Notice of a call for applications for external speakers

B-Brussels: Youth, civil society, communication — Visits, traineeships, partnerships with civil society

(2001/C 145/09)

1. Contracting authority

European Commission, Directorate-General for Education and Culture (DG EAC) — Youth, civil society, communication — Visits, traineeships, partnership with civil society (visits sector), Rue de la Loi/Wetstraat 200, VM-18 — 1/15, B-1049 Brussels. Tel. (32-2) 299 23 18, fax (32-2) 299 45 77.

2. Call for applications

Natural or legal persons wishing to apply for inclusion on one or several lists are invited to do so in accordance with the provisions of this notice.

The contracting authority will include on one or several lists all applications meeting the criteria in point 7 below.

3. (a) Description of the subjects covered by this call for applications

The Commission is carrying out an active information and communication policy on European integration and various Community policies and activities. Within this context, DG EAC is responsible for the implementation of information and communication activities for groups undertaking an organised visit to the Commission, comprising groups of general public visitors and priority groups of important information multipliers. Within this framework of visits organised for groups of visitors, DG EAC requires enthusiastic external speakers to provide general presentations on the European Union (history, treaties, Community institutions and their functions, Community policies, major European themes, topical issues and future perspectives, etc.).

Following this call for applications, lists of suitable candidates will be established in the following categories:

**List 1: Presentations for the general public and priority groups**

— sublist 1.1: in French,

— sublist 1.2: in English,

— sublist 1.3: in German,

— sublist 1.4: in Danish,

— sublist 1.5: in Swedish,

— sublist 1.6: in Finnish,

— sublist 1.7: in Italian,

— sublist 1.8: in Dutch,

— sublist 1.9: in Spanish,

— sublist 1.10: in Portuguese,

— sublist 1.11: in Greek.

List 2: General presentations to be provided for groups of visitors (general public/priority groups) in the languages of the countries applying for membership of the European Union

Within each of these lists, two subcategories will be drawn up:

— subcategory (a) for less experienced speakers who possess a certified university degree but have had less than one year's experience in relevant public speaking,

— subcategory (b) for experienced speakers who possess a certified university degree as well as a minimum of one year's experience in relevant professional public speaking.

(b) Type of contract

The contract will be for the provision of services. Fixed-price payments per presentation given will be made as follows:

— less experienced speakers (subcategory a), will be paid at a flat rate of EUR 130 net per presentation. Extra costs, such as travel expenses, are not paid,

— experienced speakers (subcategory b), will be paid at a flat rate of EUR 155 net per presentation. Extra costs, such as travel expenses, are not paid.

4. The place of provision of services will, in all cases, be Brussels.

5. The lists drawn up on the basis of this call for applications will remain valid for three years from the date of dispatch of this notice to the Office for Official Publications of the European Communities, as indicated in point 12 below.
6. Applications must be submitted to the following address:

European Commission, Directorate-General EAC — Youth, civil society, communication — Visits, traineeships, partnership with civil society (visits sector), Rue de la Loi/Wetstraat 200, VM-18 — 1/15, B-1049 Brussels. Tel. (32-2) 299 23 18, fax (32-2) 299 45 77.

The envelope must be marked: ‘Call for applications DG EAC/External speakers’.

7. Applications must be made in one of the official languages of the European Community. They can either be sent by post or lodged with the secretariat of the unit mentioned in point 6.

They must include:

(a) Please note that applicants must state if they are a natural or legal person and must indicate the list(s) and subcategories for which the applicant is qualified and the working languages he or she uses.

(b) (i) For legal persons: one or more documents providing evidence of the applicant’s economic and financial capacity; this evidence must include proof of legal status, proof of social welfare coverage and one or more of the following:

— bank declarations,
— balance sheets or balance sheet extracts,
— a declaration of overall turnover in respect of the last 12 months.

(ii) For natural persons: all of the following: evidence of status as a self-employed person, proof of social welfare coverage, VAT number or, where appropriate, evidence of tax status.

(c) Evidence of the applicant’s ability and experience in the selected field(s). Legal persons applying must supply the service provider’s curriculum vitae, with an indication of their educational and professional qualifications. Certified copies of educational diplomas obtained must be supplied with the application.

Natural persons must supply their curriculum vitae with an indication of their educational and professional qualifications. Certified copies of educational diplomas obtained must be supplied with the application.

Applicants should note that speakers must be fluent in at least one official language of the European Union or be fluent in at least one official language of the applicant countries. They must have excellent communication skills and a flair for public speaking.

The attention of applicants is drawn to the fact that there is no obligation to submit a separate application dossier for each list which has been applied for.

Applicants who fail to provide any of the documentary evidence specified will not be included on any of the lists.

Applications submitted by fax or e-mail will not be accepted. Applicants must pay their own application submission costs.

8. This call for applications will be held open to enable interested parties to apply for inclusion on the list(s) at any time.

Applicants must keep the Commission informed of any change in their situation (for example address, bank account, VAT registration number, etc.) to enable their applications to be kept fully up to date.

Applicants will be informed of the outcome of their application.

9. Other information

Applicant speakers may be required to give at least one presentation, which will not be remunerated and which will be monitored by a representative of the awarding authority who will assess the quality of the service rendered.

The awarding authority may then, at its discretion, enter the applicant on the relevant list(s).

Speakers entered on the relevant lists are expected to keep themselves up to date about European Union affairs and policies.

10. For more details, please contact:

The European Commission, Directorate-General EAC — Youth, civil society, communication — Visits, traineeships, partnership with civil society (visits sector), Rue de la Loi/Wetstraat 200, VM-18 — 1/15, B-1049 Brussels. Tel. (32-2) 299 23 18, fax (32-2) 299 45 77.
