

**CALL FOR EXPRESSION OF INTEREST TO THE MILITARY AUTHORITIES,
REGULATORY AUTHORITIES, NATIONAL AVIATION AUTHORITIES AND NATIONAL
SUPERVISORY AUTHORITIES OF THE MEMBER STATES OF THE EUROPEAN UNION
(EU) AND OF EUROCONTROL
No. SJU/LC/0078-CEI**

PROVISION OF CIVIL & MILITARY AUTHORITY EXPERTISE

1. Background

In accordance with article 1 (5) of the amended Council Regulation (EC) n°219/2007, the SESAR Joint Undertaking has to ensure the involvement of the stakeholders of the air traffic management sector in Europe in the execution of the European Air Traffic Management (ATM) Master Plan.

An early engagement of the regulator in the SESAR Programme was also identified in the European ATM Master Plan itself as a key measure to mitigate the risk that the regulatory framework is unable to keep pace with and enable the changes needed to implement the Target Concept of SESAR.

In its Resolution on the endorsement of the European ATM Master Plan adopted on 30 March 2009 this necessary implication of Authorities in the development phase of the SESAR project was recalled by the Council: *“(the Council) requests the Commission to ensure during the development phase proper involvement of regulatory authorities in the consultation process set up by the SESAR Joint Undertaking”*.

Consequently, in order to comply with the Council requirements, the SJU identified the need to organize the early involvement of experts from the Authorities and launched therefore a Call for Expression of Interest in 2010 inviting the Authorities to submit a Proposal in response hereto.

The initiative resulted in the participation of experts from 6 (six) civil Authorities and 1 (one) military Authority providing their views and opinions on specific topics, relevant to the SESAR Programme through the reviewing of for example a number of deliverables, SJU documents as well as participating and reporting in validation exercises.

As it is in the interest of the SJU to secure the continuous involvement of the Authorities in the Programme during the last period of its development phase, i.e from 2013 to 2016, the SJU hereby invites Authorities to submit Proposals to this Call for Expression of Interest.

2. Description of this call

The purpose of this call is to select Authorities of the Member States of the EU or EUROCONTROL (civil, military, national regulatory, aviation and/or supervisory Authorities) able to designate experts who will provide the SJU with support and recommendations in their field of competence.

3. Eligibility criteria

The eligibility criteria shall consist of:

1. The capability of the Authorities to provide a list of experts that can be designated to support the SJU;
2. The profiles and the experience of the experts proposed shall respond to the following criteria:

- a) At least 5 years minimum experience in the aviation sector;
- b) And at least one of the following:

- 3 years minimum experience in Air Navigation technical systems,
- 3 years minimum experience in ATS operations,
- 3 years minimum experience in Avionics,
- 3 years minimum experience in Aircraft operations,
- 3 years minimum experience in Technical Standards development,
- 3 years minimum experience in Rulemaking,
- 3 years minimum experience in Risk Analysis and Mitigation,
- 3 years minimum experience in Military Aviation,
- 3 years minimum experience in the SESAR Programme,
- 3 years minimum experience in ATM regulatory oversight.

3. The Authorities shall submit the following documents to the SJU:

- A short letter of the Authority describing their proposed contribution to the SESAR Programme;
- The Curriculum Vitae (CV) of the proposed experts, preferably in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>).
- A Legal Entities Form (Public Entities) duly filled in by the Authority (attached hereto as Annex 2).
- A Financial Identification Form duly filled in by the Authority (attached hereto as Annex 4).

4. Selection criteria

For the eligible Authorities, the applications will be assessed in view of the following criteria:

- The higher number of available experts meeting the criteria mentioned in Section 3 above (estimate weight of 20% for this criterion).
- The wider experience of available experts in the sectors listed in Section 3 (b) above (estimate weight of 60% for this criterion).
- The promotion of the involvement of Authorities from States different from those states of origin of the SESAR JU members (estimate weight of 20% for this criterion).

5. Areas of expertise

The SESAR JU needs expertise support from the Authorities in domains such as, but not limited to, the following:

- a) Providing support, upon request of the SJU, on the SESAR Programme in all domains where an early opinion of civil and military Authorities will be of an added-value to the SESAR Programme development phase, such as the following domains:
 - Impact of new concepts on the rulemaking, oversight and certification activities of the Authority in its different fields of competency including safety, security, economic, environmental and airspace management;
 - Methodologies for the acceptable elaboration of safety deliverables (safety cases, safety assessments...), security deliverables (security analysis...), economic deliverables (cost-benefit analysis, financial assessments...) and environmental deliverables (environmental impact analysis, noise/emissions studies...);
 - Different stages of the development of safety, security, economic and environmental cases; and
 - “Certifiability” of future systems/services derived from new concepts.
- b) Participating, upon SJU request, in validation exercises of different projects as observers, and providing the SJU with their opinions and recommendations on the execution of these exercises and their results;
- c) Participating, upon SJU request, in the updates of the European ATM Master Plan and the updates of the Regulatory Roadmap and the Standardization Roadmap.

6. Selection process

A selection process will be carried out by a Selection Panel following the SJU Implementing Rules.

7. MoU

The SJU will offer to each of the selected Authorities a Memorandum of Understanding (“MoU”) establishing the practical arrangements for the use of expertise from the Authorities in SJU activities. A draft of the MoU is attached hereto as Annex 1. It is foreseen that the involved experts from each selected Authority shall be selected from the experts listed in the respective Proposal submitted by the Authority to the SJU in response to this Call. Depending on the matters/object of work and on the availability of these experts each Authority may appoint different experts for different topics. The Authority shall ensure the access to adequate expertise, depending on these different matters, using the mechanisms they would have available to reach complementary competencies in the aviation domain if necessary.

The appointed expert(s) will be bound by the regime of independence and absence of conflict of interests applicable to all experts providing support to SJU, following Appendix C attached to Annex 1.

The views and opinions expressed by the appointed experts will not be considered as representing the formal views of the Authority but the views of its experts only.

Please note that the SJU reserves the right to reject offers stating that the provisions of the draft MoU are accepted subject to a number of conditions.

8. Funding

Mission costs, including accommodation costs where applicable, for the execution of the MoU will be reimbursed by the SJU according the SJU rules on reimbursement of expenses incurred by external experts, upon submission by the Authority of an adequate request for payment of these costs to the SJU Financial Sector using the established forms (attached to Annex 1 as Appendix D and Appendix E).

If so agreed between the relevant Authority and the expert, the SJU may reimburse the expert directly subject to the prior submittance of a "Declaration for the reimbursement of expenses on the private expert's bank account" (attached to Annex 1 as Appendix F) filled in by both the expert and the relevant Authority. The declaration shall be accompanied by the following documents filled in by the expert a) Legal Entities Form (for individuals) (Annex 3) b) a Financial Identification Form (Annex 4) and c) a copy of the passport of the assigned expert. When the Authority agrees to authorise the SJU to reimburse the expert(s) directly such authorisation will be in force until further notification is given by the concerned Authority to the SJU. It should be noted that when an expert would not be registered in the accounting system of the EU, the payment process may take an additional 15 calendar days.

9. Duration

The MoUs shall be in full force and effect until the 31st December 2016.

10. Estimated workload

For the overall duration of the MoUs, the SJU estimates a workload for each Authority of 10 working days per expert year, including the quarterly meetings at the SJU premises.

The SJU may also organize no more than 2 familiarization workshops to set up a baseline of knowledge of SESAR Programme among the Authorities.

In any case, it is understood that the participation of the experts from the Authorities are subject to the availability of resources from the Authorities, in particular with due regard to the fulfilment of their obligations on the implementation of Single Sky initiative.

The SJU will issue its request to the Authorities for support from experts avoiding as far as possible any conflicting availability of resources of the Authorities with any other forum of participation of the Authorities in the implementation of SES.

11. Timetable/indicative planning

Dispatch of this call	18 June 2012
-----------------------	--------------

Deadline for submission of applications	15 October 2012 at noon (Brussels time)
Start of activities	1 January 2013

ANNEX 1: DRAFT OF THE MEMORANDUM OF UNDERSTANDING

ANNEX 2: LEGAL ENTITIES FORM (PUBLIC ENTITIES)



LEGAL ENTITIES

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/legal_entities_fr.htm

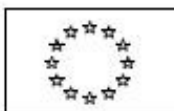
PUBLIC ENTITIES

TYPE OF COMPANY	<input type="text"/>		
NGO	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Non-Governmental Organisation)
NAME(S)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
ABBREVIATION	<input type="text"/>		
OFFICIAL ADDRESS	<input type="text"/> <input type="text"/> <input type="text"/>		
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN/CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT**	<input type="text"/>		
PLACE OF REGISTRATION	<input type="text"/>		
DATE OF REGISTRATION	<input type="text"/> D D	<input type="text"/> M M	<input type="text"/> Y Y Y Y
REGISTRATION No	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED, SIGNED AND RETURNED TOGETHER WITH:
* A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION;
* OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL AUTHORITIES
** IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT

DATE:	STAMP
NAME + FUNCTION OF AUTHORISED REPRESENTATIVE	
SIGNATURE	

ANNEX 3: LEGAL ENTITIES FORM (INDIVIDUALS)
TO BE FILLED IN ONLY IN CASE OF DIRECT PAYMENT TO AN EXPERT



LEGAL ENTITIES

PRIVACY STATEMENT http://ec.europa.eu/budget/execution/legal_entities_fr.htm

INDIVIDUAL

NAME			
FIRST NAME			
(NAME 2)			
(NAME 3)			
OFFICIAL ADDRESS			
(OFFICIAL Address = Your PERMANENT address; generally the one which is registered on your identity card)			
POSTAL CODE		P.O. BOX	
TOWN/CITY			
COUNTRY			
** VAT NR			
IDENTITY CARD NUMBER	<input type="checkbox"/>		
PASSPORT NUMBER	<input type="checkbox"/>		
DATE OF BIRTH	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>
PLACE OF BIRTH			
COUNTRY OF BIRTH			
PHONE		FAX	
E-MAIL			

THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY CARD OR PASSPORT

**** IF THIS FIELD IS FILLED IN, PLEASE ATTACH AN OFFICIAL "VAT" DOCUMENT.**

DATE AND SIGNATURE

ANNEX 4: FINANCIAL IDENTIFICATION FORM



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/ftiers_fr.htm

ACCOUNT NAME

ACCOUNT NAME ⁽¹⁾	<input type="text"/>	
	<input type="text"/>	
ADDRESS	<input type="text"/>	
	<input type="text"/>	
TOWN/CITY	<input type="text"/>	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>	

CONTACT	<input type="text"/>	
TELEPHONE	<input type="text"/>	FAX <input type="text"/>
E - MAIL	<input type="text"/>	

BANK

BANK NAME	<input type="text"/>	
	<input type="text"/>	
BRANCH ADDRESS	<input type="text"/>	
	<input type="text"/>	
TOWN/CITY	<input type="text"/>	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>	
ACCOUNT NUMBER	<input type="text"/>	
IBAN ⁽²⁾	<input type="text"/>	

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both Obligatory)⁽³⁾

DATE + SIGNATURE ACCOUNT HOLDER :
(Obligatory)

DATE

⁽¹⁾ The name or title under which the account has been opened and not the name of the authorized agent

⁽²⁾ If the IBAN Code (International Bank account number) is applied in the country where your bank is situated

⁽³⁾ It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.