




Call for Experts 2022

to represent SMEs in standardisation work at European and international level

Small Business Standards

Webinar

02 September 2021



We start at
12:00 CET

Speakers



Maitane OLABARRIA
Director

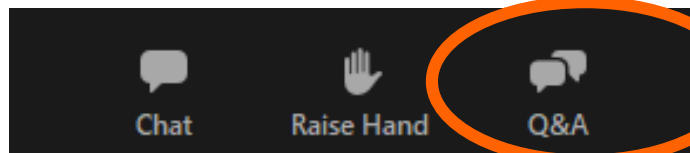


Milena HOFFMANN
Standardisation officer & Expert coordinator

Questions

Questions will be answered at the end of the Webinar

Use the Q&A panel on the bottom of your screen to submit your questions



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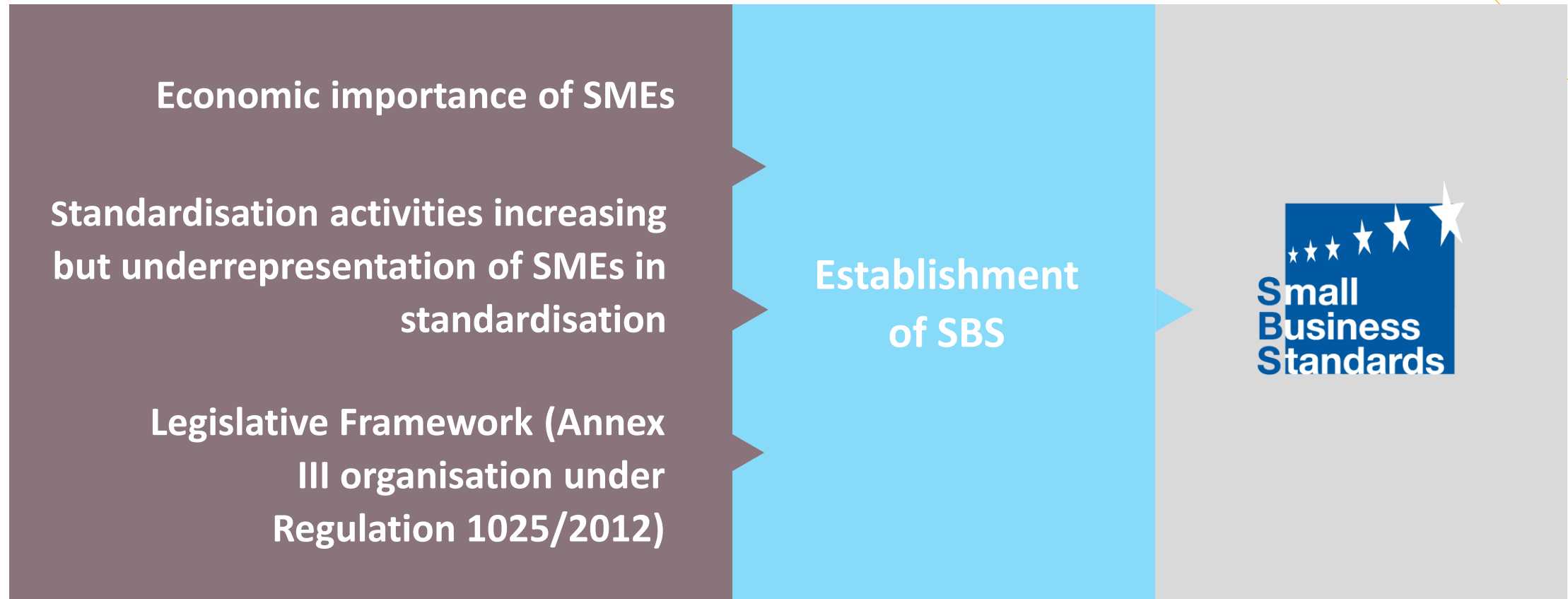
What is Small Business Standards - SBS?

SMEs across Europe



- 99.8% of all businesses
- > 20 million SMEs in Europe
- 67% of all jobs
- 57% of the gross value added
- More than 1500 EU standards delivered every year

Think Small First in standardisation



Members



SBS' mission

- Represent the interests of SMEs in the standardisation process
 - CEN
 - CENELEC
 - ETSI
 - ISO
 - IEC
- Raise awareness of SMEs about standardisation
- Motivate SMEs to become involved in the standardisation process

What does SBS do?

Represent and support SMEs in standardisation

TECHNICAL



- +/- 60 experts in > 200 TCs/WGs in approx. 20 sectors
- Ensure that the standards developed are SME compatible
- CEN-CENELEC Technical Boards

POLITICAL



- Participation in governing bodies of European Standards Organisations
- Follow-up & comment on policies related to standardisation
- Observer in the European Commission Committee of Standards & participation in Commission Expert Groups

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Call for experts 2022

General information

- Open call for experts to represent SMEs in TCs, SCs and WGs of CEN, CENELEC, ETSI, ISO, IEC & ITU.
- Open to candidates with technical expertise in any standardisation topic relevant for SMEs; applications for some topics particularly welcome (see Annex 3)
- Co-funded by the EU Commission and EFTA Member States
- Appointment for one year (renewable)
- Deadline for applications: 19 September 2021
- Call text: <https://www.sbs-sme.eu/news/call-experts-represent-smes-standardisation-published>

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Tasks to be performed by the experts

Experts' Tasks

- Represent the **European SME position** in TCs and/or WGs
- **Attend** TC/SC/WG meetings (willingness to travel) and contribution to the work by submitting comments/proposals...
- Report to SBS expert coordinator: **1 Action Plan & 2 Activity reports**
- Participate in relevant **SBS Working Groups** to exchange with other experts and agree on the **European SME position** or set up your own **Mirror Committee**
- Participate in **Expert Meetings** (at least in 1 of the meetings organised per year)
- Contribute to SBS newsletter and other activities (as required)

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Eligibility and selection criteria

Eligibility criteria

- Residence in the EU or EFTA countries
- Application to be backed by a recognised SME association
- Agreement to co-fund of a part of the lump sum paid to the expert (€ 1,278 / € 2,177)
- Absence of double-funding and of conflict of interest (declaration to be signed)
- Any current mandate to be compatible with becoming SBS expert

Selection criteria (I)

- SME/craft oriented background
- Technical expertise of subject in scope of the relevant TC/SC/WG
- Importance of the proposed TC/SC/WG for SMEs
- Excellent knowledge of English (written and verbal)
- Knowledge of the standardisation system
- Communication, negotiation skills and computer literacy

Selection criteria (II)

- Re-applying experts: quality of work, timely delivery of reports and participation/organisation in SBS WGs/mirror committees
- Application should include at least a WG (unless TC/SC does not have WGs)
- Maximum 1 expert per WG- but different experts can be appointed to different WGs under the same TC/SC.
- A second TC/SC(s)/WG(s) can be indicated as a second preference

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Content of the application

New applicants (I)

- Use Application form in Annex 1
- Contact details
- Number and title of the TC/SC/WG the applicant is applying for- a second choice can be indicated
- Indicative list of meetings of the TCs/SCs/WGs
- Motivation and justification of the importance for SMEs
- Details of recognised SME organisation supporting the application

Annex 1. Application form for new applicants

OPEN CALL FOR EXPERTS 2022

Applications shall be sent to president@sbs-sme.eu at the latest by **19 September 2021**.

A- Contact details of the applying expert

Please note that these will be the contact details used by the SBS Secretariat to get in touch with the candidate and for any relevant further correspondence if the candidate is finally selected as an SBS expert.

First name:
Family name:
Nationality:
Address:
Street:
Street number:
Postal code:
City:
Country:
Phone:
Email address:

B- Number and title of the Technical Committee (TC)/Subcommittee (SC) or Working Group (WG) you are applying for:

All experts must be appointed to at least one WG (unless the TC does not have any WGs). It is possible to appoint only one SBS expert per WG. However, different experts can be appointed to different WGs under the same TC/SC. Candidates can indicate a second choice of TC/SC/WG in case an existing expert is already appointed to the WG. Please note that independently of the number of TCs/WGs you apply for only one lump sum amount can be allocated per expert.

C- Indicative list of meetings of the above-mentioned TCs/SCs/WGs

TC/SC/WG	Dates of meetings

New applicants (II)

- Details on how the applicant meets selection criteria (knowledge standardisation system, technical expertise on TC/SC/WG subject...)
- Who is providing the co-funding
- Type of contract (paid at European or International level or unpaid)
- Person/organisation signing the contract and whether person/organisation is VAT registered
- Signed declaration of honour
- **Attachments:** Letter of support recognised SME association & Applicant CV

Re-applying 2021 SBS experts

Annex 2. Application form – Re-applying 2021 SBS experts

OPEN CALL FOR EXPERTS 2022

Applications shall be sent to president@sbs-sme.eu at the latest by **19 September 2021**.

A- Contact details of the applying Expert

Please note that these will be the contact details used by the SBS Secretariat to get in touch with the candidate and for any relevant further correspondence if the candidate is finally selected as an SBS expert.

First name:
Family name:
Nationality:
Address:
Street:
Street number:
Postal code:
City:
Country:
Phone:
Email address:

B- Number and title of the Technical Committee (TC)/Subcommittee (SC) or Working Group (WG) you are applying for:

*All experts must be appointed to at least one WG (unless the TC does not have any WGs). It is possible to appoint only one SBS expert per WG. However, different experts can be appointed to different WGs under the same TC/SC.
Candidates may indicate that they wish to be appointed to several TCs/SC/WGs. Please note that independently of the number of TCs/WGs you apply for only one lump sum amount can be allocated per expert.*

- Use Application form in Annex 2
- Similar information like for new applicants but...
- No need to provide detailed description of skills and expertise except if new TC/SC/WG
- **Attachment:** Letter of support recognised SME association
- The submission of an updated CV is optional

Unfunded experts

- The tasks, work planning and reporting activities remain the same as for funded experts
- The application requirements remain the same- clearly indicate for which appointments applicants are/are not seeking funding

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Contract and co-funding

Contract and co-funding (I)

- One year contract (January – December 2022)
- Unfunded contracts possible
- Lump sum of € 9 600 (European technical bodies) or € 16 350 (international technical bodies)
- All expenses of the expert during the year are covered by the lump sum
- Experts can only receive one lump sum (even if several appointments)

Contract and co-funding (II)

- Conditional to co-funding pre-payment of € 1 278 (European) or € 2 177 (international)
- The contract will be either concluded:
 - between SBS and the SME supporting association – supported experts
 - between SBS and the expert directly – independent experts
- Candidates shall indicate in their application the type of contract sought

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Submission of applications

Submission of applications

- Deadline for submission: 19 September 2021 midnight (CET)
- Applications must be sent by e-mail (president@sbs-sme.eu)
- All documents submitted must be in English
- Incomplete or unclear applications will not be considered
- All applicants will be contacted once the selection process has been completed
- For questions, please contact SBS Secretariat (president@sbs-sme.eu) / Tel +32 2 285 07 27)

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Time for questions

Thank you

SMALL BUSINESS STANDARDS

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