



EUROPEAN COMMISSION
ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL

Industrial Policy and Economic Analysis
Industrial Competitiveness Policy

Brussels, 20.11.2012
DG ENTR (deadline extended till 11/02/2013
on 30/01/2013)

CALL FOR APPLICATIONS FOR PARTICIPATION IN A EUROPEAN COMMISSION HIGH LEVEL ADVISORY GROUP ON BUSINESS SERVICES

1. BACKGROUND

The two flagship Communications from 2010 An Industrial Policy for the Globalisation Era¹ and A Single Market Act I² both included the action to set-up a High Level Group (HLG) on business services in 2012.

The rationale for setting up the HLG is that in the course of the last decades performance of business services has been sub-optimal and the sector has been identified as one amongst those with the highest untapped potential. The HLG on business services will provide a new impetus to policy development in this important sector. The purpose of the HLG is to help policy makers better understand the current challenges in the sector and to identify ways to improve the level of productivity and innovation of business-services. The HLG would specifically look at the link between business services and manufacturing. The group is expected to deliver concrete recommendations, which can guide the further development of policies for business services.

The Commission is hereby calling for applications with a view to selecting members of the HLG.

2. FEATURES OF THE GROUP

2.1. Composition

The members of the group shall be high level representatives of, in particular, users and service providers of facility management, technical and engineering, advertising and market services, and design. They should represent, for example, producers of business services, manufacturing industry using these services, professional associations such as associations of users or suppliers of these services as well as social partners and public authorities.

¹ COM (2010) 614

² COM (2010) 608

The HLG will be of a small format, ideally of 12, but not more than 20 members. A chairperson of the HLG will be appointed by and amongst its members. Members shall be high level representatives nominated by their respective organisations.

2.2. Terms of Appointment

Members shall be appointed for duration of the HLG (December 2012 – June 2014). If a member leaves the HLG, he/she may be replaced by the Commission.

2.3. Confidentiality

Members of expert groups and their representatives, as well as invited experts and observers, shall comply with the obligations of professional secrecy laid down by the Treaties and their implementing rules, as well as with the Commission's rules on security regarding the protection of EU classified information, laid down in the Annex to Commission Decision 2001/844/EC, ECSC, Euratom³. Should they fail to respect these obligations, the Commission may take all appropriate measures.

2.4. Transparency

The members' names will be collected, processed and published in accordance with 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 the Community institutions and bodies and on the free movement of such data.

The names of members shall be published on the Internet sites of the Directorate-General for Enterprise and Industry and the Directorate-General for the Internal Market as well as in the Register of Commission Expert Groups and other similar entities.

2.5. Attendance at meetings

The HLG should hold its meetings in Brussels. The members of the HLG will be invited to involve outside experts in the functioning of the HLG in order to obtain detailed information on the competitive situation of each sector and its strategic challenges.

Applicants should be prepared to attend meetings, contribute actively to discussions in the group, examine and provide comments on documents under discussion and act, as appropriate, as 'rapporteurs' on *ad hoc* basis.

The group shall meet at Commission premises in accordance with expert meeting procedures.

Applicants should take into account that meetings generally involve preparatory work.

³ Commission Decision 2001/844/EC, ECSC, Euratom of 29 November 2001 amending its internal Rules of Procedure (OJ L 317, 3.12.2001, p. 1).

3. APPLICATION PROCEDURE

3.1. Application Requirements

Interested applicants are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the documents referred to in Section 4.2 below, sent at the latest by the deadline per Section 3.2, below. All required documents should be duly filled in, legible, signed and numbered sequentially. All these documents will be used in the selection procedure.

Each application must be completed in one of the official language of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be desirable to include a summary in English.

The application must clearly specify the stakeholder category (e.g., service providers, user industry, social partners/trade union, professional associations/academia, public administration and other relevant fora) for which the application is made.

The application must clearly state to which sector the expertise in application would contribute: (i) private security services; (ii) technical and engineering services; (iii) marketing and advertising; and (iv) design.

The application must clearly indicate the country where the organisation is based or the country which the organisation represents in order to ensure a geographically balanced group.

Supporting documents may be requested at a later stage.

3.2. Application Deadline and Delivery Address

The duly signed applications with the subject "Applications for participation in a European Commission High Level Advisory group on business services" must be sent by **11 February 2013** 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: ENTR-HLGBS@ec.europa.eu, the date of the e-mail will be the date of sending.
- Where applications are sent by post to the following address: European Commission, DG ENTR, Unit A4 secretariat, European Commission, B-1049 Brussels, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, DG ENTR, Unit A4 secretariat, Avenue d'Audergem 45, B-1045 Brussels, the date on the receipt given upon delivery will be considered the date of sending.

4. REQUIREMENTS

4.1. Selection Criteria

The Commission will take the following criteria into account when assessing applications:

- The representative of the respective organisation holds a high level position in the organisation.
- Proven and relevant knowledge or experience of the applicants in the following sectors: (i) private security services; (ii) technical and engineering services; (iii) marketing and advertising; and (iv) design.
- Good knowledge of the English language.

In addition, applicants must be nationals of a Member State of the European Union or, if appropriate, of an acceding country or a European Economic Area country or a state which has signed an association agreement.

In the selection process, the Commission will also endeavour to strike a balance within the group of experts in terms of representativeness of applicants, gender and geographical origin⁴. It will in particular also ensure that all relevant interests are represented. In line with the existing practice for expert groups, the Commission will aim at an industry representation of not more than 50% of the group.

4.2. Supporting evidence

Each application shall include the following supporting documents:

- A cover letter explaining the applicant's motivation for answering this call, briefly stating (i) what contribution could he/she bring to the HLG; and (ii) which are, in the applicant's view, the biggest barriers that the EU business services sector faces.
- Relevant documentation for the selection criteria clearly documenting the current high level position occupied by the applicant, as well as his/her professional experience and expertise as against the criteria listed in Section 4.1 above.
- A curriculum vitae (CV), preferably not exceeding three pages in English, where applicants must document their professional experience and expertise.
- Information on the organisation the applicant is representing and its importance and knowledge in the area of business services.

⁴ Commission Decision 2000/407/EC of 19 June 2000 relating to gender balance within the committees and expert groups established by it (OJ L 154 of 27.6.2000, p. 34).

5. SELECTION PROCEDURE

The selection procedure will consist of an assessment of the applications against the above-mentioned criteria, followed by the establishment of a list of most suitable applicants and concluded by the appointment of the members of the group.

Information on the results of the call for applications will be published on the Internet site of Directorate-General for Enterprise and Industry and the Directorate-General for the Internal Market.

6. OPERATION OF THE HIGH LEVEL GROUP ON BUSINESS SERVICES

Travel and subsistence expenses incurred by participants in the activities of the group shall be reimbursed by the Commission in accordance with the provisions in force at the Commission within the limits of the available budgetary appropriations. Members will receive no remuneration for their duties.

The working language for documents and meetings will be English.

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