



Open call for expressions of interest EAC/14/2014 for the establishment of a pool of experts to be potentially members of the Panel for the Union action "European Capital of Culture" under Decision 445/2014/EU

I. Background

1. The "European Capital of Culture" action

The Decision 445/2014/EC of the European Parliament and of the Council (hereafter "the Decision") establishes a Union action for the European Capitals of Culture for the years 2020 to 2033¹.

The general objectives of this initiative are to safeguard and promote the diversity of cultures in Europe, to highlight the common features they share as well as to increase citizens' sense of belonging to a common cultural area, and to foster the contribution of culture to the long-term development of cities in accordance with their respective strategies and priorities.

More specifically, the European Capitals of Culture (hereafter "the ECoC") are also aiming at enhancing the range, diversity and European dimension of the cultural offering in cities, including through transnational co-operation; widening access to and participation in culture; strengthening the capacity of the cultural sector and its links with other sectors and raising the international profile of cities through culture.

Further information on the "European Capital of Culture" action can be found on the following webpage:

http://ec.europa.eu/culture/tools/actions/capitals-culture_en.htm

2. The selection procedure for the European Capitals of Culture title

Each year, two Member States of the European Union are entitled to host the ECoC action in accordance with the chronological order annexed to the Decision.

Furthermore, every third year starting from 2021, cities in candidate countries or potential candidates for European Union membership² will also have the possibility to hold the title.

¹ OJ L132 of 3 May 2014. <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0445>

² http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm

While each Member State manages its own selection competition for the ECoC title at national level in accordance with the procedure and criteria laid down in the Decision and with the assistance of the European Commission, the Commission is responsible for the organisation of the open competition for cities in candidate countries or potential candidates.

In practical terms, this means that, every year, parallel competitions will run at national level in two Member States, and that, every third year, a third competition – open only to cities in candidate countries and potential candidates – will also take place.

The competition for the title is launched at least six years in advance – with the publication of a call for submission of applications – in order to give the cities sufficient time for their preparation before the beginning of the title-year. The competition is organised in two rounds – preselection and selection – each including the organisation of a meeting. The aim of these meetings is for the Panel (see section I.4 below) to assess the cities having submitted an application against the objectives and criteria laid down in the Decision and to announce the names of the cities recommended for pre-selection / the ECoC title.

The cities are then officially designated as European Capitals of Culture by the Member State concerned (for the competitions in Member States) and by the Commission (for competitions between cities in candidate countries or potential candidates). The designation formally marks the end of the selection procedure.

3. The monitoring procedure of the cities designated as European Capitals of Culture

Once cities are designated "European Capitals of Culture", they are submitted to a monitoring procedure during the preparatory period running from their designation up to the title-year.

The monitoring procedure aims to provide the cities with support and guidance. It is the opportunity to take stock of the preparations and give advice with a view to helping designated cities to develop a high-quality cultural programme and an effective strategy for the title-year.

The monitoring consists of three formal meetings between the Panel and each city. These meetings are convened by the Commission. The first monitoring meeting takes place three years before the title-year, the second 18 months before the title-year and the third just two months before the title-year.

In addition to these meetings, the Commission may organise monitoring visits to the designated cities whenever necessary.

4. The Panel of independent experts

In accordance with Article 6 of the Decision, a Panel composed of independent experts is established to take part in the abovementioned selection and monitoring procedures.

Panel experts shall work independently, in a personal capacity and not on behalf of any organisation.

The Panel consists of ten experts appointed by Union institutions and bodies (the European Parliament, the Council, the Commission and the Committee of the Regions) (the "European

experts") plus up to two experts appointed by the Member State for its own competition in accordance with its own procedures and in consultation with the Commission (the "national experts").

The role of the Panel is to assess the applications received from cities bidding for the ECoC title, to agree on a shortlist of cities for pre-selection, to recommend one city for the title in the context of each competition and to monitor the preparation of the designated cities until the title-year.

II. Purpose of the call

This open call for expressions of interest is managed by the European Commission, Directorate-General Education and Culture, Directorate Culture and Creativity. The European Commission issues this call with the aim of establishing a pool of potential "European experts" for the Panel.

The European Parliament, the Council and the Commission shall subsequently select three experts each from this pool – and the Committee of the Regions one expert from this pool – and appoint them as members of the Panel in accordance with their respective procedures. When selecting experts, each of these Union institutions and bodies shall seek to ensure a complementarity of the competences, a balanced geographical distribution and a gender balance in the overall composition of the Panel.

The "European experts" shall be appointed for a period of three years. However, as regards the first establishment of the Panel (indicatively planned for the end of 2014), the European Parliament shall appoint its experts for three years, the Council for one year, the Commission for two years and the Committee of the Regions for one year. These arrangements are stipulated in the Decision. They aim to stagger the replacement of members in order to prevent any loss of know-how and memory, which would occur if the members were all replaced simultaneously.

During their years in office, the members of the Panel will be requested to carry out the following duties:

1) Pre-selection phase

a) Preparatory work

Appointed Panel members shall read carefully all the written applications submitted by cities in response to the calls for submission of applications, in order to be in a position to make an informed assessment of each application against the objectives and criteria laid down in Article 2 and Article 5 of the Decision.

The number of applications will vary from one competition to the other. For past competitions, this number has varied from a minimum of 1 to a maximum of 21. Information on the applications to be submitted by candidate cities is available at the following link:

http://ec.europa.eu/culture/tools/actions/documents/call-applications_en.pdf

(template of the call for submission of applications)

http://ec.europa.eu/culture/tools/actions/documents/ecoc-candidates-guide_en.pdf

(guide for cities preparing to bid)

This preparatory work is carried out prior to the participation of the experts in the pre-selection meeting.

b) Pre-selection meeting

Appointed Panel members shall attend the pre-selection meeting. The meeting will take place either in the Member State organising the competition or in Brussels (for the open competitions for cities in candidate countries or potential candidates). The duration of the meeting will depend on the number of applications received. At the end of the meeting, the Panel shall agree on a short-list of candidate cities.

c) Reporting

The Panel shall issue a report on the applications of all candidate cities providing inter alia recommendations to the short-listed candidate cities. This report shall be submitted to the Commission and will be made public.

2) Selection phase

a) Preparatory work

After the pre-selection meeting, the short-listed cities are given time to complete and revise their applications.

Appointed Panel members shall read carefully all the revised applications received from the short-listed cities, in order to be in a position to make an informed assessment of each application against the objectives and criteria laid down in Article 2 and Article 5 of the Decision.

This preparatory work is carried out prior to the participation in the selection meeting.

b) Selection meeting

Appointed Panel members concerned shall attend the selection meeting. The meeting will take place either in the Member State organising the competition or in Brussels (for the open competitions for cities in candidate countries or potential candidates). The duration of this meeting will depend on the number of short-listed candidate cities. At the end of the meeting, the Panel shall agree on one city which will be recommended for the title.

c) Reporting

The Panel shall issue a report on the applications with a recommendation for the nomination of one city to the title. The report shall also contain recommendations to the city concerned regarding the progress to be made by the year of the title. This report shall be submitted to the Commission and will be made public.

d) On-site visits

Visits of pre-selected cities in Member States by a delegation of Panel members may be organised after the deadline for submitting the revised applications and before the selection meetings.

3) Monitoring phase

a) Preparatory work

Prior to the monitoring meetings, the cities concerned shall transmit progress reports to the Commission, who will forward them to the Panel. Each Panel member shall read carefully the progress reports received in order to be in a position to ask relevant questions to the delegations from the cities during the monitoring meetings.

b) Meetings

Appointed Panel members concerned shall attend the three meetings that will be convened by the European Commission for each designated city. These meetings between the monitoring Panel and the respective designated cities will be held in the Commission premises in Brussels.

c) Reporting

After each meeting, the Panel shall issue a report on the state of preparations and any steps to be taken by the cities. This report shall be submitted to the Commission as well as to the designated cities and the Member State or country concerned. These reports will be made public.

d) On-site visits

In agreement with the Commission, a delegation of Panel members may pay visits during the monitoring phase to the designated cities whenever necessary. The Commission will organise these visits with the cities concerned.

III. Application and selection procedure

1. Procedure to follow and timetable

Step 1	Experts who are interested in this call send their application. The call for expressions of interest is open until 31.12.2020. Experts can register at any time prior to the last three months of validity of the call (see section III.2 below). It should be noted that the first meetings for which the Union institutions and bodies need to appoint experts are the pre-selection meetings for the ECoC 2020. These meetings should take place during the first semester of 2015. The pool of experts must be set up as early as possible during the second semester of 2014. Experts who are interested in this call are therefore invited to send their application as soon as possible.
Step 2	Applications are registered by the Commission services.
Step 3	On the basis of the information provided in the application, the Commission services assess whether the applicants meet the criteria laid down in section III.3 below.
Step 4	The applicants will be duly informed by the Commission within 3 months of

	the date of application whether they have been included in the pool of potential experts or not.
Step 5	Access to the pool of registered experts is given to the other European institutions and bodies entitled to appoint members of the Panel in accordance with Article 6, paragraph 3, of the Decision.
Step 6	<p>In accordance with Article 6, paragraph 3, of the Decision, each European institution / body will then appoint a number of experts according to its own procedure, as follows:</p> <p><u>2014</u> European Parliament: 3 experts to be involved in the ECoC selection and monitoring for 3 years (2015, 2016 and 2017) Council: 3 experts for 1 year (2015) Committee of the Regions: 1 expert for 1 year (2015) Commission: 3 experts for 2 years (2015 and 2016)</p> <p><u>2015</u> Council: 3 experts for 3 years (2016, 2017 and 2018) Committee of the Regions: 1 expert for 3 years (2016, 2017 and 2018)</p> <p><u>2016</u> Commission: 3 experts for 3 years (2017, 2018 and 2019)</p> <p><u>2017</u> European Parliament: 3 experts for 3 years (2018, 2019 and 2020)</p> <p><u>2018</u> Council: 3 experts for 3 years (2019, 2020 and 2021) Committee of the Regions: 1 expert for 3 years (2019, 2020 and 2021)</p> <p><u>2019</u> Commission: 3 experts for 3 years (2020, 2021 and 2022)</p> <p><u>2020</u> European Parliament: 3 experts for 3 years (2021, 2022 and 2023)</p>
Step 7	The Commission informs all experts appointed as Panel members of their appointment and issues a contract with each of them.

2. Applications

Applicants are asked to submit their application in English by using the online form available at the following address: <http://ec.europa.eu/eusurvey/runner/pool-of-experts> The online form provides details on the applicant's profile.

Together with the online form, the applicants are requested to submit the following documents:

- A curriculum vitae in Europass format highlighting how his / her profile covers the selection criteria indicated below. You can download the Europass format CV from the following link:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

- A motivation letter explaining why the applicant would like to be part of the Panel and how he / she could bring added value to the work of the Panel.

Only complete applications including the online form, the curriculum vitae and the motivation letter will be considered.

3. Selection procedure and criteria

Exclusion criteria

Candidates shall be excluded from participation in this call if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgement of a competent authority of a Member State which has the force of 'res judicata';
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- d. they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they or persons having powers of representation, decision-making or control over them have been the subject of a judgement which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f. they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- g. they have 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 connection or shared interest;
- h. they are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information.

Before signing a contract experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

Selection criteria:

- a. The call is open until 31.12.2020 to natural persons who are citizens of the European Union.
- b. Applicants must demonstrate either at least **eight years** of professional experience and expertise in the cultural sector or at least **eight years** of professional experience and expertise in the cultural development of cities or at least **five years** of professional experience and expertise in the organisation of a European Capital of Culture / an international cultural event of similar scope and scale, whatever the cultural field.
- c. The applicants shall be in a position to devote an appropriate number of working days per year to the Panel. In this respect, an indication of the work days per expert is laid down in the table below:

Year	Phases	Estimation average number of working days³
2015	Pre-selection: ECoC 2020 (Croatia and Ireland) Pre-selection: ECoC 2021 (Romania, Greece and candidate countries or potential candidates)	30 days (2x6 + 3x6)
2016	Selection: ECoC 2020 (Croatia and Ireland) Pre-selection: ECoC 2022 (Lithuania and Luxembourg) Selection: ECoC 2021 (Romania, Greece and candidate countries or potential candidates) Monitoring 1: ECoC 2020 (Croatia and Ireland)	36 days (2x4 + 2x6+3x4+2x2)
2017	Pre-selection: ECoC 2023 (Hungary and UK) Selection: ECoC 2022 (Lithuania and Luxembourg) Monitoring 1: ECoC 2021(Romania, Greece and candidate countries or potential candidates)	26days (2x6+2x4+3x2)
2018	Pre-selection: ECoC 2024 (Estonia, Austria and candidate countries or potential candidates) Selection: ECoC 2023 (Hungary and UK) Monitoring 1: ECoC 2022 (Lithuania and Luxembourg) Monitoring 2: ECoC 2020 (Croatia and Ireland)	34 days (3x6+2x4+2x2+2x2)
2019	Pre-selection: ECoC 2025 (Slovenia and Germany) Selection: ECoC 2024 (Estonia, Austria and candidate	38 days (2x6+3x4+2x2+3x2+2x2)

³ These average estimations are based on past experience. They include an average of 6 working days for pre-selection, 4 days for selection and 2 days for the monitoring of each city. They take into account the preparatory work, the attendance to the meetings, the reporting work and the possible on- site visits. These estimations may vary a lot depending on the number of candidate cities in the competitions organised each year. According to the circumstances, the annual workload for appointed Panel experts may be higher or lower than the estimations above.

	countries or potential candidates) Monitoring 1: ECoC 2023 (Hungary and UK) Monitoring 2: ECoC 2021(Romania, Greece and candidate countries or potential candidates) Monitoring 3: ECoC 2020 (Croatia and Ireland)	
2020	Pre-selection: ECoC 2026 (Slovakia and Finland) Selection: ECoC 2025 (Slovenia and Germany) Monitoring 1: ECoC 2024 (Estonia, Austria and candidate countries or potential candidates) Monitoring 2: ECoC 2022 (Lithuania and Luxembourg) Monitoring 3: ECoC 2021 (Romania, Greece and candidate countries or potential candidates)	36 days (2x6+2x4+3x2+2x2+3x2)

d. English is the working language of the Panel. Applicants must have the ability to work in English, both orally and in writing.

If appointed as a member of the Panel, each expert will have to sign a declaration attesting:

- (1) that she/he is not in any of the exclusion criterion set out in section III.3
- (2) that she/he has no actual or potential conflict of interest. By signing the conflict of interest declaration, the appointed Panel expert will also confirm that she/he works as a Panel member independently, in a personal capacity and not on behalf of any organisation.

It is the responsibility of Panel members to signal any change in their professional or private duties which may give rise to a conflict of interest or be perceived as giving rise to one.

IV. Validity of the list of experts

The list resulting from this notice is valid for the duration of the programme, i.e. until 31.12.2020. Interested parties may submit an application at any time prior to the last 3 months of validity of the list.

V. Practical provisions for remuneration and travel arrangements

The pool of experts drawn up on the basis of this call for expressions of interests entails no obligation on the part of the Union institutions and bodies concerning the conclusion of contracts.

Only appointed Panel members shall be offered a contract and shall be paid for their work and be reimbursed for their travel costs according to the provisions below.

Remuneration

The appointed experts shall be remunerated at a fixed price of EUR 500 per day for attending the meetings or taking part in the visits, plus EUR 500 per day for their preparatory work. The number of days to be taken into account for the preparatory work shall be based on the number of files (applications, progress reports) to examine. The Expert is also entitled to a payment of half a fee (250 €) for the elaboration of pre-selection, selection and monitoring reports. The Chairperson of the Panel is entitled to a full fee (500€) for the consolidation and final writing of these reports.

Travel expenses

The Commission shall either provide tickets or reimburse the travel expenditure on the following bases:

- a. for distances of less than 400 km (one way, according to official distance by rail): - train travel (1st class); the original ticket has to be presented with the final declaration of expenses; - travel by private car shall be reimbursed at the price of the train travel (1st class) or, if there is no train travel for this journey, on the rate of EUR 0.22 per km.
- b) for distances of more than 400 km: economy class air travel.

As a general rule, the most economical means of travelling and the most direct journey have to be chosen. Taxi fares shall not be reimbursed, except specific decision by DG EAC of the Commission.

Allowances

A full daily allowance will be paid to Panel members residing over 100 kilometres from the city where the meeting or visit is organised. The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting or visit is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.) as well as travel and accident insurance and liability insurance. If the place of departure is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.

Experts who have to spend one or more nights at the place where the meeting or visit is held due to the fact that the times of the meeting or visit in question are incompatible with the times of flights or trains shall also be entitled to an accommodation allowance, provided that accommodation's costs have actually incurred.

Amounts on travel and subsistence expenses shall be aligned with any updates on Commission-approved scales applicable for mission costs for Commission officials, annexed to the missions guide: Commission Decision on general implementing provisions adopting the guide to missions for officials and other servants of the European Commission (C(2008) 6215 of 18.11.2008).

VI. Data Protection – Privacy statement

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 45/2001 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. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/expained/management/protecting/protect_en.cfm#BDCE)

VII. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following this procedure 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 two years after the year of contract award.

VIII. Submission of applications

Experts interested in the call are invited to send their application at any time prior to the last 3 months of validity of the list (31.12.2020) only by using the online form available at the following address: <http://ec.europa.eu/eusurvey/runner/pool-of-experts>

Applications using other communication mean will be disregarded.

Only applications containing the following three documents will be considered:

- The online application form;
- A curriculum vitae in the Europass format;
- A motivation letter.

IX. Contact

Questions may be sent to the following functional mailbox:
EAC-ECOC-EXPERTS@ec.europa.eu.

X. Supporting documents

Decision 445/2014/EC of the European Parliament and of the Council establishing a Union action for the European Capitals of Culture for the years 2020 to 2033:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0445>

Template of the call for submission of applications (for cities wishing to bid for the ECOC title):

http://ec.europa.eu/culture/tools/actions/documents/call-applications_en.pdf

Guide for cities preparing to bid for the ECOC title:

http://ec.europa.eu/culture/tools/actions/documents/ecoc-candidates-guide_en.pdf

Website of the European Commission:

http://ec.europa.eu/culture/tools/actions/capitals-culture_en.htm

XI. Annex

Draft Contract for external experts (and relevant annexes).