

**CALL FOR APPLICATIONS
FOR THE SELECTION OF EXPERTS FOR THE
'PERFORMANCE REVIEW BODY OF THE SINGLE EUROPEAN SKY' (PRB)**

1. Introduction

By Commission Implementing Decision (EU) 2016/2296 setting up the independent group of experts designated as Performance Review Body of the single European sky (hereinafter 'the Decision')¹, the European Commission (hereinafter 'the Commission') is to set up a group to help it implement the Single European Sky's performance and charging scheme² by providing independent advice and expertise. This group is designated as the 'Performance Review Body of the Single European Sky' (PRB), in accordance with Article 11(2) of Regulation (EC) No 549/2004.

The Single European Sky performance scheme is a mechanism for regulating the performance and economic aspects of monopoly providers of air navigation services.

The mandate of the current experts that are appointed as PRB members will expire at the end of May 2019, and according to Article 4(5) of the Decision, no more than two thirds of the members can be renewed at the same time. The Commission is therefore calling for additional applications from appropriately qualified, impartial experts able to act independently as PRB members. Members of the PRB will be remunerated for their work under individual contracts.

The objective of this call for applications is to set up a list of candidates for appointment. Inclusion of experts on the list entails no obligation on the part of the Commission concerning the appointment of those experts as members of the PRB and the conclusion of the related contracts.

2. Composition of the PRB

The PRB consists of nine members, including its chair. New members will be selected from the list of candidates for appointment established as the result of this call for applications. They will be appointed in their personal capacity, in accordance with Article 4 of the Decision.

All members must have a sound knowledge of relevant European Union policy and legislation, particularly the Single European Sky, and be acquainted with the performance scheme objectives and structure in general. PRB members cover one or more of the profiles of Cost-Efficiency, Capacity, Environment, Safety, Military performance and SES Area interface.

Members must have sound judgement, the ability to understand complex concepts, and the capacity to understand and consider the views of contributing and affected groups and to reflect rationally on inputs from a variety of standpoints. They must have a sound knowledge of benchmarking and cost-benefit analysis techniques and a clear understanding of the tasks and responsibilities of other bodies helping to implement the Single European Sky at EU-wide and national level. They must also be skilled in communicating at large meetings and in managing such meetings.

Members shall have an economic background, with experience in economic or financial matters, aviation or network/utility economic regulation, financial planning and knowledge of how to ensure compliance with financial and other targets. In addition, the following knowledge and skills are an asset:

- Thorough understanding of charging mechanisms, accounting and price-cap regulation.

¹ Commission Implementing Decision (EU) 2016/2296 of 16 December 2016 setting up the independent group of experts designated as Performance review Body of the single European sky (OJ L344, 17.12.2016, p. 92.)

² See Commission Implementing Regulation (EU) No 2019/317 in particular Article 3.

- Thorough understanding of interdependencies between cost and the other performance areas, especially of the link between investments in air traffic management and operations.
- Experience in aviation and/or air traffic control operational management, and a thorough understanding of airline and airport operations.
- Stakeholder engagement experience illustrating the capacity to communicate complex economic and technical matters to an expert and lay audience, respectively.

3. Appointment

PRB members will be appointed by the Director-General of the Commission's Directorate-General for Mobility and Transport (hereinafter 'DG MOVE'), in accordance with Article 4 of the Decision.

Their term of office will be for a period of two years and may be renewed twice.

Members must be impartial, acting independently of any external influence and in the public interest. They must sign a statement to this effect. They must not delegate their responsibilities to any other person. Nor can they belong to or advise any bodies or organisations whose activities relate to the performance of air navigation services.

Members are subject to the obligation of professional secrecy and to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443³ and 2015/444⁴. They are therefore required to sign a written declaration of confidentiality at the beginning of each term of office.

The names of individuals appointed as members of the PRB will be published in the Official Journal of the European Union. Personal data will be collected, processed and published in accordance with Annex 3 to this call.

4. Rules of engagement

The PRB will work on the basis of an annual work programme and its rules of procedure. It will meet four to six times a year in plenary to discuss general orientations and its reports to the Commission. It may also set up subgroups to examine specific issues relevant to its work. Subgroup meetings may be convened four to six times a year.

The language of working documents and meetings will be English.

PRB members will attend meetings regularly to examine and comment on reports under discussion, contribute actively to group discussions and help draw up working documents, and to act, where appropriate, as ad-hoc rapporteurs. Meetings will usually require preparatory work.

The Commission will provide the PRB with administrative and technical support, enabling it to work independently and efficiently.

5. Application procedure

Interested individuals are invited to submit their application to the Commission, DG MOVE in accordance with the rules set out in this call.

Applications must be completed in one of the official languages of the European Union.

³ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁴ 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).

However, applications in English are encouraged as they facilitate the evaluation. If another language is used, it would be desirable to include a copy of the applicant's CV in English.

Applicants must clearly indicate that the application is made for an individual in their personal capacity. Applications must also include a clear and detailed overview of the applicant's professional experience and expertise in relation to the expert profiles sought by means of a curriculum vitae and a personal motivation letter in support of their application. Applicants' background, expertise, experience and level of seniority are expected to be commensurate with the high prominence of the PRB's advisory tasks.

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.

Applications must include the following information and supporting documents:

- a) a cover letter explaining the applicant's motivation for applying and a clear indication of the targeted expert profile(s) (reference to points a) to f) in section 2);
- b) a curriculum vitae (CV), preferably three pages maximum. CVs must be submitted in the standard European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>);
- c) the authorities/organisations for which the applicant has worked and the length of time he/she has worked there;
- d) applicants' specific skills and abilities, including their relevance and relationship to the key performance areas and the targeted expert profile(s), plus language skills;
- e) the specific projects and or tasks the applicant has been involved in;
- f) references to the applicant's publications and presentations, preferably including proof of it by video-recording or webstreaming;
- g) the applicant's experience at EU and international level;
- h) any major professional challenges the applicant expects to encounter in the near future;
- i) any professional or financial interests which may affect the applicant's independence by filling the declaration of interests' form set out in Annex 1 of this call according to the guidance provided in Annex 2.

Applicants must disclose in their application any circumstances that could give rise to a conflict of interest, by submitting a declaration of interests. In that declaration, they shall disclose at least any relevant professional and financial interests and any situation in which their interests may compromise - or may reasonably be perceived as compromising - their capacity to act impartially and in the public interest.

Applicants should note that the declaration of interests' form of appointed members will be made publicly available on a dedicated website. Technical measures will be taken to indicate to search engines that declaration of interest forms should not appear in search results.

6. Deadline for application and expiry date of the list resulting from this call for expressions of interest

The duly signed applications must be sent by **30 April 2019** at the latest in order to be considered for the selection procedure to be appointed as PRB member. The date of sending will be established as follows:

- Where applications are sent by e-mail to the following address: MOVE-PRB@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 E.3 Single European Sky secretariat, 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 E.3 Single European Sky secretariat - Rue de Mot 24, B-1040 Brussels, the date on the receipt given upon delivery will be considered the date of sending.

The list of candidates for appointment resulting from this notice will remain valid for five years from the date of publication of this call. Interested individuals may submit an application at any time prior to the last three months of validity of the list. However, selection and appointment of PRB members after those initially appointed is only done in case of vacant positions. DG MOVE will inform applicants about such vacancies.

7. Selection procedure

The selection procedure will consist of a series of assessments of the applications, including interviews, conducted by DG MOVE, to evaluate the criteria listed in this call.

After pre-screening and evaluation, DG MOVE will rank and shortlist selected candidates, which is the outcome of this call.

DG MOVE will then invite the highest-ranked candidates to an appointment interview, to select the members of the PRB. Candidates who are not selected may be placed on a reserve list, in accordance with Article 4(7) of the Decision.

The following criteria will be taken into account when assessing applications:

- proven and relevant expertise, competence and high-level professional experience of at least five years of the applicant, in areas relevant to the desired experts profiles;
- the capability to analyse and assess interdependencies and interactions between the different key performance areas and to define future requirements based on the planned operational and technological improvements as well as the evolution of the economic regulation;
- proven skills in communicating at multi-stakeholder meetings and in managing situations of significantly diverging views;
- appropriate language skills, allowing the applicant to fully and effectively participate in the work of the PRB;

DG MOVE also aims to achieve balanced representation in terms of gender, geographical origin, of competence and expertise, including knowledge in the areas including, but not limited to:

- EU aviation policy and applicable legislation;
- airline and/or airport management;
- military mission requirements and military operations management;
- aviation economic matters, SESAR deployment management and Union funding mechanisms;
- benchmarking, cost-benefit analysis techniques, and financial planning;

- interdependencies between cost and the other performance areas as well as between civil and military requirements;
- identification of safety risks and safety performance measurement;
- emissions trading scheme (ETS) and measurement of environmental performance (in areas such as aviation environmental impact, fuel efficiency, CO₂ and noise emissions);
- impact from interactions with adjoining airspace to the SES area including hot spots and flow management.

Exclusion criteria

Experts will be excluded from participation if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- (g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

To assess whether there could be any conflict of interest, a number of factors must be taken into account, including the nature, type and importance of the individual's interest, and the degree to which the interest may be reasonably expected to influence the individual's advice and the PRB's overall decision-making process of the PRB. An interest will be considered to be insignificant or minimal where it is unlikely to compromise or to be reasonably perceived as having compromised the individual's capacity to act impartially and in the public interest when advising the Commission.

In particular, applicants acting as delegates of or participating with voting rights in the work of organisations (including consultative and advisory bodies of those organisations) directly affected by the performance and charging scheme in the Single European Sky may be

considered ineligible as regards their ability to act independently. Applicants should not have any share in the capital of the organisations regulated under the performance and charging schemes; nor should they have any significant supplier relationship with these entities or likelihood of entering into such a relationship. Applicants' eligibility in this context will be evaluated and determined case by case.

Before signing a contract, experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

8. Logistical and operational aspects

The PRB will meet in Brussels, normally at the premises of the Commission. In exceptional cases meetings may be held elsewhere. Its activities and efficient functioning will be supported by a Secretariat provided by the Commission.

The indicative number of working days required per year and per member of the PRB is between 50 and 60 days.

PRB members are entitled to a special allowance of a maximum of EUR 600 in the form of a daily unit cost for each full working day. The total allowance will be calculated and rounded upwards to the amount corresponding to the nearest half working day. The payment will be made in euros.

Travel and subsistence expenses incurred by PRB members will be borne by the Commission under the conditions set out in the contract, in accordance with the applicable provisions⁵ and within the limits of the available appropriations allocated under the annual procedure for resource allocation.

9. Contracting authority

European Commission
Directorate-General for Mobility and Transport
Filip CORNELIS Director,
MOVE.E B-1049 Brussels

10. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for the execution of the tasks according to this call, with a maximum threshold of €144 000 per individual contract.

11. Ex-post transparency

For the purposes of transparency, a list of those experts that signed a contract will be published on the website of the contracting authority no later than 30 June of the year following contract award. This list includes the name, the locality (region of origin), amount, and subject of the contract. The information will be removed two years after the year of contract award.

⁵ Commission Decision C(2007) 5858 Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

ANNEX 1

Declaration of interests (DOI) form for individuals applying to be appointed as members of
the Performance Review Body

Definitions: "**Conflict of interest**" means any situation where an individual has an interest that may compromise or be reasonably perceived to compromise the individual's capacity to act independently and in the public interest when providing advice to the European Commission in relation to the subject of the work performed by the expert group or sub-group in question.

"**Immediate family member**" means the individual's spouse, children and parents. "Spouse" includes a partner with whom the individual has a registered non marital regime. "Children" means the child(ren) the individual and the spouse have in common, the own child(ren) of the individual and the own child(ren) of the spouse.

"**Legal entity**" means any commercial business, industry association, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

"**Body**" means a governmental, international or non-profit organisation.

"**Meeting**" includes a series or cycle of meetings.

Please answer each of the questions below. If the answer to any of the questions is "yes", please briefly describe relevant interests and circumstances, as appropriate.

If you do not describe relevant interests, your DOI form will be considered incomplete and, therefore, your application to be appointed as a member of an expert group or sub-group in a personal capacity shall be rejected.

First name:

Family name:

Expert group/sub-group:

1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

	<i>Within the past 5 years, have you been employed or had any other professional relationship with a natural or legal entity, or held any non-remunerated post in a legal entity or other body with an economic interest in the field of activity of the Performance Review Body?</i>		yes	no
1a	Employment		<input type="checkbox"/>	<input type="checkbox"/>
1b	Consultancy, including services as an advisor		<input type="checkbox"/>	<input type="checkbox"/>
1c	Non-remunerated post		<input type="checkbox"/>	<input type="checkbox"/>
1d	Legal representation		<input type="checkbox"/>	<input type="checkbox"/>
Activity	Time period (from... until month/year)	Name of entity or body	Description	

2 MEMBERSHIP OF MANAGING BODY, CONSULTATIVE AND ADVISORY BODY OR EQUIVALENT STRUCTURE

	<i>Within the past 5 years, have you participated in the internal decision-making of a legal entity or other body or have you participated with voting rights in the outputs of that entity in the work of consultative and advisory bodies of organisations with an interest in the field of activity of the Performance Review Body?</i>		yes	no
2a	Participation in a decision-making process		<input type="checkbox"/>	<input type="checkbox"/>
2b	Participation in the work of consultative and advisory bodies		<input type="checkbox"/>	<input type="checkbox"/>
Activity	Time period (from. until month/year)	Name of legal entity or body	Description	

3 RESEARCH SUPPORT

	<i>Within the past 5 years, have you, or the research entity to which you belong, received any support from a legal entity or other body with an interest in the field of activity of the Performance Review Body?</i>		yes	no
3a	Research support, including grants, rents, sponsorships, fellowships, non-monetary support		<input type="checkbox"/>	<input type="checkbox"/>
Activity	Time period (from. until month/year)	Name of legal entity or body	Description	

4 FINANCIAL INTERESTS

	<i>Do you have any current investments in a legal entity with an interest in the field of activity of the Performance Review Body, including stocks and shares, exceeding EUR 10,000 per legal entity or entitling you to a voting right of 5% or more in such a legal entity?</i>	yes	no
4a	Shares	<input type="checkbox"/>	<input type="checkbox"/>
4b	Other stock	<input type="checkbox"/>	<input type="checkbox"/>
Investment	Name of legal entity	Description	

5 INTELLECTUAL PROPERTY

	<i>Do you have any intellectual property rights that might be affected by the outcome of the work carried out by the Performance Review Body?</i>	yes	no
5a	Patent, trademarks or copyrights	<input type="checkbox"/>	<input type="checkbox"/>
5b	Others	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual property	Description		

6 PUBLIC STATEMENTS AND POSITIONS

	<i>Within the past 5 years, have you provided any expert opinions or testimonies in the field of activity of the Performance Review Body for a legal entity or other body as part of a regulatory, legislative or judicial process? Have you held an office or other position, paid or unpaid, in which you represented interests or defended an opinion in the field of activity of the Performance Review Body?</i>		yes	no
6a	For a legal entity or other body as part of a regulatory, legislative or judicial process		<input type="checkbox"/>	<input type="checkbox"/>
6b	Represented interests or defended an opinion		<input type="checkbox"/>	<input type="checkbox"/>
Activity	Time period (from... until month/year)	Name of legal entity or body	Description	

7 INTERESTS OF IMMEDIATE FAMILY MEMBERS

		yes	no
7a	To your knowledge, do any of your immediate family members have any interests which could be seen as undermining your independence when advising the European Commission in the field of activity of the Performance Review Body?	<input type="checkbox"/>	<input type="checkbox"/>
Interests		Time period (from... until month/year)	Name of legal entity or body
			Description
7b	If you declare any of the interests of your immediate family members, it is your responsibility to inform them about the collection and publication of information on their interests included in the DOI and to provide them with the privacy statement attached to the guidance for completing this DOI. This must be done at the latest when you submit the DOI form to the Commission.		

8 OTHER RELEVANT INFORMATION

		yes	no
8a	Are there any other issues or matters that could be seen as undermining your independence when advising the Commission in the field of activity of the Performance Review Body?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Description:</u>			

I hereby declare on my honour that I have read the guidance on completing this form. I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

Should there be any change to the above information as regards upcoming activities or other matters, I will promptly notify the Commission department responsible and complete a new DOI form so as to describe the changes in question.

I have been informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EU) 2018/1725⁶.

⁶ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No

Date: _____ Signature: _____

Your DOI form will be made publicly available for as long as you hold a position as a member of the Performance Review Body. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

ANNEX 2

Guidance for filling in the declaration of interests (DOI) form by individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

In order to ensure the highest integrity of experts, you are requested to duly complete the DOI form. You are required to disclose any circumstances that could give rise to a conflict of interest, i.e. any situation where your interests may compromise or may reasonably be perceived to compromise your capacity to act independently and in the public interest in providing advice to the European Commission, in relation to the subject of the work performed by the Performance Review Body. In particular, you must disclose in this DOI form any relevant professional and financial interests.

You must also declare relevant interests of your immediate family members. If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in this DOI form and to provide them with the privacy statement attached to this guidance, and this at the latest when you file the DOI form with the European Commission.

Please submit the completed DOI form to the competent European Commission department, together with your CV, as part of your application to become member of an expert group or sub-group in a personal capacity. If there is any change concerning the information provided in the form, including on upcoming activities, you must promptly inform the competent European Commission departments by completing a new DOI form which describes the changes in question.

Please note that having a declared interest does not necessarily mean having a conflict of interest. Answering "Yes" to a question on this DOI form does not automatically disqualify you or limit your participation in an expert group or sub-group. The competent European Commission departments will review your answers and determine whether a conflict of interest relevant to the subject at hand exists.

Where the competent European Commission departments conclude that no conflict of interest exists, you are eligible to be appointed in a personal capacity. Where the competent European Commission departments conclude that your interests may compromise or be reasonably perceived to compromise your capacity to act independently and in the public interest when providing advice to the European Commission in relation to the subject of the work performed by the expert group or sub-group in question, they shall take one of the following measures to deal with the conflict of interest detected, depending on the specific circumstances:

- You shall not be appointed in a personal capacity to the expert group or sub-group in question; in such case the competent European Commission department shall inform you about the outcome of the conflict of interest assessment performed;
- You shall be appointed as member of the expert group or sub-group in a personal capacity with a number of specific restrictions: you may be excluded from certain meetings and/or activities carried out by the group, such as drafting opinions or recommendations; you may also be required to abstain from discussing certain agenda items and/or from any vote on those items.

Your DOI form shall be made publicly available as long as you are appointed as member of the Performance Review Body. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

Date of publication: March 2019

If you decline to complete a DOI form, you are not eligible to be appointed as a member of the expert group or sub-group in question in a personal capacity.

Personal data shall be collected, processed and published by the European Commission in accordance with Regulation (EU) 2018/1725.

ANNEX 3

Protection of personal data

Your personal data (such as your name, address and CV) will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, your reply to this call and any personal data requested are required for the purposes indicated above in point 1 and will be processed solely for those purposes by the Head of Unit of DG MOVE E3. Details concerning the processing of your personal data are available on the privacy statement at:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation⁷. For more information, see the privacy statement:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.

⁷ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.