



Directorate-General for Internal Policies
Policy Department B – Structural and Cohesion Policies

Call for Expression of Interest IP/B/CULT/CEI/2014-070

**to compile a list of scientific/academic experts to assist the
European Parliament's Committee on Culture and Education (CULT)**

1. GENERAL INFORMATION, AIMS AND OBJECTIVES

1.1. The European Parliament is issuing a call for expression of interest in order to compile a list of experts to provide independent and on-hand external expertise for the **Committee on Culture and Education (CULT)**. Any expertise is subject to a corresponding request from the European Parliament relating to issues within the scope of the interest(s) and responsibilities of the Committee, which are:

- 1) the cultural aspects of the European Union, in particular:
 - a. improving knowledge and dissemination of culture,
 - b. protecting and promoting cultural and linguistic diversity,
 - c. conserving and safeguarding cultural heritage, cultural exchange and artistic creation;
- 2) the EU's education policy, including the European higher education area, and the promotion of the system of European schools and lifelong learning;
- 3) audiovisual policy and the cultural and educational aspects of the information society;
- 4) youth, sports and leisure policy;
- 5) information and media policy;
- 6) cooperation with third countries and relevant international organisations and institutions in the areas mentioned above.

Various forms of expertise will be requested.¹ For details please refer to Paragraph 3.

1.2. The list of experts will be **valid until 30 June 2019** and may be used at any time deemed appropriate by the European Parliament during this period.

1.3. This call is exclusively addressed to experts with scientific/academic experience in research, as specified in Paragraph 4. Furthermore, it is exclusively addressed to **natural persons** (not to legal persons, such as companies).

1.4. The list drawn up on the basis of this call does not imply any form of obligation on the part of the European Parliament to award a service contract to successful applicants. The purpose of the list is to set up a database of suitable experts,

¹ For further information on the activities of the CULT Committee, please consult the official homepage: <http://www.europarl.europa.eu/committees/en/CULT/home.html>. Previous written expertise requested by and provided for the European Parliament, including the CULT Committee, is available at: <http://www.europarl.europa.eu/studies>.

meaning that the list may include a greater number of experts than will actually be required.

2. SUBMISSION OF APPLICATIONS

2.1. The annexes attached to this document form an integral part of the call for expression of interest: the Application Form (Annex I), the Financial Identification Form (Annex II), the Draft Order Form (Annex III), and information on the European Parliament's environmental policy (Annex IV). The annexes to be completed and submitted by the applicant are:

- a) the **Application Form (Annex I)**, and
- b) the **Financial Identification Form (Annex II)**.

Annexes III and IV are provided for information purposes.

2.2. If you are interested in taking part in this call for expression of interest, please submit your application – to be drafted in **English** – by **e-mail**, following the structure set out in the Application Form (Annex I), to the following address:

poldep-cohesion@europarl.europa.eu

Please indicate the following information in the subject line of your e-mail:
IP/B/CULT/CEI/2014-070 (family name).

You are required to send a **scanned pdf version** of the **original documents duly completed and signed**. The cover letter should bear the following indications:

European Parliament
Rue Wiertz
B-1047 Brussels

Call for Expression of Interest IP/B/CULT/CEI/2014-070

Directorate-General for Internal Policies of the Union
Directorate B – Structural and Cohesion Policies
Policy Department B
Office SQM 07Y13

2.3. Interested experts may submit their **applications at any time up until 31 March 2019** (i.e. until three months before the list expires). It is, however, strongly recommended that applications be submitted as early as possible.

2.4. Applications must:

- **contain all relevant documents**, in particular the completed Application Form (Annex I) and Financial Identification Form (Annex II). The format of both these forms must be retained, and they must be perfectly legible so as to preclude any doubt whatsoever as to the wording and numbers given. The forms should preferably be filled in electronically;
- **be signed** by the applicant. The **Financial Identification Form (Annex II)** must bear the **stamp of the bank in question** and the **signature of the bank's representative**. If the applicant is unable to obtain this stamp and signature (in the case of online banks, for example), a recent bank account statement clearly indicating both the account holder and bank account number must be attached to the Financial Identification Form.

2.5. The European Parliament reserves the right to reject any incomplete or illegible applications.

- 2.6.** Expenses incurred in connection with preparing and submitting the application shall be borne by the applicant and will not be reimbursed.
- 2.7.** Applicants will be informed of the decision taken regarding their application.

3. FORMS OF EXPERTISE AND REMUNERATION

- 3.1.** Expertise is likely to be requested on a wide range of subjects. It may also relate to specific aspects of policy proposals. Various forms of expertise may be requested by the European Parliament. Without prejudice to the more detailed specifications, which will be enclosed with the request sent to the expert selected (see Paragraph 5.2.), the volumes, deadlines and remuneration for the various forms of expertise are set out in the table below:

	TYPE OF EXPERTISE	VOLUME*	DEADLINE** (for draft version)	PRICE
I	(Peer) Review of briefings/short studies	3-5 pages	7 days	EUR 1 000
II	(Peer) Review of detailed studies	5-7 pages	15 days	EUR 2 000
III	Briefing	5-10 pages	15 days	EUR 4 000
IV	Short analysis	15-25 pages	30 days	EUR 8 000
V	Detailed analysis	25-35 pages	40 days	EUR 12 000
VI	Short study	40-50 pages	70 days	EUR 20 000

* Excluding any tables, maps, graphics, bibliography and annexes. The page ranges given refer to the expected minimum volume of the various types of written expertise.

** These deadlines are merely indicative; the actual deadline will be specified in the contract (order form).

- 3.2.** Experts may be required to come to Brussels or Strasbourg for a preparatory kick-off meeting with the European Parliament's services and/or to present their written expertise in person, as part of a committee meeting or a workshop/expert panel, for example. In this case, they will receive a flat-rate reimbursement of all their travel, accommodation and subsistence costs according to the following table:

Air (Linear) distance in km (one way)*	Flat-rate reimbursement in EUR
0-100	0
101-200	200
201-500	400
501-800	500
801-1100	600
1101-1500	700
1501-2000	800
2001 and over	1000

* By default, the official address indicated in the application documents will be considered the place of origin on the basis of which the flat-rate reimbursement will be calculated.

- 3.3.** No additional expenses will be reimbursed.
- 3.4.** The maximum total amount which can be paid to each expert for the entire duration of validity of the list is currently set at **EUR 134 000**, in accordance with Article 287 of the Rules of Application of the Financial Regulation.²

² 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.

- 3.5.** The European Parliament, as a European Union institution, is exempt from all duties and indirect taxes, in particular VAT, pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union. This exemption is granted to the European Parliament by the governments of the Member States, either in the form of *a posteriori* reimbursement on the basis of supporting documents, or in the form of direct exemption. It follows, therefore, that the remuneration must be exempt from VAT. Applicants shall be responsible for ensuring that they fulfil all their obligations with regard to taxation.

4. SELECTION PROCEDURE FOR COMPILING THE LIST OF EXPERTS

4.1. Exclusion criteria:

Experts must declare on their honour that they do not fall under the exclusion criteria listed in point 3 of the Application Form (Annex I). Only duly completed applications signed by the expert and containing all required documents will be taken into consideration.

4.2. Selection criteria:

Experts shall be selected for the list on the basis of their professional and technical ability to carry out the tasks described in this document. In order to be placed on the list of experts by the European Parliament, the applicant shall:

- have a sound scientific/academic background with proven experience in research. He/she must have at least **six years of professional experience** in scientific/academic research, including at least three years clearly related to research in the field of culture and/or education as specified in Paragraph 1.1. **Doctoral students** and **postdocs** working in the field who have less than six years of professional experience may apply, provided that:
 - I. they are enrolled in a structured full-time doctoral programme of at least three years (minimum requirement: second year of doctoral studies) or are pursuing a remunerated full-time postdoctoral project,
 - II. their doctoral thesis/postdoctoral research project explicitly deals with one of the areas specified in Paragraph 1.1. and has a clear European focus,
 - III. they are able to present a minimum of two academic reference letters, at least one of which must be provided by a tenured/full professor;
- have a **publishing record in the specialised field**, including publications in peer-reviewed scientific journals and/or monographs accepted for publication after a similar review process. These documents must have been published no earlier than five years prior to the date of application, and must be in research areas and on issues relevant to this call. Doctoral and postdoctoral students may be exempted from the requirement regarding peer-reviewed publications if they have pertinent academic teaching experience (minimum two academic terms with one course taught per term);
- have achieved **scientific/academic distinction**, clearly relating to research in the fields relevant to this call for expression of interest (manifest, e.g., in membership of research networks or think-tanks, awards, participation in research projects, etc.);
- have an **excellent command of English**;
- have the **economic and financial capacity** to provide the services set out in this document (cf. the declaration in point 4 of the Application Form).

4.3. Documents required:

Applicants must provide evidence of their ability, skills, experience and competence to perform the work by means of:

- a **motivation letter** of no more than one page (max. 500 words), in which the applicant is asked to elaborate on his/her personal incentive(s) for applying, and to clearly indicate in which of the six main fields of activity of the CULT Committee (see Paragraph 1.1.) he/she would consider himself/herself able to provide the requested forms of expertise (multiple entries possible);
- a full **curriculum vitae** specifying knowledge of languages, academic qualifications and background, as well as expertise and experience relevant to this call for expression of interest. The curriculum vitae should follow the basic structure of the Europass template, and should be set out as follows:
1. Personal information; 2. Work experience (in the scientific/academic field); 3. Education and training; 4. Level(s) of (foreign) language competence; 5. Personal skills and competences (with scientific/academic relevance); 6. Additional information pertinent to this call for expression of interest (ongoing or planned research projects, awards received, etc.);
- a full **record of their publications** (starting with the most recent) on research subjects relevant to this call for expression of interest, in particular contributions to peer-reviewed journals and monographs accepted for publication after a similar review process by the publishing house in question. The applicant is also asked to name the five publications he/she deems most important, should the publication records contain more than five entries;
- a **list of remunerated projects/services** carried out in the past five years which are relevant to this call for expression of interest (if any), clearly indicating the recipients and their contact details, sums involved, dates and place of work;
- a description of the expert's **scientific/academic network** in connection with his/her research, for example in the form of a list of conference presentations, consultancy projects, collaborations, membership of research networks, think tanks or advisory groups, etc.;
- **doctoral and postdoctoral students working in the field who have less than six years of proven professional experience must also provide the following:**
 - **attestation** proving their enrolment in a structured full-time doctoral programme of at least three years (minimum requirement: second year of doctoral studies) or their pursuit of a remunerated full-time postdoctoral project,
 - an **outline** (max. 1 000 words) of their doctoral thesis or postdoctoral research project, which must explicitly deal with one of the areas specified in Paragraph 1.1. and have a clear European focus,
 - at least two academic **reference letters**, at least one of which must be provided by a tenured/full professor.

4.4. Applicants should note that providing all the required documents *per se* does not give them any legal entitlement to be placed on the list of experts. The evaluation of applications and the ultimate decision on their acceptance lies exclusively with the European Parliament.

5. COMMISSIONING OF EXPERTS

5.1. The European Parliament shall ensure that expertise is commissioned in a fair manner, using a rotation system for experts on the list based on the applicants' professional profiles. Whilst maintaining the principle of selecting the most qualified

experts, the European Parliament shall seek to obtain a balance in accordance with the principles of non-discrimination, equal treatment and absence of conflicts of interest.

- 5.2.** Whenever the European Parliament wishes to commission one of the types of expertise indicated in Paragraph 3, the relevant department shall send a **request by electronic mail** to the expert selected, specifying the terms and conditions of performance, along with a draft order form (contract). The expert shall have 5 working days as of the date on which the e-mail request is sent to respond to the electronic mail, declaring his/her availability to take up the task and thereby accepting all the conditions. In the event of failure to observe the **deadline of 5 working days**, the expert shall be considered not to be in a position to take on the task.
- 5.3.** Following receipt of the expert's agreement to provide the services, the order form (see Annex III) shall enter into force on the date it is signed by the European Parliament. The period designated for performance of the task(s) set shall begin as of the same date. As an exception to the rule, the contracting parties can agree to deadlines different from those outlined in the table in Paragraph 3.1.

6. REQUIREMENTS FOR WRITTEN EXPERTISE

6.1. Academic standards

Contractors shall undertake to perform the tasks assigned to them in accordance with the **highest professional standards**, and to observe the **utmost academic integrity** throughout the process (data, research, analysis, presentation, etc.). The standards to be respected include the following:

- existing work within the relevant scientific community shall be taken into account as broadly as possible, including research that challenges the contractors' own results;
- all material from the work of others which is used for the assignment, such as data, information, ideas, concepts, methodologies, quotes and literature must be clearly identified and referenced at the appropriate point in the text by way of a systematic referencing system. These works must be attributable to their original authors. Where the texts referred to are available on the Internet, the links should be provided. A complete bibliography, separately listing all sources and literature that have been used, is essential;
- the referencing system used shall preferably be the Harvard system;³
- accuracy of facts and data given shall be ensured. Contractors have a responsibility to present their results fully without omission, misrepresentation or deception. The most recently available information and data shall always be included;
- the contractor should bear in mind that the study must stand up to scrutiny in a political context and that even small factual errors, imprecise or ambiguous wordings or an unclear, inaccurate or incomplete stating of sources and references may jeopardise the credibility of the expertise as a whole;
- contractors should be aware of the limitations of the research method applied, and be conscious of the impact of their own views and opinions which may predetermine an outcome. The degree of uncertainty and subjectivity inherent in any results should be reflected in the findings and conclusions.

³ In the Harvard system, references are cited in the text using the author's surname and year of publication, (Barrett 1991), and the bibliography is printed in alphabetical order. Where an author has two or more publications cited from the same year, they should be listed as a, b, and so on (for example Barrett 1991a).

6.2. Language, linguistic and typographical quality standards, proofreading

- Unless otherwise specified, written expertise shall be supplied in **English**.
- Clarity and the highest linguistic and typographical quality standards shall be ensured, *inter alia* to avoid misinterpretations and misunderstandings in a multilingual environment.
- All written contributions should be drafted in **concise, non-technical language**, allowing Members of the European Parliament and other readers to readily gain an overview of the specific subject, independent of their prior knowledge. The written contributions should contain clear findings and recommendations destined for political decision-makers. They must be clear, comprehensive and understandable even to non-specialists. The expert is thus expected not only to be able to work across relevant disciplines, but also to present even complex information in an accessible manner.
- Before submitting the written expertise to the European Parliament, the contractor must carry out an **in-depth editorial review**, including **high-quality proofreading** by an English native speaker.
- After delivery, written expertise will undergo **internal evaluation** by the European Parliament's research services, including computer-assisted plagiarism detection, and may also be subject to **external (peer) review**.

6.3. Drafting and layout rules for notes and studies

- The contractor is obliged to follow the European Parliament's drafting and layout rules in force at the time written expertise is contracted.
- For the preparation of bibliographies, as well as for acronyms, abbreviations, statistical symbols, units of measurement, countries, territories and currencies, punctuation in figures and all other issues which are not dealt with in the above-mentioned template, the **Interinstitutional Style Guide**⁴ must be used.
- All data used for the production of charts should be provided in **MS Excel sheets** for editing purposes.
- Further drafting and layout rules may be defined at a later stage in the terms of reference for the respective requested expertise.

6.4. The acceptance of, and payment for, the work provided is subject to full and strict compliance with these requirements and approval of the final study by the European Parliament.

All essential tasks related to the requested expertise must be carried out exclusively by the expert contracted.

7. REQUIREMENTS FOR PRESENTATIONS

7.1. If requested by the European Parliament, the contractor shall give an oral presentation of the expertise compiled in Brussels or Strasbourg.

7.2. A **PowerPoint presentation** or similar visual aids shall be required of the expert in order to support his/her oral presentation. The expert shall use the template which will be provided in electronic form by the European Parliament.

⁴ See <http://publications.europa.eu/code/en/en-000100.htm>.

- 7.3.** A discussion with the Members of the European Parliament in the form of a question-and-answer session may take place after the presentation. The total duration and the date of the presentation shall be defined on the basis of the European Parliament's agenda.
- 7.4.** The standard language for presentations is English. However, if agreed in advance with the European Parliament, the speaker may also use his/her mother tongue or the language he/she is most comfortable with in order to fully comply with linguistic quality criteria and guarantee a lively and high-quality presentation. PowerPoint slides shall always be provided in English.
- 7.5.** Details regarding presentations, including duration and date, will be specified on an individual basis, taking into account the European Parliament's agenda.

8. COPYRIGHT

The contractor shall be required to divulge to the European Parliament all the results of his research, in compliance with copyright rules as set out in Articles 17 to 19 of the specific terms and conditions of the draft Order Form (Annex III). The contractor shall undertake to cede to the European Parliament, in full, the copyright on the expertise, in accordance with the provisions of copyright legislation, and in particular full or partial publication and distribution rights in whatever form.

9. DUTY TO PROVIDE INFORMATION/CONFLICTS OF INTEREST

- 9.1.** Upon each request from the European Parliament, the expert must notify the European Parliament's administration of any previous services performed for national and international public or private entities, including European institutions and agencies, in the past five years, in the area covered by the request (see Paragraph 4.3.).
- 9.2.** When fulfilling his/her responsibilities, the contractor must be fully **independent of other commitments**. Therefore, when carrying out each specific expertise request:
- the expert shall not be subject to 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 connections or shared interests;
 - there shall be no professional or financial constraints on the expert's availability to carry out the required assignments, or that would compromise the impartiality of the expertise provided.
- 9.3.** The expert must notify the European Parliament without delay if the above situation changes, particularly in such a way as to compromise the independent nature of the expertise.
- 9.4.** The expert may be required to sign a statement on the absence of conflicts of interest before carrying out a specific expertise assignment.

10. ENVIRONMENTAL ASPECTS

Applicants shall undertake to comply scrupulously with the environmental legislation in force in the field of the contract, should it be awarded to him/her. It should be noted in this regard that the European Parliament applies the EMAS environmental management system. Information about EMAS is provided by the authorising directorate in Annex IV to this call for expression of interest.

11. DATA PROTECTION

- 11.1.** The post-processing of your response to this call for expression of interest entails the registration and processing of personal data (e.g. name, address, CV). Any personal data included in the contract shall be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by Union institutions and bodies and on the free movement of such data. They shall be processed solely for the purposes of performance, management and follow-up of the contract by the European Parliament's Directorate-General for Internal Policies of the Union, Directorate B: Structural and Cohesion Policies, without prejudice to their possible transmission to the bodies charged with a monitoring or inspection task in conformity with EU law. The applicant shall have the right of access to his/her personal data and the right to rectify any such data. Should the applicant have any queries concerning the processing of his/her personal data, he/she should address them to Ms Susanne Oberhauser, Director, Directorate-General for Internal Policies of the Union, Directorate B: Structural and Cohesion Policies, Rue Wiertz 60, B-1047 Brussels. The applicant shall have right of recourse at any time to the European Data Protection Supervisor.
- 11.2.** For transparency purposes, the European Parliament may publish on its website the names of experts to which it has awarded service contracts.

12. ACCEPTANCE OF TERMS AND CONDITIONS

Submission of an application implies acceptance of the terms and conditions laid down in this call for expression of interest and all the annexes thereto.

Susanne OBERHAUSER
Director, DG IPOL, Directorate for Structural and Cohesion Policies

Annexes:

- I. Application Form (to be completed by the applicant)
- II. Financial Identification Form (to be completed by the applicant/the applicant's bank)
- III. Draft Order Form
- IV. Information on the European Parliament's environmental policy