



EUROPEAN
COMMISSION

CALL FOR APPLICATIONS TO SELECT MEMBERS OF THE SUSTAINABLE TRANSPORT FORUM

1. BACKGROUND

By Decision¹ of 23 April 2015, the Commission has set up an expert group on alternative fuels - the Sustainable Transport Forum (STF).

The task of the STF is to assist the Commission in implementing the Union's activities and programmes aimed at fostering the deployment of alternative fuels infrastructure. The STF shall provide a platform for structural dialogue, exchange of technical knowledge, cooperation and coordination between Union Member States and relevant public and private stakeholders.

The Commission is therefore calling for applications with a view to selecting members of the STF specified in Article 4(2) point 2 of the Decision.

2. FEATURES OF THE GROUP

2.1. Composition

In accordance with Article 4 of the above Commission Decision, members of the group shall be Union Member States' authorities responsible for the development of alternative fuels and public and/or private organisations² active in transport and energy related areas as enumerated in Article 4(2) point 2 of the Decision.

The group of experts shall consist of maximum 60 members and shall be chaired by a representative of the Commission.

2.2. Terms of the appointment

Members shall be appointed shall be appointed for a period running till 31 December 2020, and shall remain in office for that period unless their term of office ends in accordance with Article 4, paragraph 5 of the Decision. Their term may be renewed if the Commission extends the duration of the Decision.

¹ Commission Decision of 23.4.2015 setting-up an expert group on alternative transport fuels – the Sustainable Transport Forum (STF) – C(2015) 2583 final

² Including companies, associations, Non-Governmental-Organisations, trade unions, universities, research institutes.

2.3. Confidentiality

The members of the group shall respect the conditions of confidentiality mentioned in Article 5 paragraph 5 of the Decision.

2.4. Transparency

Data on members and personal data shall be treated in accordance with Article 4 paragraphs 6 and 7 of the Decision.

2.5. Attendance at meetings

Applicants should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to examine and provide comments on documents under discussion and to act, as appropriate, as ‘rapporteurs’ on ad hoc basis.

The group shall normally meet on Commission premises in accordance with expert meeting procedures.

Applicants should take into account that meetings generally involve preparatory work.

3. APPLICATION PROCEDURE

Interested applicants for membership according to Article 4 (2) point 2 of the Decision are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the documents referred to in chapter 4.2 of this call, sent at the latest by the deadline referred to thereafter. All the above-mentioned documents should be duly filled in, legible, signed and numbered sequentially. All the documents mentioned above will be used in the selection procedure.

Each application must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be desirable to include a summary of the CV in English.

The application must also clearly specify the stakeholder category for which the application is made (see Appendix 1) and must clearly indicate the name and references of the organisation and include the necessary documentation. All applying organisations must propose their representative(s), and provide for each of them individual information. Supporting documents (e.g. publications) might be requested at a later stage.

3.1. Deadline for application

The duly signed and scanned applications must be sent not later than 18 May 2015 to the following e-mail address: MOVE-STF@ec.europa.eu , the date of the e-mail will be the date of sending.

4. REQUIREMENTS

4.1. Selection Criteria

The Commission will take the following criteria into account when assessing applications (points will be given during the assessment as follows):

- (a) criterion 1 - representativeness, market impact and/or socio-economic impact of the organisation in the alternative fuels domain at Union level (maximum 10 points);
- (b) criterion 2 - scope of competence and experience of the organisation in alternative fuels areas as specified in Article 2 of Directive 2014/94/EU³ (maximum 5 points);
- (c) criterion 3 - experience and hierarchical position of the proposed representative(s) as well as their knowledge of the English language (maximum 5 points);

In addition, representatives of the STF members must be nationals of a Member State of the European Union or of the European Economic Area or, if appropriate, of an acceding country, or a country which has signed an association agreement.

4.2. Supporting evidence

Each application shall include the following supporting document:

- (1) a cover letter explaining the motives for answering this call
- (2) a stakeholder category declaration form (appendix 1)
- (3) a selection criteria form (appendix 2) clearly documenting the professional experience and expertise as against the criteria listed in 4.1.
- (4) a curriculum vitae (CV), preferably not exceeding three pages and in English, where applicants must document their professional experience and expertise in full. The CV should also contain information on the following aspects:
 - (a) the organisation for which the applicant is working, the length of time he/she has worked there, and the position and level of responsibility held there;
 - (b) other authorities/organisations, for which he/she has worked in the past;
 - (c) his/her specific competences, notably in relation to the relevant EU alternative fuels related area;
 - (d) the specific projects and or tasks he/she has been involved in;

³ Directive 2014/94/EU of the European Parliament and of the Council of 22 October 2014 on the deployment of alternative fuels infrastructure, OJ L 307, 28.10.2014, p. 1

- (e) any work that he/she has published on alternative fuels;
- (f) any experience he/she has acquired at EU and international level;
- (g) his/her major professional challenges foreseen in the near future;
- (h) any interests that he/she has, which may prejudice his or her independence.

All CVs should be submitted in the European format (see appendix 3): <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

5. SELECTION PROCEDURE

The selection procedure will consist of an assessment of the applications against the criteria (points will be given as set out in 4.1 and added for each applicant), followed by the establishment of a list of most suitable applicants in each stakeholder category (based on total points in descending order), and concluded by the appointment of the members of the group and their representatives, as well as possible alternates. In the selection process the Commission will also endeavour to strike a balance within the STF in terms of representativeness of applicants, gender and geographical origin⁴.

Information on the results of the call for applications will be published at least on the Internet site of DG MOVE.

6. MEETINGS EXPENSES

Travel and subsistence expenses incurred by participants in the activities of the group shall be reimbursed by the Commission in accordance with the provisions in force at the Commission within the limits of the available budgetary appropriations. Members will receive no remuneration for their duties.

Working language for both documents and meetings will be English.

For any further information, please contact:

- Mr Jose FERNANDEZ GARCIA, Telephone: (32-2) 296 92 59, e-mail: Jose.Fernandez-Garcia@ec.europa.eu
- Mr Hugues VAN HONACKER, Telephone (32-2) 298 51 32, e-mail: Hugues.Van-Honacker@ec.europa.eu

⁴ Commission Decision 2000/407/EC of 19 June 2000 relating to gender balance within the committees and expert groups established by it (OJ L 154 of 27.6.2000, p. 34).

Appendix 1: Organisations declaration form⁵

I hereby declare the following:

1. This application for participation in the Sustainable Transport Forum (STF) is made by **an organisation⁶** as defined in Article 4(2), point 2.2 of the Commission Decision.

2. The organisation is active in the following transport related areas: *(please select only one option)*

- a) mineral oil products
- b) biofuels
- c) natural gas
- d) electricity
- e) hydrogen
- f) manufacturers
- g) suppliers
- h) research and innovation
- i) investment and financing
- j) operators and users
- k) technical standardisation
- l) regional and local, including urban, authorities
- m) social partners
- n) civil society

Name and details of the organisation:

Date:

Signature of the authorized representative

⁵ This form must be filled in, signed and returned with the application

⁶ In the broad sense of the word including companies, associations, Non-Governmental-Organisations, trade unions, universities, research institutes.

Appendix 2: Selection criteria form⁷

Criterion 1) Representativeness, market share and socio-economic impact of the organisation in the alternative fuels domain at Union level	
Criterion 2) Scope of competence and experience of the organisation in alternative fuels areas as specified in Article 2 of Directive 2014/94/EU ⁸	
Criterion 3) Experience and hierarchical position of the proposed representative(s) as well as their knowledge of the English language.	

Organisation:

Date:

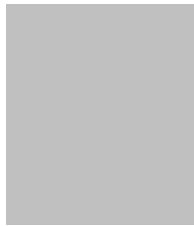
Signature of the authorized representative

⁷ This form must be filled in, signed and returned with the application

⁸ Directive 2014/94/EU of the European Parliament and of the Council of 22 October 2014 on the deployment of alternative fuels infrastructure, OJ L 307, 28.10.2014, p. 1

Appendix3: Curriculum vitae

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF
(or other) level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with name of language certificate. Enter level if known.

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with name of language certificate. Enter level if known.

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	Replace with your communication skills. Specify in what context they were acquired. Example: ▪ good communication skills gained through my experience as sales manager
Organisational / managerial skills	Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: ▪ leadership (currently responsible for a team of 10 people)
Job-related skills	Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: ▪ good command of quality control processes (currently responsible for quality audit)
Computer skills	Replace with your computer skills. Specify in what context they were acquired. Example: ▪ good command of Microsoft Office™ tools
Other skills	Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example: ▪ carpentry
Driving licence	Replace with driving licence category/-ies. Example: ▪ B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Presentations	
Projects	
Conferences	
Seminars	
Honours and awards	
Memberships	
References	

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.