



# Call for Experts 2024

to represent SMEs in standardisation work at European and international level

Small Business Standards

Webinar

1 September 2023



We start at  
10:00 CET

# Speakers



**Frédéric Dufour**

Standardisation Officer and Expert Coordinator



**Valia Tsiala**

Technical Officer and Expert Coordinator



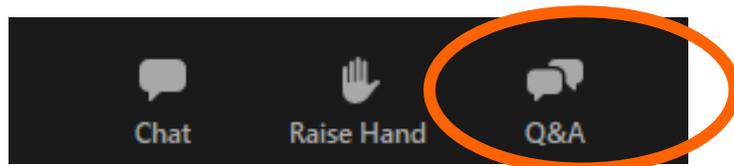
**Andrea Raffaelli**

Standardisation Policy Officer and Expert Coordinator

# Questions

Questions will be answered at the end of the Webinar

Use the Q&A panel on the top of your screen to submit your questions



A yellow square graphic with rounded corners, positioned above the title bar.

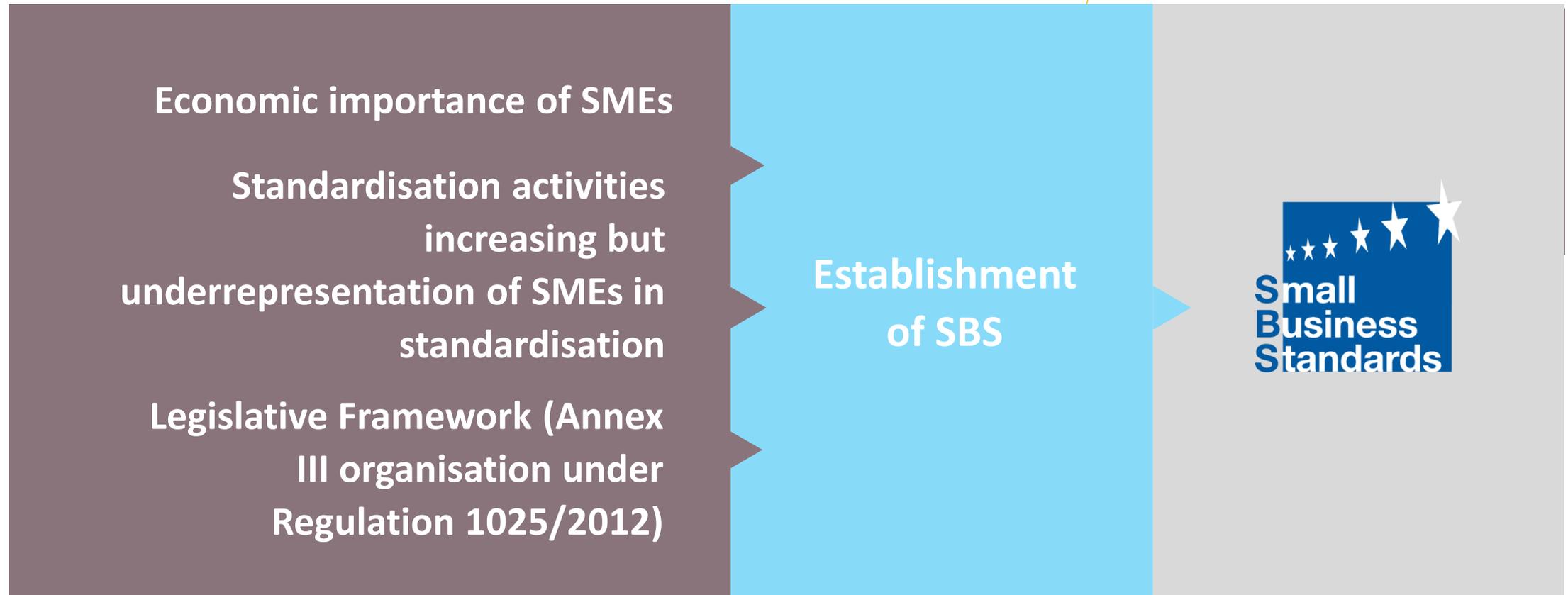
# What is Small Business Standards - SBS?

# SMEs across Europe



- 99,8% of all businesses
- > 20 million SMEs in Europe
- 67% of all jobs
- 57% of the gross value added
- More than 1 500 EU standards delivered every year

# Think Small First in standardisation



# 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



- + 70 experts in > 240 TCs/SCs/WGs in approx. 20 sectors
- Ensure that the standards developed are SME-compatible
- CEN-CENELEC Technical Boards

## POLITICAL



- Participation in governing bodies of European Standards Organisations
- Follow-up & comment on policies related to standardisation
- Observer in the European Commission's Committee on Standards & participation in Commission Expert Groups

A small, solid yellow square graphic positioned above the main title bar.

# Call for experts 2024

# General information

- Open call for experts to represent SMEs in TCs, SCs and WGs of CEN, CENELEC, ETSI, ISO & IEC.
- Open to candidates with technical expertise in any standardisation topic relevant for SMEs; applications for some topics particularly welcome ([see Annex 3](#) & [SBS study](#))
- Co-funded by the European Union and EFTA Member States
- Appointment for one year (renewable)
- **Deadline for applications: 11 September 2023**
- Call text: <https://sbs-sme.eu/news/open-call-experts-represent-smes-standardisation-work-eu-and-international-level>

A small, solid yellow square graphic located above the main title bar.

# 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) and contribution to the work by submitting comments/proposals...- use of the [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 (as required)

A small yellow square graphic located above the title bar.

# Eligibility and selection criteria

# Eligibility criteria

- Residence in the EU or EFTA countries
- Application to be backed by a recognised SME association
- Agreement to co-fund of a part of the lump sum paid to the expert (€ 1,358 / € 2,242)
- **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) please make sure any 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

# 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
- **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)
- 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 to appoint the expert in the TC plenary
- A second TC/SC(s)/WG(s) can be indicated as a second preference

A small yellow square graphic located above the main title bar.

# Content of the application

# New applicants (I)

- Use Application form in Annex 1
- 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, paid at European or International level)
- Motivation and justification of the importance for SMEs

## Annex 1. Application form for new applicants

OPEN CALL FOR EXPERTS 2024

Applications shall be sent to [president@sbs-sme.eu](mailto:president@sbs-sme.eu) at the latest by **11 September 2023**.

### 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 can indicate a second choice of TC/SC/WG in case an existing expert is already appointed to the WG. Please note that independently of the number of TCs/WGs you apply for only one lump sum amount can be allocated per expert.

--

### C- Indicative list of meetings of the above-mentioned TCs/SCs/WGs

TC/SC/WG	Dates of meetings

# 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
- Who is providing the co-funding
- Type of contract and person/organisation signing the contract
  - Whether the person/organisation signing the contract is VAT registered
- Signed declaration of honour
- **Do not forget to attach:**
  - Letter of support recognised SME association & Applicant CV

# Re-applying 2023 SBS experts

- Use Application form in Annex 2
- 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
- Do not forget to **attach the letter of the recognised SME organisation**
- The submission of an updated CV is optional

## Annex 2. Application form – Re-applying 2023 SBS experts

OPEN CALL FOR EXPERTS 2024

Applications shall be sent to [president@sbs-sme.eu](mailto:president@sbs-sme.eu) at the latest by **11 September 2023**.

### 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 that they wish to be appointed to several TCs/SCs/WGs. Please note that independently of the number of TCs/WGs you apply for only one lump sum amount can be allocated per expert.

# 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

A small yellow square graphic located above the title bar.

# Contract and co-funding

# Contract and co-funding (I)

- One year contract (January –December 2024)
- Unpaid contracts possible
- € 10.200 (European technical bodies) or € 17.142 (international technical bodies)
- All expenses of the expert during the year are covered by the above lump sum
- Experts can only receive one lump sum (even if appointed to several TCs/SCs/WGs)

# Contract and co-funding (II)

- Conditional to co-funding pre-payment of € 1.358 (European) or € 2.282 (international)
- The contract will be concluded either:
  - between SBS and the SME supporting association – supported experts
  - between SBS and the expert (or his company) directly – independent experts
- Candidates shall indicate in their application the type of contract they seek
- Please note that 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 + 2 Activity reports (first one in June/July, second in November/December)

A small yellow square graphic located above the title bar.

# Submission of applications

# Submission of applications (I)

- Strict deadline for submission: 11 September 2023 midnight (CET)
- Applications must be sent by e-mail ([president@sbs-sme.eu](mailto:president@sbs-sme.eu))
- All documents submitted must be in English
- Some of the necessary information and eligibility criteria to be included in the application:
  - The expert must be based in an EU or EFTA country
  - Support letter from a recognised SME association (SMEunited, CPME, Digital SME Alliance...)
  - Include number and title of the Technical Committee(s) you are applying to

# Submission of applications (II)

- Applications that are incomplete, do not meet all eligibility criteria, or are received after the 11 September deadline will be automatically disqualified
- All applicants will be contacted once the selection process has been completed (December 2023)
- For questions, please contact SBS Secretariat ([info@sbs-sme.eu](mailto:info@sbs-sme.eu)) /  
Tel +32 2 285 07 27)

A small, solid yellow square graphic located at the top edge of the dark purple banner.

Time for questions

# Thank you

**SMALL BUSINESS STANDARDS**

Rue Jacques de Lalaing 4

B-1040 Brussels, Belgium

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

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

Financed by the European Union and EFTA

