

Standard call for applications for the selection of expert group members

**CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE
SUB-GROUP ON AIR EMISSIONS FROM SHIPS OPERATING UNDER THE
EUROPEAN SUSTAINABLE SHIPPING FORUM**

1. Background

By Commission Decision of 7.01.2016 amending Decision C(2013)5984 final of 24 September 2013 on setting-up the group of experts on maritime transport sustainability, the Commission has extended the duration of the mandate of the Expert Group on maritime transport sustainability - the European Sustainable Shipping Forum, ESSF - until 30 June 2018. The ESSF provides a platform for a structural dialogue, exchange of technical knowledge, cooperation, and coordination amongst relevant maritime industries' stakeholders, Member States authorities and the Commission and its services to better address the environmental sustainability challenges confronting the EU maritime transport sector. Under the ESSF the Commission manages a number of technical sub-groups working on priorities in relation to maritime transport sustainability under the ESSF new mandate. DG Environment, with endorsement by DG MOVE and the ESSF Plenary, has decided to establish a new Subgroup on Air Emissions from Ships ("the group") under ESSF and to launch a related public call for participation.

The subgroup's main objective shall be to provide expert knowledge in assessing and measuring air pollutant emissions from the sector, the technologies available to address them. A key priority of the subgroup is to support for cost-effective implementation of relevant policies in the maritime sector, with priority on Directive (EU) 2016/802 (the Sulphur Directive) as regards the reduction of the sulphur content of marine fuels, in order to achieve the projected health and environmental benefits for EU's citizens while preserving the level playing field for economic operators.

2. Features of the Sub-group

2.1. COMPOSITION

The sub-group shall consist of up to 40 members.

Members shall be representatives of all Member States (regulatory and enforcement authorities), ship operators and owners, oil industry, engine manufacturers and manufacturers of abatement technology, classification societies, laboratories of analyses, NGOs etc.

Member States' authorities, organisations and other public entities shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. The Commission may refuse the nomination of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in chapter 4 of this call or in case of oversubscription to the certain category.

2.2. APPOINTMENT

Members shall be appointed by the Director General of DG Environment, in close co-operation with DG Mobility and Transport (hereinafter the Commission's services), from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed until the end of June 2018. They shall remain in office until the end of their term of office. Their term of office may be renewed depending on future extension of ESSF mandate.

Registration in the Transparency Register is required in order for organisations to be appointed.

The Commission services shall appoint alternate members, in accordance with the same conditions as members, who shall automatically replace any members who are absent or indisposed.

In order to ensure continuity and the smooth functioning of the sub-group, the Commission services shall establish a reserve list of suitable candidates that may be used to appoint replacements. The Commission services shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the sub-group's deliberations, who in the opinion of the Commission's services 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 sub-group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE SUB-GROUP

The sub-group shall be chaired by a representative of the Commission. The sub-group shall elect a Vice-chairperson from amongst its members by simple majority of its members. Similarly, the sub-group shall appoint a rapporteur while the technical secretariat will be ensured by the European Maritime Safety Agency (EMSA)

The subgroup shall act at the request of the Chair and Vice-Chair, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')¹.

In principle, the sub-group shall meet at least twice a year on Commission's or EMSA's premises. The Commission services shall provide secretarial services.

Members should be prepared to attend meetings systematically, to contribute actively to discussions in the sub-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.

¹ See Article 13.1 of the horizontal rules.

As a general rule, working documents will be drafted in English and meetings will be also conducted in English.

The sub-group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

In agreement with the Commission services, the subgroup may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the subgroup shall not be remunerated for the services they offer. No reimbursement will be possible under the new rules.

The members of the sub-group, as well as invited experts and observers, 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) 2015/443² and 2015/444³. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with the Commission services the sub-group shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

The Commission may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the subgroup on an ad hoc basis.

Individuals /organisations/ public entities may be granted an observer status, in compliance with the horizontal rules, by direct invitation/as a result of this call for applications⁴. Organisations/public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

² Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

³ 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).

⁴ According to the horizontal rules, it is not mandatory to select observers via a public call, see Article 16.1.

2.4. TRANSPARENCY

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

As concerns the sub-group composition, the Commission services shall publish the following data on the Register of expert groups:

- the name of individuals appointed in a personal capacity;
- the name of individuals appointed to represent a common interest; the interest represented shall be disclosed;
- the name of member organisations; the interest represented shall be disclosed;
- the name of other public entities;
- the name of observers;
- the name of Member States' authorities.

The Commission services 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, the Commission services shall ensure publication of the agenda and other relevant background documents in 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° 1049/2001⁵.

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

3. Application procedure

Interested organisations are invited to submit their application to the European Commission, DG Environment.

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 CV in English.

⁵ 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.

Organisations shall indicate the name of their representative(s) in the sub-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 applying to be appointed as members of the group in a personal capacity or to represent a common interest, as well as for individuals indicated by organisations 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>).

Individuals applying to be appointed as members of the group in a personal capacity must disclose any circumstances that could give rise to a conflict of interest by submitting a declaration of interests ('DOI') form on the basis of the standard DOI form for expert groups attached to this call. Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. The Commission services shall perform the conflict of interest assessment in compliance with the horizontal rules⁶.

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

Deadline for application

The duly signed applications must be sent by 23/01/2017 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: ENV-SHIPPING@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 ENV, Unit C.3 secretariat – av. Beaulieu 9, B-1049 Brussels, the postmark will be considered the date of sending.

⁶ Article 11 of the horizontal rules.

- Where applications are hand-delivered to the following address: European Commission, DG ENV, Unit C.3 secretariat – av. Beaulieu 9, B-1049 Brussels, the date on the receipt given upon delivery will be considered the date of sending.

4. Selection criteria

The Commission services will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, including at European and / or international level, in areas relevant to the Sulphur Directive implementation aspects and/or the assessment of Air Emissions from ships, combined with the ability to examine related questions and analyse specific issues in the general context (legislative, economic, technical etc.) (all applicants);
- proven capacity to represent effectively the position shared by stakeholders (individuals applying to be appointed in order to represent a common interest only);
- competence, experience and hierarchical level of the proposed representatives (organisations only);
- good knowledge of the English language allowing active participation in the discussions (individual applicants and organisations' representatives).

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by the Commission services 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, the Commission services 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 sub-group, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact Ms Rosa Antidormi, Telephone: (32-2) 29 98899, e-mail: rosa.antidormi@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: (*please select only one option*)

- An individual applying to be appointed in a personal capacity (Type A member);** if appointed I shall act independently and in the public interest.

or

- An individual applying to be appointed to represent a common interest** shared by stakeholders in a particular policy area (**Type B member**); if appointed I shall not represent an individual stakeholder.

Transparency Register identification number: [...] ⁸

or

- 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

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

⁸ If the individuals in question act as self-employed consultants, they should provide their own identification number. If the individuals in question do not act as self-employed consultants, they should provide the identification number of the organisation(s) of which they are employees, see Article 24 of the horizontal rules.

- 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

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 individuals applying to be appointed as Type B members and 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 individuals applying to be appointed as Type B members and
organisations applying to be appointed as Type C members

Please select one **or more policy areas** in which you/your organisation⁹ 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

⁹ To be inserted as required.

- Fundamental rights
- Humanitarian aid
- 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 individuals applying to be appointed as Type A members

Title:

Surname:

First name:

Date:

Signature

For individuals applying to be appointed as Type B members

Title:

Surname¹⁰:

First name¹¹:

Date:

Signature

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 It is mandatory to use exactly the same name used when registering in the Transparency Register.

¹¹ Idem.

¹² Idem.

Annex II: Selection criteria form¹³

Applicants are requested to describe how they fulfil the selection criteria listed in this call¹⁴.

| | |
|---|--|
| Proven and relevant competence and experience, including at European and/or international level, in areas relevant to [...] | |
| Proven capacity to represent effectively the position shared by stakeholders [...] | |
| Competence, experience and hierarchical level of the proposed representatives [...] | |
| Good knowledge of the English language [...] | |

For individuals applying to be appointed as Type A members

Title:

Surname:

First name:

Date:

Signature

For individuals applying to be appointed as Type B members

Title:

Surname¹⁵:

First name¹⁶:

Date:

Signature

¹³ This form must be filled in, signed and returned with the application.

¹⁴ Selection criteria to be specified and adapted as required, in light of the call for applications in question.

¹⁵ It is mandatory to use exactly the same name used when registering in the Transparency Register.

¹⁶ Idem.

For organisations applying to be appointed as Type C members

Name of the organisation¹⁷:

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

¹⁷ Idem.