CALL FOR APPLICATIONS FOR THE SELECTION OF A MEMBER OF THE "EUROPEAN GREEN CAPITAL and EUROPEAN GREEN LEAF" EXPERT PANEL

1. **Background**

The European Green Capital Award (EGCA) is a yearly competition to reward cities as of 100,000 inhabitants which are making efforts to improve the urban environment and move towards healthier and sustainable living areas. Following the success of the EGCA, a similar initiative "European Green Leaf" was set up in 2014 for smaller cities (20,000 – 100,000 inhabitants).

The European Commission’s Directorate General for Environment ("DG Environment") has set up an expert panel ("the group") to advise and assist in the selection of a city awarded with the title of European Green Capital and European Green Leaf.

The group’s tasks shall be

(1) to assess the applications and information supplied by each city per environmental indicator area (one expert per indicator area) and

(2) decide on a shortlist of finalist cities for submission to the jury panel (who will take the final decision on awarding the title).

The Commission is calling for applications with a view to selecting the member of the group on **Green growth and eco-innovation**.

2. **Features of the Group**

2.1. **COMPOSITION**

Members of the group shall be individuals appointed in personal capacity.

Members appointed in a personal capacity shall act independently and in the public interest.

2.2. **APPOINTMENT**

Members shall be appointed by the Director General of DG Environment from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for one year. They shall remain in office until the end of their term of office. Unless notified otherwise, their term of office shall be renewed automatically yearly, for a maximum of four times (covering a maximum period of five years).

Members who are no longer capable of contributing effectively to the group’s deliberations, who in the opinion of DG Environment do not comply any longer with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

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1 Climate change mitigation; Climate change adaptation; Sustainable urban mobility; Sustainable land use; Nature and biodiversity; Air quality; Noise; Waste; Water; Green Growth and eco-innovation; Energy performance; Governance
2.3 **RULES OF ENGAGEMENT AND OPERATION OF THE GROUP**

The group shall be chaired by a representative of DG Environment or by a person appointed by DG Environment.

The group shall act at the request of DG Environment.

The group shall meet max. three times per year. Meetings shall, in principle, be held on Commission premises or in a European Green Capital or European Green Leaf city title holder (outside Commission premises). DG Environment shall provide secretarial services through the contracting of an external EGC / EGL Secretariat ("the secretariat").

Members should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as 'rapporteurs' on ad hoc basis on their area of expertise.

As a general rule, working documents will be drafted in English and meetings will be also conducted in English.

The group shall adopt its opinions, recommendations or reports by consensus.

Evaluation of applications and deliberations on short-listing finalist cities by the expert panel shall not be made public, but instead a full technical assessment report of experts' final evaluation results of received applications is made available.

Experts appointed in the activities of the group shall be remunerated for the services they offer by the secretariat. The experts are entitled to a maximum payment of EUR 6,500 per year, corresponding to one award cycle. The remuneration shall be managed and paid by the secretariat. Travel and subsistence expenses incurred by participants in the activities of the group shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

The members of the group are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443 and 2015/444. Should they fail to respect these obligations, the Commission may take all appropriate measures.

The group operates in an informal setting without any formal rules of procedure. Therefore, no rules of procedures on the basis of the standard rules of procedure for expert groups have or will be adopted.

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2 Cities' applications received in another official EU language shall be translated into English by the secretariat or the European Commission, where appropriate


2.4. **TRANSPARENCY**

As concerns the group composition, DG Environment shall publish the following data on the EGCA website\(^6\):

- the name of individuals appointed in a personal capacity;

Due to the nature of the EGC awards cycle (competition), DG Environment shall make available activity reports of the group to a dedicated website\(^7\), where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction.

Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

3. **Application procedure**

Interested individuals are invited to submit their application to the European Commission, DG Environment.

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

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

**Supporting documents**

Each application shall include the following documents:

- a cover letter explaining the applicant’s motivation for answering this call and stating what contribution the applicant could make to the group;

- a classification form duly filled in specifying the member category for which the application is made (Annex 1);

- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in chapter 4 of this call (Annex 2).

For individuals applying to be appointed as members of the group in a personal capacity or to represent a common interest, as well as for individuals indicated by organisations as their representatives, a *curriculum vitae* (CV) shall also be provided, preferably not exceeding three pages. All CVs shall be submitted in the European format (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions).

Individuals applying to be appointed as members of the group in a personal capacity must disclose any circumstances that could give rise to a conflict of interest by submitting a declaration of interests (‘DOI’) form on the basis of the standard DOI form for expert groups attached to this call (Annex 3). Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. DG Environment shall perform the conflict of interest assessment.

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\(^7\) [http://ec.europa.eu/environment/europeangreencapital/](http://ec.europa.eu/environment/europeangreencapital/)
Additional supporting documents (e.g. publications) may be requested at a later stage.

**Deadline for application**

The duly signed applications must be sent **by 1 September 2017** 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: ENV-EGCA-EGL@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 Environment, Unit A3 secretariat – BU-5 4/103, B-1049 Brussels, the postmark will be considered the date of sending.

4. **Selection criteria**

DG Environment will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, including at European and / or international level, in the field of working with EU environment policy / sustainable urban development with strong focus on **Green growth and eco-innovation** – please refer to annex 2;

- absence of circumstances that could give rise to a conflict of interest;

- good knowledge of the English language allowing active participation in the discussions.

5. **Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by DG Environment against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

When defining the composition of the group, DG Environment shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received.

Where individual experts are appointed, either in their personal capacity or to represent a common interest, DG Environment shall seek a geographical balance and a gender balance.

For any further information please contact Mrs Nicole Wanders-Wengler, Telephone: (32-2) 2987047, e-mail: nicole.wanders-wengler@ec.europa.eu

**ANNEXES:**

- Classification form (Annex 1)
- Selection criteria form (Annex 2)
- Standard declaration of interests (Annex 3)
Annex 1 - Classification form

To be filled in by the applicant

This application is made as: (please select only one option)

☐ An individual applying to be appointed in a personal capacity; if appointed I shall act independently and in the public interest.

or

☐ An individual applying to be appointed to represent a common interest shared by stakeholders in a particular policy area; if appointed I shall not represent an individual stakeholder.

Identification number: […]

or

☐ An organisation.

Identification number: […]

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For individuals applying to be appointed in a personal capacity:

Title: …………………
Surname: …………………
First name: …………………
Date: …………………
Signature …………………

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8 This form must be filled in, signed and returned with the application.
9 If the individuals in question act as self-employed consultants, they should provide their own identification number. If the individuals in question do not act as self-employed consultants, they should provide the identification number of the organisation(s) of which they are employees.
**ANNEX 2: Selection criteria form**

Applicants are requested to describe how they fulfil the selection criteria listed in this call.

| Proven and relevant competence and experience, including at European and / or international level, in the field of working with EU environment policy / sustainable urban development **with strong focus on Green growth and eco-innovation.** |  |
| Proven capacity to represent effectively the position shared by stakeholders. |  |
| Competence, experience and hierarchical level of the proposed representatives. |  |
| Good knowledge of the English language. |  |

For individuals applying to be appointed as Type A members

Title: …………………..  
Surname: …………………..  
First name: …………………..  
Date: …………………..  
Signature …………………..  

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10 This form **must** be filled in, signed and returned with the application.
ANNEX 3

Standard declaration of interests (DOI) form for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

Definitions:

"Conflict of interest" means any situation where an individual has an interest that may compromise or be reasonably perceived to compromise the individual’s capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question.

"Immediate family member" means the individual’s spouse, children and parents. "Spouse" includes a partner with whom the individual has a registered non marital regime. "Children" means the child(ren) the individual and the spouse have in common, the own child(ren) of the individual and the own child(ren) of the spouse.

"Legal entity" means any commercial business, industry association, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

"Body" means a governmental, international or non-profit organisation.

"Meeting" includes a series or cycle of meetings.

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Please answer each of the questions below. If the answer to any of the questions is "yes", please briefly describe relevant interests and circumstances, as appropriate.

If you do not describe relevant interests, your DOI form will be considered incomplete and, therefore, your application to be appointed as a member of an expert group or sub-group in a personal capacity shall be rejected.

First name:
Family name:
Expert group/sub-group:
1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

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<th>Within the past 5 years, were you employed or have you had any other professional relationship with a natural or legal entity, or held any non-remunerated post in a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?</th>
<th>yes</th>
<th>no</th>
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<tr>
<td>1a</td>
<td>Employment</td>
<td></td>
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<tr>
<td>1b</td>
<td>Consultancy, including services as an advisor</td>
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<td>1c</td>
<td>Non-remunerated post</td>
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<td>1d</td>
<td>Legal representation</td>
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<tr>
<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of entity or body</th>
<th>Description</th>
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2 MEMBERSHIP OF MANAGING BODY, SCIENTIFIC ADVISORY BODY OR EQUIVALENT STRUCTURE

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<th>Within the past 5 years, have you participated in the internal decision-making of a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question or have you participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity?</th>
<th>yes</th>
<th>no</th>
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<td>2a</td>
<td>Participation in a decision-making process</td>
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<td>2b</td>
<td>Participation in the work of a Scientific Advisory Body</td>
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<tr>
<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
<th>Description</th>
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## RESEARCH SUPPORT

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<th>Activity</th>
<th>Time period (from... until month/year)</th>
<th>Name of legal entity or body</th>
<th>Description</th>
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3a Research support, including grants, rents, sponsorships, fellowships, non-monetary support

## FINANCIAL INTERESTS

Do you have current investments in a legal entity with an interest in the field of activity of the expert group/sub-group in question, including holding of stocks and shares, and which amounts to more than 10,000 EUR per legal entity or entitling you to a voting right of 5% or more in such legal entity?

4a Shares

4b Other stock

## INTELLECTUAL PROPERTY

Do you have any intellectual property rights that might be affected by the outcome of the work carried out by the expert group/sub-group in question?
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<tr>
<th>5a</th>
<th>Patent, trademarks, or copyrights</th>
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<tbody>
<tr>
<td>5b</td>
<td>Others</td>
<td>□</td>
<td>□</td>
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<tr>
<th>Intellectual property</th>
<th>Description</th>
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### 6 PUBLIC STATEMENTS AND POSITIONS

Within the past 5 years, have you provided any expert opinion or testimony in the field of activity of the expert group/sub-group in question, for a legal entity or other body as part of a regulatory, legislative or judicial process? Have you held an office or other position, paid or unpaid, where you represented interests or defended an opinion in the field of activity of the expert group/sub-group in question?

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<th>Yes</th>
<th>no</th>
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<tr>
<th>6a</th>
<th>For a legal entity or other body as part of a regulatory, legislative or judicial process</th>
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<th>□</th>
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<tr>
<td>6b</td>
<td>Represented interests or defended an opinion</td>
<td>□</td>
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### 7 INTERESTS OF IMMEDIATE FAMILY MEMBERS

To your knowledge, are there any interests of your immediate family members which could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?

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<th>Yes</th>
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<tr>
<th>Interests</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
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</table>
If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in the DOI and to provide them with the privacy statement attached to the guidance for filling in this DOI, and this at the latest when you file the DOI form with the Commission.

8 OTHER RELEVANT INFORMATION

8a Are there any other elements that could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?

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<th></th>
<th>yes</th>
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Description:

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I hereby declare on my honour that I have read the guidance for completing this form. I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

Should there be any change to the above information, including as regards upcoming activities, I will promptly notify the competent Commission department and complete a new DOI form describing the changes in question.

I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EC) N° 45/2001.

Date: _______________ Signature: ________________________________

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Your DOI form shall be kept by DG ENV and not be made publicly available, as long as you are appointed as member of the group in a personal capacity.