

QUESTIONS AND ANSWERS PERTAINING TO THE CALL

Title of Procedure: Call for Expression of Interest for the Establishment of a Database of Independent Individual External Experts to provide Expertise to the European Union Aviation Safety Agency

Publication Reference: EASA.2019.CEI.14

Date: 24/07/2020

| | DATE | QUESTIONS | ANSWERS |
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| 1. | 18.06.2019 | <p><i>Inquiry from one of the experts included in the Experts Database which resulted from the previous call "EASA.2014.CEI.07".</i></p> <p>I have seen that there is a new call "EASA.2019.CEI.14_Database of Experts" and I would like to know if I need to apply again if I want to keep my presence on the database.</p> | <p>The call and the corresponding database "EASA.2014.CEI.07" have expired.</p> <p>The new call for expression of interest "EASA.2019.CEI.14 "supersedes the above mentioned call and there is no automatic inclusion of the experts from the previous database.</p> <p>In order to be considered for the new database, please submit your application via an on-line application tool available on our website.</p> |
| 2. | 22.07.2017 | <p>I have sent an application, when can I expect to know if you are interested or not?</p> | <p>Please note that the applications received are evaluated on periodical basis. All applicants will be notified, in writing, of the outcome of the assessment of their application.</p> <p>As indicated in the acknowledgement email we would kindly ask you to refrain from enquiring about the progress of the assessment of your application.</p> |

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| 3 | 22.11.2019 | <p>With respect to the requirements in section 3.1 Eligibility of the Call specifications and the statement from the application portal: “I solemnly declare that I am a natural person working in an independent capacity”, I am not sure of the exact meaning. Can you please clarify?</p> | <ul style="list-style-type: none"> ➤ Experts currently in employment: <ul style="list-style-type: none"> - Experts meeting the requirements set out in section 3 of the call specifications are eligible to apply and be considered for inclusion in the database of experts. In particular for those experts who are currently in employment, at the time of application they must confirm that they are “a natural person working in an independent capacity (i.e. on their own behalf and not representing another organisation, company etc.)”. This means that the expert must confirm that any tasks, that may be performed for the Agency, shall be done on their own behalf and not on behalf of their employer i.e. fully independent. - Furthermore, any agreements / permissions from existing employers should be dealt with solely by the expert, the Agency shall not intervene / coordinate whatsoever, submission of an application and moreover, in the case of contract signature, implies that the expert would be and/or is available to be able to perform the tasks for the Agency without restriction. ➤ Conflict of Interest: <ul style="list-style-type: none"> - Depending on the work / tasks performed by the expert in their previous / current employment there may be a perceived conflict of interest in the performance of similar / complementary projects for the Agency. In the case of task assignment and before contract award, such assessment of conflict of interest should be made by both the expert and the Agency in direct relation to the tasks requested. In such cases any conflict of interest should be raised to the attention of the Agency immediately. ➤ To this effect, in the case of contract assignment, the expert shall be expected to conduct such tasks in line with the principles of confidentiality, independence and no conflict of interest. A declaration to this must be signed at the time of contract signature; therefore experts are advised to review this declaration before submitting an application (see Appendix 1 – Draft Contract under: http://www.easa.europa.eu/the-agency/procurement/independent-external-experts). |
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| 4 | 06.12.2019 | <p>Our company is interested in applying for the tender as advertised over https://ted.europa.eu/udl?uri=TED:NOTICE:140624-2019:TEXT:EN:HTML&src=0</p> <p>Please advise how we can proceed.</p> | <p>All information with regard to the procedure and application process (including on-line application tool) can be found on the Agency's Website: https://www.easa.europa.eu/the-agency/procurement/independent-external-experts.</p> <p>Please note that as per Call specifications, article 3.1 the call is open to natural persons only, legal persons e.g. consulting companies, organisations, are not eligible to apply.</p> |
| 5 | 16.03.2020 | <p>My CV submitted together with the application displays the logo of my company as I didn't produce a new CV on neutral template.</p> <p>Should I produce a new CV? Is my application valid?</p> | <p>As per call specifications, the CV submitted shall be in EU CV format available at: https://europass.cedefop.europa.eu/.</p> <p>However we will assess your application regardless of the format of your CV and your application is valid.</p> |
| 6 | 16.03.2020 | <p>I have been trying to apply as an independent expert for weeks on your website but at the last stage an error occurs: "Site under maintenance". Can you advise please?</p> | <p>Please be informed that the application portal is running therefore you should be able to submit your application.</p> <p><i>Note for all interested parties: please contact us in case you experience any issues with the application portal.</i></p> |
| 7 | 24.07.2020 | <p>I submitted my application via email and I have not received anything like submission confirmation and new database entry number.</p> | <p>Please be informed that all applications shall be submitted via an online application tool available on our website: https://www.easa.europa.eu/the-agency/procurement/independent-external-experts.</p> |