

OPEN CALL FOR TENDER

Representation of ICT SMEs in the ETSI managing bodies

Deadline for applications: 31 December 2020

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

The appointment of the selected entity 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 as the organisation 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 a call for tender in to collect manifestations of interest from sectors where SME interests need to be voiced in the standardisation process. The ICT sector needs the appropriate representation of SME interests in the bodies in charge of the management and decision-making of the ESOs, in particular the European Telecommunication Standards Institute (ETSI). The selected entity will ensure the connection between ETSI and SMEs by participating in their management bodies and contributing to their work. The call is co-funded by the European Commission and the European Free Trade Association (EFTA).

B. Description of work and actions

The selected entity will act as the liaison between the European Telecommunication Standards Institute (ETSI) and SMEs through its participation in the meetings of the managing bodies of ETSI. It will monitor, contribute and inform SMEs about the activities and decisions within ETSI's managing bodies as well as other relevant bodies such as:

- ETSI Board
- ETSI Board/ESSREV group and other SME relevant groups under the ETSI Board
- ETSI General Assembly
- ETSI OCG (Operational Co-ordination Group), i.e. the ETSI forum for co-ordination of the Technical Bodies and Industry Specification Groups the Secretariat;
- ETSI Special Committee on Intellectual Property Rights (IPR SC)
- CEN-CENELEC-ETSI Joint Presidents' Group (JPG);
- ETSI 3SI Roundtables

Experts participating in all these bodies will ensure that decisions relevant for SMEs are tracked and provide the necessary inputs to ensure the interests of SMEs are well represented. The selected entity will provide written reports on the outcomes of each meeting attended. Finally, the awarding entity shall comply with any reporting obligation directly or indirectly requested by the European Commission.

C. Budget and co-funding

The payment for the provision of the services is based on real incurred costs for time spent (person days). Moreover, SBS will reimburse experts' travel and accommodation expenses based on real costs encountered (max 250 € as a per diem and max 350 € for travelling).

The maximum amount for 2021 cannot in any case exceed € 39 845 (VAT included).

The selected entity shall commit to co-finance 11% of the total cost of the action by reimbursing SBS of the relevant amount.

D. Evaluation of proposals

The tendering process will ensure that the best candidate is selected based on the following criteria:

- Expertise in ETSI standardisation activities and other ETSI actions that are relevant for SMEs, both from a policy as well as from a technical perspective (points: 6/10)
- Representativeness of European SMEs operating in the field of ICT (points: 4/10)

Applying organisations must demonstrate sound financial management and a detailed plan of actions (including person-day allocation for activities).

In the evaluation of proposals, specific attention will be granted to the technical and professional capacity of the organisation in view of its ability to perform the contract.

Entities replying to this tender do not need to be a member of SBS.

E. Further information

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

