



CALL FOR PROPOSAL

Representation of sectoral SMEs in the European standardisation process

The appointment of the selected entity is subject to the approval of the Board.

The call and 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.

SBS is looking to expand its sectoral approach and has therefore decided to launch a public call for tender in order to collect manifestations of interest from sectors where SME interests need to be voiced in the standardisation process. The selected entities will carry out sectoral activities in a way that will provide for a better representation of SMEs in the development of standards at European level.

As a continuation of SBS work initiated in 2015, this activity addresses an increasing interest in standardisation by sectoral SME organisations. Indeed, SBS members raised the idea that some sectors may face more challenges vis-à-vis standards, and as such require a specific focus.

The activities carried out under this tender fall under SBS Work Package 6 of the SBS sectoral approach. The contract will cover activities in 2017.

SBS will select, through this tendering procedure, the entity that demonstrates the technical capability to perform activities to represent SMEs in the standardisation process.

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

Deadline for the submission of proposals is 30 September midnight (CET).

A. Description of work and actions

- ❖ Accompany, facilitate, monitor and evaluate the implementation of relevant EU provisions, if applicable

Within the framework of this activity, the selected entity is expected to monitor and evaluate the

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implementation of relevant EU provisions in their sector, which has a particular impact on the relevant sector.

Deliverables:

To be determined and agreed with SBS before the signing of the contract.

❖ **Participation to the relevant European technical groups**

The selected entity undertakes to liaise with relevant European technical groups, if applicable, in order to voice the SME perspective.

Deliverables:

To be determined and agreed with SBS before the signing of the contract.

❖ **Engagement with the SME community, development of sectoral positions and communication campaign on standardisation in the applicant's relevant sector**

➤ Development of sectoral positions through engagement with SMEs

This task will consist in engaging the SME community into discussions in order to stimulate feedback and elaborate consensus-based positions on SME relevant issues of interest to sectoral standardisation. 2

This particular work package will engage the SME community of the applicant's sector and lead to a common position on SME relevant issues in sectoral standardisation. The subjects of sectoral positions will cover issues relating to the ongoing public consultations and/or on specific requests by the membership.

Deliverables:

2 position papers

➤ Elaboration of technical information and dissemination of SME-friendly information

This task consists in analysing information about ongoing work in standardisation in the sector of the applicant and that take place in the different groups and committee of the ESOs as well as at the European Commission and that are relevant to SMEs.

Deliverables:

12 sectoral articles

Report on dissemination activities



➤ Creation of an SBS Forum on standardisation in the relevant sector

The selected entity will support SBS in the setting-up of a Forum on standards in the relevant sector. The forum will be a platform for discussion and sharing of information for the sector. Targeted participants are SMEs in all EU and EFTA member states as well as their associations. Positions developed by SBS on sectoral subjects relevant to standardisation will be discussed and validated by the Forum.

Deliverables:

1 physical meeting in Brussels (minimum)
Information material
Mapping of potential participants
Programme of Forum meetings
Terms of Reference of the Forum
Meeting reports

B. Budget

All proposals in the range of €100 000 will be considered. The allocation of the budget is subject to the approval of the Board.

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

C. Evaluation of proposals

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

- Expertise in standardisation for SMEs in any relevant sector, both from a policy as well as from a technical perspective (points: 6/10)
- Representativeness of sectoral SMEs across the EU for subjects related to standardisation (points: 4/10)

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

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