

## 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: 3 November 2017**

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 2018 Work Programme and budget as well as the signature of the annual Operating Grant by the European Commission.

The appointment of experts is subject to the decision of the SBS General Assembly.

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 with the objective 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, renewable. This new call is co-funded by the European Commission and the European Free Trade Association (EFTA).

For 2018, SBS seeks to appoint 45 experts at European level (CEN, CENELEC and ETSI) and 15 experts at international level (ISO and IEC). SBS reserves the right to appoint less experts than the number indicated.

This call is open to experts specialised in SMEs and standardisation. Selected experts will develop a European SME position and be the representative of European SMEs in his/her TC/SC/WG. He/she will work as an SME spokesperson and not as the representative of a single organisation/company/country.

This call is open to experts from all organisations representing SMEs in Europe and EFTA countries and to independent experts (independent experts must submit a letter of support from an SME organisation to show the absence of conflict of interest (see point A below).

The appointment of experts is contingent on the approval of the 2018 Work Programme and budget as well as the signature of the annual Operating Grant by the European Commission.

The appointment of experts is subject to the decision of the SBS General Assembly.

#### A. Selection criteria

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

- Proven knowledge of the specific subject under the scope of the TC/SC/WG Work Programme
- Proven knowledge of the standardisation system
- SME and crafts oriented background
- Excellent knowledge of English (written and verbal)
- Good communication skills, computer literacy, be willing to travel
- A letter of support by a recognised SME organisation, underlining the SME competences of the applicant
- A letter on the honour confirming all absence of conflict of interests and double funding, signed by the applicant

Applications for TCs and SCs only are not admitted, they must also include at least one SC or WG. However, applications for WGs only are possible.

SBS has a policy of avoiding double-funding. This means that two or more experts cannot be appointed to the same TC, SC or WG. However, two or more experts can be appointed to different WGs under the same TC.

Experts that do not specify the TC and SC/WG in which they want to be appointed to, will be considered as non-eligible.

#### B. Application

There are two different application procedures: a) for already appointed experts and b) for new experts.

a) Applications of already appointed experts

Experts appointed at TC level are required to also choose a WG in which he/she wants to be appointed. **Applications for only TC level will not be accepted. Therefore, experts appointed only at TC level in 2017 must indicate, in their application for 2018, at least one WG.**

Experts that have already represented SBS during 2017 solely need to submit a supporting letter signed by his/her SME organisation OR by a recognised SME organisation (in the case of independent experts). The letter should include information on:

- the TC and SC and/or WG in which he/she wants to be appointed  
*NOTE: it is possible to request nomination to a different TC/SC/WG than the one attended in 2017, provided the reason for such a change is explained by the applying expert*
- the need for SMEs to be involved in the workings of that TC/SC/WG
- willingness to co-finance the 11% of the flat rate sum (see section C)
- the list of meetings scheduled in 2018 of the TC/SC/WG to which the expert wishes to be appointed (which will avoid appointment of experts to dormant or inactive TCs/SCs/WGs).  
*NOTE: further information or documents may be requested on a case-by-case basis.*

b) Applications of new experts

New experts are requested to submit the following:

- a cover letter highlighting qualifications and experience
- a detailed curriculum vitae
- a clear indication of which TC + SC/WGs the expert wishes to be appointed to, motivating the need for SMEs to be involved in the workings of that TC and/or SC and/or WG. In case the selected TC/SC/WG is one listed in the Annex at the end of the call, a second TC/SC/WG should be selected (as already appointed experts will be given the priority in case of re-appointment).
- A letter of support by a recognised SME organisation, underlining the SME competences of the applicant and the willingness of the organisation to co-finance the 11% of the flat rate sum (see section C). *NOTE: independent experts need to confirm their willingness to co-finance the 11% and also submit a letter of support by a recognised SME organisation*
- A letter on the honour confirming all absence of conflict of interests and double funding, signed by the applicant
- the list of the meetings scheduled in 2018 of the TC/SC/WG to which the expert wishes to be appointed (which will avoid appointment of experts to dormant or inactive TCs/SCs/WGs).

**Please note that if the application does not clearly indicate in which TC/SC/WG the applicant wishes to be appointed to, the application will not be considered.**

### C. Co-financing of the activities

All experts appointed by SBS should contribute with a co-financing sum equal to 11% of the flat rate sum granted by the SBS one-year contract, inclusive of VAT.

This contract will be valid for one year (2018) and the payment will be 13,310 € per year (contracts at European level) and 24,200 € per year (contracts at international level) – VAT included. Thus, the co-financing contributions to be paid to SBS are fixed at 1,465 € per year (contracts at European level) and 2,662 € per year (contracts at international level) – VAT included. This condition is applicable to all experts as from the beginning of the contract.

### D. Selection procedure

A Selection Committee will evaluate all applications, based on the criteria indicated above. If positively evaluated, the experts of the inherent year will have priority over new experts, i.e., the remaining seats will be filled by the new applicants. The new applicants will be ranked and remaining seats will be allocated on the basis of the best ranked new experts. The ranking of best new applications will be presented to the SBS General Assembly which will make the final appointment.

When and if necessary, the Selection Committee will contact directly the experts and their organisations.

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

The 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 for standardisation
- motivate them to become involved in the standardisation process

SBS is the organisation selected by the European Commission, via a call for proposals, to carry out activities in line with the objectives above. All activities are co-funded by the European Commission and EFTA member states.

## Annex I

List of TCs/SCs/WGs attended by SBS experts in 2017.

New experts are welcome to apply to the TCs/SCs/WGs indicated below. However, already appointed experts will have priority for re-appointment to the below TCs/SCs/WGs.

| Technical committee                     | Description of TC or WGs / Sector                                       |
|---|---|
| <b>Cosmetics</b>                        |   |
| ISO TC 217 + WG1, WG3, WG4, WG7         | Cosmetic - Terminology  |
| CEN TC 409                              | Beauty salon services   |
| CEN TC 392 + WG1, WG2, WG4              | Cosmetic Products   |
| <b>Lifts</b>                            |   |
| ISO TC 178 + WG 4, WG 6 , WG 10         | Lifts   |
| CEN TC 10 + WG1, WG10                   | Lifts   |
| <b>ICT</b>                              |   |
| ISO/IEC JTC 1/SC 27                     | IT Security techniques  |
| ISO/IEC JTC 1/SC 17                     | Cards and personal identification                                       |
| ETSI - TC TCCE                          | TETRA and Critical Communications Evolution                             |
| ETSI oneM2M                             | Machine-to-Machine communications systems and the Internet of Things    |
| CEN PC 428                              | Professions for ICT   |
| ETSI TC CYBER                           | Cyber   |
| ETSI TC ATTM                            | Multiplexing  |
| ETSI/TC ESI                             | Electronic signatures and infrastructures                               |
| CEN/TC 224/WG 17                        | Protection profiles in the context of secure signature creation devices |
| CEN/PC 440                              | Electronic public procurement   |
| <b>Transport systems and navigation</b> |   |
| ISO/TC 211                              | Geographic information  |
| ETSI SES SCN                            | Satellite Earth Station – Satellite Communications and Navigation       |
| CEN/CLC/TC 5 + WG 1                     | Space - Navigation and positioning receivers for road applications      |

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|--|---|
| ETSI TC ITS  | Intelligent Transport Systems   |
| <b>Wood</b>  |   |
| CEN TC 175 + WG1, WG2, WG4, WG30, WG32, WG33, WG34, WG36, WG37, WG38, WG39   | Round and sawn timber   |
| CEN TC 124   | Timber structures   |
| CEN TC 124 WG 4  | Timber Structures - connectors  |
| CEN TC 38 + WG21, WG22, WG23, WG24, WG25, WG26, WG27, WG28   | Durability of wood and wood based products  |
| CEN TC 250 SC5 + WG3, WG7, WG9   | Structural Eurocodes - Eurocode 5; Design of timber structures. Cluster EC5; Reinforcement; Execution       |
| <b>Furniture</b>   |   |
| CEN TC 207 + WG1, WG5, WG7, WG9  | Furniture   |
| <b>Construction</b>  |   |
| CEN/TC 351 WG 2  | Emissions from construction products into indoor air  |
| CEN TC 193, SC1 WG6  | Test methods and requirements for adhesives for glued-in rods and on-site repair of load-bearing structures |
| CEN/TC 165 WG4   | Manhole tops, gully tops, drainage channels and other ancillary components for use outside buildings        |
| CEN TC 135 + WG 2<br>(request by EMU)  | Execution of steel structures and aluminium structures  |
| CEN TC 128 + WG1, SC8, SC9, SC9WG1, SC9WG4, SC9WG5, SC10   | Roof covering products for discontinuous laying & products for wall clc                                     |
| CEN TC 350   | Sustainability of construction works  |
| CEN TC 129 + WG1, WG2, WG3, WG4, WG5, WG6, WG7, WG8, WG9, WG10, WG11, WG12, WG13, WG14, WG15, WG16, WG17, WG18, WG19 | Glass in Buildings  |
| CEN TC 250 SC5 WG5   | Design of timber structures (Eurocode 5) - Connections and fasteners  |
| CEN TC 351 + WG3, WG5  | Emission of dangerous substances from construction products   |
| CEN TC 126   | Acoustic properties of building elements and of buildings   |
| CEN TC 246   | Natural stone   |
| CEN TC 127 WG 1, WG 2  | Fire safety in buildings  |
| CEN/TC 250/SC3/WG 1, WG 4, WG 8  | Design of steel structures  |

|                                       |   |
|---------------------------------------|---|
| ISO TC 165                            | Timber structure  |
| <b>Machinery</b>                      |   |
| CEN TC 213 WG 1                       | Cartridge operated hand-held tools - Safety -<br>Cartridge operated fixing and hard marking tools                         |
| CEN TC 53 + WG14, WG15                | Temporary works equipment   |
| CEN TC 114                            | Safety of machinery   |
| <b>Textiles</b>                       |   |
| CEN TC 248/WG 20                      | Safety of children's clothing   |
| CEN TC 248                            | Textiles  |
| CEN TC 248 WG 30                      | Size system of clothing   |
| <b>Road Vehicles</b>                  |   |
| ISO TC 22 SC 31                       | Data communication for vehicle applications   |
| CEN TC 144                            | Tractors and Machinery for agriculture and<br>forestry  |
| CEN TC 301 + WG6, WG11                | Road Vehicles   |
| <b>Doors and Windows</b>              |   |
| CEN TC 33 WG 5                        | Doors, windows, shutters, building hardware and<br>curtain walling - Industrial, commercial and<br>garage doors and gates |
| CEN TC 33 + WG 1                      | Doors, windows, shutters, building hardware and<br>curtain walling  |
| <b>Insulation material</b>            |   |
| CEN TC 89 WG 13                       | Insulation material - In-situ thermal performance<br>of construction products, building elements and<br>structures        |
| CEN TC 89 WG 12                       | Insulation material - Reflective insulation<br>products   |
| CEN TC 88 + WG 21                     | Thermal insulating materials and products   |
| CEN TC 254 + WG9, SC1, SC2            | Flexible sheets for waterproofing   |
| <b>Electrical Installations</b>       |   |
| CENELEC TC 64                         | Electrical installations & protection against<br>electric shock   |
| <b>Occupational Health and Safety</b> |   |
| ISO TC 94-SC15 + WG1, WG2, WG3        | Respiratory protective devices  |
| CEN TC 79 + WG4, WG6                  | Respiratory protective devices  |
| CEN TC 160                            | Protection against fall from heights  |

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|----------------------------|--|
| CEN TC 205 WG14            | Surgical clothing and drapes, and medical face masks                             |
| ISO TC 94/SC 13/WG 6       | Protective clothing against hazardous biological agents                          |
| <b>Welding</b>             |  |
| CEN/TC 121 + SC 4          | Welding and allied processes   |
| ISO TC 44 SC 10            | Unification of requirements in the field of metal welding                        |
| <b>Tourism</b>             |  |
| ISO TC 228                 | Tourism and related services   |
| <b>Pyrotechnic</b>         |  |
| CEN TC 212 + WG 5          | Pyrotechnic articles - structure - other pyrotechnic articles category P1 and P2 |
| <b>Ergonomics</b>          |  |
| CEN TC 122                 | Ergonomics   |
| <b>Management services</b> |  |
| CEN TC 381                 | Management Consultancy Services  |