



Call for Expressions of Interest for the establishment of a database of independent experts to assist the SESAR Joint Undertaking in the framework of the SESAR Programme

Ref. SJU/LC/0064-CEI

~~26th April~~ 12th September
2011



1. INTRODUCTION

1.1. Acronyms and terminology

ATM	Air Traffic Management
R&D	Research and Development
SESAR	Single European Sky ATM Research Programme
SJU	SESAR Joint Undertaking (European Union body established by Council Regulation (EC) No 219/2007 as amended by Council Regulation (EC) No 1361/2008)

1.2. Introduction to the SESAR Joint Undertaking

The purpose of the SJU created under Article 187 of the Treaty on the Functioning of the European Union, is to ensure the modernisation of the European air traffic management system through the coordination and concentration of all relevant research and development efforts.

The SJU is responsible for the implementation of the ATM Master Plan and for carrying out specific activities aimed at the development of a new generation air traffic management system capable of ensuring the safety and fluidity of air transport worldwide over the next thirty years. Further information on the activities of the SJU is available at www.sesarju.eu.

2. AIM OF THE CALL

The SJU is issuing a call for expressions of interest in order to obtain applications for the establishment of a list of experts to assist in the performance of the following tasks:

- a) evaluation of proposals/offers received in response to calls for proposals/tenders related to the domains of the SESAR Programme,
- b) organisation and coordination of the SESAR Programme activities,
- c) evaluation of and monitoring projects, including but not limited to:
 - evaluating project reports,
 - evaluating project results,
 - project monitoring and site visits,
 - any other relevant tasks related to the analysis and/or monitoring of the SESAR Programme activities .
- d) specific studies, analyses, reports preparation, validation & any other technical or administrative work related to the SESAR Programme activities, to be carried out under the SJU authority.

On the basis of the received applications, the SJU will:

- establish a database of independent experts who meet the criteria set out under point 3 below, and
- appoint, on the basis of objective and non-discriminatory criteria, independent experts to assist the SJU in the tasks listed above.

The selected experts' shall assist the SJU in the performance of the relevant tasks mentioned above and shall conduct their work in compliance with the SJU processes and procedures taking into account the SESAR Programme objectives, the criteria laid down in the calls for proposals/tenders subject to their evaluation, as well as any relevant SJU guide and/or manual. All relevant information/documentation will be made available to the experts by the SJU prior to the start-up of the activities/tasks.

Services are to be provided mainly at the SJU's premises in Brussels, Belgium. However, work may also be carried out at another location if required.

3. REQUIREMENTS

The SJU is looking for highly skilled prospective independent experts that will support the SJU in the achievement of the SESAR Development Phase.

3.1. Eligibility

This call for expressions of interest is open to any individual person of any nationality who satisfies the requirements set forth below. Within the areas or expertise listed in point 3.2 below the applicants shall:

- Have a university degree or a comparable professional qualification,
- Have a minimum of 10 years professional experience,
- Have an experience in the air transport or comparable relevant sectors,
- Have a knowledge and experience of R&D, study and/or preparatory activities.

The SJU reserves the right to request any additional documentary evidence to the one already referred to under section 4.1.2 below if it deems necessary in order to verify applicants' skills and knowledge.

Please note that it is the responsibility of the applicant to inform the SJU immediately of any changes to their administrative and technical details which would result in a change to their original application.

3.2. Skills and knowledge in specific areas of expertise

In relation with the fields of competence of SESAR, the SJU is searching for experts in the following areas of expertise:

- Air Traffic Control/Management operations,
- Communication Navigation Surveillance (CNS)/ATM systems specifications, architecture and development,
- Avionics systems specifications, architecture and development,
- Validation,
- Certification,
- Human Factors,
- Safety,
- Security,
- Standardisation,
- Economic, financial and budgetary analysis,
- Environmental analysis,
- Regulatory affairs, in particular in relation with the Single European Sky,
- R&D and/or studies activities,
- Air transport,
- Law and Aviation law in particular,
- Risk management,
- ICT Technical architecture, service orientation, security and network,
- Corporate communication internal/external.

The experience of participation in international technical working groups or forums organised in or by ICAO, EUROCONTROL, EUROCAE, EASA will be considered an asset, as well as any exposure to other similar R&D Programmes in the field of aviation.

3.3. Language skills

The working languages of the SJU is English. The applicants are required to have a good knowledge of the English language and a proven capability to follow meetings and to draft technical texts in this language. Any other languages and French in particular will be considered as an asset.

4. SUBMISSION OF APPLICATIONS

4.1. Required documentation for applications

For applications to be valid and eligible for consideration, the applicants who comply with the requirements of Section 3 above are required to submit by e-mail to call0005@sesarju.eu the documents indicated in Sections 4.1.1. and 4.1.2. below.

4.1.1. Documents required to evaluate exclusion criteria

Applicants must provide a declaration on their honour (see Annex I), duly signed and dated, stating that they are not in one of the situations of exclusion indicated therein.

4.1.2. Documents required to evaluate technical and professional capacity

In order the SJU to be able to evaluate the applicants' technical and professional skills and knowledge, they are required to submit the following documents:

- A curriculum vitae in EU format (available at: <https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>), and
- The signed Expert's Application Form (see Annex II).

The title and exact reference of the call for expressions of interest should be indicated in the subject of the e-mail.

Applications where the format and/or content of the Europass CV and/or Expert application have been modified will be deemed void.

Please note that the information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information. For this purpose, please refer to the [Privacy Statement](http://www.sesarju.eu/about/procurement) published on the SJU's website: <http://www.sesarju.eu/about/procurement>.

4.2. Expiry date of the list

The database of prospective independent experts will remain valid from the date of dispatch of this notice to the Office for Official Publications of the European Communities until the 31 December 2016.

4.3. Deadline for submission of applications

Any individual who comply with the requirements of Section 3 above may submit an application at any time during the period of validity of the database, with the exception of the last three months prior to the expiry date. In other words, applications will not be accepted after 30 September 2016.

4.4. Other information

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Applicants are therefore formally requested not to enquire about the progress of their application neither by email, telephone, fax nor by letter.

5. SELECTION

Only applicants that provided the duly signed and dated documentation as set forth in Section 4.1 will be assessed on the basis of their capacity to fulfil the tasks set out in this call for expressions of interest and in accordance with the principles of non-discrimination and equal treatment.

The selection procedure will be carried out at least on a quarterly basis by the SJU Human Resources Sector (HR Selection Panel). Applications shall be considered valid only if sent before the deadline, indicated in Section 4.2 above, expires. The results of the selection procedure shall be registered in the minutes of the HR Selection Panel meeting. These minutes shall include for each non-selected applicant a detailed description of the reasons for non-selection or/and the specific criteria not met.

The result of the selection procedure is, in case of a positive outcome, the inclusion of the applicant in the SJU Experts' database for the duration specified in Section 4.2.

Queries relating to the information published in the present call for expressions of interest regarding the procurement procedure should be sent in writing to the following e-mail address: procurement@sesarju.eu.

Information about the outcome of the selection procedure shall be made available to applicants at the latest 15 weeks after the SJU, in writing, acknowledged the receipt of the application.

6. ASSIGNMENT OF THE EXPERT & SIGNATURE OF THE CONTRACT

Selected experts will be called on a case-by-case basis, according to the relevance of their education, expertise, experience and interests to the activities at hand and following a decision of a selection panel, consisting of both HR and technical experts, appointed by the Executive Director of the SJU for each specific selection.

The SJU will ensure that the choice of expert is drawn up in a balanced manner with an appropriate rotation of experts. Account will also be taken, for example, and depending on the specific tasks to be assigned, of the geographical representativeness and linguistic abilities of applicants. In addition, whilst maintaining the principle of choosing the most qualified experts, the SJU will seek to obtain a gender balance.

A Contract shall be signed between the SJU and the selected expert or, if he/she is employed by a legal person such as a one-man company, by an authorised representative of this entity. For the avoidance of doubt this call for interest is not targeting consulting companies but independent individual experts. A model contract including the relevant annexes is enclosed to the present call for expressions of interest. In accordance with the model contract provisions, the selected expert

shall be entitled to a payment of 450¹ Euros in the form of a lump sum for each full working day spent performing the tasks assigned to him/her. The travel and subsistence expenses will be reimbursed on the basis of the SJU rules on the reimbursement of expenses incurred by external experts, annexed to the model contract as modified by the SJU from time to time.

It shall be noted that inclusion on the database entails no obligation on the part of the SJU to assign specific tasks to the experts or/and to award a contract.

Independent experts are requested to commit themselves to respect applicable national legislation (including taxation, social security and labour laws) with regard to any payment received from the SJU.

Upon request by any competent national authority, the SJU may inform the authorities about any payment made in the context of an expert contract.

7. ABSENCE OF CONFLICT OF INTEREST

In order to ensure the independence of experts in performing the tasks assigned to them, they will be required to sign a declaration in accordance with the template attached to the model contract as Annex II. Applicants are invited to indicate their involvement, if any, in the activities for which they are requested to perform tasks. The experts chosen will be required to confirm this information before being invited to take part in any tasks assigned to them in the framework of the present call for expressions of interest and to sign the declaration annexed to the model contract.

For each task they perform, the experts selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Specific clauses to this effect are included in and/or annexed to the model contract.

8. PROMOTION OF EQUAL OPPORTUNITIES

The SJU is an equal opportunity employer and strongly encourages applications from all applicants who fulfill the requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

¹ The amount is as set forth in and subject to any relevant change (increase or decrease of the herein indicated amounts) of the "Rules for submission of proposals, and the related evaluation, selection and award procedures - Version 3, 21/08/2008" - COM(2008)4617).

ANNEX I

DECLARATION ON HONOUR

(To be completed and signed by the applicant)

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number/ID Card No.:

VAT number:

Declares on oath that the individual/company/organisation mentioned above is not in any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the SJU can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

I the undersigned understand that contracts may not be awarded if during the procurement procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;

Full name:

Date & Signature:

ANNEX II

Call for Expressions of Interest for the establishment of a database of independent experts to assist the SESAR Joint Undertaking

Please note that only applications using the CV in EU format (available at the following address: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>) and the below application form, both duly submitted by e-mail, will be accepted

1. Please read carefully the specifications and conditions of the call for expressions of interest before applying.
2. Please pay attention to providing complete, true, accurate and viable data and contact details:
 - The SJU assumes the truthfulness of the information provided in the CV and application form;
 - The SJU might at all times request written documents supporting the provided information;
 - If the provided information appears to be incorrect or if on request written evidence is not received within two calendar weeks, the SJU reserves the right to delete the information from its database of independent experts and to take the necessary actions in accordance with the SJU financial rules;
 - The SJU cannot be held liable for use of incorrect information obtained via the application form.

Personal & contact details	
<i>Title (i.e. Mrs., Ms, Mr., Dr.)</i>	
<i>Family name</i>	
<i>First name(s)</i>	
<i>Date of birth</i>	
<i>Town of birth</i>	
<i>Country of Birth</i>	
<i>First Nationality</i>	
<i>Second Nationality (if applicable)</i>	
<i>Organisation name (if applicable)</i>	
<i>Street</i>	
<i>Town/City</i>	
<i>Country</i>	
<i>Postal code</i>	
<i>PO Box</i>	
<i>Telephone</i>	
<i>Mobile telephone</i>	
<i>Fax Number</i>	
<i>E-mail</i>	
<i>Above contact information (address + telecommunication) is</i>	<input type="radio"/> <i>Private</i> <input type="radio"/> <i>Business</i>

Professional details & areas of expertise	
<i>Current position</i>	
<i>Number of years of relevant professional experience</i>	
<i>I have practical experience in the following domains</i>	<ul style="list-style-type: none"> ○ <i>Air Traffic Control/Management operations</i> ○ <i>Communication Navigation Surveillance (CNS)/ATM systems specifications, architecture and development</i> ○ <i>Avionics systems specifications, architecture and development</i> ○ <i>Validation</i> ○ <i>Certification</i> ○ <i>Human Factors</i> ○ <i>Safety</i> ○ <i>Security</i> ○ <i>Standardisation</i> ○ <i>Economic, financial and budgetary analysis</i> ○ <i>Environmental analysis</i> ○ <i>Regulatory affairs, in particular in relation with the Single European Sky</i> ○ <i>R&D and/or studies activities</i> ○ <i>Air transport</i> ○ <i>Law and Aviation law in particular,</i> ○ <i>Risk management,</i> ○ <u><i>ICT Technical architecture, service orientation, security and network.</i></u> ○ <u><i>Corporate communication internal/external</i></u>
Complementary information	
<i>Achievements in my area(s) of expertise</i>	<i>Please give below the highlights of your professional career relevant to the requirements of this call for expressions of interest</i> (Maximum 1000 characters)

Studies, works, publications related to the areas of expertise listed hereabove	Please provide a list of studies, works, theses, patents, publications and other significant work you have done (Maximum 1000 characters)

Languages

Languages	Languages	Written	Reading	Conversation
	English	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue
	French	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue
	...	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue
	...	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue	<input type="radio"/> Elementary <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Mother tongue

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Participation in international technical activities					
<p>Earlier/current participation in international technical working group or forum</p>	<ul style="list-style-type: none"> ○ ICAO, please specify..... ○ EUROCONTROL, please specify..... ○ EU, please specify..... ○ EUROCAE, please specify..... ○ EASA, please specify..... ○ Other, please specify..... 				
<p>Earlier evaluation/reviewing experience</p>	<p>Please detail below any relevant experience in evaluating and/or reviewing projects (Maximum 1000 characters)</p>				
<p>Additional information related to this call for expressions of interest</p>					

I hereby state that the information provided in this application is correct.

Name

Done in (Place)

Date

Signature