

## Open call for Experts to represent SMEs in standardisation Technical Committees/Sub-Committees/Working Groups in CEN, CENELEC, ETSI and ISO and IEC

Applying individuals and supporting organisations are invited to read the whole call before applying.

**Deadline for applications: 23 September 2019**

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

**The appointment of experts is contingent on the approval of the 2020 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.**

Small Business Standards (SBS) has been selected by the European Commission as the organisation to represent SMEs in the standardisation process. In this framework, SBS is launching an open call for experts 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. Experts will be appointed for one year. The appointment is renewable. This new 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. Selected experts will develop a European SME position and be the representative of European SMEs in their TC/SC/WG. They will work as SME spokesperson and not as the representative of a single organisation/company/country.

Candidates shall be based in the EU or EFTA countries at the time of applying. There are two types of expert contracts:

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

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

### A. Selection criteria

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

- proven knowledge of the subject within the scope of the TC/SC/WG Work Programme,
- proven knowledge of the standardisation system,
- SME or craft-oriented background,

- excellent knowledge of English (written and verbal),
- good communication skills, computer literacy, willingness to travel.

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. However, applications for WGs only are possible.

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.

Candidates must specify, in their application, to which TC/SC(s)/WG(s) they wish to be appointed. An expert can be funded for one TC/SC/WG only but may be selected to represent SBS in other TCs/SCs/WGs without funding.

## **B. Application**

### **B.1 All applicants**

Definitions:

An independent expert is an expert who co-funds himself or herself the 11% of the lump sum granted to experts to cover all expenses necessary to represent SBS as an expert. In the case of non-independent experts, it is an association (e.g. the employer of the expert) which co-funds the 11%.

All applicants are required to submit the following:

- a letter on honour confirming the absence of conflict of interest and absence of double-funding, signed by the applicant,
- the list of meetings scheduled in 2020 of the TC/SC(s)/WG(s) for which appointment is sought (there have to be some meetings listed for the application to be considered; meetings yet to be confirmed, however, may be indicated as “TBC”),
- a letter signed by the SME organisation of the applicant or by a recognised SME organisation (in the case of independent experts). The letter has to include:
  - 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),
  - agreement to co-fund 11 % for experts in the case of non-independent experts (see Section C),
  - the status of the organisation (e.g., not for profit association),
  - the name, address and E-mail address of the contact person in the SME organisation.

Independent funded experts have to indicate their willingness to co-fund the 11 % themselves.

Candidates and/or their supporting association shall indicate which type of contract they are seeking (see page 1)

## B.2 Re-applying experts

Experts re-applying are allowed to request nomination to a different TC/SC(s)/WG(s) than those attended in 2019, provided that the reason for such a change is explained.

## B.3 New candidate experts

In addition to the information in B.1, new candidate experts have to submit the following:

- a detailed curriculum vitae,
- a covering letter highlighting qualifications, experience and SME background.

Preference is generally given to re-applying experts, so candidates should avoid TC(s)/SC(s)/WG(s) where SBS already has experts (see Annex 1). If a candidate does wish to apply for an occupied committee, however, they may do so, but a second TC/SC(s)/WG(s) may also be indicated if the candidate is willing to be nominated to the second preference.

## B.4 Unfunded experts

SBS may also select experts to represent SME interests but 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 has to clearly indicate the TC(s)/SC(s)/WG(s) where they are not seeking funding. Unfunded experts have to undertake the same work planning and reporting activities as funded experts.

## C. Contract and co-funding

All funded experts appointed by SBS have to contribute a sum equal to 11 %, VAT exempt.

This contract will be valid for one year (2020) and the payment will be € 10 000 (contracts at European level) and € 19 000 (contracts at international level) VAT exempt. These amounts shall cover all the expenses (work, travel etc.) of the expert during the year. Thus, 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), VAT included, if applicable. The co-funding sum has to be received by SBS before the expert's contract can come into force.

## D. 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 tenders.

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](#). Page | 4

#### **E. Further information**

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

Incomplete or unclear applications risk being rejected. 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.

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

This call is also available on the SBS website.

The objectives of SBS, as laid out in Regulation (EU) No 1025/2012, are to:

- represent the interests of SMEs in the standardisation process at European level,
- raise their awareness of standardisation.
- motivate them to become involved in the standardisation process.

## Annex 1 – List of TCs/SCs/WGs attended by SBS experts in 2019

Committee	Title of committee
ISO/IEC JTC 1 SC 27 WG4	IT security techniques
CEN TC 193 SC1 + WG6	Test methods and requirements for adhesives for glued-in rods and on-site repair of load-bearing structures
CEN TC301 + WG6 + WG11	Road vehicles
ISO/IEC JWC 001 WG11	Smart cities
ETSI TC ATTM + WG AT2 + TM6 + SDMC	Multiplexing
ISO/TC 274 JWG 1	Light and lighting
ISO TC 92 SC2 + SC4	Fire safety in buildings
CEN TC 127 + WG1 + WG2 + WG8 + WG9	Fire safety in buildings
CEN TC 246 + WG1 + WG2 + WG3 + WG4	Natural stones
CEN TC 178 WG2	Paving units and kerbs WG2: Natural stone products
CEN TC 33 + WG1	Doors, windows, shutters, building hardware and curtain walling
CEN TC 127 WG7	Fire safety in buildings
ISO TC 217 + WG4 + WG GMP	Cosmetics
CEN TC 409	Cosmetics
CEN/BT/WG 213 + CEN/CLC/JTC 012 + CEN 293	Strategic Advisory Group on Accessibility
CEN TC 53 WG1 + WG2 + WG4 +WG15	Temporary works equipment
ETSI TC ESI	Electronic signatures and infrastructures
CEN TC 224 WG17	Protection profiles in the context of secure signature creation devices

CEN TC 10 WG 1/WT1 + WG13	Lifts, escalators and moving walks
CEN TC 124 WG4	Timber Structures - connectors
CEN TC 351 + WG1 + WG3 + WG5	Construction Products - Assessment of release of dangerous substances
CENELEC TC 64 + WG17 + WG19 + WG25	Electrical installations & protection against electric shock
CEN TC 350 WG3 + WG8	Sustainability of construction works
ISO TC 178 + WG4 + WG6 + WG10	Lifts
CEN TC 10 WG1 + WG10	Lifts, escalators and moving walks
CEN TC 248 + WG24 + WG31	Flammability of textiles
CEN TC 126 WG1 + WG2 + WG7	Acoustic properties of building products and of buildings
ISO/IEC JTC 1/SC27 WG1	IT Security techniques
ISO TC 184 SC4/WG12 + SC4/WG21	Industrial data, STEP product modelling and SMRL Validation Team
CEN TC 207 + WG1 + WG5 + WG7 + WG8 + WG9	Furniture
CEN TC 98 WG7	Safety of machinery - Suspended access equipment
ISO TC 176 SC3	Supporting technologies
CEN TC 129 + WG1 to WG19	Glass in building
ISO/IEC JTC 1 SC17 WG3 + WG8 + WG10	Cards and personal identification
CEN TC 250 + SC3 + WG2 + WG20	EC 3 Structural fire design
ISO TC 44 + SC10 WG5	Unification of requirements in the field of metal welding
CEN TC 121 + SC4	Welding and allied processes
ISO TC 307	Blockchain
CEN TC89 + WG12	Thermal insulation
CEN TC 88 + WG21	Thermal insulating materials and products
CEN TC 248 WG4	Textiles - coated fabrics

CLC TC 9X + WG15-05 + WG26	ICT for railways
ISO/IEC JTC1 SC7 WG20	Professions for ICT - Study group on competency frameworks and models for software and systems engineering professionals
CEN TC 428	Digital competences and ICT Professionalism
ETSI TC ERM TG28	IoT value chains
ISO TC 165 + WG6 + WG7 + WG10	Timber structures
CEN TC 79 + WG4 + WG6	Respiratory protective devices
CEN/TC 278/WG17	Intelligent Transport Systems and Urban ITS
ISO TC 204 WG7 + WG17	Intelligent Transport Systems
CEN TC 122	Ergonomics
ISO TC 159 + SC3 + SC3 WG1	Ergonomics - Anthropometry and biomechanics
ISO TC 173 SC1 WG1 + WG11	Assistive products for people with disabilities
CEN TC 121 SC4 WG19 + WG20 + WG21	Welding and allied processes
CEN TC 182 WG6 + WG12	Refrigerating systems
CEN TC 162 WG2 + WG4	Resistance to heat and fire of protective clothing + Protective clothing against foul weather, wind and cold
CEN TC 205 WG14	Surgical clothing and drapes, and medical face masks
CEN TC 250 SC3 WG1 + WG4 + WG8	Eurocode 3 - Design of steel structures
CEN TC 248 WG20 + WG34	Safety of children's clothing
CEN TC 442 WG4	BIM Support data dictionaries
ISO TC 94 SC13 WG 6	Protective clothing against hazardous biological agents
ETSI TC CYBER	Cyber
CEN TC 351 WG2	Emissions from construction products into indoor air

CEN TC 250 SC5 + WG5	Design of timber structures (Eurocode 5) - Connections and fasteners
CEN TC 213 WG1	Cartridge operated hand-held tools - Safety - Cartridge operated fixing and hard marking tools
CEN TC 212 + WG5	Pyrotechnic articles - structure - other pyrotechnic articles category P1 and P2
ISO TC 94 SC15 WG2 + WG3 + WG4 + JWG1	Respiratory protective devices
CEN TC 175 + WG1 + WG2 + WG4 + WG30 + WG32 + WG33 + WG34 + WG36 + WG37 + WG38 + WG39	Round and sawn timber
CEN TC 128 + WG1 + WG2, SC8, SC9 + SC9/WG1 + SC9/WG4, SC10	Roof covering products for discontinuous laying & products for wall covering
CEN TC 124 + WG5	Timber structures
ETSI TC ITS + WG1 + WG4	Intelligent Transport Systems
ETSI oneM2M	Machine-to-Machine communications systems and the Internet of Things
ISO TC 228 + WG2 + WG14 + WG15	Tourism and related services
CEN TC 38 WG21 + WG22 + WG24 + WG25 + WG28	Durability of wood and wood based products
CEN TC 55	Dentistry
CEN TC 33 WG5	Doors, windows, shutters, building hardware and curtain walling - Industrial, commercial and garage doors and gates