

## Open call for experts to represent SMEs in standardisation work at European and international level

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

**Deadline for applications: 09 September 2024**

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 budget and signature of a grant with EISMEA and EFTA as well as on the decision of the governing bodies of SBS.**

### 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 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 (see page 6 for links to the lists of technical bodies of the respective organisation). Experts will be appointed for one year and their appointment is renewable. The call will be co-funded by the European Union and the European Free Trade Association (EFTA).

This call is open to candidates with technical expertise in any standardisation topic relevant for SMEs. **Applications on topics included in [the 2024 Annual Union work programme for European standardisation](#) are strongly encouraged.**

SBS expects to be able to fund around 70 experts in 2025. The number provided is just indicative and the actual number of experts appointed will depend on the confirmation of the final budget available and quality of the applications received.

### B. TCs eligible for funding and tasks to be performed by the experts

#### B.1. TCs eligible for funding

TCs eligible for funding are the ones within the following standards developing organisations: CEN, CENELEC, ETSI, ISO and IEC.

Applicants may propose any TCs/SCs/WGs to which they wish to be appointed. The applicant's choice must be **well justified from an SME perspective** (it is the applicant's responsibility to substantiate the SME relevance in the application form). The applicant must also **indicate at least one WG for each TC** in which s/he wishes to participate.

SBS strongly welcomes applications to TCs/SCs/WGs linked to the topics listed in in the [2024 Annual Union work programme for European standardisation](#) and its outlined priorities with a strong impact on SMEs.

## B.2. Tasks to be performed by the experts

Selected experts are expected to:

- Represent the **European SME position** and be the representative of **European SMEs** in their technical body and/or working group. They will work as an SME spokesperson and not as the representative of a single organisation/company/country.
- Attend the meetings of the technical body for which they are 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 relevant SBS Expert coordinator. Experts are expected to develop an Action Plan at the beginning of the year providing an overview of the main work and objectives for 2025 and two Activity reports. During their work they are also required to use the [SBS SME Compatibility Test](#) on draft standards and other documents under development and review in their WG.
- Exchange information with SBS member organisations and other experts as needed. Experts are 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 the Expert meeting organised by the SBS secretariat at the beginning of the year and in online training sessions where relevant.
- Contribute to the SBS newsletter or other SBS activities when appropriate.

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## 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, European and/or international 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 the subject within the scope of the TC/SC/WG for which the expert is applying,
- importance of the proposed TC/SC/WG and topic for SMEs,
- relevance of the topic in relation to European policy priorities,
- SME- / craft-oriented background,
- knowledge of the standardisation system,
- excellent knowledge of English (written and verbal),
- good communication and negotiation skills and computer literacy,
- in the case of re-applying experts, the quality of the work, organisation and participation in SBS mirror committees/Working Groups and timely delivery of reports of the previous year will be considered.

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

**Applications for TCs/SCs only are not admitted, unless the TC/SC has no WGs.** Experts must indicate at least one WG for each application to a TC or SC. As a general rule, SBS expects the appointed experts to attend their TC (or SC) plenary **and** WG meetings (i.e. not only the WG meetings). In case of several applications from different experts to different WGs under the same TC, SBS will appoint one of those experts to participate in the TC plenary meetings.

In principle, two or more experts cannot be appointed to the same body (TC, SC or WG). However, two or more experts can be appointed to different SCs/WGs under the same TC. A second TC/SC(s)/WG(s) may also be indicated if the candidate is willing to be nominated to another technical body(ies) as a second preference. Second preference(s) should be clearly indicated as such in the application.

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## **D. Content of the application**

Applicants must use the relevant application form 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 TCs/SCs/WGs as they wish. Only one lump sum amount will however be granted, no matter how many TCs/SCs/WGs the expert is appointed to.

### **D.1. New applicants**

The term ‘new applicants’ refers to candidates that were not appointed as SBS experts in 2024. The application form for new applicants can be found in [Annex 1](#). In the application form, applicants are asked to indicate the following information:

- **Number and title of the TC/SC/WG** to which the applicant wishes to be appointed,
- Indicative list of meetings of the above-mentioned TCs/SCs/WGs,
- Motivation to become an SBS expert and justification of the importance of the chosen TC/SC/WG for SMEs and in relation to the European context,
- 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 funding<sup>1</sup>).

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

- A supporting letter from a recognised SME organisation<sup>2</sup> supporting the candidate's application, including:
  - support for the candidate's application,
  - the TC, SC(s) and 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.

## D.2. Re-applying 2023 SBS experts

The application form for re-applying experts can be found in [Annex 2](#). In the application form, applicants are asked to indicate the following information:

- **Number and title of the TC/SC/WG** to which the applicant wishes to be appointed,
- Indicative list of meetings of the above-mentioned TCs/SCs/WGs,
- Motivation to remain an SBS expert and justification of the importance of the chosen TC/SC/WG for SMEs,
- In case the TC/SC/WG for which the applicant wishes to be appointed is different from the one in 2022, a detailed description of the expertise of the subject within the scope of the new TC/SC/WG,
- 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 funding<sup>1</sup>).

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

- A supporting letter from a recognised SME organisation<sup>2</sup> supporting the candidate's application, including:
  - support for the candidate's application,
  - the TC, SC(s) and 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.

<sup>1</sup> Double-funding means the candidate would get paid twice for the same activity (e.g., paid by SBS and by another entity for carrying out the same task or for travelling).

<sup>2</sup> The SME organisation can be European or national. If the organisation also represents large companies, the organisation needs to demonstrate the majority of members are SMEs and it must explain, in its supporting letter, how it ensures the representation of SMEs in its activities.

## **E. Submission of applications**

Applications must be sent by e-mail to [president@sbs-sme.eu](mailto:president@sbs-sme.eu) by **09 September 2024 midnight (CET)** at the latest.

**Incomplete or unclear applications (including not signed applications or applications not indicating a specific TC, SC or WG) and applications received later than the above-mentioned deadline will not be considered.** It is the responsibility of the applicant to supply all the information required.

**All applicants will be contacted in December 2024** once the selection process has been completed.

## **F. Funding, contract and co-funding**

### **F.1. Funding**

Selected experts will be offered a contract for one year, from January to December 2025. Experts will be paid a lump-sum of **€ 10,500** for their work. Additionally, a lump-sum payment covering person-days, travel, accommodation, and subsistence costs will be provided for physical meetings attended. The travel lump-sum amounts are fixed per geographical destination. The payment of travel lump-sums will be subject to the maximum available budget for experts' travel and to prior approval by SBS. The aim is to allow for at least a physical travel per expert.

Independently of the number of TCs/SCs/WGs 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.

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 expected to be around **€ 1,680 and € 1,700** depending on the final total number of appointed experts. 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

[www.sbs-sme.eu](http://www.sbs-sme.eu)

Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

## H. **Further information**

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

A **webinar will be organised on 29 August 2024** to introduce SBS and present the call for experts. This will allow interested candidates to ask questions about the calls and the role of SBS experts. Further information on the webinar will be posted on the [SBS website](#).

For any questions or further information, please contact the SBS Secretariat ([info@sbs-sme.eu](mailto:info@sbs-sme.eu) / Tel +32 472 26 03 76).

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

## Links to Technical Bodies

SBS welcomes applications for Technical Committees (TCs), Sub-Committees (SCs) and Working Groups (WGs) in CEN, CENELEC, ETSI, ISO and IEC. The links below provide further information on existing technical bodies in these Standards Developing Organisations:

European level:

[CEN](#)

[CENELEC](#)

[ETSI](#)

International level:

[ISO](#)

[IEC](#)