

# **CALL SPECIFICATIONS**

**Publication Reference: EASA/2024/CEI/0002**

**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**

The European Union Aviation Safety Agency (hereinafter “EASA”, “the Agency” or “the Contracting Authority”) is planning to award the public contract referred to above.

## 1. Introduction to EASA

The European Union Aviation Safety Agency, (hereinafter “EASA”, “the Agency” or “the Contracting Authority”), is an agency of the European Union, which has been given specific regulatory and executive tasks in the field of aviation safety. The Agency constitutes a key part of the European Union’s strategy to establish and maintain a high uniform standard of safety and environmental protection in civil aviation at European level. Further information can be found on the [Agency's Website](#).

## 2. Database of Independent External Experts

### 2.1 Aim of the Call

The aim of this call for expression of interest (CEI) is to establish a database of **independent individual external experts**<sup>1</sup>, meeting the requirements set out in section 3, to provide support to the Agency for the following tasks:

- Provide technical expertise / opinions / advice in the areas listed in **Appendix II**.
- Support the evaluation of applications/tenders/proposals and the monitoring of their implementation, as appropriate.
- Provide support to and/or participate in various (technical) meetings, working groups etc.<sup>2</sup>
- Provide support to the European Central Question Bank (ECQB) project in particular in the development of questions for pilots’ theoretical knowledge examinations (see Appendix IV).
- Any other technical / administrative support to a particular task or activity undertaken by the Agency, primarily in the domain of Aviation, where very specific areas or levels of expertise are required.

When assisting EASA in the performance of the tasks mentioned above all work shall be performed in compliance with any relevant procedures, applicable rules / regulations etc. All necessary information / documentation will be made available to the selected expert(s) by EASA prior to commencement of the respective activities / tasks.

The duration of the assignment will depend on the nature and complexity of the tasks. The exact duration will be established once the specific need arises and will be specified in the task description. As an indication, this may encompass a total from 5 to 60 man-days.

#### **Important Note:**

The objective of this call is to complement existing contracts/procedures in place. It shall not replace or overlap with such contracts / procedures (e.g. Framework Contracts for technical consultancy, research contracts, NAA partnership agreements, etc). In other words, this call aims to address separate needs that are not already covered by such existing EASA contracts or procedures.

This call supersedes the expired call EASA.2019.CEI.14. All interested parties are kindly invited to submit an online application. Please note that inclusion in the previous Database of Independent External Experts entails no automatic inclusion in the new database.

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<sup>1</sup> Please note that this call is aimed at natural persons / independent individual external experts. Legal persons e.g. consulting companies, organisations, are not eligible to apply.

<sup>2</sup> Except where pre-existing arrangements etc. apply e.g. rulemaking groups.

## 2.2 Areas of Technical Expertise

The database of external experts will be divided into the **areas of expertise as defined in Appendix II.**

Applicants may apply for more than one area of expertise and shall clearly indicate in their application (see section 4) how their background, expertise and past experience are relevant for each selected area. Such reference shall contain as a minimum the activities or projects in which the applicant participated in the respective area of expertise and the expert's role.

## 2.3 General Overview of the Procedure

### 2.3.1 Selection Process

Natural persons are invited to submit an application in accordance with the rules set out in this notice. The Agency will establish a database of experts who meet the requirements set out in section 3. All applicants will be notified, in writing, of the outcome of the assessment of their application.

**Please note that inclusion in the database entails no obligation for the Agency to assign specific tasks to the experts and/or to award a contract.**

### 2.3.2 Conditions of Appointment

Where support is required, and depending on the tasks to be performed, the Agency will consult the database to select the most suitable expert(s) and minimum two reserves where feasible, in terms of competence and experience and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

Those expert(s) will be appointed through the signature of a contract between the expert and the Agency defining the exact scope of tasks to be performed, duration of activity etc.

Notwithstanding conditions deriving from the specific tasks to be assigned, countersignature of the contract/appointing decision implies acceptance of all the conditions provisioned in the draft contract.

### 2.3.4 Documents needed for Contract Signature

Upon notification, and before contract appointment, the expert shall be required to submit the following documentation, within 15 days of notification, duly completed and signed (*please note that these are not required for the application process – only in case of contract assignment*):

- Financial Identification Form, including the IBAN and SWIFT/BIC code, indicating the bank account to which payments should be made.

The form shall be downloaded from the following website:  
[https://commission.europa.eu/publications/financial-identification\\_en](https://commission.europa.eu/publications/financial-identification_en)

- Legal Entity Form - the form applicable for natural persons shall be downloaded from the following website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).

### **2.3.5 Place of Delivery**

The place of delivery shall be defined for each specific task / activity assigned. In general, services shall be performed at the experts place of residence/registry or at the Agency's headquarters in Cologne, Germany.

### **2.3.6 Remuneration & Reimbursement of Expenses**

#### **2.3.6.1 Fees**

Experts are entitled to a payment of maximum **550€** in the form of a lump sum indemnity (hereinafter "Fees") for each full **working day**<sup>3</sup> spent performing the tasks assigned to them.

In the case of experts commissioned to assist with the development of questions for the **ECQB project** a maximum fixed price of **110€ per question** (subject to the satisfactory acceptance / approval of such question by the Agency) may be applied by the Agency.

#### **2.3.6.2 Expenses**

In addition, experts performing tasks outside their place of residence may be entitled to a flat rate subsistence allowance and reimbursement for travel expenses (hereinafter "Expenses"). Where travel is foreseen expenses shall be reimbursed in accordance with the provisions of EASA ED Decision 2013/010/F 'General terms and conditions for the reimbursement of travel and subsistence expenses to outside persons' (which may be updated from time to time), as reflected in the contract (Appendix I):

<http://easa.europa.eu/agency-measures/docs/agency-decisions/2013/2013-010-F/Annex%20to%20ED%20Decision%202013-010-F.pdf>.

### **2.3.7 Volume of Services**

This Call is in line with the rules applicable for procedures below the threshold as per Directive on public procurement (2014/24/EU as further amended)<sup>4</sup>. This ceiling applies to the total of all payments (including any refundable expenses) to be made to each expert throughout the duration of the database (maximum 5 years – see section 2.7 below).

Further, payment to each individual expert is limited to a maximum of 90,000€ over four calendar consecutive years, excluding allowances and travel costs.

Thus, if either ceiling is reached or is about to be reached the expert can no longer be assigned tasks covered by this call for expression of interest (CEI) within the scope of this database.

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<sup>3</sup> 1 full working day shall consist of 8 hours (excluding breaks and travelling time).

<sup>4</sup> The current threshold is 143.000,00 EUR

### **2.3.8 Validity of the Call and Database**

The call and corresponding database of prospective external experts is concluded for a period of 12 months and shall be automatically renewed up to four times for a maximum period of validity of five years, from the date of dispatch of this notice to the Official Journal of the European Union (<http://ted.europa.eu/TED/main/HomePage.do>), unless notification to the contrary is received / published. Interested parties may submit an application at any time prior to the last three months of validity of the list.

The parties must sign any expert contract before the call and corresponding database expires. The provisions of the Call continue to apply to such expert contracts after its expiry..

Please note that it is the responsibility of the applicant to inform the Agency immediately of any changes to their administrative and/or technical details which would result in a change to their original application.

## 2.4 Requirements

### 2.4.1 Eligibility

This call is open to **natural persons only**. Applicants must have their domicile registered in a European Union Member State, Norway, Iceland, Liechtenstein, Switzerland, Albania, North Macedonia, Montenegro, Serbia, Bosnia & Herzegovina or Kosovo.

Note for UK applicants:

**Please be aware that following the withdrawal of the UK from the EU, natural persons having their domicile in the UK are no longer eligible to be appointed to any future contracts under the Database of Experts.**

### 2.4.2 Exclusion Criteria

Persons who are subject to EU administrative sanctions (i.e. exclusion or financial penalty decision)<sup>5</sup> or in one of the following exclusion situations that bar them from receiving EU funds can NOT work as experts:

- bankruptcy, winding up, court-ordered administration, arrangement with creditors, suspension of business activities or similar procedures
- in breach of social security or tax obligations
- guilty of grave professional misconduct<sup>6</sup>
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95
- have created an entity under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin.

Experts will also be refused if it turns out that<sup>7</sup> during the contract award procedure, they misrepresented information required as a condition for participating or failed to supply that information or they are in a conflict of interest.

Similarly, it is not possible to contract persons that are excluded from receiving EU funds on other legal grounds (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>8</sup>, etc).

### 2.4.3 Selection Criteria

To be selected and included in the database of experts, applicants must fulfil the following minimum requirements.

Applicants shall:

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<sup>5</sup> See Article 136 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1).

<sup>6</sup> Professional misconduct includes violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>7</sup> See Article 141 EU Financial Regulation 2018/1046

<sup>8</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

- a) **Qualifications / Education:** hold a university degree<sup>9</sup> (or comparable professional qualification / experience) relevant to the area(s) of expertise to which they apply;
- b) **Experience:** have at least **five years** of relevant professional experience **in the area(s) of expertise for which they apply**;
- c) **Language:** have a very good written and oral command of the English language.

#### **2.4.4 Confidentiality, Independence and Absence of Conflict of Interest**

All experts are expected to ensure that their contractual and professional obligations in particular with regard to confidentiality, independence and absence of conflict of interests are well understood and upheld throughout and after any contract assignment (see Appendix Ia and Ib – draft contracts).

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<sup>9</sup> Where a university degree consists of at least 3 years of university education.

## 2.5 Application Process

### 2.5.1 How to Apply

Applications must be submitted using the on-line application form available on the Agency's Website: <https://www.easa.europa.eu/the-agency/procurement/independent-external-experts>

Applicants must:

- **provide all details / include all information requested** in the application.
- **indicate clearly in their applications the area or areas of expertise** they are applying for.
- **justify/describe how they fulfil the minimum criteria** such as 5 years of relevant work experience per each area they are applying for. As evidence one or more projects/activities and assignments relevant to the scope of area shall be provided.
- provide / upload duly **completed curriculum vitae** in EU CV format available at: <http://europass.cedefop.europa.eu/en/home>.
- indicate whether they have been included in the Database of experts following a call EASA.2019.CEI.14, and whether they are a former EASA staff member.
- confirm in their application that they are **not in any of the situations listed in section 3.2 – exclusion criteria**.
- confirm that they fulfil selection criteria as established in Article 3.3 of the Call specifications and upon request will provide necessary supporting documents.

It is strictly required that applications are submitted in the requested format and include all information / documentation necessary to enable the Agency to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the application.

Applications from experts previously employed by EASA shall be further assessed and accepted in accordance with any relevant provisions contained in the Commission Decision C(2018)4048.

#### **Important Note:**

Before inclusion in the database and/or contract signature, the Agency reserves the right to request additional supporting documentation to verify the applicant's education, qualifications, professional experience and/or language capabilities (i.e. copies of licences, certificates, diplomas, references etc.).

Please also note that before contract assignment the Agency may request a telephone interview to establish a first contact with the expert and/or assess / verify any information provided in the application.

Please note that for the ECQB area a specific pre-selection process applies (see Appendix IV).

### 2.5.2 Protection of Personal Data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 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 1247/2002/EC.

Unless indicated otherwise, your reply to this call and any personal data requested are required for the purposes indicated above and will be processed solely for those purposes by the Agency, which is also acting as data controller.

Details concerning the processing of your personal data are available on the privacy statement at:

<https://www.easa.europa.eu/data-protection>

[https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/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 136 of the Financial Regulation<sup>10</sup>. For more information, see the Privacy Statement on: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm),

### **2.5.3 Ex-post transparency**

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the website of the contracting authority.

If an expert has concluded a contract of more than 15.000 €, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the contracting authority no later than 30 June of the year following contract award. The information shall be removed 2 years after the year of contract award.

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<sup>10</sup> Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1), as amended.

**APPENDIX Ia, Ib  
- DRAFT CONTRACTS FOR EXTERNAL INDIVIDUAL EXPERTS –**

**APPENDIX II**  
**- AREAS OF EXPERTISE -**



**APPENDIX III**

**- DECLARATION – ACCEPTANCE OF GENERAL CONDITIONS FOR THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES –**



**APPENDIX IV**

**-ECQB QUESTION WRITER - SELECTION & CONTRACT ASSIGNMENT PROCESS –**

**(\*Only applicable and relevant for experts applying for the area 3.5 - Development of questions for the European Central Question Bank (ECQB) for the theoretical knowledge examinations)**

