services. The prototype service enables discovery and retrieval of skills and competencies across data standards using data standards interchange services enabled by the Data Ecosystem Schema Mapper (DESM). Search and discovery is via a user-friendly search interface that can be provided by data and competency sources to their users and by other websites such as the T3 Hub. Provider-controlled sharing based on access and use requirements is supported. The open source OCFC prototype service was tested with Credential Engine, D2L, and IMS Global in 2020.

2. **Data Ecosystem Schema Mapper (DESM**). This online tool was developed to ease the burden of creating crosswalks of data standards previously completed using spreadsheets and to make the mappings of properties and classes more expressive to support future data harmonization. It supports keeping crosswalk data current and provides schema mappings as data. An example of the DESM benefits includes outputs that are used to enable the OCFC prototype service to translate skill and competency frameworks across multiple data standards.

Network Mission: The mission of the OCFC Network is to provide infrastructure to enable universal and equitable access to statements of knowledge, skills, abilities, and habits of practice or mind necessary to a thriving learn and work ecosystem including: employers; workers/learners; education, training and credentialing organizations; government; and other stakeholders.

1.2 Network Basic Data

Founding Date: <Day, Month, Year that the OCFC Network charter will be ratified by T3 Network members and approved by the T3 Network Advisory Board>

Ending Date:The OCFC Network and this charter will undergo a **pilot phase until March 1, 2022 (expected 8 months from the founding date) to test the functionality and utility of the OCFC Network,** including its scope statements, objectives and outputs, and workgroups. After March 2022, the OCFC Network, and this charter, are expected to be ongoing with annual reviews and revisions (see Charter Change Control, Section 5.3). The OCFC Network and its members may also choose to dissolve its formation and cease operations (see Network Dissolution, Section 5.4).

Last Amended Date: See amendments listed in the Charter Change Control, Section 5.3.

T3 Network Facilitator(s):

Jeanne Kitchens, Credential Engine (jkitchens@credentialengine.org)
Stuart Sutton, Independent Consultant (stuartasutton@gmail.com)

Network Chair(s): TBD

Participant List: An OCFC Network Participant Directory will be provided through the T3 Network Resource Hub.

Meeting Schedule: The OCFC Network will meet bi-monthly beginning in July 2021 or more frequently based on progress made with workgroup activities. All meetings will occur via Zoom. In-person meetings are not planned at this time. Workgroups will meet with more frequency as determined by each workgroup's plan.

Each chartered workgroup will determine the frequency of meetings based on planned activities and timelines within those workgroups. (see Meeting Management in the Procedures, Section 3)

Collaboration Tools: The T3 Network Resource Hub will include access to tools, resources, and a collaborative space for the OCFC Network to work.

Governing Rules: Please see the T3 Network Guidelines (Sections 5-6) that specify rules for operating a Network.

Section 2. Network Statement of Work

2.1 Scope

A. **Scope Statements**:

1. **Administration** - Facilitate chartered OCFC Network and Workgroups.
    i. Creating well-defined standing and task-limited Workgroups for the performance of projects that advance the Network's use cases and values.
    ii. Documenting meetings, use cases, specifications, and policies.
2. **Advocacy -** Advance open sharing of skills and competencies beneficial to the talent ecosystem.
    i. Engaging sources for skills and competencies and other stakeholders to support the OCFC Network's mission and long term sustainability.
    ii. Advocating for increased use of skills and competencies as standards-based and machine actionable data.
    iii. Providing resources and information about openly licensed, free tools and infrastructure for implementing skill and competency data sharing.
    iv. Encouraging access to skill and competency data used by stakeholders for purposes such as research, data analytics, learner and employment records, development of applications of AI training, and other advanced technologies to improve skill and competency statements and alignments between education, training, credentialing, and employment opportunities.
    v. Sharing information via events hosted by other organizations interested in skill and competency data sharing solutions.
3. **Collaboration** - Develop collaborations among stakeholders and other organized initiatives around needs for reliable access to skills and competencies.
    i. Coordinating with other initiatives promoting skills and competencies as standards-based and machine actionable data.
    ii. Coordinating with the other Networks within $T3N^2$.
4. **Skill and Competency Sources** - Maintain workgroups to provide use cases and requirements and to refine the OCFC search and retrieval technologies to the benefit of producers and users of skills and competencies.
    i. Defining the use cases and requirements for technical specifications and for participating with and implementing skill and competency sharing across skill and competency sources.
    ii. Developing well-articulated mechanisms for conflict resolution that ensures adherence to policies for using the OCFC search and retrieval technologies.
    iii. Defining the policies governing access and retention of skill and competency data of one node in the network by another node in the OCFC Network.
    iv. Participating as skill and competency search and retrieval sources.
5. **Data Harmonization** - Enable the multi-data standard semantic integration of skill and competency.
    i. Coordinating use of data directly from the DESM tool to enable search and retrieval of skills and competencies based on multiple data standards.
    ii. Enabling existing data schemas to be mapped to a common abstract semantic model.
    iii. Developing proofs of the data harmonization concept.
    iv. Specifying use of metadata with skills and competencies used by the OCFC search and retrieval technologies that enables harmonizing of descriptions of skills and competencies by communities of practice.
    v. Developing reports, blog posts, and webinars demonstrating and explaining the data harmonization work.

6. **Architecture** - Further develop the technical architecture, infrastructure, and services that enable search and retrieval of skill and competency data across multiple sources.
    i. Specifying the requirements and technologies for refining and further development of the infrastructure for the OCFC skill and competency search and retrieval prototype service from decentralized sources.
    ii. Developing, implementing, maintaining, advancing the OCFC prototype service for search, retrieval and policy architecture, technical infrastructure and services required to search and retrieve machine actionable skill and competency data from decentralized sources.
    iii. Co-managing further development of DESM to ensure a long-term solution that enables the retrieval of skill and competency data across multiple standards.
    iv. Enabling other tools, services, and Networks that advance the talent ecosystem such as skill and competency data with learning and employment records.
    v. Stimulating development in the open market of applications of AI training data and other advanced technologies in furthering the generation of skills and competencies, alignments between education and training and work, and how they may be leveraged throughout a person's education and career journey.

B. **Out of Scope**:
    1. Creating skill and competency data standards.
    2. Promoting or selling products.
    3. Promoting or selling specific data standards.

2.2 Use Cases

Use Cases Addressed in the OCFC Network: All projects undertaken by the OCFC Network identify high-level use cases that follow the prescribed T3 Network template and are made available on the T3 Network Resource Hub. In addition, all detailed use cases align with at least one documented high-level use case and are tied to a project plan. These detailed use cases will follow the prescribed T3 Network template and are also available on the T3 Network Resource Hub.

2.3 Pilot Period Objectives & Outcomes

High-level objectives and outcomes for the OCFC Network are benchmarks to be reviewed in the 9 month pilot period.

#	Objectives	Outcomes
1	Significantly advance advocacy for a decentralized skill and competency-based talent ecosystem based on open standards.	a. Determine communications methods to advocate for open and machine actionable skills and competencies via the T3 Hub and by members. b. Developed partnerships to expand outreach across the T3 Network and other networks that generate a flywheel effect. c. Identified additional high-quality skill and competency sources.

		d. Defined benefits resulting from increased use of skills and competencies in the talent ecosystem including benefits to applications of AI and competency data analytics.
2	Grow participation of skill and competency data sources and consumers to serve the broadest possible education-to-work user base.	a. Identified committed and potentially committed skill and competency data sources to utilize the skill and competency data search and retrieval technologies and data consumers who want to discover and utilize skills and competencies from data sources. b. Refined policies for skill and competency data search and retrieval that increase access to and sharing of machine actionable data across the talent ecosystem and communities of practices (e.g., K-20W education and training-government, private sector) through the OCFC Network. c. Defined a pilot period for the skill and competency search and retrieval users, requirements, specifications and technologies building on the 2020 prototype.
3	Establish the framework for OCFC search and retrieval access and usage for skill and competency sources.	a. Final draft of terms of use and policy mechanisms to implement with skills and competency sources.
4	Refine the OCFC search, retrieval and policy infrastructure and services to support education-to-work use cases.	a. Completed development and testing of a simple-to-use dashboard for the onboarding of skill and competency sources into the Network. b. Defined enhanced search and searching filters. c. Implemented infrastructure with terms of use and policy framework.
5	Support T3 Networks and advanced technologies including AI and competency data analytics.	a. Collaborated on use cases and implemented Data Ecosystem Schema Mapper in collaboration with Data and Technical Standards Network. b. Collaborated on use cases with the Learner and Employment Record Network. c. Collaborated on use cases with the Jobs and Workforce Data Network.

2.4 T3 Network Connections

A. **Description of Cross-Network Coordination**:

1. Data and Technology Standards (DTS) Network:
    a. Data Standards Organizations (DSOs) that provide and maintain schemas for competencies will be essential to maintain current mappings via the DESM.
    b. Co-develop use cases impacting standards and OCFC prototype architecture and service.

   c. Ensure DSOs are informed about OCFC Network activities impacting their members.
2. Jobs and Workforce Data (JWD) Network:
   a. Co-develop use cases where competency data is beneficial to improve employment and earnings records.
   b. Identify synergies between the Networks to achieve the goal of scaling of open, machine actionable competencies.
3. Learning and Employment Records Network (LERN):
   a. Co-develop use cases where competency data is beneficial to improve learning and employment records.
   b. Identify synergies between the Networks to achieve the goal of scaling of open, machine actionable competencies.

B. **Subgroups or Supporting Workgroups:**

The OCFC Network is proposed to be chartered with workgroups that together sustain the ongoing operations and goals of the OCFC Network. Workgroups may be standing (permanent) or time or project delimited and disbanded when prescribed projects are completed and new workgroups formed.

1. ***Requirements Workgroup on Skills and Competencies***

   This workgroup will review the status of the OCFC search and retrieval prototype and DESM work, identify use cases that build on previous general use cases, and identify requirements for refining and scaling the decentralized, standards-based skills and competency retrieval infrastructure. This includes general requirements and technical documentation for enhancing the technologies as well as the terms of use and policies for participating as a skill and competency search and or retrieval source.

2. ***Other Workgroups***

   One outcome of the Requirements Workgroup on Skills and Competencies will be the proposal of charters for other permanent and/or time or project delimited workgroups necessary to the work of the OCFC Network as expressed through identified use cases.

C. **Logistics**:

1. The T3 Network Resource Hub will provide a collaborative space for meetings, resources, and other approaches that will be used to achieve any aforementioned cross-network collaboration.

2.5 Project Plan(s)

Project Plan(s): All projects undertaken by this Network are in-scope for this Network (Section 2.1), tied to OCFC Network use cases (Section 2.2), and contribute to the Objectives and Outcomes (Section 2.3). Each project has a detailed plan that defines: project deliverables, key milestones, timelines, budget, potential funding sources, materials/resources required, dependencies, risks, and assumptions, as well as solution visual(s), such as an architectural diagram or other. In addition, each deliverable has a sunset, sustainability, or transition plan to depict the future state expectations for that deliverable. All Project Plans are available on the T3 Network Resource Hub.

In the OCFC Network, all project plans are associated with a chartered standing or task/time delimited workgroup(s).

Section 3. Network Protocols

3.1 Procedures

Meeting Management: OCFC Network Meeting Management will adhere to the established meeting management protocols as laid out in the T3 Network Guidelines, Section 5.3.1.

Communication: OCFC Network Communication will adhere to the established communication protocols as laid out in the T3 Network Guidelines, Section 5.3.2.

Decisions: OCFC Network Decisions will follow the established voting protocols as laid out in the T3 Network Guidelines, Section 6.

Legal & Intellectual Property: At all times, the OCFC Network will follow T3 rules regarding legal and intellectual property policies explicitly stated in the T3 Network Guidelines, Section 5.5. All OCFC Network work is licensed under a Creative Commons Attribution 4.0 International License unless stated otherwise.

3.2 Participant Expectations

T3 Network Core Values: At all times, the OCFC Network, its leaders, and its participants will demonstrate a commitment to the T3 Network Core Values, as outlined in the T3 Network Guidelines, Section 1.3.

T3 Network Code of Conduct: At all times, the OCFC Network, its leaders, and its participants will follow T3 Network rules regarding legal and intellectual property policies explicitly stated in the T3 Network Guidelines, Section 5.2.6.

Section 4. Definitions

Definitions: Please see T3 Network Glossary for a list of terms with definitions – specific terms unique to the OCFC Network are listed on the OCFC Network tab (T3 Network Glossary expected Q3 2021).

Section 5. Charter Maintenance

5.1 Charter Creation

Creation: This charter was created according to Section 5.1.1 of the T3 Network Guidelines. In the event of a conflict between this charter and the T3 Network Guidelines, the provisions of the T3 Network Guidelines shall prevail.

5.2 Charter Revision

Review Cycle: This charter will be reviewed annually and amended by the leadership of the OCFC Network. Changes to documents referenced by this charter do not necessarily indicate a revision to this charter.

Review and Revisions Process: To make changes, this charter will undergo to the following steps in keeping with T3 Network Guidelines:

1. At least annually, OCFC Network Facilitators and OCFC Network Chairs will review the charter for relevance and accuracy.

2. Any required revisions to the six sections (including links to amended accompanying artifacts, such as new Project Plans) of the charter will be proposed.

3. OCFC Network Participants will approve the charter according to T3 Network Guidelines (prior versions will be archived via the T3 Network Resource Hub).

4. OCFC Network Facilitators and Network Chairs will present the amended charter to the T3 Network Advisory Board for ratification, according to the T3 Network Guidelines.

5. The Charter Change Control, Section 5.3 and "Last Amended Date" will be updated to reflect revisions made to the charter.

5.3 Charter Change Control

Rev #	Start Date	End Date	Description of Changes Made
--			1. --

5.4 Network Dissolution

Dissolution: This charter was created according to Section 5.1.1 of the T3 Network Guidelines. This chartered Network can only be dissolved according to the rules stated in the T3 Network Guidelines.

END OF CHARTER