



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

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DG CNECT

CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF EXPERTS FOR "CONNECT ADVISORY FORUM FOR ICT RESEARCH AND INNOVATION" (CAF)

1. Background

Directorate General for Communications, Networks, Content and Technology (DG CONNECT) has decided to establish a group of experts to get advice about the orientations to be adopted in the design of research and innovation activities and initiatives dealing with Research and Innovation in ICT (communication networks, computing systems, digital content and related technologies). This group will be called "CONNECT Advisory Forum for ICT Research and Innovation" (CAF)

The Commission is therefore calling for expressions of interest with a view of creating a list of experts that will participate to this advisory forum. The group shall consist of 25-30 members that will be representative of the broad constituency of ICT stakeholders, including not only industry and research actors but also representatives of civil society.

The upcoming framework programme for research and innovation Horizon 2020 provides the context under which this advisory role will be carried out, however the group should also take into account both the overarching H2020 challenges (innovation, societal challenges, responsible innovation, etc.) and the broader policy context within which the implementation of Horizon 2020 will be taking place – Europe 2020 goals, Digital Agenda for Europe, Innovation Europe etc.

DG CONNECT's role in the implementation of Horizon 2020 is extensive and cuts across the three priorities "scientific excellence", "industrial leadership" and "societal challenges". Given the pervasiveness of ICT, the CAF is uniquely positioned and therefore explicitly tasked to advise on the linkages and coherence of the ICT across all the three priorities of H2020.

The advisory role of the CAF goes beyond "informing" DG CONNECT's understanding of the future of ICT research and innovation and shaping the choice of EU's priorities in this area. The CAF will be also an instrument for soliciting and assimilating signals from across the society on all the ICT dimensions of H2020. It will support outreach and strengthening of DG CONNECT's dialogue with a wider group of stakeholders.

The CAF will articulate its intervention with other stakeholder structures (e.g. ETPs, PPPs). This would be a two way dialogue – its global vision would help to structure and give coherence to the road mapping activities of these groups, while the understanding of the

prospects offered by developments in various ICT domains as well as the challenges to overcome should help to designing coherent and illustrative scenarios of the future.

2. Composition of the group

The advisory group will be composed of 25-30 individual experts and representatives of public and private organisations (universities, research, industry) having a prominent role in ICT-related activities as well as representatives of civil society organisations concerned by this matter.

The members of the group will be designated in accordance with the Commission rules on expert groups¹. More specifically they may be:

- individuals appointed in their personal capacity – i.e. experts with outstanding knowledge in their areas acting independently and in the public interest, who cannot represent collective interests nor being affiliated with private organisations which may benefit from the work of the group;
- individuals appointed to represent a common interest shared by stakeholders in a particular policy area; they shall not represent an individual stakeholder, or
- organisations, in the broad sense of the word including companies, associations, Non-Governmental-Organisations, trade unions, universities, research institutes, international organisations.

The applicants selected to constitute the CAF cannot be involved in the following activities:

- be charged with assisting the Commission in evaluating proposals and monitoring projects in the implementation of activities in the area of research and technological development
- act as advisors or delegates of the or representatives of Member States in the Programme Committees of the European Union

In order to ensure the broader representativeness needed to engage in the debate about the future of research and innovation in ICT a wider group of stakeholders, the appointed members shall cover the following profiles:

- Members more focused on the **technological aspects of ICT**, with a strong presence of **industry** representatives, including well-established companies and **innovative SMEs** in the ICT sector.
- Members with relevant expertise in multi-disciplinary, long-term, **transformative frontier research** addressing activities dealing with future and emerging technologies.
- Members with a **multidisciplinary** background reflecting an **ICT perspective of the societal challenges** with the purpose of furthering cross-fertilisation of ideas between an application/innovation-minded perspective and the ICT "technologists".
- Members representing **ICT market development and governance** actors playing a role in the dissemination and take-up of new technological developments and having an influential role in the adoption and wide deployment of new ICT-based products and services

¹ Commission communication establishing the Framework for Commission Expert Groups (C(2010) 7649 / SEC(2010) 1360).

- **Members representing the views of civil society** – i.e. organisations and individuals that present citizens' expectations and concerns about the role of ICT in the construction of the future specially on topics such as technology and society, education and jobs, privacy, quality of life.

Appointment

The members of the CAF will be appointed by the Director General of DG CONNECT from the expression of interest as described above. The mandate of the members will be for a maximum period of 2 years renewable. The Chair of the Advisory Form will be designated by DG CONNECT among the members forming the Forum. In order to ensure some continuity the Chair will be invited to become Vice-Chair at the end of his/her mandate.

Members who are no longer capable of contributing effectively to the deliberations of the CAF, who resign or who no longer fulfil the conditions that established their selection may be replaced for the remainder of their mandate.

3. Rules of engagement

The CAF will be meeting 2 to 3 times a year in plenary meetings with all its members to discuss the general orientations and the documents that will be prepared in "working groups" dealing with more specific topics. These "working groups" will be composed of a sub-set of members of the CAF and should be so managed as to feed DG CONNECT needs over time. DG CONNECT may invite experts external to the CAF with specific competence in a subject on the agenda to participate in the work of the group or working group on an ad-hoc basis.

As a general rule, working documents will be drafted in English and meetings will be also conducted in English, therefore a good knowledge of the English language is a fundamental pre-requisite for all applicants.

Applicants should be prepared to attend meetings systematically, to examine and provide comments on documents under discussion, to contribute actively to discussions in the group and the preparation of working documents, and to act, as appropriate, as "rapporteurs" on an ad-hoc basis. Applicants should also take into account that meetings generally involve preparatory work.

DG CONNECT will make public all relevant information and documents about the CAF either by publishing it in the Register of expert groups² or by providing a link from the Register to a specific website.

Exception to systematic publication applies only where disclosure of a document would undermine the protection of a public or private interest as define in Article 4 of Regulation EC 1049/2001³.

² Members who do not wish to have their names disclosed may apply for derogation from this rule. The request not to disclose the name of a member of an expert group shall be considered justified whenever publication could endanger his or her security or integrity or unduly prejudice his or her privacy

³ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

Personal data will be collected, processed and published in accordance with the provisions of Regulation (EC) No 45/2001⁴.

Members of the CAF as well as members' representatives and invited experts shall comply with the obligations of professional secrecy laid down by the Treaties and their implementation rules, as well as with the Commission's rules on security regarding the protection of EU classified information⁵. Should they fail to comply with these obligations DG CONNECT may take all the appropriate measures.

4. Application procedure

Each application may be completed in one of the official languages of the European Union. However, applications in English are encouraged as they facilitate the evaluation procedure. If another language is used, it would be desirable to include a summary of the CV in English.

Applicants must clearly indicate whether the application is made for an individual in their personal capacity, individuals appointed to represent a common interest shared by stakeholders or for an organisation. Applicants are also asked to indicate which group ("technological aspects of ICT", "transformative frontier research", "ICT perspective of societal challenges", "ICT market development and governance", "civil society" - see section 2) best describes their profile.

The applications from individuals must also include an informative overview of the applicant's professional experience and expertise by means of a curriculum vitae⁶ and, if appropriate a letter in support of their application. Regardless of whether you apply as individuals, representatives of collective interests or as organisations, DG CONNECT expects that the background, expertise, experience and level of seniority of the applications will be commensurate with the high prominence of advisory tasks assigned to the CAF.

For collective interests and organisations the application must indicate the respective name and references as well as the pertinent information of the designated representative (i.e. respective curriculum vitae – as stated for individual applications).

Each application should include the following information:

- In which capacity the application is being made (individual, representative of a collective interest or organisation)
- The profile of the applicant (for collective interests and organisations this should reflect also the designated representative)
- The name of the applicant (for organisations this corresponds to the name of the organisation)

⁴ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 (OJ L 8 of 12.1.2001, p. 1).

⁵ Commission Decision 2001/844/EC, ESC, Euratom of 29 November 2001 amending its internal Rules of Procedure - <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:317:0001:0001:EN:PDF>

⁶ The use of the European format for the curricula vitae is highly recommended. The template is available for download at <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

- For collective interests a brief description of which interests are represented (representativeness)
- For organisations a brief description of its activity and size (n° employees, annual turnover)
- The authority/organisation for which the applicant has been working and the length of time he/she has worked there.
- Other authorities/organisations, for which he/she has worked in the past.
- His/her specific competences including language skills
- The specific projects and or tasks he/she has been involved in.
- Any works that he/she has published
- Any experience he/she has acquired at EU and international level.
- His/her major professional challenges foreseen in the near future.
- Any interests that he/she has, which may prejudice his or her independence

When an organisation is applying, it shall designate its representative and provide his / her curricular details as specified above for applications from individuals. The selection will be made on the basis of the qualifications of the proposed representative.

In order to participate in the meeting discussions and in the drafting of documents makes an adequate knowledge of the English language a general pre-requisite for all the applicants.

Members of the group of experts must be nationals of a Member State of the European Union or, if appropriate, of an acceding country or a European Economic Area country or a state which has signed an association agreement or a third country.

Deadline for application

The applications for the initial composition of the CAF must be sent by 26th October 2012. However, applications received until the 31st July 2014 will be considered for the replacement of resigning members and the overall renewal of CAF at the end of the mandate.

The date of sending will be established as follows:

- Where applications are sent by e-mail to the address CNECT-CAF@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 CONNECT, Unit F3 secretariat, B-1049 Brussels, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, DG CONNECT, Unit F3 secretariat – Av. De Beaulieu 25 (02/164), Brussels, the date on the receipt given upon delivery will be considered the date of sending.

Please see in section 5 the criteria for selection of applications and the establishment of the reserve list.

5. Selection

The Commission will take the following criteria into account when assessing applications:

- proven competence and experience of the individual applicants or, for the applications from organisations their designated representatives, including at European and/or international level, in areas relevant to the mandate of the group;
- the need to strike a balance within the group of experts in terms of representativeness of applicants, gender, age and geographical origin;
- adequate knowledge of the English language allowing applicants to participate actively in the discussions within the CAF and the drafting of documents

DG CONNECT shall establish a reserve list of suitable candidates that may be used to appoint replacements. This list will be updated regularly on the basis of new applications. DG CONNECT shall ask applicants for their consent before including their names in the list.

6. Logistical and operational aspects

The CAF shall meet in Brussels on Commission premises or in another place announced in accordance with the procedures and schedule established by the Commission.

The activities of the CAF will be supported by a secretariat put in place by DG CONNECT.

Travel and subsistence expenses incurred by participants in the activities of the CAF shall be reimbursed by the Commission in accordance with the provisions in force at the Commission within the limits of the available budgetary appropriations. Participants in the activities of the CAF shall not be remunerated for their duties.

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