

Open call for Experts to represent SMEs in standardisation work at European and international level

Applicants and supporting organisations are advised to carefully read the whole call before applying.

Deadline for applications: 15 September 2020

Please send your application to: president@sbs-sme.eu

The appointment of experts is contingent on the approval of the 2021 Work Programme and budget as well as the signature of the annual Action Grant by the European Commission and on the decision of the governing bodies of SBS.

A. Background

Small Business Standards (SBS) has been selected by the European Commission to represent small and medium-sized enterprises (SMEs) in the standardisation process, motivate them to get involved and raise their awareness about standardisation. In this framework, SBS is launching an open call to appoint experts to represent the interests of SMEs in Technical Committees (TCs), Sub-Committees (SCs) and Working Groups (WGs) of CEN, CENELEC, ETSI, ISO and IEC (see page 6 for links to the lists of technical bodies of the respective organisation). Experts will be appointed for one year and their appointment is renewable. The call is co-funded by the European Commission and the European Free Trade Association (EFTA).

This call is open to candidates with technical expertise in any standardisation topic relevant for SMEs.

B. Tasks to be performed by the experts

Selected experts are expected to:

- represent the **European SME position** and be the representative of **European SMEs** in their technical body and/or working group. They will work as an SME spokesperson and not as the representative of a single organisation/company/country.
- Attend the meetings of the technical body for which they are selected and contribute to the standardisation work by submitting technical comments and proposals. Willingness to travel is required.
- Report to and liaise with the relevant SBS Expert coordinator. Experts are expected to develop an Action Plan at the beginning of the year providing an overview of the main work and objectives for 2021 and two Activity reports.
- Exchange information with SBS member organisations and other experts as needed. Experts are expected to participate in relevant SBS Working Groups to gather inputs and agree on the European SME position. These meetings will be organised virtually whenever possible.
- Participate in at least one of the two face-to-face Expert meetings organised by the SBS secretariat per year.

- Contribute to the SBS newsletter or other SBS activities when appropriate.

C. Eligibility and Selection criteria

C.1. Eligibility criteria

Candidates shall be based in the EU or EFTA countries at the time of applying.

The application of the expert must be backed by a recognised SME association. A support letter from this SME association will need to be submitted together with the candidate's application.

The appointment as SBS expert is subject to the agreement by the expert OR a supporting organisation (e.g. employer, SME association) to co-fund a part of the lump sum paid to the expert (see section F).

Applicants must demonstrate the absence of double-funding and the absence of conflict of interest.

Candidates are encouraged (but it is not mandatory) to be a member of the national mirror committee of the technical body they are applying for. This can support the consideration of SME positions at national level. Nevertheless, some appointments may be incompatible with being appointed as an SBS expert, e.g. the appointment as head/part of the national delegation to the plenary of the same European or International technical committee for which the expert has been appointed by SBS.

C.2. Selection criteria

The selection of experts will be based on the following criteria:

- knowledge and technical expertise of the subject within the scope of the TC/SC/WG for which the expert is applying,
- knowledge of the standardisation system,
- SME / craft-oriented background,
- excellent knowledge of English (written and verbal),
- good communication and negotiation skills and computer literacy,
- in the case of re-applying experts the quality of the work, organisation and participation in SBS mirror committees/working groups and timely delivery of reports on the previous year will be considered

Having a good level of written and verbal English and a SME/craft-oriented background are essential criteria for candidates to be appointed as an SBS expert.

Applications for TCs/SCs only are not admitted, unless the TC/SC has no WGs. Experts must indicate at least one WG for each application to a TC or SC.

In principle, two or more experts cannot be appointed to the same body (TC, SC or WG). However, two or more experts can be appointed to different SCs/WGs under the same TC. A second TC/SC(s)/WG(s) may also be indicated if the candidate is willing to be nominated to another Technical body as a second preference.

D. Content of the application

Applicants must use the relevant application form and fill in all the requested information. A list with all the documents to be submitted together with the application form is available at the end of the form. Please note that all documents submitted must be in English.

D.1. New applicants

The application form for new applicants can be found in [Annex 1](#). In the application form, applicants are asked to indicate the following information:

- Number and title of the TC/SC/WG to which the applicant wishes to be appointed.
- Indicative list of meetings of the above-mentioned TCs/SCs/WGs
- Motivation to become an SBS expert and justification of the importance of the chosen TC/SC/WG for SMEs
- Detailed description of the required skills and expertise (see section C.2. above)
- Details of the person/organisation providing the co-funding
- The type of contract sought (see section F)
- Signature of the applicant (confirming the absence of conflict of interest and the absence of double funding¹)

Candidates are requested to submit the following documents together with the application form:

- A supporting letter from a recognised SME organisation² supporting the candidate's application, including
 - support for the candidate's application,
 - the TC, SC(s) and WG(s) for which the application is made,
 - justification for SMEs to be involved in the work of the TC/SC(s)/WG(s),
 - the status of the organisation (e.g., not for profit association),
 - the name, phone, and e-mail of the contact person in the SME organisation.
- A detailed curriculum vitae

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D.2. Re-applying 2020 SBS experts

The application form for re-applying experts can be found in [Annex 2](#). In the application form, applicants are asked to indicate the following information:

- Number and title of the TC/SC/WG to which the applicant wishes to be appointed.
- Indicative list of meetings of the above-mentioned TCs/SCs/WGs
- Motivation to remain an SBS expert and justification of the importance of the chosen TC/SC/WG for SMEs

¹ Double-funding means the candidate is paid twice for the same activity (e.g. paid by SBS and by another entity for carrying out the same task or for travelling)

² The SME organisation can be European or national. If the organisation also represents large companies, it must explain, in its supporting letter, how it ensures the representation of SMEs in its activities.

- In case the TC/SC/WG for which the applicant wishes to be appointed is different from the one in 2020, a detailed description of the expertise of the subject within the scope of the new TC/SC/WG.
- Details of the person/organisation providing the co-funding
- The type of contract sought (see section F)
- Signature of the applicant (confirming the absence of conflict of interest and the absence of double funding³)

Candidates are requested to submit the following documents together with the application form:

- A supporting letter from a recognised SME organisation⁴ supporting the candidate's application, including
 - support for the candidate's application,
 - the TC, SC(s) and WG(s) for which the application is made,
 - the status of the organisation (e.g., not for profit association),
 - the name, phone, and e-mail of the contact person in the SME organisation.

D.3 Unfunded experts

SBS may also select experts to represent SME interests without funding. An expert may be funded in one committee and unfunded in others. In this case, the application requirements remain the same, except that the candidate must clearly indicate the TC(s)/SC(s)/WG(s) for which they are not seeking funding. Experts can only receive one lump sum independently of the number of TC(s)/SC(s)/WG(s) for which they are appointed. Unfunded experts must undertake the same work planning and reporting activities as funded experts.

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E. Submission of applications

Applications must be sent by e-mail (president@sbs-sme.eu) by 15 September 2020 midnight (CET) at the latest.

Incomplete or unclear applications will not be considered. It is the responsibility of the applicant to supply all the information required.

All applicants will be contacted once the selection process has been completed.

F. Contract and co-funding

All funded experts appointed by SBS must contribute to the co-funding of the lump sum granted to cover all expenses necessary to represent SBS as an expert.

³ Double-funding means the candidate is paid twice for the same activity (e.g. paid by SBS and by another entity for carrying out the same task or for travelling)

⁴ The SME organisation can be European or national. If the organisation also represents large companies, it must explain, in its supporting letter, how it ensures the representation of SMEs in its activities.

Selected experts will be offered a contract for one year (2021). The payment will be € 10 000 (contracts for participation in European technical bodies) or € 19 000 (contracts for participation in international technical bodies). These amounts shall cover all the expenses (work, travel etc.) of the expert during the year.

The co-funding contribution to be paid to SBS, by the supporting association or the expert, is € 1331 (contracts at European level) and € 2529 (contracts at international level). The co-funding sum must be received by SBS before the expert's contract can come into force.

The contract can be either concluded:

- between SBS and the SME supporting association (which may be, but does not have to be, the employer of the expert) – supported experts
- between SBS and the expert directly - independent experts.

Candidates and/or their supporting association shall indicate in their application which type of contract they are seeking.

G. Data protection

The invitation to tender involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR). Any personal data will be processed solely for evaluation purposes under the call for tender.

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The information provided by applicants to SBS is necessary to process the application which, if successful, may lead to the signature of a contract. Applicants will have to declare that they have taken note of our Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

H. Further information

SBS reserves the right to contact candidates and their organisations directly if further information is required.

Two webinars will be organised to introduce SBS and present the call for experts. This will allow interested candidates to ask questions about the calls and the role of SBS experts. Further information on the webinars will be posted in the SBS website.

For any questions or further information, please contact SBS Secretariat (president@sbs-sme.eu) / Tel +32 2 285 07 27).

This call is also available on the [SBS website](#).

Links to Technical Bodies

SBS welcomes applications for Technical Committees (TCs), Sub-Committees (SCs) and Working Groups (WGs) in CEN, CENELEC, ETSI, ISO and IEC. The links below provide further information on existing technical bodies in these Standards Developing Organisations:

European level:

[CEN](#)

[CENELEC](#)

[ETSI](#)

International level:

[ISO](#)

[IEC](#)