

A photograph of three business professionals in a meeting. A man on the left is gesturing with his hands while speaking. A woman in the center is smiling and looking towards the man. A woman on the right is also smiling and looking towards the man. They are sitting around a table with laptops and papers. The image has a blue overlay.

Small Business Standards

CALL FOR EXPERTS 2025

to represent SMEs in standardisation work
at European and international levels

WEBINAR

29 AUGUST 2024

13.30 - 14.30 CEST



SPEAKERS



Frédéric DUFOUR

Standardisation Officer
and Expert Coordinator



Valia TSIALA

Technical Officer
and Expert Coordinator

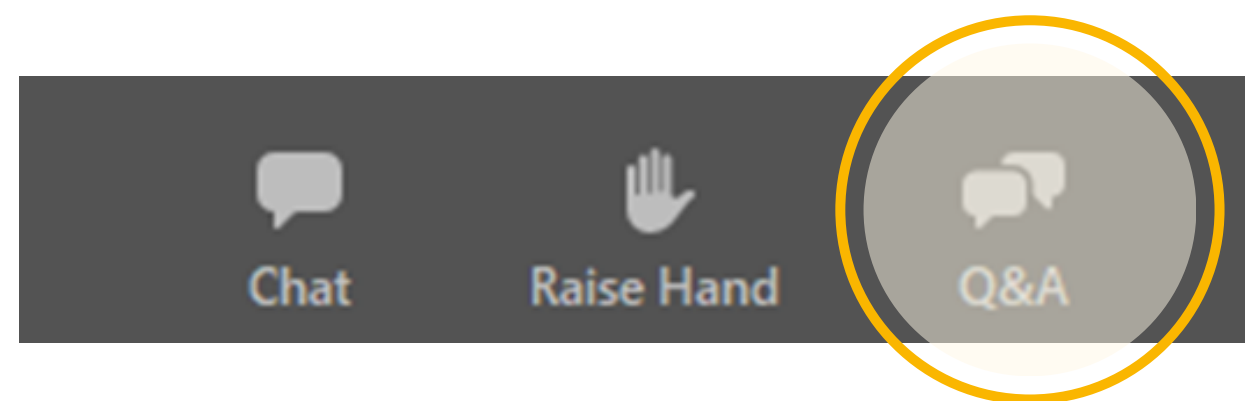


Andrea Raffaelli

Standardisation Policy Officer
and Expert Coordinator

QUESTIONS

Questions will be answered at the end of the Webinar.



Use the Q&A panel at the top of your screen to submit your questions.





ABOUT (SBS) SMALL BUSINESS STANDARDS

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 1400 EU standards delivered every year

THINK small FIRST IN STANDARDISATION

Economic importance of SMEs

Standardisation activities
increasing but underrepresentation
of SMEs in standardisation

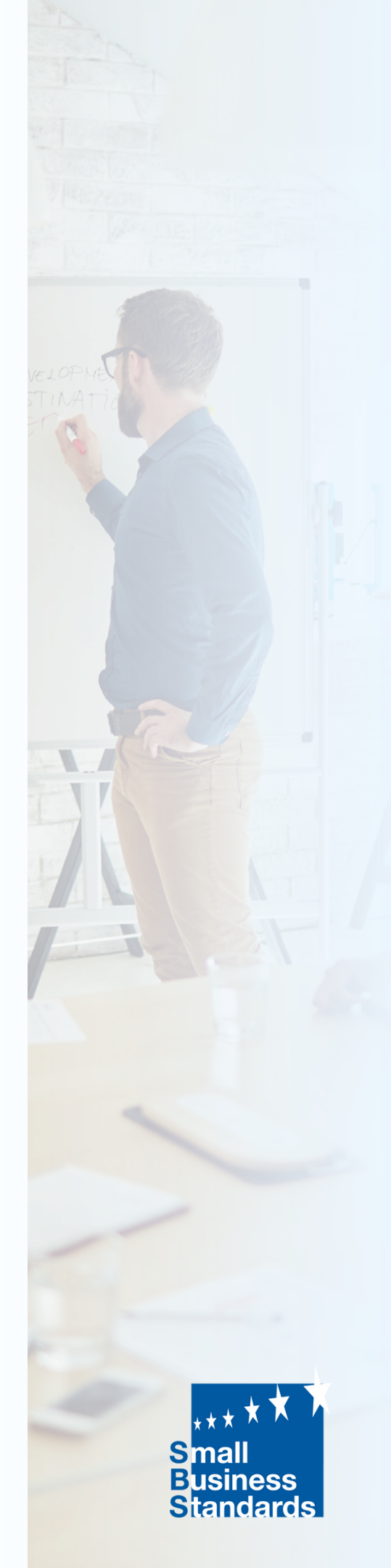
Legislative Framework (Annex III
organisation under Regulation
1025/2012)



Establishment
of SBS




**Small
Business
Standards**



MEMBERS





SBS' MISSIONS

- 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



- 68 experts in approximately 260 TCs/SCs/WGs in 12 sectors
- Ensure standards are SME-compatible
- CEN-CENELEC Technical Boards

POLITICAL



- Participation in governing bodies of European Standards Organisations
- Follow up & comment on standardisation policies
- Observer in the European Commission's Committee on Standards & participants in Commission Expert Groups



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CALL FOR EXPERTS 2025

GENERAL INFORMATION

- Open call for experts to represent SMEs in TCs, SCs and WGs of CEN, CENELEC, ETSI, ISO & IEC.
- Open to candidates with technical expertise in any standardisation topic relevant for SMEs; applications for topics included in the **AUWP 2024** particularly welcome.
- Co-funded by the European Union and EFTA Member States.
- Appointment for one year (renewable).
- Call text: **Represent and support SMEs in standardisation.**

Deadline for applications:

9 September 2024



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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... - use of the SBS **SME Compatibility test**.
- 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 alternatively, create and animate Mirror Committee** (in the absence of relevant SBS WG).
- Participate in **Expert Meetings** (at least in 1 of the meetings organised per year).
- Contribute to SBS newsletter and other activities (as required).

A blue-tinted photograph of a business meeting. In the foreground, a man with glasses and a beard, wearing a suit and tie, is smiling and looking towards the camera. Behind him, a woman in a suit is smiling, and another man is partially visible. They appear to be in a meeting room with large windows in the background.

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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 a part of the lump sum paid to the expert** (Between €1,680 and € 1,700).
- **Absence of double-funding and of conflict of interest** (declaration to be signed).
- If you are already involved in standardisation (e.g., through national standards body) please make sure any mandate is compatible with becoming SBS expert- if not you need to choose either to become SBS expert or to keep your current mandate/appointment.

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 and their work for SMEs.
- Relevance of the topic to European policy priorities & AUWP 2024.
- **Excellent knowledge of English** (written and verbal).
- Knowledge of the standardisation system.
- Communication, negotiation skills and computer literacy.
- Re-applying experts: quality of work, timely delivery of reports and participation/organisation in SBS WGs/mirror committees.

SELECTION CRITERIA (II)

- Application should include at least a proposed TC and 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.
- An SBS expert should always cover the TC plenary in addition to the WG. In case of different experts in the TC/WGs- SBS to appoint the expert in the TC plenary.
- 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 (as far as possible).
- Type of appointment sought (unpaid or paid).
- Motivation and justification of the importance for SMEs.

Annex 1. Application form for new applicants
OPEN CALL FOR EXPERTS 2025

Applications shall be sent to president@sbs-sme.eu at the latest by **9 September 2024**.

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:
Date of birth:
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. If you decide to mention a second choice of TC/SC/WG please clearly indicate that this is just a second choice. 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...).
- Details and contact person of the SME supporting organisation.
- Who is providing the co-funding.
- Type of contract and person/organisation signing the contract.
- Whether the person/organisation signing the contract is VAT registered.
- Signed declaration of honour.
- **Do not forget to attach:**
 - ➔ Letter of support recognised SME association & Applicant CV.

RE-APPLYING 2024 SBS EXPERTS

- 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 is applied for.
- Do not forget to **attach the letter of the recognised SME organisation.**
- The submission of an updated CV is optional.

**Annex 2. Application form
– Re-applying 2024 SBS experts**

OPEN CALL FOR EXPERTS 2025

*Applications shall be sent to president@sbs-sme.eu at the latest by **9 September 2024**.*

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:
Date of birth:
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.*

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UNPAID EXPERTS

- It is possible to apply for an unpaid position.
- The tasks, work planning and reporting activities remain the same as for unpaid experts.
- The application requirements remain the same.
- SBS provides training possibilities, access to its WGs and support with any issues the expert may face.

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CONTRACT AND CO-FUNDING



CONTRACT AND CO-FUNDING (I)

- One year contract (January –December 2025).
- Unpaid contracts possible.
- Experts are paid a lump sum of € 10,500 (even if appointed to several TCs/SCs/WGs).
- Additional payment for travel to physical meetings will be provided (lump-sum per geographical destination).
- Travel payments contingent upon the maximum budget available for expert travel and prior approval from SBS.
- Aim is to allow for at least one physical travel per expert.

CONTRACT AND CO-FUNDING (II)

- Contract conditional to co-funding pre-payment of € 1.680 to 1.700 (depending on final number of experts appointed for 2025).
- The contract will be concluded either:
 - | between SBS and the SME supporting association – supported experts.
 - | between SBS and the expert (or his company) directly – independent experts.
- Candidates shall indicate in their application the type of contract they seek.
- The organisation/person signing the contract needs to be the same organisation/person invoicing SBS.
- Payments (1/3 of the amount) after each deliverable: Action Plan + 2 Activity reports (first one in July, second in December).
- Travel lump-sums payment after expert submits requests together with justification of meeting attendance.

TRAVEL LUMP SUM

Total per trip (EUR)

Brussels (experts meeting)	500
Within country of residence	600
Europe	900
Australia/New Zealand	2,600
Middle East	1,800
Asia	2,000
Central & South America	2,000
USA & Canada	2,100
Africa	1,500

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SUBMISSION OF APPLICATIONS



SUBMISSION OF APPLICATIONS (I)

- Strict deadline for submission: **9 September 2024, 23.59pm (CET)**.
- Applications must be sent by e-mail: **president@sbs-sme.eu**
- All documents submitted must be in English.
- Some of the **necessary** information and **eligibility criteria** to be included in the application:

The expert **must** be based (primary place of business) in an EU or EFTA country.

Support letter from a **recognised SME association** (national, European, sectoral, generalist...).

Clearly include number and title of the Technical Committee/Subcommittee(s) and Working Groups you are applying to.

SUBMISSION OF APPLICATIONS (II)

- Applications that are incomplete, do not meet all eligibility criteria, or are received after the 9 September deadline **will be automatically disqualified**.
- All applicants will be contacted once the selection process has been completed (December 2024).
- For questions, please contact SBS Secretariat info@sbs-sme.eu
Tel +32 (0) 472 26 03 76.

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TIME FOR QUESTIONS



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CALL FOR EXPERTS 2025

THANK YOU

www.sbs-sme.eu
info@sbs-sme.eu

Rue Jacques de Lalaing 4
B-1040 Brussels, Belgium



Financed by the European Union and EFTA

