



Small Business Standards **CALL FOR EXPERTS 2027**

to represent SMEs in standardisation work
at European and international levels

WEBINAR

27 AUGUST 2026

14.00 - 15.00 CEST



SPEAKERS



Valia Tsiala

Senior Technical Officer
and Expert Coordinator



Frédéric DUFOUR

Standardisation Officer
and Expert Coordinator



Andrea Raffaelli

Senior Policy Adviser and
Expert Coordinator



Paula Antón Vergara

Policy Advisor and Expert
Coordinator

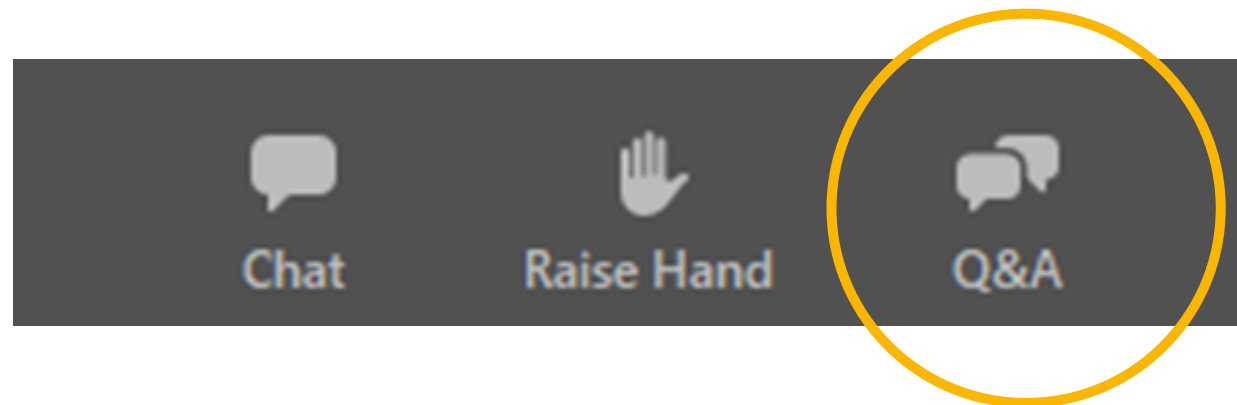


Jon Echanove

Secretary General

QUESTIONS

Questions will be answered at the end of the webinar.
Feel free to write your questions during the session.



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





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

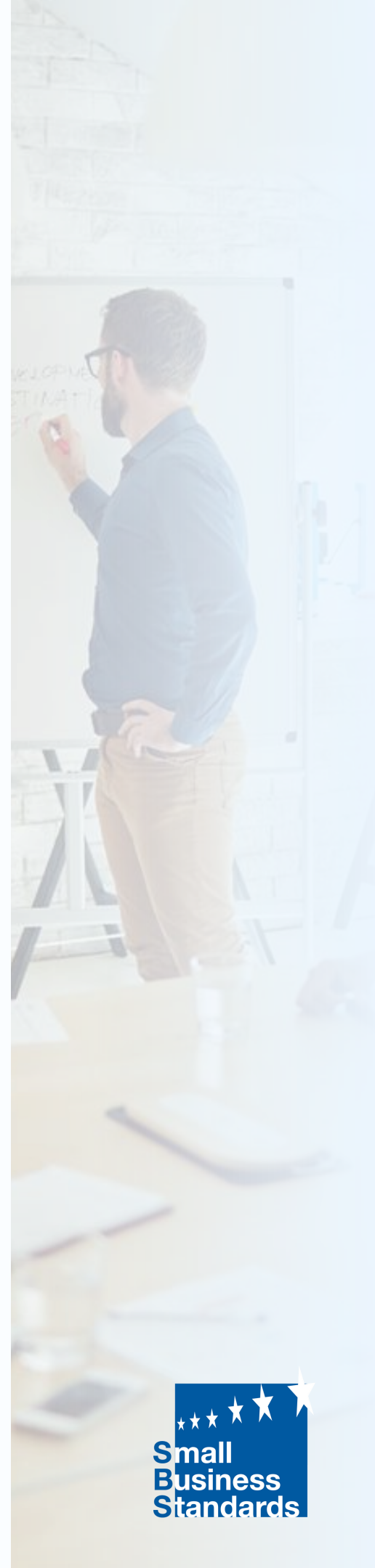
Economic importance of SMEs

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

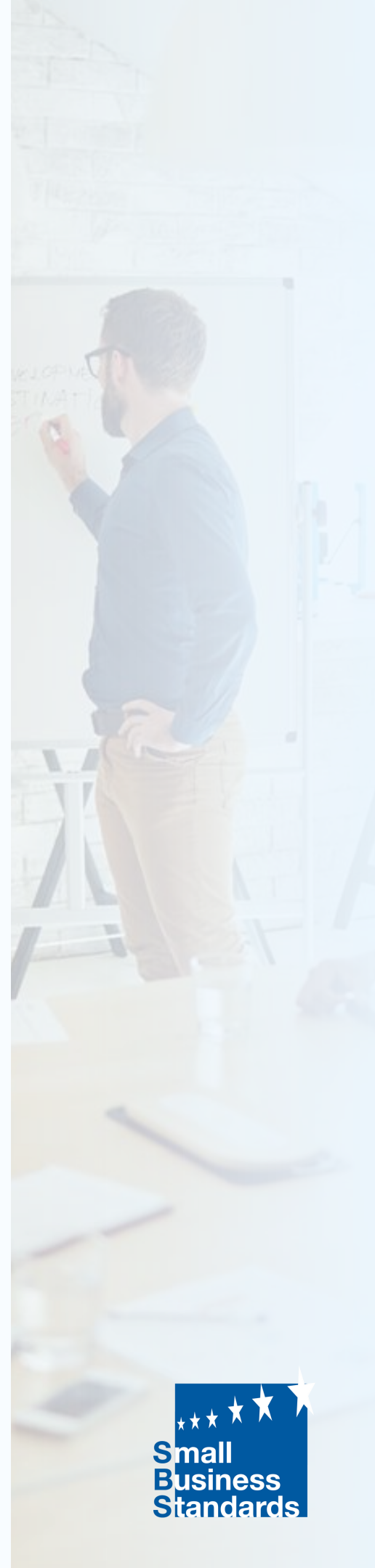


- 73 experts in approximately 290 TCs/SCs/WGs in various sectors
- Ensure standards are SME-compatible
- CEN-CENELEC Technical Boards

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 men and one woman) sitting at a table, smiling and looking at laptops. The image is overlaid with a blue gradient. The text "Small Business Standards" is in a smaller font, and "CALL FOR EXPERTS 2027" is in a larger, bold font.

Small Business Standards **CALL FOR EXPERTS 2027**

GENERAL INFORMATION

- Open call for experts to represent SMEs in TCs, SCs and WGs of CEN, CENELEC, ETSI, ISO & IEC.
- SBS Call to [Represent and support SMEs in standardisation..](#)
- Applications for topics included in the European Commission [AUWP 2026](#) particularly encouraged.
- Co-funded by the European Union and EFTA Member States.
- Appointment for one calendar year (renewable).

Deadline for applications:

**18 September 2026,
23.59**



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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 technical work by submitting comments/proposals and Opinions when applicable... - use of the SBS [SME Compatibility test](#).
- Report to your assigned 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 SBS **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. They are all holding papers or documents.

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**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, Türkiye, Ukraine).
- Application to be **supported by a recognised SME association** (letter of support, membership in such an organisation is not required).
- **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 (cannot participate in the same WG for SBS in which you already participate on behalf of another entity– Participation to different WGs under the same TC with different “hats” is allowed)**. 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/crafts-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 in the AUWP 2026.
- Relevance of the topic to European policy priorities & AUWP 2026.
- **Excellent knowledge of English** (written and verbal).
- Knowledge of the standardisation system.
- Communication, negotiation skills and computer literacy.
- **For 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.



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CONTENT OF THE APPLICATION

NEW APPLICANTS (I)

- Use the electronic application form (see the call).
- 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, relation to European priorities and justification of the importance for SMEs of the chosen TC/SC/WG.


Application Form - SBS Experts 2027

* Are you applying as a:

☐ re-applying expert
☒ new expert

A- Your contact details as 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 Last Name

Address1 City

Zip Code Country

Phone Email

* Date of birth:



* Nationality:

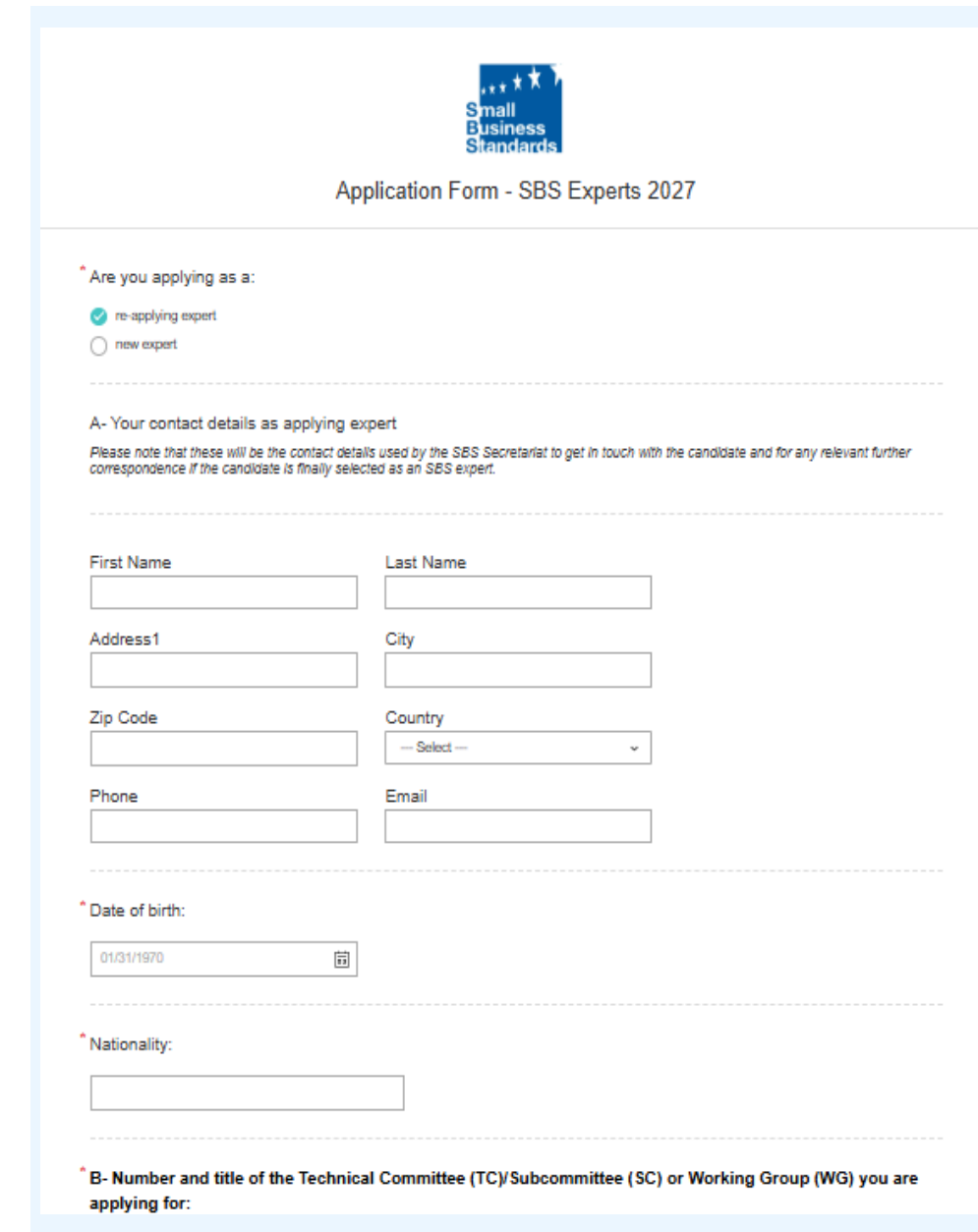
* B- Number and title of the Technical Committee (TC)/Subcommittee (SC) or Working Group (WG) you are applying for:

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 supporting SME 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 2026 SBS EXPERTS

- Use the electronic application form (see the call).
- Similar information like for new applicants but...
- No need to provide detailed description of skills and expertise except in case you apply for a new TC/SC/WG.
- Potential interest in SBS's new mentorship program.
- Do not forget to **attach the support letter by a recognised SME organisation.**



The image shows a screenshot of the 'Application Form - SBS Experts 2027'. At the top, there is the 'Small Business Standards' logo, which consists of five stars above the text. Below the logo, the title 'Application Form - SBS Experts 2027' is centered. The form is divided into sections. The first section is titled '* Are you applying as a:' and contains two radio buttons: 're-applying expert' (which is selected) and 'new expert'. Below this is a section titled 'A- Your contact details as applying expert' with a note: '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.' This section contains several input fields: 'First Name', 'Last Name', 'Address1', 'City', 'Zip Code', 'Country' (a dropdown menu with 'Select' visible), 'Phone', and 'Email'. Below these is a section for '* Date of birth:' with a date input field showing '01/01/1970' and a calendar icon. This is followed by a section for '* Nationality:' with an empty input field. The final section is titled '* B- Number and title of the Technical Committee (TC)/ Subcommittee (SC) or Working Group (WG) you are applying for:' and has an empty input field. The background of the slide shows a blurred image of a hand holding a pen over a document.

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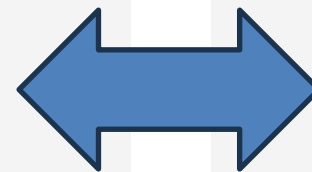
EVALUATION AND CONTRACT

REPRESENTING SMEs in TCs

ACCESS TO TCs



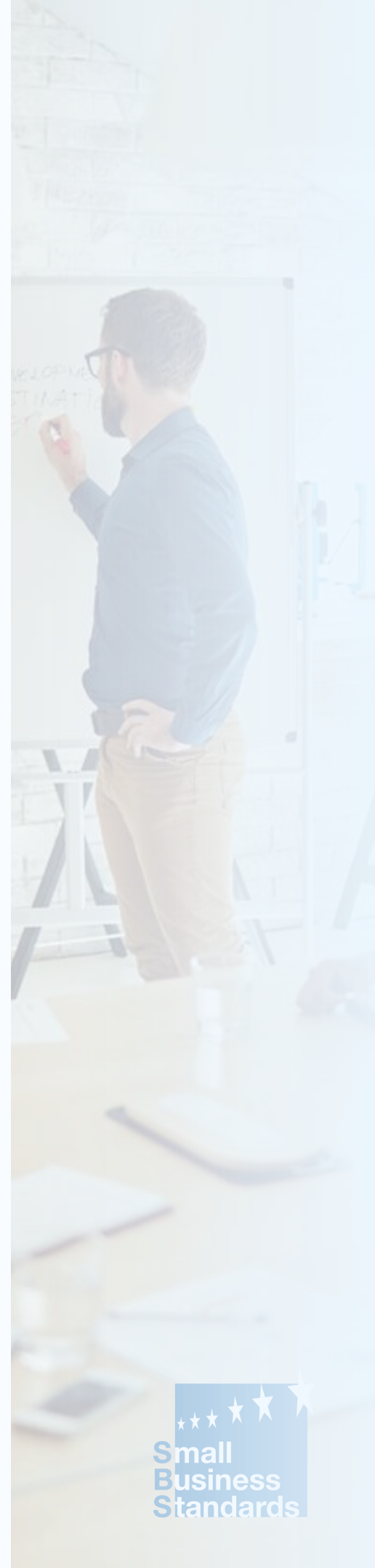
- Selection of SBS Experts follows an open call and a formal evaluation process
- SBS Selection Committee agrees on TCs where SBS must be represented and experts to be appointed
- SBS Board approves the list of SBS Experts
- SBS Experts must conclude a contract with SBS (receiving or not EC funds)



ACCESS TO EC FUNDS



- Accessing EC funds requires a Co-funding Agreement (SBS Members and non-SBS Members)
- The Co-funding Agreement covers specific TCs and an expected number of experts, but not the individual experts.



EVALUATION PROCESS

- All eligible applications will be evaluated by a dedicated Selection Committee in October 2026. **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 2026** (SO PLEASE BE PATIENT!)



SBS EXPERTS

- Your application concerns representation of SMEs, either paid or unpaid.
- The application requirements and evaluation applies equality to all candidates.
- The tasks, work planning and reporting activities remain the same as for all SBS experts.
- SBS provides training possibilities, access to its WGs and support with any issues the expert may face.

CONTRACT (I)

- One year contract (January –December 2027).
- For experts receiving EC funds and those not receiving EC funds.
- Experts are paid a lump sum of € 10,500 (even if appointed to several TCs/SCs/WGs).
- Additional payment for travel to physical meetings may 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)

Experts meeting (Brussels- actual cost, capped to 500 EUR)	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**

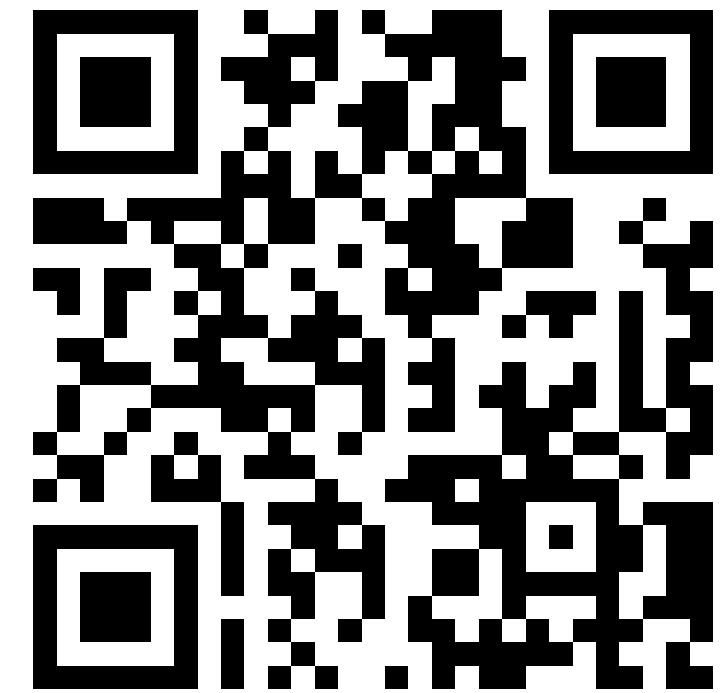
SUBMISSION OF APPLICATIONS

- Strict deadline for submission: **18 September 2026, 23.59pm (CET)**.
- Applications must be submitted [electronically](#).
- All documents submitted must be in English.
- Applications that are incomplete, do not meet all eligibility criteria, or are received after the 18 September deadline will be **automatically disqualified**.
- For questions, please contact SBS Secretariat 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.

Small Business Standards **TIME FOR QUESTIONS**

GIVE US FEEDBACK





Small Business Standards **CALL FOR EXPERTS 2027**

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

