



EUROPEAN
COMMISSION

CALL FOR APPLICATIONS TO SELECT MEMBERS OF THE EUROPEAN SUSTAINABLE SHIPPING FORUM

1. BACKGROUND

By Decision¹ of 24 September 2013, the Commission has set up the group of experts on maritime transport sustainability - the European Sustainable Shipping Forum (ESSF).

The task of the ESSF is to assist the Commission in implementing the Union's activities and programmes aimed at fostering sustainable maritime transport, including fuel efficiency. The ESSF provides a platform for structural dialogue, exchange of technical knowledge, cooperation, and coordination between the Commission, EU Member States, EFTA countries, and relevant maritime industry's stakeholders.

The Commission is therefore calling for applications with a view to selecting members of the ESSF specified in Article 4(2) point 2 of the Decision.

2. FEATURES OF THE GROUP

2.1. Composition

In accordance with Article 4 of the above Commission Decision, members of the group shall be European Union (EU) Member States' maritime transport authorities and public and/or private organisations² active in maritime transport related areas as enumerated in Article 4(2), point 2 of the Decision.

The group of experts shall consist of maximum 60 members and shall be chaired by a representative of the Commission.

2.2. Terms of the appointment

Members shall be appointed until 31 December 2015 and shall remain in office until that time unless their term of office ends in accordance with Article 4, paragraph 7 of the Decision. Their term may be renewed if the Commission will extend the duration of the Decision.

¹ Commission Decision of 24.9.2013 on setting-up the group of experts on maritime transport sustainability – The European Sustainable Shipping Forum (ESSF) - C(2013) 5984 final

² Including companies, associations, Non-Governmental-Organisations, trade unions, universities, research institutes.

2.3. Confidentiality

The members of the group shall respect the conditions of confidentiality mentioned in Article 5 paragraph 4 of the Decision.

2.4. Transparency

Data on members and personal data shall be treated in accordance with Article 4 paragraphs 8 and 9 of the Decision.

2.5. Attendance at meetings

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

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

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

3. APPLICATION PROCEDURE

Interested applicants for membership according to Article 4 (2) point 2 of the Decision 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 chapter 4.2 of this call, sent at the latest by the deadline referred to thereafter. All the above mentioned documents should be duly filled in, legible, signed and numbered sequentially. All the documents mentioned above 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 of the CV in English.

The application must also clearly specify the stakeholder category for which the application is made (see Appendix 1) and must clearly indicate the name and references of the organisation and include the necessary documentation. All applying organisations must propose their representative(s), and provide for each of them individual information. Supporting documents (e.g. publications) might be requested at a later stage.

3.1. Deadline for application

The duly signed and scanned applications must be sent not later than 18 October 2013 to the following e-mail address: MOVE-ESSF@ec.europa.eu , the date of the e-mail will be the date of sending.

4. REQUIREMENTS

4.1. Selection Criteria

The Commission will take the following criteria into account when assessing applications (points will be given during the assessment as follows):

- (a) criterion 1 - representativeness, market share and socio-economic impact of the organisation in the maritime transport domain at EU level, (maximum 10 points);
- (b) criterion 2 - scope of competence and experience of the organisation in maritime transport sustainability areas as specified in the Commission staff working document "Sustainable Waterborne Transport Toolbox"³, (maximum 5 points);
- (c) criterion 3 - experience and hierarchical position of the proposed representative(s) as well as their knowledge of the English language, (maximum 5 points);

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

4.2. Supporting evidence

Each application shall include the following supporting document:

- (1) a cover letter explaining the motives for answering this call
- (2) a stakeholder category declaration form (appendix 1)
- (3) a selection criteria form (appendix 2) clearly documenting the professional experience and expertise as against the criteria listed in 4.1.
- (4) a curriculum vitae (CV), preferably not exceeding three pages and in English, where applicants must document their professional experience and expertise in full. The CV should also contain information on the following aspects:
 - (a) the organisation for which the applicant is working, the length of time he/she has worked there, and the position and level of responsibility held there.
 - (b) other authorities/organisations, for which he/she has worked in the past.
 - (c) his/her specific competences, notably in relation to the relevant EU maritime transport related area.
 - (d) the specific projects and or tasks he/she has been involved in.

³ SEC (2011)1052 final

- (e) any work that he/she has published on EU maritime transport.
- (f) any experience he/she has acquired at EU and international level.
- (g) his/her major professional challenges foreseen in the near future.
- (h) any interests that he/she has, which may prejudice his or her independence.

All CVs should be submitted in the European format (see appendix 3): <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

5. SELECTION PROCEDURE

The selection procedure will consist of an assessment of the applications against the criteria (points will be given as set out in 4.1 and added for each applicant), followed by the establishment of a list of most suitable applicants in each stakeholder category (based on total points in descending order), and concluded by the appointment of the members of the group and their representatives, as well as possible alternates. In the selection process the Commission will also endeavour to strike a balance within the ESSF in terms of representativeness of applicants, gender and geographical origin⁴.

Information on the results of the call for applications will be published at least on the Internet site of DG MOVE.

6. MEETINGS EXPENSES

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.

Working language for both documents and meetings will be English.

For any further information, please contact:

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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).