



EUROPEAN
COMMISSION

CALL FOR APPLICATIONS FOR THE SELECTION OF ORGANISATIONS MEMBER OF THE DIGITAL TRANSPORT AND LOGISTICS FORUM

1. BACKGROUND

By Decision¹ of 9 April 2015, the Commission has set up the group of experts on Digital Transport and Logistics (hereinafter referred to as "the DTLF").

The task of the DTLF is to assist the Commission in implementing the Union's activities and programmes aimed at fostering more efficient exchange of electronic information in transport and logistics, with the objective of removing technical, operational and administrative barriers between and within transport modes. The DTLF provides a platform for structural dialogue, exchange of technical knowledge, cooperation, and coordination between Member States, and relevant transport and logistics stakeholders. The DTLF's field of application will be focused on freight transport and logistics, taking into account interactions with traffic management systems.

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

2. FEATURES OF THE DIGITAL TRANSPORT AND LOGISTICS FORUM

2.1. Composition

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

The DTLF shall consist of maximum 110 members and shall be chaired by a representative of the Commission.

¹ Commission Decision of 9 April 2015 on setting-up the Digital Transport and Logistics Forum - C(2015)2259 final

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

2.2. Terms of the appointment

Members shall be appointed until 30 June 2018 and shall remain in office until that time unless their term of office ends in accordance with Article 4, paragraph 6 of the Decision. Their term may be renewed if the Commission extends the duration of the Decision.

2.3. Confidentiality

The members of the DTLF shall respect the conditions of confidentiality mentioned in Article 5 paragraph 6 of the Decision.

2.4. Data protection

Personal data will be processed in accordance with Directive 95/46 and Regulation 45/2001.

In particular, each person whose data are processed has the right to access to and to rectify the data concerning him or her, according to articles 13 to 16 of the Regulation.

2.5. Attendance at meetings

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

The DTLF 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 paragraph 2(b) 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 languages 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 **17 May 2015** to the following e-mail address: MOVE-DIGITAL-TRANSPORT@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 transport and logistics domain at EU level, (maximum 10 points);
- (b) criterion 2 - scope of competence and experience of the organisation in transport and logistics areas as specified in Appendix 1, (maximum 10 points);
- (c) criterion 3 - experience and hierarchical position of the proposed representative(s) as well as their knowledge of the English language, (maximum 10 points);

In addition, the DTLF members must be nationals of a Member State of the European Union or, if appropriate, of an acceding country or a European Free Trade Agreement (EFTA) 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 (template in appendix 3), 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 transport and logistics related area.

- (d) the specific projects and or tasks he/she has been involved in.
- (e) any work that he/she has published on relevant EU transport and/or logistics area.
- (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 DTLF and their representatives, as well as possible alternates. In the selection process the Commission will also endeavour to strike a balance within the DTLF in terms of representativeness of applicants, gender and geographical origin³.

Information on the results of the call for applications will be published on the Internet site of DG MOVE and the applicants will be informed by email on the results.

6. MEETINGS EXPENSES

Members will receive no remuneration for their duties, and no reimbursement of travel and subsistence expenses by the Commission.

Working language for both documents and meetings will be English.

For any further information, please contact MOVE-DIGITAL-TRANSPORT@EC.EUROPA.EU

³ 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).

Appendix 1: Organisations declaration form⁴

I hereby declare the following:

1. This application for participation in the Digital Transport and Logistics Forum is made by **an organisation⁵** as defined in Article 4 paragraph 2(b) of the Commission Decision.

2. The organisation is active in the following area: *(please select only one option - obligatory)*

- a) shippers and consignees
- b) modal transport operators, from all transport modes (road, rail, maritime, aviation, inland waterways)
- c) freight forwarders or third/fourth party logistics, including trusted third parties for collaboration purposes
- d) logistics platforms and terminal managers, including ports
- e) transport infrastructure / network managers, from all transport modes, including urban authorities
- f) standardisation organisations
- g) research and innovation organisations
- h) information technologies professionals, including software developers
- i) social partners, especially trade unions
- j) banks and insurances
- k) associations addressing environmental questions in the transport domain.

I agree to the conservation of my application file for the purpose of setting up a reserve list to be used in case a representative needs to be replaced. *(optional – please tick the box if you agree)*

Name and details of the organisation:

Date:

Signature of the authorized representative

⁴ This form must be filled in, signed and returned with the application

⁵ In the broad sense of the word including companies, associations, Non-Governmental-Organisations, trade unions, universities, research institutes.

Appendix 2: Selection criteria form⁶

<p>Criterion 1) Representativeness, market share and socio-economic impact of the organisation in the transport and logistics domain at EU level</p>	
<p>Criterion 2) Scope of competence and experience of the organisation in transport and logistics areas as specified in Appendix 1.</p>	
<p>Criterion 3) Experience and hierarchical position of the proposed representative(s) as well as their knowledge of the English language.</p>	

Verifiable and as much as possible quantified evidence supporting the assessment made in the table above shall be submitted together with the application, such as:

- annual turnover for the last two financial years of the organisation and other relevant KPIs (employment, market shares, etc.),
- list of relevant activities / projects carried out by the organisation in the transport and logistics domain in the past three years,
- CV (indicating amongst others education, work experience, hierarchical position in the organisation, and knowledge of English), etc.

Organisation:

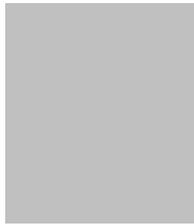
Date:

Signature of the authorized representative

⁶ This form must be filled in, signed and returned with the application

Appendix3: Curriculum vitae

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF
(or other) level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with name of language certificate. Enter level if known.

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with name of language certificate. Enter level if known.

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	Replace with your communication skills. Specify in what context they were acquired. Example: ▪ good communication skills gained through my experience as sales manager
Organisational / managerial skills	Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: ▪ leadership (currently responsible for a team of 10 people)
Job-related skills	Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: ▪ good command of quality control processes (currently responsible for quality audit)
Computer skills	Replace with your computer skills. Specify in what context they were acquired. Example: ▪ good command of Microsoft Office™ tools
Other skills	Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example: ▪ carpentry
Driving licence	Replace with driving licence category/-ies. Example: ▪ B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Presentations	
Projects	
Conferences	
Seminars	
Honours and awards	
Memberships	
References	

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.