



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

Directorate D - Logistics, maritime & land transport and passenger rights  
**D.3 – Road Transport**

Brussels, 29 January 2016  
ARES (2015) 6558037

**CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE  
TACHOGRAPH FORUM**

**1. BACKGROUND**

Article 43 of Regulation (EU) No 165/2014<sup>1</sup>, provides for the setup of a Tachograph Forum to support dialogue on technical matters concerning tachographs. The Commission is therefore calling for applications with a view to selecting members of the Tachograph Forum.

**2. TASK**

The task of the Tachograph Forum will be to promote the exchange of views and exchange of information on technical aspects concerning tachographs among Member State's experts and experts from countries using the tachograph under the European Agreement concerning the work of crews of vehicles engaged in international road transport (AETR).

The Tachograph Forum will permit the sharing of experiences and knowledge on tachographs from many different perspectives, such as interoperability, type-approval, certification, enforcement or anti-tampering measures, as well as topics related to the upcoming smart tachograph. The outcome of the discussions may be used at a later stage by the Commission, Member States or AETR Contracting Parties for the implementation of measures addressing specific issues or problems identified, and even to coordinate actions at international level with the final goal of improving road safety.

**3. FEATURES OF THE GROUP**

**3.1. Composition**

The Tachograph Forum shall be composed of the following categories of members:

- a) Individual experts from Member States and AETR Contracting Parties, appointed in their personal capacity.
- b) Individual experts from Member States and AETR Contracting Parties appointed to represent a common interest shared by stakeholders in the field of tachographs.
- c) Representatives of the tachograph industry.

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<sup>1</sup> Regulation (EU) No 165/2014 of the European Parliament and of the Council of 4 February 2014 on tachographs in road transport and amending Regulation (EC) No 561/2006 of the European Parliament and of the Council on the harmonisation of certain social legislation relating to road transport (OJ L 60 of 28.2.2014, p.1).

- d) Representatives of the automotive industry.
- e) Enforcement organizations.
- f) Social partners.
- g) The members of the Committee referred to in Article 42 of Regulation (EU) No 165/2014.
- h) The European Data Protection Supervisor.

Experts of category b) shall not represent an individual stakeholder.

### **3.2. Terms of appointment**

The Commission shall select members for a 4 year renewable mandate.

Members of categories a) to f) referred to in section 3.1 will be appointed by the Director General for Mobility and Transport following this open call for applications.

Member States may nominate an expert each in the field of tachographs, on whom the attendance of the members referred to in point g) of section 3.1 shall be delegated when the latter are absent or indisposed.

The Commission will ensure that the relevant stakeholders are represented in a balanced way.

The Director General for Mobility and Transport may refuse the appointment of an applicant or an expert representing it, if he or she does not meet the requirements specified in the call for applications. The applicant shall then be asked to nominate a different expert.

### **3.3. Transparency**

Personal data within the scope of the Tachograph Forum is treated in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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<sup>2</sup>.

The list of members of the Tachograph Forum shall be published in the Register of expert groups<sup>3</sup>.

All relevant documents (such as agendas, minutes and participants' submissions) will be made available in the Register of Commission Expert Groups. Exceptions to systematic publication are justified where disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001.

### **3.4. Operation of the group**

Meetings of the Tachograph Forum are convened by the European Commission, DG Mobility and Transport, Road Transport Unit. The Commission shall chair the meeting and shall also provide the secretariat. The representative of the Commission may invite external experts, either from Member States or from AETR Contracting Parties with specific competence in a subject on the agenda to participate in the work of the group.

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<sup>2</sup> Official Journal L 008, 12/01/2001 P. 0001 - 0022

<sup>3</sup> Members who do not wish to have their names disclosed may apply for derogation from this rule. The request not to disclose the name of a member shall be considered justified whenever publication could endanger his or her security or integrity or unduly prejudice his or her privacy.

The Tachograph Forum will meet at least once a year, preferably in Brussels, although alternative venues could be occasionally considered.

Travel and subsistence expenses incurred by participants in the activities of the group are not reimbursed by the Commission. They will also receive no remuneration for their duties.

In cases of members of categories c) to f) referred to in section 3.1 counting with more than one expert, only one of them will be allowed to attend each meeting.

Individual experts of category b) referred to in section 3.1 who are not able to attend a specific meeting, may exceptionally nominate an alternate for that specific meeting, and shall inform the Commission at least two weeks in advance of the date of the meeting through a signed and scanned authorisation sent by e-mail.

The working language for documents and meetings will be English.

Members of categories a) to f) referred to in section 3.1 or the experts representing them may be replaced or excluded for the remainder of their mandate in any of the following cases:

- Where they are no longer capable of contributing effectively to the group's deliberations.
- Where the member or its representative resigns.
- Where it is desirable in order to maintain a balanced representation of relevant areas of expertise and areas of interest.
- Where the conditions set out in the call for applications to which the concerned member has responded are no longer respected.

#### **4. APPLICATION PROCEDURE**

Interested applicants are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the information referred to in section 5.2 of this call, sent at the latest by the deadline referred to thereafter. All the documents should be duly filled in, legible, signed and numbered sequentially.

Applications for membership categories b) to f) referred to in section 3.1, must clearly indicate the name and references of the stakeholders represented. The application must also clearly specify the membership category for which the application is made (see Appendix).

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.

Applicants for membership categories c) to f) referred to in section 3.1 may each propose up to three experts representing them. In that case, a single application will be made, and within the application a separate set of the documents referred to in section 5.2 will be presented for each one of the experts.

#### **Deadline for application**

The duly signed and scanned applications must be sent by 31 March 2016 at the latest, to the following e-mail address: [MOVE-TACHOGRAPH-FORUM@ec.europa.eu](mailto:MOVE-TACHOGRAPH-FORUM@ec.europa.eu). The date the e-mail will

be the date of sending.

## **5. REQUIREMENTS**

### **5.1. Selection Criteria**

The Commission will take the following criteria into account when assessing applications, although it is not necessary to have experience in all the four criteria:

- a) Proven and relevant competence and experience in technical aspects of the digital tachograph.
- b) Proven and relevant competence and experience in enforcement of the legislation related to the digital tachograph.
- c) Proven knowledge of the legal framework related to the digital tachograph at European and international level.
- d) For applications as individual experts representing a common interest shared by stakeholders, proven capacity of the applicants to represent effectively the interest shared by stakeholders.

### **5.2. Supporting evidence**

Each application shall include the following supporting documents:

- a cover letter explaining the motives for answering this call;
- an applicant declaration form (Appendix);
- a selection criteria document clearly specifying the professional experience and expertise against the criteria listed in 5.1;
- a curriculum vitae (CV) for each expert, preferably not exceeding three pages and in English, where the professional experience and expertise in full must be documented. The following information should be included:
  - The authority/organisation for which the expert is working, the length of time he/she has worked there, and the position and level of responsibility held there.
  - Other authorities/organisations, for which he/she has worked in the past.
  - His/her specific competences, notably in relation to the digital tachograph.
  - The specific projects and or tasks he/she has been involved in.
  - Any works that he/she has published on the digital tachograph.
  - Any experience he/she has acquired at EU and international level.
  - His/her major professional challenges foreseen in the near future.
  - Any interests that he/she has, which may prejudice his or her independence.

All CVs should be submitted in the European format: <http://europass.cedefop.europa.eu/en/home>

## **6. SELECTION PROCEDURE**

The selection procedure will consist of an assessment of the applications against the selection criteria, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

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

#### **7. CONTACT**

For any further information please contact Mr Bernardo Martinez, e-mail: [bernardo.martinez@ec.europa.eu](mailto:bernardo.martinez@ec.europa.eu).