

# CALL FOR EXPRESSION OF INTEREST

Call for Expression of Interest Ref. SJU/LC/136-CEI, addressed to the SESAR Joint Undertaking Selected Members, for the selection of Members for the provision of seconded staff for 3 profiles: “ATM SYSTEM EXPERT”, “SENIOR STAKEHOLDER RELATIONS EXPERT” and “PERFORMANCE EXPERT”

## 1. INTRODUCTION

### 1.1 The SESAR Programme

The Single European Sky Air Traffic Management Research and Development (“SESAR”) Programme aims modernising the air traffic management (“ATM”) in Europe and represents the technological pillar of the Single European Sky.

The SESAR Programme comprises three interrelated, continuous and evolving collaborative processes: (1) the definition of the content and priorities, (2) the development of new technological systems, components and operational procedures of the SESAR concept and (3) the deployment plans of the next generation of ATM systems contributing to the achievement of the Single European Sky performance targets.

The definition process delivered the first edition of the European ATM Master plan (“ATM Master Plan”). The ATM Master Plan as endorsed in 2015 is driving and steering the different activities performed in the context of the overall SESAR Programme.

### 1.2 The SESAR Joint undertaking

In order to properly manage this huge and ambitious programme, a legal entity was created under European Union law. The SESAR Joint Undertaking (“SJU”), was established under Council Regulation (EC) 219/2007 of 27 February 2007 and modified by Council Regulation (EC) 1361/2008 and Council Regulation (EU) 721/2014 (“SJU Regulation”).

In accordance to article 1.5 of the SJU Regulation, the SJU shall aim ensuring modernization of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community.

### 1.3 SESAR 2020 Programme

Guided by the ATM Master Plan, the SJU is responsible for defining, developing, validating and delivering technical and operation solutions to modernise Europe’s air traffic management system and deliver benefits to Europe and its citizens. The SJU research programme, known as SESAR 2020, is delivering solutions through SESAR research projects that address **four key areas**, namely **airport operations**, **network operations**, **air traffic services** and **technology enablers**. Research projects are also categorised into three strands: **Exploratory research**, **Industrial research and validation** and

**very large-scale demonstrations.** These strands have been designed as an innovation pipeline through which ideas are transformed into tangible solutions for industrialization.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

## 2. OVERVIEW OF THIS CALL FOR EXPRESSION OF INTEREST

### 2.1 Description of the call

In accordance with Article 8 of the SJU Statutes, annexed to the SJU Regulation, and in order to allow the SJU to benefit of the most adequate experience to carry out activities planned in the SESAR Single Programming Document (or the “SPD” that includes the multi-annual and annual work programme of the SJU), any *“member of the Joint Undertaking may propose to the Executive Director the secondment of members of its staff to the Joint Undertaking in accordance with conditions provided for in the relevant agreement referred to in Article 1(3) of these Statutes. Staff seconded to the Joint Undertaking must act with complete independence under the supervision of the Executive Director”*.

The purpose of this call is to select SJU members for the provision of seconded staff to contribute to SJU’s mission and activity

### 2.2 Eligibility

**This call is only open to Selected Members of the SJU, i.e. entities selected as per SJU’s Administrative Board Decision ADB(D)02-2016 of 9 March 2017 and who have signed the SJU Membership Agreement Ref. SJU/LC/307-CTR, including EUROCONTROL.**

The conditions governing secondment and in particular the eligibility of the costs incurred by the SJU Members for this secondment are laid down in Section 5.

## 3. TERMS OF REFERENCE FOR THE PROFILES OF SECONDED STAFF NEEDED BY THE SESAR JOINT UNDERTAKING

**The SJU is planning the secondment of the 3 (three) following profiles of staff from the SJU members:**

### 3.1 ATM SYSTEMS EXPERT

#### Eligibility Criteria

The SJU reserves the right to request any original documentary evidence it deems necessary in order to verify the skills, knowledge and qualifications of the SESAR Joint Undertaking’s selected Members’ proposed seconded staff.

In order to be considered as eligible, any submitted proposal shall include at least one proposed seconded staff member possessing the following requirements:

### **Employment**

The seconded staff shall be a full-time staff member of any SJU Selected Member.

### **Qualifications**

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.

### **Professional experience**

A professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities.

### **Language Skills**

The working language of the SJU is English. Therefore a thorough knowledge of English and a satisfactory knowledge of another language of the European Community Union to the extent necessary for the performance of the duties are mandatory.

### **Role of the seconded staff**

The ATM systems expert is the operational and technology specialist responsible for providing advice and technical support in aspects of the ATM system developments for SESAR within the SJU. The seconded staff, will be under the responsibility and supervision of the SESAR JU Chief ATM and will make up part of the team working under the Chief ATM.

### **Key Accountabilities**

Under the responsibility of the Chief ATM, the ATM systems expert shall carry out the assigned tasks, in particular:

- Be the point of contact for defined aspects of Operational Improvements, Systems and Technology supporting Air Traffic Management (ATM) in the SESAR Programme including both the industrial research (IR) and exploratory research (ER) scope
- Provide clear and result oriented advice and technical support to the SJU for guiding the work programme on the development of fit for purpose technologies and architectures that support the SESAR CONOPS towards the SESAR targets
- Provide advice and technical support for the development of effective technology across the SESAR Work programme and co-ordinate this with other ATM Experts and across the SJU
- Maintain an awareness of technological innovations relevant to ATM and provide guidance and support the definition of the SESAR exploratory research programme
- Act as the technical contact point with project partners for a number of SESAR IR and ER projects
- Providing advice and technical support for drafting technical reports
- To act as technical expert for technical interactions with external organisations, SESAR partners and international forums, when tasked to do so by the SESAR JU Chief ATM

### Requirements of the seconded staff

The SJU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Seconded staff should be able to work under pressure and to tight deadlines, both individually and in a team, and to adjust to a multicultural environment.

The candidate SJU Member shall demonstrate that the proposed seconded staff has:

### Essential requirements of the seconded staff

- A good knowledge of the European ATM Masterplan, the SESAR ConOps, and demonstrable understanding of ATM development work within the programme
- Extensive knowledge in the operational and/or technical aspects of Air Traffic Management in Europe and previous responsibility for ATM development activities
- Capacity to provide advice in the area of ATM operations in En-route, TMA and Airport domains
- Capacity to provide clear and result oriented advice and technical support in guiding the content development of fit for purpose procedures and technologies
- Capacity to provide operational and technical inputs to regulatory and standardisation activities
- Capacity to analyse and assess the results of the validation activities, maintaining a vision on the main achievements
- Capacity to contribute to the formal acceptance of the SESAR Programme deliverables
- Ability to cope concurrently with a large number of tasks and to work flexibly under time pressure
- Strong analytical, communication (written and oral) and presentation skills
- Appropriate character for the performance of the duties related to the profile of seconded staff needed by the SJU with a strong emphasis on flexibility and team working

### Preferred requirements

- Be employed by an SJU Selected Member for at least 3 years
- Direct operational experience in ATM
- An understanding of European ATM in the global context
- Proven experience in participating in groups of Experts in an international environment

## 3.2 SENIOR STAKEHOLDER RELATIONS EXPERT

### Eligibility Criteria

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

In order to be considered as eligible, any submitted proposal shall include at least one proposed seconded staff member possessing the following requirements:

#### **Employment**

The seconded staff shall be a full-time staff member of any SJU Selected Member.

#### **Qualifications**

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.

#### **Professional experience**

A professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities.

#### **Language Skills**

The working language of the SJU is English. Therefore a thorough knowledge of English and a satisfactory knowledge of another language of the European Community Union to the extent necessary for the performance of the duties are mandatory.

### Role of the seconded staff

The Senior Stakeholder Relations Expert will be the expert responsible for providing advice and support to the the SJU external affairs and communications. Under the responsibility and supervision of the Chief Strategy & External Affairs the Senior Stakeholder Relations is responsible for developing and managing relations with the relevant organisations as well as the external industry stakeholders in order to ensure that the SESAR JU objectives and activities according to the SJU Single Programming Document (SPD) are well articulated, explained and strongly promoted. The jobholder is and operates in the Strategy & External Affairs team.

### Key Accountabilities

- Provide advice and support for promoting SESAR JU objectives and activities according to the SPD in relevant external stakeholder groups including the maintenance and development of the SJU's bilateral relationships with external stakeholders;
- Provide advice and support for bi-lateral working relationship of the SJU with the relevant organisations on external stakeholder matters;
- Provide advice and support for guaranteeing close working relationship with external stakeholder groups assigned;
- Provide advice and support in drafting relevant SJU strategies and the agreed lines to take, which includes the provision of intelligence and monitoring of emerging issues that could affect the objectives of the SJU;

- Provide regular reports to the Chief Strategy & External Affairs and provide advice and support to relevant internal communication;
- Provide advice and support to the SJU for its reporting obligations
- Upon request, under the supervision as required of the Chief Strategy & External Affairs, undertake additional tasks in the interests of the SJU.

### Requirements of the seconded staff

The SJU places particular importance on the ability to grasp tasks, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Seconded staff should be able to work under pressure and to tight deadlines, both individually and in a team, and to quickly understand and adapt to the multicultural environment inside the SESAR JU office, its members and stakeholders and partners whether international or European.

### Essential requirements of the seconded staff

- Be employed by an SJU Selected Member for at least three years;
- A good knowledge of the mission and the tasks of the SJU with regard to the European ATM Masterplan, the SESAR ConOps, and the SESAR workprogramme;
- Knowledge in the field of ATM in Europe and at global level;
- A good knowledge of aviation operations, technology and experience in SJU operating environment and stakeholders (e.g. airspace users, air navigation service providers, airports, academia / universities, manufacturing industry);
- Capacity to provide operational and technical strategic advice and support in relation to ATM stakeholder interfaces;
- Ability to cope with a large number of tasks and to work flexibly under time pressure;
- Strong analytical, communication (written and oral) and presentation skills;
- Strong ability for team working;
- Thorough knowledge of English is essential.

### Preferred requirements

- A good understanding of aviation and of European ATM in the global context;
- Familiarity with aviation and ATM global regulation and standardisation activities;
- Proven experience in participating activities and groups of experts in an international environment.

### 3.3 PERFORMANCE EXPERT

The SESAR Solutions Development and Delivery Area (D&D) is in charge of ensuring the planning and the execution of the S2020 Programme. It consists in managing the delivery of the SESAR Solutions through the Programme & Releases lifecycle, driving the projects towards the objectives outlined in the ATM Master Plan and monitoring the compliance to the performance objectives. In compliance with H2020 rules, D&D is also in charge of managing H2020 calls from their preparation up to the award of grants; and of managing the execution of the grants up to their closure. It includes the full range of R&I development, namely Exploratory Research (ER), Industrial Research (IR) and Very Large Scale Demonstration (VLD) activities.

#### Eligibility Criteria

The SJU reserves the right to request any original documentary evidence it deems necessary in order to verify candidates' skills, knowledge and qualifications. In order to be considered as eligible, any submitted proposal shall include at least one proposed seconded staff member possessing the following requirements:

#### Employment

The seconded staff shall be a full-time staff member of any SJU Selected Member.

#### Qualifications

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.

#### Professional experience

A professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities.

#### Language Skills

The working language of the SJU is English. Therefore a thorough knowledge of English and a satisfactory knowledge of another language of the European Community Union to the extent necessary for the performance of the duties are mandatory.

#### Role

The "Performance Analysis Expert" is the expert responsible for providing advice and technical support to the performance related activities of SESAR, notably in the context of the Single European Sky. The "Performance Analysis Expert" will report to the Head of Development Framework.

#### Key Accountabilities

Under the responsibility and supervision of the Head of Development Framework, the Performance Analysis Expert shall carry out the tasks that will be assigned to him/her, in particular:

- Provide expertise in quantitative performance analyses;
- Provide advice and technical support in the preparation of Performance assessment and the overall monitoring of the performance achievements;
- Provide advice and technical support in the preparation of the Solution maturity gate in assessing and reporting how the Solution contributes to the performance expectations;
- Provide advice and technical support in the definition and maintenance of Validation targets per SESAR solution;
- Provide advice and technical support in the initiation and execution of specific studies/reports related to performance and business analyses (e.g. yearly Programme Performance Report);
- To act as technical expert for technical interactions with partners in the SESAR Work Programme to ensure that economic and performance issues are appropriately addressed in line with the European ATM Master Plan and that the performance benefits and economic value added of SESAR investments is maximised.

### Requirements of the seconded staff

The SJU places particular importance on the ability to grasp tasks, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Seconded staff should be able to work under pressure and to tight deadlines, both individually and in a team, and to quickly understand and adapt to the multicultural environment inside the SESAR JU office, its members and stakeholders and partners whether international or European.

### Essential requirements of the seconded staff

- Be employed by an SJU Selected Member for at least three years;
- A good knowledge of the mission and the tasks of the SJU;
- Proven experience in supporting preparation of Business Cases;
- Knowledge about performance framework and the principles for its setting and assessment;
- Proven experience in providing expertise in performance analysis;
- Proven experience in supporting preparation of performance cases;
- Thorough knowledge of English is essential;
- Ability to cope concurrently with a large number of tasks and to work flexibly under time pressure;
- Strong analytical, communication (written and oral) and presentation skills;

Appropriate character for the performance of the duties related to the profile of seconded staff needed by the SJU with a strong emphasis on flexibility and team working

### Preferred requirements

- A good knowledge of Air Traffic Management;
- A good knowledge of French would be an asset;
- Experience of work in a multi-cultural environment and able to command trust among industry peers and stakeholders;
- Proven experience in participating in groups of experts in an international environment.

#### **4. SELECTION PROCESS**

The selection process will be carried out by a Selection Panel.

The applications proposed by SJU Selected Members for the profiles described above, will be assessed to ascertain their eligibility and relevancy according to the requirements detailed under Section 2 and 3 above.

The Selection Panel will invite at the SJU headquarters proposed seconded staff to an interview in English. The Selection Panel can consider complementing the interview with a presentation or a written test. The applicants will be informed of the date of the interview with at least 15 days notice.

The Selection Panel will submit to the SJU's Executive Director the outcomes of the SJU Members staff to be retained for the secondment.

The Selection Panel's work and deliberations are strictly confidential and any contact with its members is strictly forbidden.

#### **5. PROMOTION OF EQUAL OPPORTUNITIES**

The SJU is an equal opportunity employer and strongly encourages the SJU Selected Members to send proposals including proposed seconded staff who fulfil the eligibility and 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.

#### **6. PERSONAL DATA PROTECTION**

Please note that proposals will not be returned but will be kept by the SJU. The personal information the SJU requests from candidates will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the SJU. In case of any query concerning the processing of personal data, a request shall be addressed to the SJU Data Protection Officer ([sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu)).