**CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE GROUP OF EXPERTS ON THE HIA PROJECT**

1. **Background**

The commission’s Directorate-General for Regional and Urban Policy (hereinafter "DG REGIO") has appointed Slovenian Tool and Die Development Centre TECOS to set up an international expert group on cyber-physical system deployment in scope of HIA project.

**TECOS is calling for applications with a view to selecting members of the HIA international expert group.**

* 1. **General context**

**HIA (High impact action for industrial transition) was designed through an intense consultative process in the context of the first phase of the European Commission (DG REGIO) Pilot Action on Industrial Transition. Through this HIA, Slovenia wishes to upgrade its industrial system and reach higher added value segments in industrial value chains. The HIA was designed to:**

**1) Address the factors hindering the modernisation of the Slovenian industry (related to skills/labours, the lack of specific technological capabilities, sub-optimal availability of capital, etc.) to accelerate its sustainable growth;**

**2) Build upon a new economic transformation approach formalised by the new Strategy which was validated in November/December 2018 (with AMI expert support);**

**3) Draw lessons that will feed into the reflection on the new/renewed Cohesion Policy framework and the underpinning Smart Specialisation concept;**

**The HIA will focus on Industry 4.0 deployment to the Slovenian ecosystem, using local and international competences to build capacity at the regional level. The motivations and drivers for this strategic decision are grounded into different challenges (difficult skills retention, high dependence on foreign economic decision centres, etc.) and the will to set up a new type of instrument: a “transformative mechanism”.**

**The High-Impact Action (HIA) consists of the piloting of a “transformative mechanism”. HIA has a focus on development of a physical and virtual platform for piloting and demonstrating modular and reconfigurable cells across various industries. When complete this platform will bring together equipment, resources, expertise, people from a broad range of organisations (research and technology organisations, centres of excellence, SMEs, corporates, etc.) specialising in industry 4.0 development and deployment. It will be the channel for public support to technology development and deployment (mainly piloting and demonstration activities), education for industry, as well as networking, match-making and information diffusion. It will build upon Slovenian capabilities but also competences sourced from European partner regions to complement missing assets in the region (sourced through the Vanguard initiative, Thematic smart specialisation platforms, cross regional projects and feed from international partners for instance).**

**To develop the above-mentioned platform during the HIA implementation the following strands will be addressed:**

* **Platform Alpha version development and implementation**
* **Implementation of a support voucher mechanism for SMEs,**
* **Evaluation of the Alpha version and voucher mechanism and development of specifications for Beta version.**

**HIA is financed by European commission through the tripartite contract between EC, Ministry of Economic Development and Technology, and TECOS, through the Grant Agreement for an Action with multiple beneficiaries under the pilot action: Regions in industrial transition, Agreement number: 2018CE160AT115. Whilst the coordinator of the grant is Ministry of Economic development and technology, TECOS is named the beneficiary and the implementor of the action. TECOS will handle the grant from both legal and managerial perspectives as well as all actions and tenders.**

**As seen in the application form of the action one of the tasks is to engage an International group of experts, which will act as a neutral committee, steering the quality and sustainability of the action.**

**The work of expert group within HIA will focus on:**

* **Evaluation of the first phase of HIA - voucher scheme for SMEs (total of 5+ vouchers)**
* **Peer review of the specifications for the Beta/Full version its architecture but also the surrounding support structure in the areas of piloting, integration, deployment and technological demonstration. The full version of the platform specifications will be based on the result of Alpha phase and evaluation of the vouchers scheme implementation.**

**1.2 Tasks of the group**

The International Expert Group will act as a neutral committee of high-level experts in Industry 4.0 (under TECOS supervision).

The group’s specific tasks shall be:

1. To review and evaluate the submitted Call for SME’s applications and select 5 most eligible applicants considering the selection criteria in the call. The group will also need to provide a selection report.
2. To review and propose supplements to the final proposal for the Beta version of the platform ˝Architecture of the Beta version of the mechanism˝ as provided by SRIP FOF internal group based on the lessons learned from the individual SME projects, which will be sent to EC and serve as a preparation for the second phase of the project.
3. **Features of the group**

**2.1. Composition**

The group shall consist of high-level technical and strategic experts in cyber-physical system deployment.

The group will be composed of individuals appointed in a personal capacity, who are high-level technical experts in the field of cyber-physical system deployment. They shall act independently and in the public interest.

The proposed experts will be chosen based on their references. For that CVs of proposed /candidate experts shall be attached with a letter of motivation as an answer to this call.

A group of SRIP Factories of the future experts will be appointed as an evaluation committee of this call, to evaluate and recommend nominees for the expert group, based on the selection criteria, indicated in Annex I. The final selection will be done by a representative of TECOS. 5 nominees are foreseen to be chosen and appointed to the International Expert group.

**2.2. Appointment**

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

Members shall be appointed until the foreseen end of operation of the group as defined in point 2.3.

Each appointed member will be paid €450 for each full day of work for the maximum of 8 days. In case of partial daily work this amount will be divided to hours actually worked.

TECOS can appoint alternate Type A members, in accordance with the same conditions as members, who shall automatically replace any members who are absent or indisposed, based on the evaluation score. If needed the call can be reopened to fill up the missing spots.

In order to ensure continuity and the smooth functioning of the group, TECOS may establish a reserve list of suitable candidates that may be used to appoint replacements. TECOS shall ask applicants to be appointed in a personal capacity for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the group's deliberations, who in the opinion of TECOS 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 appointment.

**2.3. Rules of engagement and operation of the group**

The group shall be chaired by a representative of TECOS (amounts to a total of 6 members of the group).

The group shall act at the request of TECOS, in compliance with the Commission’s horizontal rules on expert groups[[1]](#footnote-1) (‘the horizontal rules’).

The group shall meet, at least, 3 times on physical or virtual basis. TECOS shall provide secretarial services.

The group shall operate under its mandate until the completion of the HIA action.

Members and 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.

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

The 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 of the group and their representatives as well as invited experts, are subject to the obligation of professional discretion 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) 2015/443[[2]](#footnote-2) and 2015/444[[3]](#footnote-3). Should they fail to respect these obligations, they might be removed from the International Expert group and replaced with a new appointee.

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

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

**2.4. Transparency**

TECOS shall make available all relevant documents, including the agendas, the minutes and the participants' submissions on the SRIP FoF collaboration platform to the members of the group. In particular, TECOS shall ensure notifying the group members of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely distribution of minutes.

Personal data shall be collected, processed and published in accordance with Regulation (EU) 2018/1725[[4]](#footnote-4).

**3. Application Procedure**

Interested individuals and organisations are invited to submit their application to TECOS, following the email: [simona.vernon@tecos.si](mailto:simona.vernon@tecos.si), by August the 31st 2020.

Applications must be completed in English.

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 selection criteria form duly filled in documenting how the applicant fulfils the selection criteria listed in chapter 4 of this call (Annex I).
* A signed Statement of absence of conflict of interest (Annex II)
* A signed GDPR statement (Annex III)
* a curriculum vitae (CV), 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>).
* A filled and signed Expert statement (Annex IV)

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

Deadline for application

The duly signed applications must be sent by August 31st 2020 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: simona.vernon@tecos.si, the date of the e-mail will be the date of sending.

**4. Selection Criteria**

TECOS will take the following criteria into account when assessing applications:

a) proven and relevant competence and experience in at least one of the following fields related to Industry 4.0 (all applicants):

- Photonics,

- Plasma technologies,

- Control technologies,

- Smart mechatronic tools,

- Smart factories.

The applicants are required to display at a minimum of 10 years working experience in their field of expertise, by supporting SME in their respective field, by working with research and proven experience in technology deployment. The respective references should be seen through the submitted cv with a clear list of names of companies, industries, research centres worked with or supported.

Experience with working in their respective regional industrial ecosystems is a plus and should be seen through their CV as well.

Experience working in transnational environments should be evident from the CV through at least 3 transnational initiatives.

Experience in working in similar expert groups is a plus, as well as experience in supporting EC, regional or national governments in developing similar mechanisms as this.

b) absence of circumstances that could give rise to a conflict of interest;

c) good knowledge of the English language allowing active participation in the discussions;

d) ability to bring visibility to the HIA across interregional networks.

**5. Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by SRIP internal evaluation group 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, TECOS 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 accounting for 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 mrs. Simona Kneževič Vernon, e-mail: simona.vernon@tecos.si.

ANNEXES:

* I. Selection criteria form
* II. Declaration of absence of conflict of interest
* III. Approval for personal data processing
* IV. Expert statement

Annex I: Selection criteria form[[5]](#footnote-5)

Applicants are requested to describe how they fulfil the selection criteria listed in this call[[6]](#footnote-6).

|  |  |
| --- | --- |
| Proven and relevant competence and experience in at least one of the following fields related to Industry 4.0 paradigm (all applicants):  - Photonics;  - Plasma technologies;  - Control technologies;  - Smart mechatronic tools;  - Smart factories;  - Other; | The attached CV acts as the requested description. Use this field to indicate the field of expertize and add any other relevant industrial/academic track record, positions/ranked publications, known achievements, etc. not listed in the CV. |
| Absence of circumstances that could give rise to a conflict of interest. | Signed statement confirms absence of conflict of interest. |
| Good knowledge of the English language allowing active participation in the discussions. | List relevant competencies either here or in the CV. |
| Ability to bring visibility to the HIA across interregional networks. | Provide a short proposal where you share your vision of the HIA and the contribution you can provide to its success. |

For individuals applying to be appointed as members

Title: ………………….

Surname: ………………….

First name: ………………….

Date: ………………….

Signature …………………..

**Annex II: Declaration of absence of conflict of interest**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname), understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgement in evaluating and conducting myself within the tasks of the HIA international expert group.

I herewith declare on my word of honour that I do not have any interests that would conflict with my capacity or with my duties and responsibilities as a member of the expert group.

Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during my conduct in the aforementioned group, I will dully report it to TECOS for immediate action.

I understand that I may be held accountable by TECOS for any conflict of interest which I have intentionally concealed.

Date: ………………….

Signature …………………..

**Annex III: Approval for personal data processing**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname),

authorize the TECOS, Kidričeva ulica 25, 3000 Celje, as the manager, to collect and process my personal data provided in this application.

I am aware that, in accordance with the applicable European and national legislation, I have the rights to:

* demand access to my personal data;
* demand correction, deletion or limitation of processing of my personal data, and that I have the right to object to processing and the right to transfer my personal data;
* revoke my consent at any time by sending an e-mail at [simona.vernon@tecos.si](mailto:simona.vernon@tecos.si);
* file a complaint with the Information Commissioner of the Republic of Slovenia.

I am aware that:

* TECOS will process the personal data provided above only for the purposes within the HIA project until I revoke my consent;
* there is no automated decision making done based on my personal data;
* the personal data is being stored until this consent is revoked.

Date: ………………….

Signature …………………..

**Annex IV: Expert statement**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of expert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration number if such exists: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern,

I the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, surname), born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am hereby confirming my candidacy to serve as an expert in the HIA International expert group, that I have read the Call for International group of experts and I confirm I fulfil the required criteria and guarantee that all the statements in my CV are correct and provable. I authorize the Client (TECOS) can contact the listed references in my CV if deemed necessary.

I also hereby confirm my availability for the duration of the HIA Action and I confirm I will act in good faith in case chosen to serve as an Expert in HIA International expert group.

Hereby I acknowledge the fact HIA and my work in it is a not for profit endeavour, and I hereby confirm the following:

1. I am aware that TECOS can reimburse International group of experts in accordance with EU legislation.
2. Reimbursement of travel costs: (please check the applicable answer)

I require full reimbursement of travel costs

Due to my employment conditions, I require partial reimbursement of travel costs, with details being arranged in the contract if concluded

I do not require any reimbursement of travel costs if the shall occur

1. International expert group can be remunerated on daily basis in accordance with the H2020 methodology[[7]](#footnote-7). International group of experts can be thus remunerated up to 450 EUR with all taxes and fees included for each full day of work. In case of partial daily work this amount will be divided to hours actually worked. Hereby I state that:

I require remuneration in accordance with the above listed stipulations

I do not require remuneration and will not request it for the duration of HIA.

Name, surname, stamp Place and date

Signature

1. C(2016) 3301. [↑](#footnote-ref-1)
2. Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41). [↑](#footnote-ref-2)
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). [↑](#footnote-ref-3)
4. 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 (repealing Regulation (EC) No 45/2001)). [↑](#footnote-ref-4)
5. This form must be filled in, signed and returned with the application. [↑](#footnote-ref-5)
6. Selection criteria to be specified and adapted as required, in light of the call for applications in question. [↑](#footnote-ref-6)
7. <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/experts/contracting-and-payments_en.htm> [↑](#footnote-ref-7)