

Open call for an expert to represent the interests of SMEs in CEN/TC 442 Building Information Modelling (BIM)

Applicants and supporting organisations are advised to carefully read the whole call before applying.

Deadline for applications: 10/06/2022

Please send your application to: president@sbs-sme.eu

A. Background

Small Business Standards (SBS) aims at representing small and medium-sized enterprises (SMEs) in the standardisation process, motivate them to get involved and raise their awareness about standardisation. In this framework, SBS is launching an open call to appoint an expert to represent the interests of SMEs in CEN/TC 442 Building Information Modelling. The expert will be appointed for six months (July-December 2022) and his/her appointment is renewable. The call will be co-funded by the European Union and the European Free Trade Association (EFTA).

B. Tasks to be performed by the expert

The selected expert is expected to:

- Represent the **European SME position** and be the representative of **European SMEs** in CEN/TC 442 and its Working Groups (WGs). Applicants need to at least participate in one WG within the TC. The applicant's choice of WG must be well justified. The expert will work as an SME spokesperson and not as the representative of a single organisation/company/country.
- Attend the meetings of the TC plenary and WGs for which he/she is selected and contribute to the standardisation work by submitting technical comments and proposals. Willingness to travel is required as physical presence to certain meetings may be required.
- Report to and liaise with the SBS Expert coordinator for construction. The expert is expected to develop an Action Plan at the beginning of the appointment providing an overview of the main work and objectives and one Activity report.
- Exchange information with SBS member organisations and other experts as needed. The expert is expected to participate in relevant SBS Working Groups (or set up their own Mirror Committee) to gather inputs and agree on the European SME position. These SBS WG meetings will be organised virtually whenever possible. In the absence of a relevant SBS WG, the expert shall autonomously set up and manage his/her own Mirror Committee which will help identify the European SME position.
- Participate in at least one Expert meeting organised by the SBS secretariat per year.
- Contribute to the SBS newsletter or other SBS activities when appropriate.

C. Eligibility and Selection criteria

C.1. Eligibility criteria

Candidates shall be based in the EU or EFTA countries.

The application of the expert must be backed by a recognised SME association. A support letter from this SME association will need to be submitted together with the candidate's application.

The appointment as SBS expert is subject to the agreement by the expert OR a supporting organisation (e.g. employer, SME association) to co-fund a part of the lump sum paid to the expert (see section F).

Applicants must demonstrate the absence of double-funding and the absence of conflict of interest.

Candidates are encouraged (but it is not mandatory) to be a member of the national mirror committee of the technical body they are applying for. This can support the consideration of SME positions at national level. Nevertheless, some appointments may be incompatible with being appointed as an SBS expert, e.g. the appointment as head/part of the national delegation to the plenary of the same European or International technical committee to which the expert has been appointed by SBS.

C.2. Selection criteria

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

- knowledge and technical expertise of Building Information Modelling (BIM)
- SME / craft-oriented background,
- knowledge of the standardisation system,
- excellent knowledge of English (written and verbal),
- good communication and negotiation skills and computer literacy,

Having a good level of written and verbal English and a SME/craft-oriented background are essential criteria for candidates to be appointed as an SBS expert.

Experts must indicate at least one WG for each application to the TC 442. As a general rule, SBS expects appointed experts to attend their TC plenary **and** WG meetings (i.e. not only the WG meetings).

D. Content of the application

Applicants must use the relevant application form included in Annex 1 and fill in all the requested information. A list with all the documents to be submitted together with the application form is available at the end of the form. Please note that all documents submitted must be in English.

Experts may apply to as many WGs as they wish. Only one lump sum amount will however be granted, independent of the number of WGs the expert is appointed to.

In the application form, applicants are asked to indicate the following information:

- Number and title of the WG to which the applicant wishes to be appointed
- Indicative list of meetings of the above-mentioned WGs
- Motivation to become an SBS expert

- Detailed description of the required skills and expertise (see section C.2. above)
- Details of the person/organisation providing the co-funding
- The type of contract sought (see section F)
- Signature of the applicant (confirming the absence of conflict of interest and the absence of double funding¹)

Candidates are requested to submit the following documents together with the application form:

- A supporting letter from a recognised SME organisation² supporting the candidate's application, including:
 - support for the candidate's application,
 - the WG(s) for which the application is made,
 - the status of the organisation (e.g., not for profit association),
 - the name, phone, and e-mail of the contact person in the SME organisation.
- A detailed curriculum vitae

E. Submission of applications

Applications must be sent by e-mail to president@sbs-sme.eu by 10/06/2022 midnight (CET) at the latest. Incomplete or unclear applications will not be considered. 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 in the second half of June 2022.

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F. Funding, contract and co-funding

F.1. Funding

Selected experts will be offered a contract for six months (July- December 2022). The payment will be € 6,400. This amount shall cover all the expenses (work, travel etc.) of the expert during the contract period.

Independently of the number of WGs that the expert is appointed to, only one lump sum amount can be granted per expert. Applicants are allowed to seek a completely unfunded appointment (should you wish to be appointed as an unfunded expert, please indicate it in the application form). Unfunded experts must undertake the same work planning and reporting activities as funded experts.

F.2 Contract and co-funding

The contract can be either concluded:

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

¹ Double-funding means the candidate is paid twice for the same activity (e.g. paid by SBS and by another entity for carrying out the same task or for travelling)

² The SME organisation can be European or national. If the organisation also represents large companies, it must explain, in its supporting letter, how it ensures the representation of SMEs in its activities.

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

All funded experts appointed by SBS must contribute to the co-funding of the lump sum granted to cover all expenses necessary to represent SBS as an expert.

The co-funding contribution to be paid to SBS, by the supporting association or the expert, is € 852. The co-funding sum must be received by SBS before the expert's contract can come into force.

G. 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 tender.

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](#).

H. Further information

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

For any questions or further information, please contact the SBS Secretariat (president@sbs-sme.eu) / Tel +32 2 285 07 27).

This call is also available on the [SBS website](#).