

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE INFORMAL EXPERT GROUP ON DRONES

1. Background

The Commission's Directorate-General for Mobility and Transport ('DG MOVE') has set up an informal group of experts on drones ("the group").

The group's tasks shall be to:

- Assist the Commission in the identification and conceptual design of the actions judged as the most relevant to support the over-arching objectives of the EU policy on drones¹, notably those actions addressing the integration of drones in the aviation system and the development of the U-Space²;
- Support the Commission in the establishment of the regulatory framework, including the timely delivery of the relevant requirements, operational and service standards;
- Monitor the implementation of the envisaged measures and evaluate their efficacy and impact in terms of market growth and job creation, together with the impact on safety, security, privacy and environmental protection;
- Ascertain funding needs and resources for specific actions and assess their value added in view of the overall objective of creating a drone services market.

The Commission is calling for applications with a view to selecting members of the group other than EU agencies and other public entities.

2. Features of the Group

2.1. COMPOSITION

The group shall consist of up to 60 members.

Members shall be:

- EU-level associations representing companies that are involved in designing, manufacturing, putting on the market or operating drones, integrating drone services, at a substantial scale, in their value chain, or otherwise impacted by drone operations (Type C members);

¹ COM(2015)598 final on "An Aviation Strategy for Europe" in particular the section on drones p.12.

² An efficient framework for all individuals and businesses to operate drones at lower levels, up to 150m above ground – as mentioned in the "Warsaw Declaration" on "Drones as a leverage for jobs and new business opportunities", 24 November 2016.

- NGOs (both EU-centric and international but with an established presence in the EU) that deal with privacy, data protection rights or environmental protection issues at the EU level and, preferably, have national NGOs as members (Type C members);
- relevant EU agencies, such as EASA, EMSA, FRONTEX and EDA (Type E members);
- other public entities (Type E members).

Members shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. DG MOVE may refuse the nomination of a representative by a Type C member if it considers this nomination inappropriate in light of the requirements specified in chapter 4 of this call. In such case, the organisation concerned shall be asked to appoint another representative.

2.2. APPOINTMENT

Members shall be appointed by the Director General of DG MOVE from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for five years. They shall remain in office until replaced or until the end of their term of office. Their term of office may be renewed.

Registration in the Transparency Register is required in order for EU-level associations and NGOs to be appointed as Type C members.

Members who are no longer capable of contributing effectively to the group's deliberations, who in the opinion of DG MOVE do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The group shall be chaired by a representative of DG MOVE.

The group shall act at the request of DG MOVE, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')³.

In principle, the group shall meet two to four times per year on Commission premises in order to discuss the various matters under its remit. DG MOVE shall provide secretarial services.

Members' representatives should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as 'rapporteurs' on ad hoc basis.

Working documents will be drafted in English and meetings will be also conducted in English.

³ C(2016) 3301, Article 13.1.

The group shall adopt its opinions, recommendations or reports by consensus.

In agreement with DG MOVE, the group may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the group and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the group and sub-groups shall not be reimbursed.

The members of the group and their representatives, as well as invited experts, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443⁴ and 2015/444⁵. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with DG MOVE the group shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

DG MOVE may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

DG MOVE may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by DG MOVE. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the group shall be selected via a public call for applications.

2.4. TRANSPARENCY

The group shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

As concerns the group composition, DG MOVE shall publish the following data on the Register of expert groups:

- the name of the EU-level associations and of the NGOs; the interest represented shall be disclosed;
- the name of other public entities.

DG MOVE shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or *via* a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, DG MOVE shall ensure publication of the agenda and other relevant background documents in

⁴ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁵ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001⁶.

Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

3. Application procedure

EU agencies and other public entities shall be directly appointed by DG MOVE.

Interested EU-level associations and NGOs are invited to submit their application to the European Commission, DG MOVE.

Applications 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 helpful to include a summary of the application in English.

Members shall indicate the names of up to a maximum of two representatives in the group.

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents

Each application shall include the following documents:

- a cover letter explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the group;
- a classification form duly filled in specifying the member category for which the application is made (Annex I).
- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in chapter 4 of this call (Annex II).

For individuals indicated by EU-level associations and NGOs as their representatives, a *curriculum vitae* (CV) shall also be provided, preferably not exceeding three pages. All CVs shall be submitted in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

Additional supporting documents (e.g. publications) may be requested at a later stage.

Deadline for application

⁶ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

The duly signed applications must be sent by Monday, the 8th of May 2017 at the latest. The date of sending will be established as follows:

- Where applications are sent by e-mail to the following e-mail address: move-expert-group-drones@ec.europa.eu, the date of the e-mail will be the date of sending.
- Where applications are sent by post to the following address: European Commission, DG MOVE, Unit E4 – Aviation Safety secretariat – 24, Rue de Mot, B-1049 Brussels, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, DG MOVE, Unit E4 – Aviation Safety secretariat – 24, Rue de Mot, the date on the receipt given upon delivery will be considered the date of sending.

4. Selection criteria

DG MOVE will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, including at EU level, in areas relevant to the design, manufacturing, operation, support of drones or services provided through the use of drones, or substantially impacted by drone operations;
- proven capacity to represent effectively the interests of their members involved in the design, manufacturing, operation or support of drones or services provided through the use of drones, or substantially impacted by drone operations;
- proven capacity to represent effectively the interests of organisations active at EU level in the protection of privacy, data protection rights of citizens or environmental protection;
- competence, experience and hierarchical level of the proposed representatives;
- good knowledge of the English language of the proposed representatives allowing active participation in the discussions.

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by DG MOVE against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

When defining the composition of the group, DG MOVE shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know-how and areas of interest, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact Mr Koen De Vos, Telephone: +32 296.25.90, e-mail: koen.de-vos@ec.europa.eu or Mr Jorge Grazina, Telephone: +32 296.94.82, e-mail: jorge.grazina@ec.europa.eu.

ANNEXES:

- Classification form
- Selection criteria form
- Privacy Statement

Annex I - Classification form⁷

To be filled in by all applicants

This application is made as:

- An organisation (Type C member).**

Transparency Register identification number: [...]

To be filled in by organisations applying to be appointed as Type C members

This application is made as the following **type of organisation**: (*please select only one option, taking into account the definitions indicated below*).

- a) Academia, research Institutes and Think Tanks
- b) Banks/Financial institutions
- c) Companies/groups
- d) Law firms
- e) NGOs
- f) Professionals' associations
- g) Professional consultancies
- h) Trade and business associations
- i) Trade unions
- j) Other (please specify):

Definitions for organisation types

Academia, Research Institutes and Think Tanks

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Banks/Financial institutions

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

Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

Companies/groups

Individual companies or groups of companies operating in the business sector, whether they are national companies or multinational ones.

Law firms

Business entities formed by one or more lawyers to engage in the practice of law. The primary service rendered by a law firm is to advise clients (individuals or corporations) about their legal rights and responsibilities, and to represent clients in civil or criminal cases, business transactions, and other matters in which legal advice and other assistance are sought.

NGOs

Non-profit organisations which are independent from public authorities and commercial organisations. Some NGOs are organised around specific issues, such as environment, consumer affairs, health and human rights.

Professionals' associations

Non-profit organisations seeking to further the interests of individuals engaged in a particular profession, such as physicians, nurses, architects, engineers and lawyers. Professionals' associations are different from business associations, as they promote and defend the interests of individuals carrying on a specific profession, not the interests of companies operating in the business sector.

Professional consultancies

Firms carrying on, on behalf of clients, activities involving advocacy, lobbying, promotion, public affairs and relations with public authorities.

Trade and business associations

Private bodies representing the interests of its members operating in the business sector.

Trade unions

Organisations of workers. The most common activities performed by trade unions include the negotiation of wages, work rules, rules governing hiring, firing and promotion of workers.

Other organisations

Organisations which are not possible to classify in any other category.

To be filled in by organisations applying to be appointed as Type C members

The applicant shall represent the following **interest**: (*please select one or more options, taking into account the definitions indicated below*):

- a) Academia/Research
- b) Civil society
- c) Employees/Workers
- d) Finance
- e) Industry
- f) Professionals
- g) SMEs
- h) Other (please specify):

Definitions for interests represented

Academia/Research

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Civil society

Civil society can be defined as the aggregate of non-governmental organisations and institutions that manifest interests and will of citizens or as individuals and organisations in a society which are independent of the government.

Employees/workers

Individuals working part-time or full-time under a contract of employment whether oral or written, express or implied, and having recognized rights and duties.

Finance

The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.


Industry

Companies and groups of companies whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (see below).

Professionals

Individuals operating in a particular profession, such as physicians, nurses, architects, engineers and lawyers.

SMEs

"SME" stands for small and medium-sized enterprises – as defined in EU law: [EU recommendation 2003/361](#) .

The main factors determining whether a company is an SME are:

1. **number of employees** and
2. either **turnover or balance sheet total**.

Company category Employees Turnover or Balance sheet total

Medium-sized < 250 ≤ € 50 m ≤ € 43 m

Small < 50 ≤ € 10 m ≤ € 10 m

Micro < 10 ≤ € 2 m ≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm which is part of larger grouping may need to include employee/turnover/balance sheet data from that grouping too.

Other interest

Interest which is not possible to classify in any other category.

To be filled in by organisations applying to be appointed as Type C members

Please select one **or more policy areas** in which you/your organisation⁸ operate(s):

- Agriculture
- Archaeology
- Architecture
- Audiovisual and media
- Audit
- Banking
- Biodiversity
- Civil protection
- Civil service
- Climate
- Competition
- Conservation
- Consumer affairs
- Culture
- Cultural Heritage
- Cultural Landscape
- Customs
- Development
- Disaster Risk Reduction
- Economy
- Education
- Employment and social affairs
- Energy
- Engineering (chemical)
- Engineering (civil)
- Engineering (infrastructure)
- Engineering (IT)
- Engineering (maritime)
- Engineering (space policy)
- Engineering (space research)
- Enlargement
- Environment
- Equal opportunities
- External relations
- External trade
- Finance
- Fisheries and aquaculture
- Food safety
- Forestry
- Fundamental rights
- Humanitarian aid

⁸ To be inserted as required.

- Industry
- Information society
- Innovation
- Insurance
- Labour
- Land management
- Law (civil)
- Law (corporate)
- Law (criminal)
- Law (taxation)
- Linguistics and Terminology
- Livestock
- Medical profession
- Migration
- Natural resources
- Plant production
- Public affairs
- Public health
- Public relations
- Raw materials
- Research
- Science
- Science diplomacy
- Security
- Smart specialisation
- Social service
- Space and Satellites (policy)
- Space and Satellites (research)
- Sport
- Statistics
- Sustainable Development
- Systemic eco-innovation
- Tax
- Trade
- Training
- Transport
- Urban development
- Water
- Youth
- Other

For organisations applying to be appointed as Type C members

Name of the organisation⁹:

Surname of the representative proposed:

First name of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

⁹ Idem

Annex II: Selection criteria form¹⁰

Applicants are requested to describe how they fulfil the selection criteria listed in this call¹¹.

Proven and relevant competence and experience, including at EU level, in areas relevant to the design, manufacturing, operation, support of drones or services provided through the use of drones, or substantially impacted by drone operations	
Proven capacity to represent effectively the interests of their members involved in the design, manufacturing, operation or support of drones or services provided through the use of drones, or substantially impacted by drone operations	
Proven capacity to represent effectively the interests of organisations active at EU level in the protection of privacy, data protection rights of citizens or environmental protection	
Competence, experience and hierarchical level of the proposed representatives	
Good knowledge of the English language of the proposed representatives allowing active participation in the discussions	

For organisations applying to be appointed as Type C members

Name of the organisation¹²:

Surname of the representative proposed:

First name of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

¹⁰ This form must be filled in, signed and returned with the application.

¹¹ Selection criteria to be specified and adapted as required, in light of the call for applications in question.

¹² Idem