



Notice of call for expression of interest

Ref. SJU/LC/128 - CEI

List of external experts to support the SJU Scientific Committee

17 August 2016~~11 July 2016~~

founding members



Avenue de Cortenbergh 100 | B -1000 Bruxelles
www.sesarju.eu

Table of Contents

1	INTRODUCTION.....	1
1.1	ACRONYMS AND TERMINOLOGY	1
1.2	THE SJU.....	1
1.3	SEJAR2020 EXPLORATORY RESEARCH PROGRAMME	1
1.4	EXPLORATORY RESEARCH PRINCIPLES.....	2
2	THE SCIENTIFIC COMMITTEE	2
2.1	PURPOSE.....	2
2.2	TASKS	2
2.3	DELIVERABLES AND REPORTING	3
2.4	MEETINGS.....	3
2.5	APPOINTMENT AND COMPOSITION	3
2.6	DURATION.....	4
3	CALL FOR EXPRESSION OF INTEREST	4
3.1	OBJECTIVE.....	4
3.2	FIELDS COVERED.....	4
3.3	GENERAL DESCRIPTION OF THE PROCEDURE.....	5
3.3.1	<i>Information and documents to be provided (content of applications)</i>	5
3.3.2	<i>Submission of Application for call for expression of interest</i>	5
3.3.3	<i>Inclusion in the list</i>	5
3.3.4	<i>Appointment as Scientific Committee Member</i>	6
3.3.5	<i>Indicative timetable</i>	6
3.4	CONDITIONS OF REMUNERATION AND REIMBURSEMENT OF EXPERTS.....	6
4	EVALUATION OF APPLICATIONS.....	7
4.1	EXCLUSION CRITERIA	7
4.2	SELECTION CRITERIA	9
5	EQUAL OPPORTUNITY	9
6	PERSONAL DATA PROTECTION.....	9
7	EX-POST TRANSPARENCY.....	10
8	ANNEXES	10

1 INTRODUCTION

1.1 Acronyms and terminology

ATM	Air Traffic Management
ATM Master Plan	ATM Master Plan available at https://www.atmmasterplan.eu/
CNS	Communication, Navigation, and Surveillance
EASA	European Aviation Safety Agency
EC	European Commission
ECAC	European Civil Aviation Conference
ED	Executive Director
EU	European Union
EUROCONTROL	European Organisation for the Safety of Air Navigation
ER	Exploratory research
SC	SJU Scientific Committee
SES	Single European Sky
SESAR	Single European Sky ATM Research
SESAR YSA	SESAR Young Scientist Award
SJU	SESAR Joint Undertaking (European Union body created under Council Regulation (EC) No 219/2007 as amended by Council Regulation (EC) No 1361/2008)
SJU Statutes	Statutes of the Joint Undertaking – Annex to Council Regulation (EC) No 219/2007 of 27 February 2007, establishing the SESAR Joint Undertaking, as amended by Council Regulation (EC)1361/2008 of 16 December 2008 and by Council Regulation (EU) No 721/2014 of 16 June 2014 (“SJU Regulation”)
SME	Small and Medium Enterprises

1.2 The SJU

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. Under the H2020 Programme the EU has given the mandate to the SESAR Joint Undertaking to lead and coordinate the Exploratory Research Programme for ATM Research for the European Union. The SJU already launched the 1st ER call in 2015, consecutive ER calls will be expected to follow in the coming years.

1.3 SESAR2020 Exploratory Research Programme

The mission of SESAR 2020 Exploratory Research programme (ER) is to turn Europe’s ATM excellent science into a globally competitive advantage for the next generation of the European ATM system. It is therefore fundamental to drive developments of innovative and unconventional ideas and concepts as successful contributions for the evolution of ATM in Europe and worldwide.

The Exploratory Research will contribute to SESAR 2020 Vision by:

“Driving the development and evaluation of innovative or unconventional ideas, concepts, methods and technologies; that can define and deliver the performance required for the next generation of European ATM system, and thus contributing to its successful evolution”

SESAR Exploratory Research shall address and analyse any long-term research concept, technology or scientific scope gaps in responding to the European challenges in aviation and ATM for the evolution of a safe, competitive and sustainable future Aviation and ATM system.

The Exploratory Research 2020 primary mission and objectives are the following:

- To contribute to the ATM Master Plan ‘Performance-based Operations’; towards long term objectives beyond 2035 (e.g. 2050 timescale);
- To contribute to the identification of innovative solutions not yet identified in the European ATM Master Plan but which would accelerate the realisation of the SES targets;
- To deliver sustainable healthy research activities across a range of research networks in Europe, within the domain of ATM exploratory research.

1.4 Exploratory Research Principles

The key principles that apply to SESAR 2020 Exploratory Research are:

- To build upon the successful ATM European research activities inside as well as beyond the SESAR industrial Programme;
- To consider innovations/technologies coming from non-ATM sectors such as the automation, robotics or system engineering areas as well as in other safety critical industries;
- To bring scientific, technology innovation and educational benefits to the ATM Community;
- To enable academia, research organisations and SMEs to undertake research activities that go beyond the main SESAR industrial Programme;
- To create a healthy network of European ATM research capabilities and knowledge that will strengthen European competitiveness and its workforce;
- To create a mechanism in order to monitor and assess the maturity of exploratory research results and their integration into the SESAR mainstream and future SESAR 2020 programme as appropriate.

2 THE SCIENTIFIC COMMITTEE

2.1 Purpose

The Scientific Committee is a working group of the SJU established in accordance with Article 11 of the SJU Statutes.

The purpose of the Scientific Committee is to provide advice and recommendations to the Executive Director on the progress of the implementation of the SESAR 2020 Research Programme, in particular on its implementation, monitoring and evaluation of research activities including the necessary bridge between the SESAR 2020 Exploratory Programme and Industrial Research Activities.

2.2 Tasks

The Scientific Committee will work as an advisory committee to the SJU Executive Director on:

- how to best address the technical and organizational challenges as well as the findings of the SESAR Programme work packages from a scientific perspective;
- how to ensure and help promote appropriate research and innovation in the programme;
- how to help the transfer of Exploratory Research results to SESAR Industrial Research;
- advising the SJU on the scientific relevance of the SESAR Programme.

In this context the Scientific Committee will be consulted by the SJU Executive Director on:

- specific issues arising from the work programme requiring a scientific recommendation;
- directions of the long term innovative research programme;
- opinions on any scientific related matters concerning the assessment of research results.

The Scientific Committee members shall conduct their work in compliance with the SJU processes and procedures taking into account the SESAR Programme objectives and 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.

In addition, some members of the Scientific Committee shall act as correspondents between the Scientific Committee and helping review scientific papers for SESAR Innovation Days or being members of SESAR YSA Award Board or other ad-hoc research activities as requested by the SJU.

The SC Committee members are expected to be the “research champions” outreaching to his/her research community about the SESAR programme.

The SJU may consult the Scientific Committee on any matter relating to scientific elements of SESAR2020 Programme.

2.3 Deliverables and reporting

The Scientific Committee members will prepare a (collective) **annual report** of maximum 30 pages. The report will provide recommendations on the research issues, consolidate their observations from the technical reviews¹ from selected ER projects and future directions of relevance to the SESAR 2020 research programme. This annual report could also contain as an Annex an Abstract of the short papers prepared for the Executive Director (ED) on relevant research areas (e.g. Communication, Navigation, and Surveillance - CNS, cybersecurity, etc.). Each member shall actively contribute to the drafting of the collective annual report.

During the SC meetings, each member may be asked to **organise, prepare and present** a topic of interest for the Scientific Committee and SESAR.

On an **ad-hoc** basis the SJU can task the SC members to prepare short papers with recommendations to the ED on relevant research areas (e.g. CNS, cybersecurity, etc.).

2.4 Meetings

The meetings of the Scientific Committee will be held from two to four times a year normally at the SESAR Joint Undertaking premises in Brussels. Once per year one of the SC meetings may be held at the SESAR Innovation Days location.

In addition, some members of the Scientific Committee will be appointed as members the SESAR Scientific Award Board and as the selection committee for the scientific papers of the SESAR events (SESAR Innovation Days, etc.).

The members of the Scientific Committee shall be expected to attend all meetings. If the member does not attend two consecutive Scientific Committee meetings, the Scientific Committee membership may be withdrawn.

2.5 Appointment and composition

The Scientific Committee Members shall be appointed by the SJU on the basis of a recommendation of a Selection Panel to ensure commitment to the furthering of research and innovation in the field of air transport and an adequate coverage and balance in terms of:

¹ The SC members are expected to perform advisory role in ER projects deliverables assessment.

- Range of competencies (i.e. coverage of the most relevant scientific fields linked to the needs of SESAR Joint Undertaking work programme);
- Experience in a range of relevant research and innovation activities;
- Wide geographical coverage;
- Membership in relevant Academic or Industrial Associations

Members of the Scientific Committee are appointed in their personal capacity on the basis of their scientific and academic skills, experience and knowledge required for the achievement of the objectives of the Scientific Committee (as described in this Section) and independence. Consequently, members may not designate an alternate to replace them.

The Scientific Committee² shall be composed of up to eleven (11) scientists, of which up to 10 external experts included in the list resulting from this call will be appointed.

2.6 Duration

Members of the Scientific Committee are expected to work a maximum of 15 days per year; 4 days attending meetings, as described above, and 11 days of remote working. This duration is estimation based on past experience and shall be in no way binding to the SJU.

The SJU expects to set up a sustainable SC with a long term view; the members of the SC will be expected to be committed for the full validity of the list section 3.3.3, up to year 2020.

See below for inclusion in the list and 3.4 for conditions for remuneration.

3 CALL FOR EXPRESSION OF INTEREST

3.1 Objective

The SESAR Joint Undertaking is looking for highly skilled and positive open-minded external experts (scientists) with innovative vision, independent of their employment organisation and familiar with the European Air Traffic Management objectives that will support the SJU during the SESAR Development Phase.

To this end, the SJU hereby invites suitably qualified and motivated individuals to apply as external experts to be part of the SJU Scientific Committee.

3.2 Fields covered

In particular, the expertise of the members of the Scientific Committee shall comprise at least one of the following fields:

- Automation in ATM
- Data Science in ATM
- Information Management in ATM
- Environment & Meteorology in ATM
- Economics and Legal Change in ATM
- High Performing Airport Operations - Enhanced Runway Throughput, Integrated Surface Management, etc.
- Optimized ATM Network Management - Airspace management, etc.

² Scientific Committee meetings are attended by representatives appointed by the EC, Eurocontrol, EASA and other intergovernmental agencies performing ATM research

- Advanced Air Traffic Services - Enhanced Air & Ground Safety Nets, separation, etc.
- Enabling Aviation Infrastructure – CNS, Common Services, Cybersecurity etc.
- ATM Operations, Architecture & Performance -ATM Resilience, etc.

The list above is indicative and does not preclude any other types of scientific fields which can be of interest to SESAR. The detailed description of the relevant work areas can be found in SESAR 2020 Exploratory Research first call for research projects³.

3.3 General description of the procedure

3.3.1 Information and documents to be provided (content of applications)

Interested individual should send an application composed of the following documents:

1. a **Letter of interest** (see Annex I) with their full contact details and the list of specific fields indicated at Section 3.2 that interest them as well as their suitability ;
2. a **Declaration on their honour** (see Annex II), stating that they are not in one of the situations of exclusion listed at Articles 106 and 107 of the Financial Regulation (see Section 7.1.), and that they comply with the selection criteria set in Section 4.1. It is to be duly signed and dated by an authorised representative. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

Supporting evidence **for the evaluation** of the selection criteria **are indicated at Section 4.2**;

3. a **Curriculum Vitae (CV)** in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>) in English;
4. **List of scientific publications** in books and peer-reviewed journals, including abstracts of the 10 most relevant articles.

The SJU reserves the right to request any documentary evidence it deems necessary in order to verify experts' skills and knowledge.

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

3.3.2 Submission of Application for call for expression of interest

Individuals interested in performing the tasks as described in Section 2, with expertise in the fields listed in section 3.2 and complying with the requirements set in Sections 4.1 and 4.2 , are invited to submit an expression of interest in accordance with the rules set out in this notice, in one of the official languages of the European Union by electronic means at the following address: scientificcommittee@sesarju.eu.

3.3.3 Inclusion in the list

The objective of this call for expressions of interest is to set up a list of external experts. On the basis of the evaluation of application as set out in Section 4 below, the SJU will draw up a list of experts.

Inclusion on the list entails no obligation on the part of the SJU concerning the conclusion of contracts.

The list resulting from this notice will be valid for five years from the dispatch of this notice and used exclusively for the execution of the tasks within the fields described in Section 3.2 under the Scientific Committee mandate, with a maximum threshold of €135 000 of total payments (including both remunerations and reimbursements) per expert.

³ http://ec.europa.eu/research/participants/data/ref/h2020/other/call_fiches/jtis/h2020-call-doc-er-sesar-ju_en.pdf

3.3.4 Appointment as Scientific Committee Member

Experts included in the list may be appointed members of the SJU Scientific Committee, see section 2.3 above

A Selection Panel of the SJU appoints experts as members of Scientific Committee on the basis of their scientific and academic skills, experience and knowledge required for the achievement of the objectives of the Scientific Committee (as described in Section 2) and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

In addition to initially appointed members, external experts of the reserve list may be invited to become members of the SJU Scientific Committee if at any time a member leaves or reaches the maximum threshold of payments (see section 3.3.3) or when vacancies arise.

3.3.5 Indicative timetable

Interested parties may submit an application until ~~30 July~~ ~~31 August~~ 30 September 2016.

Milestone	Deadline
Date of shipment of this call to the dedicated Secretariat General email address for publication in the Official Journal S series	23 June 2016
Closing date for submission of documents to be provided <u>applications</u>	31 August <u>30 September</u> 2016
Indicative date of the information on the outcome of the evaluation	End September <u>October</u> 2016
Indicative date for the 1 st of SC meeting of this Committee	26 October <u>1 December</u> 2016
Validity of the list	June 2020 (5 years from dispatch of notice)

3.4 Conditions of remuneration and reimbursement of experts

In accordance with the draft contract (see Annexe III) provisions, the members of the Scientific Committee shall be entitled to a payment of EUR 450,00 (four hundred fifty EURO) in the form of a lump sum for each full working day, covered by an expert contract, spent performing any of the above listed tasks as well as a daily subsistence allowance and reimbursement of travel expenses, when applicable in accordance with the European Commission rules and conditions applicable to external experts.⁴

For the purpose of keeping financial burden manageable, it is preferable that the expert's official address or point of departure is located in one of the EU or ECAC member states.

The selected scientists will be requested to commit themselves to respect applicable national legislation (including taxation) with regards to any payment received from the SJU and with regards to social security matters and working rights.

Upon request by any competent national authorities, the SJU may inform the authorities about any payment made for the performance of the duties assigned to the independent expert.

⁴ Commission Decision C(2007)5858 of 5 December 2007 laying down the Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

4 EVALUATION OF APPLICATIONS

Applications received, see section 3.3.1 for the content of applications, will be assessed in the light of exclusion and selection criteria.

4.1 Exclusion criteria

The applicants, must provide a **Declaration on honour** (see Annexe II), duly signed and dated, stating that they are not in one of the situations defined in articles 106 and 107 of the Financial Regulation (FR)⁵.

In accordance with Article 106 of the financial regulation in order not to be excluded from participation in the present procedure, the expert shall provide evidence of not being in any of the following situations:

(a) bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it resides, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the SJU during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

(d) it has been established by a final judgment that the person is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (1);

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 (2), and in Article 2(1) of Council Framework Decision 2003/568/JHA (3), as well as corruption as defined in the law

⁵ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012, as amended by the Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015, on the Financial Rules applicable to the general budget of the European Union

of the country where the SJU is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA (4);

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council (1);

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (2), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (3);

(e) the person has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (4).

(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:

i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;

iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or

v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

In accordance with Article 107 of the Financial Regulation, the contract shall not be awarded to any expert falling under any of the following circumstances:

a) is in an exclusion situation established in accordance with Article 106 of the Financial regulation, listed above;

b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;

c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

N. B.: In case of a doubt experts may be requested to provide supporting evidence of non-exclusion.

4.2 Selection criteria

The applicants will be assessed in accordance with the selection criteria related to their technical and professional capacity listed below.

Only experts complying with all the criteria, and reaching at least the minimum total and individual thresholds, will be included in the list.

Criteria	Maximum Individual Scoring	Minimum threshold
University degree in a relevant scientific area indicated in Section 3.2	5	5
Proven scientific excellence ⁶ and experience related to at least one relevant thematic field described in section 2 of this document including provision of advice, engagement through international cooperation and impact through related publications.	55	35
Professional experience including organisational and management experience in research projects in a multidisciplinary environment including the transfer of research results towards industrialisation.	30	20
Ability to communicate in spoken and written English	10	10
Total scoring	100	70

5 EQUAL OPPORTUNITY

The SESAR Joint Undertaking applies the EU policy of equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, material status or family situation.

6 PERSONAL DATA PROTECTION

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the SESAR JU, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy

⁶ Minimum of 10 years of relevant research or industry experience after obtaining the above mentioned degree and minimum of 5 years of experience of managing/organising/participating in research projects, involving partners from Research Centres, Universities, European Research Organisations and industry.

statement at:

http://www.sesarju.eu/sites/default/files/documents/procurements/privacy_personal_data.pdf

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Early Detection and Exclusion System (EDES) should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union on the EDES (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf)

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to SESAR Joint Undertaking during this selection procedure will be kept in the SESAR Joint Undertaking's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the SESAR Joint Undertaking.

7 EX-POST TRANSPARENCY

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 3 shall be published on the website of the SJU.

If an expert has concluded a contract of more than €15 000, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the SJU no later than 30 June of the year following contract award. The information shall be removed two years after the year of contract award.

8 ANNEXES

Annexe I - Letter of interest

Annexe II - Declaration on honour

Annexe III - Draft external expert's contract

The Annexes are available at the SJU website: <http://www.sesarju.eu/procurement/calls-for-tenders>.