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Europski parlament Parlamento europeo Eiropas Parlaments Europos Parliamentas Európai Parlament
Parlament Ewropew Europees Parlement Parlament Europejski Parlamento Europeu Parlamentul European
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

Experienced interior designer / (interior) architect

The European Parliament is looking for **experienced designers** to contribute as advising external experts in projects related to office furniture and design. Their role will be to assist the evaluation committee by providing substantiated opinion on design and functional value of the furniture proposed by manufacturers and on the quality of projects performed by them in the past. The experts may also be later called to participate in a contest jury, or conduct any other external expertise tasks. They will not be responsible for, and may not intervene in, the actual contract negotiation and awarding.

As an external **expert designer**, you will participate in the processes for selecting the best proposals by considering quality aspects of the furniture and office setups, such as aesthetic value of the design, flexibility, build, ergonomics, new materials, innovation, etc.

A list of experts will be set up under Article 204 of the EU Financial Regulation, for a period of five years following the date of publication of this call. To apply to be included in the list, you need to demonstrate:

- At least **4 years' relevant** university **studies** attested by a diploma; and
- At least **5 years' professional experience** in administrative space design.
- EU citizenship, or citizenship of a country having concluded a **public procurement agreement with the European Union**;
- A good active knowledge of English and at least understanding of written French

You also need to provide:

- ✓ Evidence of experience in the following areas:
 - Academic workshops and university teaching;
 - Participation in projects for interior design or furnishing of big administrative or government buildings;
 - Prizes or mentions from design or interior architecture contests;
 - Jury membership in contests.
- ✓ Evidence of regular and recent, continuing professional development in your area of expertise.
 - Membership of professional bodies, associations etc.;
 - Published articles, papers or other works;
 - Lifelong study, trainings, expert seminars.

You must have the ability to:

- ✓ Demonstrate objectivity when reviewing proposals;
- ✓ Put aside personal preference when you consider if our rules are being met;
- ✓ Demonstrate analytical skills when reviewing materials;
- ✓ Analyse the proposals of the competitor companies;
- ✓ Evidence to support each judgment or conclusion.
- ✓ Provide written and verbal advice that we can use to inform our decisions;
- ✓ Input constructively to meetings.

Missions: The experts from the list may be selected for different missions based on the need (number of experts necessary), their qualification and experience as per the criteria above and the nature of the project to which they are to take part, and their time availability.

The selection is made for each project or sub-project and it does not increase or decrease the chance of being selected to other projects.

Location: Brussels (the missions may exceptionally involve travels to other places for on-site assessments) (later projects can possibly be located also in other places, namely Luxembourg or Strasbourg)

Expert fee: 600 EUR for a working day, EUR 400 for a half working day. These fees are subject to your national income tax and you have the responsibility to declare them to your tax authority.

Travel costs: The European Parliament covers the travel and accommodation expenses which are subject to general expenditure ceilings decided by the EP administration. Ad hoc ceilings for individual assignments may also be set as appropriate, based on current airline prices as of the day of invitation. The travel costs are reimbursed against original invoices and tickets. For e-tickets, boarding passes or other proofs of use are also required.

Conditions for application

You must include in your application file:

- a copy of your national ID card or passport
- your curriculum vitae and proofs of important references and memberships if they are not available from public resources
- your provisional availability calendar in 2016 (please update us during the validity of the list)
- your e-mail address (used for official communication by the EP) and phone number
- a declaration of honour regarding the exclusion criteria from the selection procedure

Please use the attached form to submit your application.

The applications can be sent during the whole period of validity of the list of experts (publication of the call for interest). However, the work of the committees in a refurbishing project will start from **January 2016** and you are advised to submit the application at your earliest convenience.

The list of experts is set up under Article 204 of the EU Financial Regulation, for a period of **five years** following the date of publication of this call. You will be informed of being included or not in the list. You may ask to be withdrawn from the list at any time.

The list is not published but kept by the European Parliament. The list can be used by the European Parliament or other EU institutions and bodies. As long as you will be on the list, your personal data will be processed in accordance with Regulation (EC) n° 45/2001 solely for the purpose of setting up and maintaining the list of experts, and order respective assignments. You can request at any time a record of your personal data processed and request any incorrect or incomplete data to be corrected. When you are not included in the list, your personal data will only be kept to the extent necessary to ensure the application of the Financial Regulation procedures and all the remaining personal data will be deleted. You are entitled to have recourse at any time to the European Data Protection Supervisor with regard to the processing of your personal data.

Exclusion from the selection procedure

Persons in any of the situations listed in article 106 and 107 of the Financial Regulation (see application form) are excluded from this procedure.

In particular, the applicant may not have worked in past 3 years as an employee or as a consultant for any furniture company or in any project financed by a furniture company, nor currently hold furniture company shares. The applicants are obliged to disclose any relationships of this nature, even in case of doubt. Any false declarations in EU Financial Regulation selection procedures are prosecuted under EU and national law.