



# Small Business Standards **CALL FOR EXPERTS 2026**

to represent SMEs in standardisation work  
at European and international levels

WEBINAR

**29 AUGUST 2025**

10.00 - 11.00 CEST





# SPEAKERS



**Andrea Raffaelli**

Standardisation Policy Officer  
and Expert Coordinator



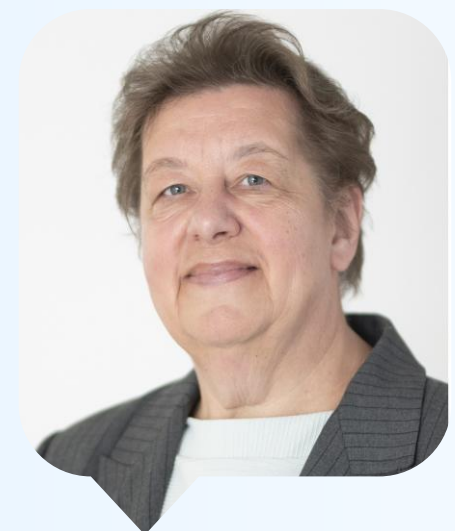
**Frédéric DUFOR**

Standardisation Officer  
and Expert Coordinator



**Maitane Olabarria Uzquiano**

Secretary General

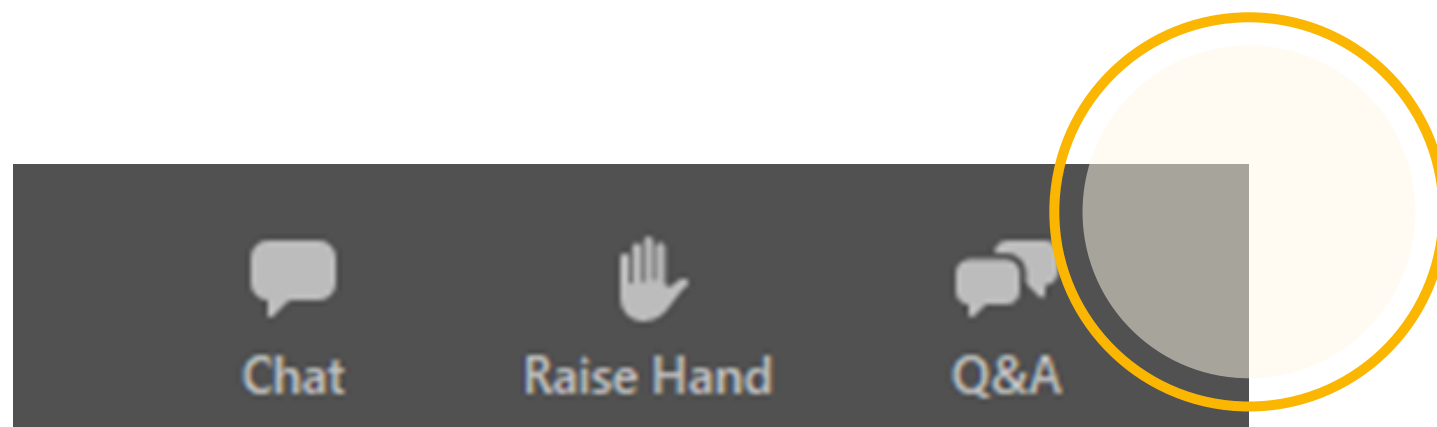


**Doris Rabetge**

Standardisation Officer  
and Expert Coordinator

# QUESTIONS

Questions will be answered at the end of the webinar in the 2 breakout sessions for newly applying experts and re-applying experts.



Use the Q&A panel at the top of your screen to submit your questions during these breakout sessions.







# ABOUT SMALL BUSINESS STANDARDS (SBS)



# SMEs ACROSS EUROPE



- 99,8% of all businesses
- 25.8 million SMEs in the EU
- 64% of all jobs = almost 88,7 million people
- 53% of the gross value added
- More than 1400 EU standards delivered every year

# THINK **small** FIRST IN STANDARDISATION

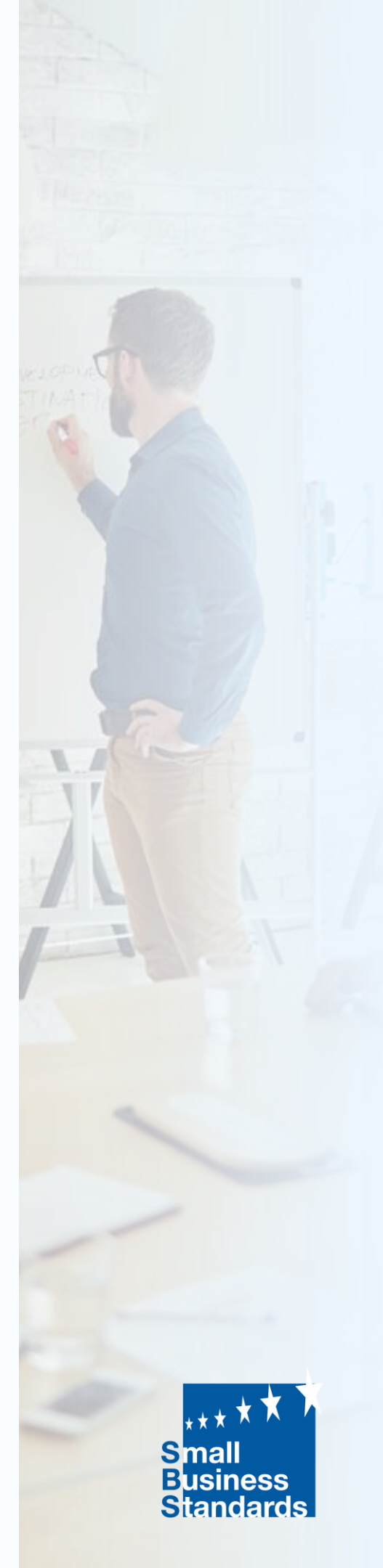
Economic importance of SMEs

Standardisation activities  
increasing but underrepresentation  
of SMEs in standardisation

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



Establishment  
of SBS





# MEMBERS





# SBS' MISSION



- 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

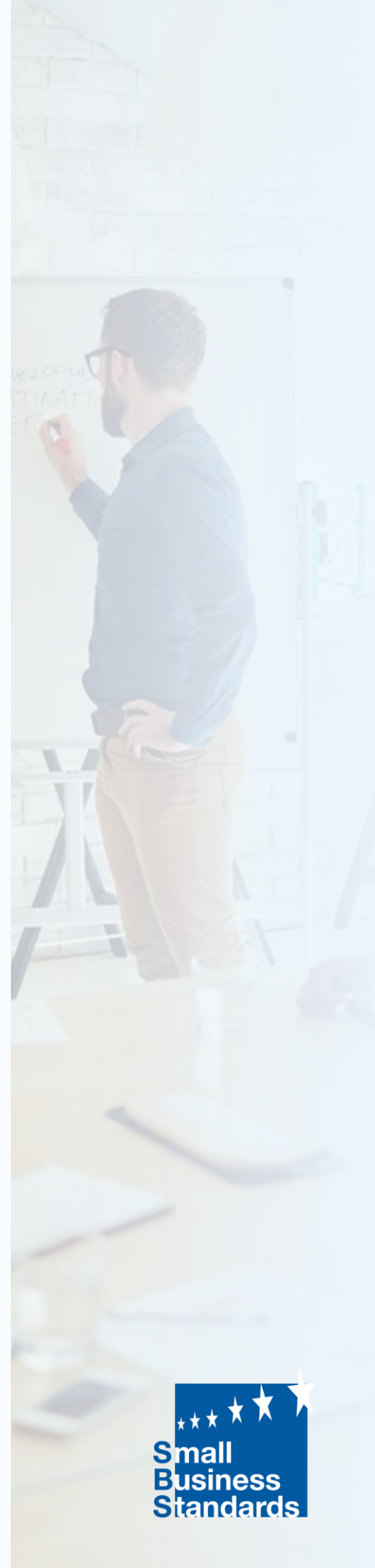


- 75 experts in approximately 260 TCs/SCs/WGs in various sectors
- Ensure standards are SME-compatible
- CEN-CENELEC Technical Boards

## POLITICAL



- Participation in governing bodies of European Standards Organisations
- Follow up & comment on standardisation policies
- Observer in the European Commission's Committee on Standards, the EU High-level Forum on Standardisation & participant in Commission Expert Groups





A photograph of three business professionals (two women and one man) sitting at a table, smiling and looking towards the right. They are in a bright, modern office environment. There are laptops and coffee cups on the table. The image has a blue overlay on the left side where the text is located.

# Small Business Standards **CALL FOR EXPERTS 2026**



# GENERAL INFORMATION

- Open call for experts to represent SMEs in TCs, SCs and WGs of CEN, CENELEC, ETSI, ISO & IEC.
- Call to [\*\*Represent and support SMEs in standardisation\*\*](#). Applications to TCs/SCs/WGs listed in the [\*\*Annex for Priority List of Technical Bodies\*\*](#) will have higher chances of success.
- A limited number of applications outside the identified areas in Annex 1 may be funded. Applications for topics included in the [\*\*AUWP 2025\*\*](#) particularly welcome.
- Co-funded by the European Union and EFTA Member States.
- Appointment for one calendar year (renewable).

Deadline for applications:

**9 September 2025**





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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 if needed) 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 (consultations, position papers..).



A background image of a business meeting with several people in professional attire. A man with glasses and a beard is in the foreground, looking towards the camera. Behind him, a woman is smiling, and another man is partially visible. The image has a blue overlay.

# Small Business Standards **ELIGIBILITY AND SELECTION CRITERIA**



# ELIGIBILITY CRITERIA

- Residence (place of business) in the **EU, EFTA** (Iceland, Liechtenstein, Norway, Switzerland) **or EU candidate countries** (Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Turkiye, Ukraine).
- Application to be **supported by a recognised SME association**.
- **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) make sure any role or 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.
- Good level of English



# 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, with particular consideration given to those included in Annex 1
- Relevance of the topic to European policy priorities & AUWP 2025.
- **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).
- SBS can nominate 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 appoints the expert in the TC plenary.
- A second TC/SC(s)/WG(s) can be **CLEARLY** indicated as a second preference.




# Small Business Standards **CONTENT OF THE APPLICATION**



# NEW APPLICANTS (I)

- Use Application form in Annex 2.
- 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 2. Application form for new applicants**

OPEN CALL FOR EXPERTS 2026

Applications shall be sent to [president@sbs-sme.eu](mailto:president@sbs-sme.eu) at the latest by **9 September 2025**.

**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 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.*

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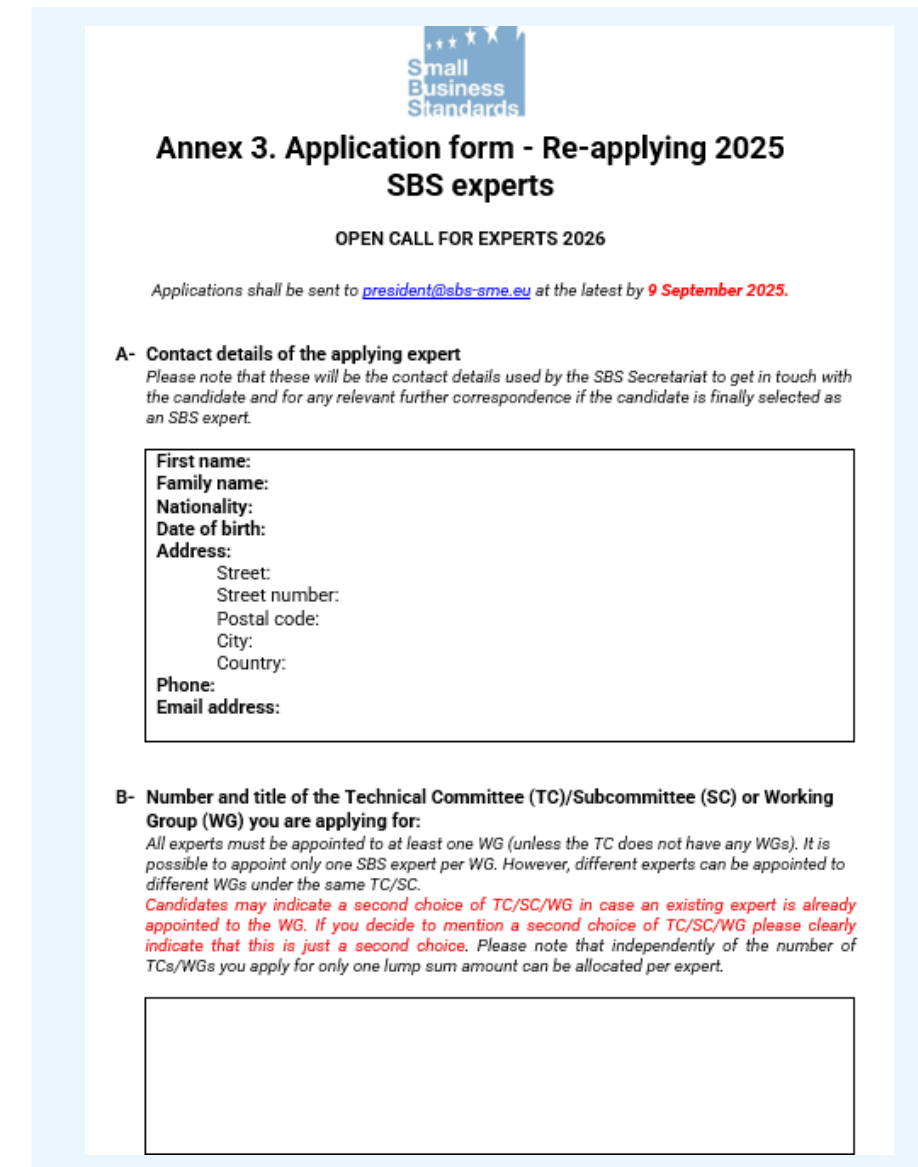
# NEW APPLICANTS (II)

- 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.
- Type of contract and person/organisation signing the contract.
- Whether the person/organisation signing the contract is VAT registered.
- Potential interest in SBS's new mentorship program.
- Signed declaration of honour.
- **Do not forget to attach:**
  - ➔ Letter of support by a recognised SME association (not by yourself!).
  - ➔ Applicant's CV.



# RE-APPLYING 2025 SBS EXPERTS

- Use Application form in Annex 3.
- 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.
- Potential interest in SBS's new mentorship program.
- Do not forget to **attach the support letter by a recognised SME organisation.**
- The submission of an updated CV is optional.

A thumbnail image of the 'Annex 3. Application form - Re-applying 2025 SBS experts' document. The form is titled 'Annex 3. Application form - Re-applying 2025 SBS experts' and 'OPEN CALL FOR EXPERTS 2026'. It includes instructions on where to send applications and a section for contact details. The contact details section is labeled 'A- Contact details of the applying expert' and includes fields for First name, Family name, Nationality, Date of birth, Address (Street, Street number, Postal code, City, Country), Phone, and Email address. Below this is section 'B- Number and title of the Technical Committee (TC)/Subcommittee (SC) or Working Group (WG) you are applying for:', which includes instructions on how to indicate a second choice and a note about the lump sum amount. The form is set against a background of a hand holding a pen over a document with the SBS logo.



# 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.

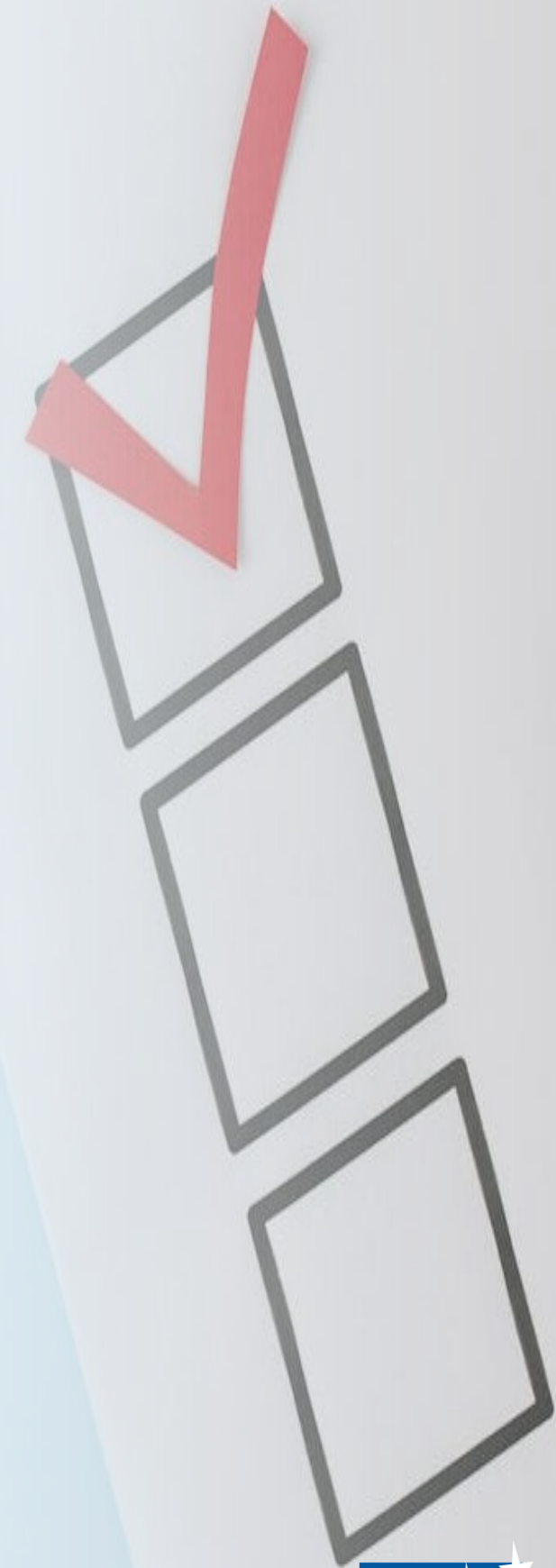
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# EVALUATION AND CONTRACT



# EVALUATION PROCESS

- All eligible applications will be evaluated by a dedicated Selection Committee in October 2025. **It is your responsibility to ensure the application is complete!**
- The Selection Committee will assess applications based on the criteria mentioned and may consult external expertise if needed.
- The final list of selected experts will be approved by the SBS Board, ensuring alignment with strategic priorities and budgetary constraints.
- All applicants will be notified of the **outcome** of their application in **December 2025** (SO PLEASE BE PATIENT!)



# CONTRACT (I)

- One year contract (January –December 2026).
- 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 Secretariat
- Aim is to allow for at least one physical travel per paid expert.



# CONTRACT (II)

- The contract will be concluded either directly with the expert or with his/her company. Make sure the contracting entity complies with all national tax requirements.
- Candidates shall indicate in their application the type of contract (paid/unpaid) they seek, the person/organisation that will conclude the contract with SBS & whether this person/organisation is subject to VAT
- **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 (February/March) + 2 Activity reports (AR 1 in July- AR 2 in December).
- Travel lump-sums payment after expert submits request for reimbursement 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





# Small Business Standards **SUBMISSION OF APPLICATIONS**

# SUBMISSION OF APPLICATIONS

- Strict deadline for submission: **9 September 2025, 23.59pm (CET)**.
- Applications must be sent by e-mail: [president@sbs-sme.eu](mailto:president@sbs-sme.eu)
- All documents submitted must be in English.
- Applications that are incomplete, do not meet all eligibility criteria, or are received after the 9 September deadline will be **automatically disqualified**.
- For questions, please contact SBS Secretariat [info@sbs-sme.eu](mailto:info@sbs-sme.eu)  
Tel +32 (0) 472 26 03 76.



A group of people in a meeting, with a man in the foreground pointing upwards with a pen. The image has a blue overlay.

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# **BREAK OUT SESSIONS**



**GIVE US FEEDBACK**







# Small Business Standards **CALL FOR EXPERTS 2026**

## THANK YOU

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

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