



Call for Experts representing the SME perspective  
in standardisation Technical Committees/Working Groups  
in CEN, CENELEC, ETSI and ISO and IEC

**Deadline for applications: 4<sup>th</sup> November 2016**

Please send your application to: [president@sbs-sme.eu](mailto:president@sbs-sme.eu)

The appointment of experts is conditional to the approval of the Work Programme and budget 2017 by the EC and signature of the annual operating grant.

The appointment of experts is subject to the decision of the SBS General Assembly.

Small Business Standards (SBS) seeks to appoint a total number of **55 experts, representing SBS in 2017**, in standardisation Technical Committees (TCs) and Working Groups (WGs) of SME relevance. The objective is to appoint **45 experts at European level** (CEN, CENELEC and ETSI) and **10 experts at international level** (ISO and IEC). This new call is co-funded by the European Commission and the European Free Trade Association (EFTA).

This call is addressed to possible new experts as well as already appointed experts in 2016 to monitor and represent the overall European SME perspective in TCs and/or WGs. The expert will work as an SME representative and **not** as the representative of a single organisation/company/country at TC/WG level.

This call is **open to experts from all organisations (members and non-members) representing SMEs in Europe (at national and/or European level) and in EFTA countries (members and non-members) and to independent experts** (independent experts must submit a letter of support from an SME organisation to show the absence of conflict of interest). As SBS is committed to diversifying its presence, organisations and experts are welcome to propose applications to TCs/WGs where SBS is not represented yet.

The appointment of experts is conditional to the approval of SBS 2017 Work Programme and budget by the European Commission and signature of the annual operating grant.

The appointment of experts is subject to the decision of the SBS General Assembly.

[www.sbs-sme.eu](http://www.sbs-sme.eu)

## A. Selection criteria

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

- Proven knowledge of the specific subject under the scope of the TC/WG working plan
- Proven knowledge of the standardisation system
- SME and crafts oriented background
- A letter of support by a recognised SME organisation
- Excellent knowledge of English (written and verbal)
- Good communication skills, computer literacy, ability to plan and organize his/her work schedule, be willing to travel
- Absence of interests conflicting with those of SMEs

## B. Application

There are two different application procedures: a) for already appointed experts and b) for new experts.

### a) Applications of already appointed experts

Experts that have already represented SBS during 2016 solely need to submit a supporting letter signed by his/her SME organisation or by a recognised SME organisation for independent experts. The letter should include information on:

- the TC in which he/she wants to be appointed  
*Note: it is possible to request nomination to a different TC/WG than the one attended in 2016, provided the reason for such a change is explained by the applying expert*
- the need for SMEs to be involved in the workings of such TC/WG
- willingness to co-finance the 11% of the flat rate sum (see section C)

### b) Applications of new experts

New experts are requested to submit the following documents:

- a cover letter highlighting qualifications and experience
- a detailed curriculum vitae
- a supporting letter signed by his/hers SME association or himself/herself which highlights the SME commitment, the need for SME involvement in this particular TC/WG and the willingness to co-finance the 11% of the flat rate sum (see section C).
- a letter of support by a recognised SME organisation for independent experts



- a clear indication of which TC/WG the expert wishes to be appointed to, motivating the need for SMEs to be involved in the workings of such TC/WG. The selected TC/WG shall be different from those listed in the Annex at the end of the call.
- Absence of conflict of interest with those of SMEs

Please note that if the application does not contain clear indication of which TC/WG the experts wishes to be appointed to, the application will not be considered.

#### C. Co-financing of the activities

All experts appointed by SBS should contribute with a co-financing sum equal to **11%** of the flat rate sum allocated by the SBS one-year contract, inclusive of VAT.

This contract will be valid for one year (2017) and the payment will be **13,310 € per year** (contracts at European level) and **24,200 € per year** (contracts at international level) – VAT included. Thus, the co-financing contributions to be paid to SBS are fixed at **1,465 € per year** (contracts at European level) and **2,662 € per year** (contracts at international level) – VAT included. This condition is applicable to all experts as from the beginning of the contract.

#### D. Selection procedure

Once the call is closed (4<sup>th</sup> November 2016), the Selection Committee will evaluate all applications, based on the criteria indicated above. If positively evaluated, the experts of the inherent year will have priority over new experts, i.e., the remaining seats will be filled by the new applicants.

The ranking of best new applications will be presented to the SBS Board and General Assembly which will make the final appointment. The principle of the best ranked and rolling ranking (in case of dismissal) will prevail, i.e. the new applicants will be ranked and remaining seats will be allocated on the basis of the best ranked new experts.

When and if necessary, the Selection Committee will contact directly the experts and their organisations.

For more information, please contact SBS Secretariat ([president@sbs-sme.eu](mailto:president@sbs-sme.eu)) / Tel +32 2 285 07 27)

The call is also available on the SBS website.

## Annex I

### List of TCs/WGs attended by SBS in 2016

Technical committee	Description of TC or WGs / Sector
<b>Cosmetics</b>	
CEN TC 409	Beauty Salon Services
ISO TC 217 WG4 N25	Cosmetic - Terminology
CEN TC 392 + WG1, WG2, WG4	Cosmetic Products
<b>Lifts</b>	
ISO TC 178 + WG 4, WG 6 , WG 10	Lifts
CEN TC 10 + WG1, WG10	Lifts
<b>ICT</b>	
ISO/IEC JTC 1/SC 27	IT Security techniques
ISO/IEC JTC 1/SC 17	Cards and personal identification
ETSI - TC TCCE	TETRA and Critical Communications Evolution
ETSI oneM2M	Machine-to-Machine communications systems and the Internet of Things
CEN PC 428	Professions for ICT
ETSI TC CYBER	Cyber
ETSI TC ATTM	Multiplexing
ETSI/ESI TB	Electronic signatures and infrastructures technical body
CEN/TC 224/WG 17	Protection profiles in the context of secure signature creation devices
CEN/PC 440	Electronic public procurement
<b>Transport systems and navigation</b>	
ISO/TC 211	Geographic information
ETSI SES SCN	Satellite Earth Station – Satellite Communications and Navigation
CEN/CLC/TC 5 + WG 1	Space - Navigation and positioning receivers for road applications
<b>Wood</b>	
CEN TC 175 + WG1, WG2, WG4, WG30, WG32, WG33, WG34, WG36, WG37, WG38, WG39	Round and sawn timber
CEN TC 124	Timber structures

CEN TC 124 WG 4	Timber Structures - connectors
CEN TC 38 + WG21, WG22, WG23, WG24, WG25, WG26, WG27, WG28	Durability of wood and wood based products
CEN TC 250 SC5 + WG3, WG7, WG9	Structural Eurocodes - Eurocode 5; Design of timber structures. Cluster EC5; Reinforcement; Execution
<b>Furniture</b>	
CEN TC 207 + WG1, WG5, WG7, WG9	Furniture
<b>Construction</b>	
CEN/TC 127	Fire safety in buildings
CEN TC 442	Building Information Modeling
CEN/TC 351 WG 2	Emissions from construction products into indoor air
CEN TC 193, SC1 WG6	Test methods and requirements for adhesives for glued-in rods and on-site repair of load-bearing structures
CEN/TC 165 + WG4	Manhole tops, gully tops, drainage channels and other ancillary components for use outside buildings
CEN TC 135 + WG 2 (request by EMU)	Execution of steel structures and aluminium structures
CEN TC 128 + WG1, SC8, SC9, SC9WG1, SC9WG4, SC9WG5, SC10	Roof covering products for discontinuous laying & products for wall clc
CEN TC 350	Sustainability of construction works
CEN TC 129 + WG1, WG2, WG3, WG4, WG5, WG6, WG7, WG8, WG9, WG10, WG11, WG12, WG13, WG14, WG15, WG16, WG17, WG18, WG19	Glass in Buildings
CEN TC 371	Energy performance of buildings
CEN TC 250 SC5 WG5	Design of timber structures (Eurocode 5) - Connections and fasteners
<b>Machinery</b>	
CEN TC 213 WG 1	Cartridge operated hand-held tools - Safety - Cartridge operated fixing and hard marking tools
CEN TC 53 + WG14, WG15	Temporary works equipment
<b>Textiles and footwear</b>	
ISO TC 94/SC 13/WG 6	Protective clothing against hazardous biological agents
CEN TC 248/WG 20	Safety of children's clothing
CEN TC 248	Textiles
CEN TC 248 WG 10	Size system of clothing
<b>Vehicles</b>	
ISO TC 22 SC 31	Data communication for vehicle applications
CEN TC 144	Tractors and Machinery for agriculture and forestry
CEN TC 301 + WG6, WG11	Road Vehicles
<b>Doors and windows</b>	
CEN TC 33 WG 5	Doors, windows, shutters, building hardware and curtain walling - Industrial, commercial and garage doors and gates

CEN TC 33 WG 1	Doors, windows, shutters, building hardware and curtain walling
<b>Insulation material</b>	
CEN TC 89 WG 13	Insulation material - In-situ thermal performance of construction products, building elements and structures
CEN TC 89 WG 12	Insulation material - Reflective insulation products
CEN TC 88 + WG 21	Thermal insulating materials and products
CEN TC 254 + WG9, SC1, SC2	Flexible sheets for waterproofing
<b>Cultural property</b>	
CEN TC 346 + WG1, WG2, WG3, WG4, WG5, WG7, WG8, WG9, WG10, WG11	Conservation cultural property
<b>Electric installations</b>	
CENELEC TC 64	Electrical installations & protection against electric shock
<b>Occupational health and safety</b>	
ISO TC 94-SC15 + WG1, WG2, WG3	Respiratory protective devices
CEN TC 79 + WG4, WG6	Respiratory protective devices
CEN TC 160	Protection against fall from heights
<b>Welding</b>	
CEN/TC 121 + SC 4	Welding and allied processes
ISO TC 44 SC 10	Unification of requirements in the field of metal welding
CEN/ECISS/TC 103 WG 3	Iron and Steel Standardisation
<b>Tourism</b>	
ISO TC 228	Tourism and related services
<b>Pyrotechnic</b>	
CEN TC 212 + WG 5	Pyrotechnic articles - structure - other pyrotechnic articles category P1 and P2