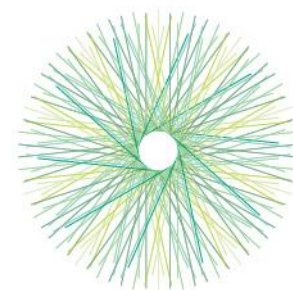


# Call for coordinating experts and main facilitators

OCTOBER 2019



eip-agri  
AGRICULTURE & INNOVATION

## Call for interest: would you like to contribute to the EIP-AGRI as a temporary consultant for the EIP-AGRI Service Point?

The EIP-AGRI Service Point is looking for **coordinating experts** for [EIP-AGRI Focus Groups](#), and for both **coordinating experts** and **main facilitators** for a number of [workshops](#) and [seminars](#). The Focus groups and events will cover a range of topics (see below). If you are interested then please [complete this application form](#) and submit your Europass CV.

**The deadline for applications is 9 December 2019, 23:59 hrs Brussels time.**

*Please note that you will need to apply separately for every specific topic. For those who have applied to the call for experts published last year, you will need to apply again to be sure that your CV will be taken into consideration. Your application will only be considered for EIP-AGRI Focus Groups and events to be held between February 2020 and February 2021. You may be invited to supply further information by the Service Point if needed, but there is no guarantee that you will be contacted.*

*Applicants for coordinating experts of EIP-AGRI Focus Groups are invited to also apply for the call for experts of the relevant Focus Group that will be published at the end of 2019.*

### Topics

The topics of the activities can cover a wide range of issues related to the agricultural productivity and sustainability.

In particular, topics envisaged for activities in 2020 include:

- Resource management:
  - o Combining wildlife with improving agricultural production
  - o Growing industrial crops for non-food use, while not replacing food crops
  - o Reducing the use of plastics in agriculture
  - o Interactive innovation for the challenges of the forestry sector
  - o Sustainable management of soils for soil health and climate change
- Farm resilience:
  - o Sustainable beef production
  - o Climate-smart (sub)tropical food crops in the EU outermost regions and the continental EU: crop diversification and integrated crop-livestock systems to make farming systems more climate resilient and economically viable
  - o New strategies towards carbon-neutral agriculture
- Capacity building and digitisation:
  - o Agricultural Knowledge and Innovation Systems (AKIS) under the Common Agricultural Policy 2021 – 2027.

### Tasks

**Coordinating experts** should have a very good EU-wide knowledge of the topic for which they are applying. They are contracted by the EIP-AGRI Service Point, and they will be required to draft documents in English on

their topics of expertise. The text should be easy to read and clear for non-expert professionals. They should also be able to effectively communicate and interact in English. They will work with experts from different backgrounds and contribute to designing interactive meetings. They will also be required to draft the final report within the agreed timeframe.

**Main facilitators for EIP-AGRI events** contracted by the EIP-AGRI Service Point will be required to cooperate with the organising team to draft the programme for the event, to act as main moderator in plenary sessions and as one of the facilitators in breakout sessions. They will also be requested to guide the team of facilitators prior to, and during the event. Finally, they may also be requested to be the main contributor to the final report of the event.

**More information on the [tasks of coordinating experts in Annex1](#) and [main facilitators in Annex 2](#).**

## Applications and selection criteria

All applicants will be required to **complete this application form**, providing their contact details, areas of expertise, motivation, and illustrating their experience in the specific topics they are applying for.

For **coordinating experts** – we will be looking at your experience in:

- Writing texts in English for a professional, non-specialist audience
- Working as part of a team – selected experts will be required to cooperate with the permanent staff of the Service Point and representatives of the European Commission, and so they need to demonstrate excellent capacity for teamwork
- Very good command of the English language since this will be the working language throughout preparations and during the event itself
- Preparing the programme for events which allow participants to effectively share their knowledge, such as EIP-AGRI **workshops, seminars** and **Focus Groups**
- Interacting with experts from different backgrounds, such as farmers, foresters, advisers, people working in agribusiness, officials from public administrations, and researchers
- Reflecting a range of views in a discussion paper and/or in a concise final report.
- Delivering the final report on time.

For **main facilitators** - we will be looking at your experience in:

- Working as part of a team – selected experts will be required to cooperate with the permanent staff of the Service Point and representatives of the European Commission, and so they need to demonstrate excellent capacity for teamwork
- Preparing the programme for interactive sessions, such as EIP-AGRI **workshops** and **seminars**, which allow participants to effectively share their knowledge
- Moderating events and facilitating interactive sessions involving experts from different backgrounds, such as farmers, foresters, advisers, people working in agribusiness, officials from public administrations and researchers
- Very good command of the English language since this will be the working language throughout preparations and during the event itself
- Writing texts in English for a professional, non-specialist audience
- Reflecting the event and its main conclusions in a concise final report
- Experience in specific agricultural / forestry professional fields, such as the topics mentioned above, would be an asset.

All application forms which have been fully completed and submitted before the **deadline of 9 December 2019, 23:59 hrs Brussels time** will be reviewed and evaluated, based on the criteria listed above.

## Remuneration

Selected experts will be paid 450€ per day, and the number of days will be specified in their contract (consulting contract). The number of days will depend on the given task. Travel and accommodation incurred by the experts in the context of the assignment will be covered by the EIP-AGRI Service Point.



## Annex 1: Examples of possible tasks for coordinating experts (Focus Groups and workshops/seminars)

### EIP-AGRI workshops and seminars

Contributing to preparations for the event:

- Developing the concept and roadmap
- Developing the programme, including identifying specific examples and speakers
- Developing questions for discussions e.g. in breakout groups
- Drafting preliminary information for participants

Participating in the overall facilitation of the event:

- Coordinating with the facilitation team to ensure that the results are properly collected
- Moderating plenary sessions and facilitating breakout sessions if needed
- Contributing to the facilitation process of the interactive sessions (coordinating expert)

Contributing to reporting:

- Drafting short web articles to be published via several communication channels
- Drafting the final report
- Contributing to the evaluation of the workshop or seminar

All of these tasks will be done in collaboration with the other Service Point and European Commission staff involved.

### EIP-AGRI Focus Groups

Generally, the coordinating expert contributes to the preparation of the EIP-AGRI Focus Group meetings, including preparing the roadmap (deliverable 1), drafting the agenda, drafting the discussion document, proposing the location and the field visits. These tasks are carried out in close co-operation and coordinated with the members of the EIP-AGRI Service Point and DG AGRI involved. The coordinating expert will provide a supportive role to the meetings and will contribute to the final report of the EIP-AGRI Focus Group.

#### 1. Tasks during the preparation of the 1<sup>st</sup> meeting;

- **Focus Group Charter Deliverable 2:** Starting paper (also known as discussion paper) for the first Focus Group meeting, clearly identifying points of discussion for the EIP-AGRI Focus Group meeting. This paper will be based upon the list of minimum topics for the EIP-AGRI Focus Group received from DG AGRI. These topics are to be further elaborated by the coordinating expert and formalised in the discussion paper(s).
- **Focus Group Charter Deliverable 3:** The coordinating expert, with the support of the EIP-AGRI Service Point and in agreement with DG AGRI, prepares the draft agenda for the 1st Focus Group meeting.

#### 2. Tasks during the 1<sup>st</sup> meeting of the Focus Group:

- Together with DG AGRI and the EIP-AGRI Service Point, facilitate the meeting process, and guide the discussions towards achieving the required outputs. Ensure that all participants are able to contribute fully to the process and outputs, together with DG AGRI and the EIP-AGRI Service Point staff.
- Ensure that meeting results are properly documented.

#### 3. Tasks after the 1<sup>st</sup> meeting of the Focus Group:

- **Focus Group Charter Deliverable 4:** Collect and analyse "mini-papers" provided by members of the Focus Group.
- **Focus Group Charter Deliverable 5:** Contribute to the meeting's minutes, which are subject to approval by DG AGRI, and sent for comments to all participants of the meeting within two weeks after the meeting date.

**4. Tasks during the preparation of the 2<sup>nd</sup> meeting;**

- **Focus Group Charter Deliverable 3:** The coordinating expert, with the support of the EIP-AGRI Service Point and in agreement with DG AGRI, prepares the draft agenda for the 2<sup>nd</sup> Focus Group meeting.
- **Focus Group Charter Deliverable 4:** finalise the collection and analysis of the “mini-papers” provided by members of the Focus Group.

**5. Tasks during the 2<sup>nd</sup> meeting of the Focus Group:**

- Together with DG AGRI and the EIP-AGRI Service Point, facilitate the meeting process, and guide the discussions towards achieving the required outputs.
- Ensure that all participants are able to contribute fully towards the process and outputs, together with DG AGRI and the EIP-AGRI Service Point staff.
- Ensure that meeting results are properly documented.

**6. Tasks after the 2<sup>nd</sup> meeting of the Focus Group:**

- **Focus Group Charter Deliverable 5:** Contribute to the meeting’s minutes, which are subject to approval by DG AGRI, and sent for comments to all participants of the meeting within two weeks of the meeting date.
- **Focus Group Charter Deliverable 6:** Contribute to the report that includes all the meeting results and which after DG AGRI approval is then circulated to the members of the Focus Group. This document includes deliverables 1 – 5, the project and best practice info sheets and, depending on the maturity of the discussions of the Focus Group, it provides a synthesis of the work done so far. Where applicable, it outlines the next steps of the EIP-AGRI Focus Group's work.
- **Focus Group Charter Deliverable 7:** Draft the final outcome report which should pay particular attention to formulating specific issues that could be taken up by Operational Groups in the sense of Article 56 of the rural development regulation 2014 – 2020. It also summarises the gathered knowledge and best practices (following the established template and the objectives of the Focus Group) and lists its sources - lessons learnt, audio-visual material, further recommendations, ideas for dissemination etc.

[See Focus Group Charter](#)

## Annex 2: examples of tasks for main facilitators (workshops and seminars)

Contributing to preparations for the event:

- Developing the concept and roadmap
- Developing the programme, including identifying specific examples and speakers
- Developing questions for discussions e.g. in breakout groups
- Drafting preliminary information for participants

Participating in the overall facilitation of the event:

- Coordinating the facilitation team`s work, including a preparation meeting with all the facilitators
- Coordinating with the facilitation team to ensure that the results are properly collected
- Moderating plenary sessions and facilitating breakout sessions (as main facilitator)

Contributing to reporting:

- Drafting short web articles to be published via several communication channels
- Drafting the final report
- Contributing to the evaluation of the workshop or seminar

All of these tasks will be done in collaboration with the other Service Point and European Commission staff involved.