



CALL FOR TENDER

Representation of ICT SMEs in the European standardisation process

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

The appointment of the selected SME entity to carry out its activities is conditional to the approval of the Work Programme and budget 2017 by the EC and signature of the annual operating grant

In its efforts to represent as many sectors as possible, SBS has 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 entity will carry out sectoral activities in a way that will provide for a better representation of SMEs in the development of ICT standards at European level.

As a continuation of SBS work initiated in 2015, this activity addresses an increasing interest in standardisation by ICT SME organisations. Indeed, SBS members raised the idea that the ICT sector 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 on 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 ICT SMEs in the standardisation process. Eligible entities shall demonstrate technical capability to perform the indicated activities. 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 submission of proposals is 30 September midnight (CET).

A. Description of work and actions

Description of task	Deliverables
Engagement with SMEs and development of sectoral positions. This task will consist in the SME community into discussions in order to stimulate feedback and elaborate consensus based positions on SME	2 position papers for ICT

<p>relevant issues of interest to sectoral standardisation in ICT. The subjects of sectoral positions will cover relevant subjects, depending on the ongoing public consultations and/or on specific requests by the membership, such as for instance: ICT standardisation activities related to the Digital Single Market; the treatment of Intellectual Property Rights in standards setting organisations; ICT standardisation Rolling Plan, etc.</p> <p>The methodology for developing and adopting the sectoral positions will be the following:</p> <ol style="list-style-type: none"> a. Gathering SME input by the sectoral associations involved and development of proposals of scope for new sectoral positions b. Approval of new positions' scope by the SBS managing bodies c. Developing and validating draft positions by the sectoral associations d. Circulation of the draft positions to the SBS members for comments and consolidation of final draft positions e. Adoption by the SBS managing bodies. 	
<p>Elaboration of technical information and dissemination of SME friendly information</p> <p>This task consists in analysing information about ongoing work that takes place in the different groups and committee of the ESOs, as well as at the European Commission, and that are relevant to SMEs, such as Cloud Computing, e-Skills, e-Invoicing, Cybersecurity, as well as IPRs and European coordination of ICT Standardisation. The information will be used to elaborate articles with latest news of interest for SMEs and with useful instructions about the opportunities for SME participation (e.g. links to public consultations, calls for experts, etc.). The article will then be disseminated by SBS through its channels. The awarded entity shall also support SBS with further dissemination of the articles provided to SBS through its own communication channels, e.g. website, LinkedIn, etc.</p>	<ul style="list-style-type: none"> • 12 ICT sectoral articles • Report on dissemination activities
<p>SBS Forum on ICT Standards for SMEs</p> <p>The awarded entity will support SBS in organising the Forum on ICT standards for SMEs.</p> <p>The forum is a platform for discussion and sharing of information about ongoing SME relevant activities on ICT standards. Among other things, it focuses on digitisation of SMEs, Industry4.0 and cyber-security.</p> <p>Targeted participants are SMEs in all EU and EFTA member states as well as their associations.</p>	<ul style="list-style-type: none"> • Information material, • List of targeted participants, • Program of Forum meetings • Terms of Reference of Forum • Meeting reports

<p>The forum will feature interventions and audio-visual presentations from Standards Setting Organisations, technical experts, the European Commission, industry and other stakeholders.</p> <p>The entity will organise the forum and take care of it in all the relevant phases. At least one physical meeting will be organised and it will take place at the SBS premises in Brussels. Number of targeted participants per meeting: 45.</p>	
<p>Digital booklet and website on e-skills standards for SMEs</p> <p>e-Skills have been identified as a key element to boost growth and employment in the EU. Europe may experience a shortfall of up to 750,000 ICT professionals by 2020. e-Skills standards are one of the many tools available to ensure that digital competences are understood and assessed in a consistent way across the EU. SMEs are often unable to recruit ICT professionals from other countries due to insufficient harmonisation of e-skills curricula.</p> <p>This activity will develop information material addressed to SMEs in order to explain the role and assist them in the use of existing e-skills standards, such as the e-Competence Framework.</p> <p>A digital booklet on the use of e-skills standards by SMEs and a dedicated website will be developed through this activity.</p>	<ul style="list-style-type: none"> • Digital booklet on Eskills Standards for SMEs • website on Eskills Standards for SMEs
<p>SME Guide on ISO27000 on IT Security Management</p> <p>ISO27000 is the international standard on IT security. Its certification is among the most requested ISO certifications worldwide. In most countries compliance with ISO27000 is a requirement for accessing public procurement. This is often a barrier for SMEs because the standard is not specifically addressed to small organisations but is applicable to all companies independently from their size and complexity.</p> <p>This activity will develop a simplified guide for compliance with ISO27000 addressed to SMEs. The guide will give practical suggestions for the use of the standard and provide solutions for implementation in small companies.</p> <p>The guide is to be developed by a team of IT security experts, to be called WG Cyber, with heterogeneous backgrounds and nationalities as to cover different national approaches.</p>	<ul style="list-style-type: none"> • SME Guide on ISO27000 • Composition of the team of experts (WG Cyber)

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 SBS Board.

The selected entity shall also 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 ICT, 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)