

Call for expressions of interest EACEA/07 for the establishment of a list of experts to assist the Education, Audiovisual and Culture Executive Agency⁽¹⁾ in the framework of the management of the Community programmes in the fields of education, audiovisual, culture, youth and citizenship

(2008/C 67/09)

1. Introduction

On 8 February 2007, the Commission adopted Decision 2007/114/EC. This Decision amends Commission Decision 2005/56/EC setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture (hereinafter referred to as 'the Agency'), and extends the Agency's lifespan till 2015.

The Agency has its own legal identity and is located in Brussels. Its mission is to implement, under the control of the Commission, a number of strands of more than 15 Community funded programmes and actions in the fields of education and training, active citizenship, youth, audiovisual and culture, as well as the information network on education in Europe, Eurydice. The Agency is in charge of the main management aspects of the programme strands for which it is responsible, including drawing up calls for proposals, selecting projects and signing project agreements, financial management, monitoring of projects (intermediate reports, final reports), communication with beneficiaries, and on the spot controls.

This call for expressions of interest is managed by the Executive Agency in conjunction with the European Commission. The experts chosen within the framework of this call may also be required to assist the Agency's parent Directorates-General (DG EAC, INFSO, AIDCO) within the framework of their activities (general coordination of policies and programmes, communications, management of strands for which the Agency is not responsible).

Please note that the list drawn up on the basis of this call for expressions of interest does not imply any obligation on the part of the Agency or the Commission to award a service contract to the successful applicants.

2. Aim of the call

The Agency is issuing a call for expressions of interest in order to obtain applications for the establishment of a list of experts to assist in the performance of the following tasks:

- (a) Evaluating proposals received in response to calls for proposals.
- (b) Evaluating and monitoring projects:
 - evaluating project reports,
 - evaluating project products and results,
 - project monitoring and site visits,
 - any other tasks relating to the analysis and/or monitoring of programmes and projects.
- (c) Specific studies and analyses relating to fields of activity.

The experts' duties will be to assist the Agency, or, where applicable, the Commission, in the performance of the tasks mentioned above, with reference to the programme objectives, the priorities and criteria laid down in the calls for proposals, as well as the guides and manuals made available to applicants.

⁽¹⁾ And its parent Directorates-General.

3. Programmes concerned

3.1. Education and vocational training

3.1.1. The Lifelong Learning Programme ⁽¹⁾

including the information network on education in Europe (Eurydice).

http://ec.europa.eu/education/programmes/llp/index_en.html

<http://www.eurydice.org/portal/page/portal/Eurydice>

http://eacea.ec.europa.eu/static/en/llp/index_en.htm

3.1.2. The Erasmus Mundus Programme ⁽²⁾

including the new programme to be adopted in 2009.

http://ec.europa.eu/education/programmes/mundus/index_en.html

3.1.3. The Erasmus Mundus External Co-operation Window (EM ECW) ⁽³⁾

http://eacea.ec.europa.eu/extcoop/call/documents/ecw_leaflet.pdf

<http://eacea.ec.europa.eu/extcoop/call/index.htm>

3.1.4. Specific Agreement with the US ⁽⁴⁾

http://ec.europa.eu/education/programmes/eu-usa/call_en.html

http://eacea.ec.europa.eu/extcoop/usa/index_en.htm

3.1.5. Specific Agreement with Canada ⁽⁵⁾

http://ec.europa.eu/education/programmes/eu-canada/index_en.html

http://eacea.ec.europa.eu/extcoop/canada/index_en.htm

3.1.6. Tempus Programme ⁽⁶⁾

The list of experts selected for this programme will be used by the Commission and the Agency, subject to the extension of the latter's mandate.

http://ec.europa.eu/education/programmes/tempus/index_en.html

3.1.7. The programme for cooperation with industrialised countries (ICI) (Council Regulation (EC) No 1934/2006 ⁽⁷⁾).

⁽¹⁾ OJ L 327, 24.11.2006, p. 45.

⁽²⁾ OJ L 345, 31.12.2003, p. 1.

⁽³⁾ Council Regulation (EC, Euratom) No 99/2000 of 29 December 1999 concerning the provision of assistance to the partner States in Eastern Europe and Central Asia (OJ L 12, 18.1.2000, p. 1). Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument (OJ L 310, 9.11.2006, p. 1). Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006, p. 41).

⁽⁴⁾ Council Decision of 4 December 2006 concerning the conclusion of the Agreement between the European Community and the United States of America renewing the cooperation programme in higher education and vocational education and training (OJ L 346, 9.12.2006, p. 33).

⁽⁵⁾ Council Decision of 18 December 2006 on the conclusion of the Agreement between the European Community and the Government of Canada establishing a framework for cooperation in higher education, training and youth (OJ L 397, 30.12.2006, p. 14).

⁽⁶⁾ OJ L 120, 8.5.1999, p. 30. Decision amended by Decision 2000/460/CE (OJ L 183, 22.7.2000, p. 16) and Decision 2002/601/CE (OJ L 195, 24.7.2002, p. 34). Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) (OJ L 210, 31.7.2006, p. 82). Regulation (EC) No 1638/2006. Regulation (EC) No 1905/2006.

⁽⁷⁾ OJ L 405, 30.12.2006, p. 37.

3.2. *Culture*3.2.1. The Culture Programme ⁽¹⁾

http://ec.europa.eu/culture/eac/index_en.html

http://eacea.ec.europa.eu/culture/index_en.htm

3.3. *Youth*3.3.1. The Youth in Action Programme ⁽²⁾

http://ec.europa.eu/youth/yia/index_en.html

http://eacea.ec.europa.eu/youth/index_en.htm

3.4. *Citizenship*3.4.1. The Europe for Citizens Programme 2007-2013 ⁽³⁾

http://ec.europa.eu/citizenship/index_en.html

http://eacea.ec.europa.eu/citizenship/index_en.htm

3.5. *Audiovisual*3.5.1. The MEDIA 2007 Programme ⁽⁴⁾

http://ec.europa.eu/information_society/media/overview/2007/index_en.htm

http://eacea.ec.europa.eu/media/index_en.htm

3.6. *Programmes currently being concluded*

The tasks referred to in point 2, and in particular the project evaluation and monitoring tasks, may also cover earlier programmes currently being concluded, namely:

- (a) the second phase of the Community action programme in the field of education 'Socrates' approved by Decision No 253/2000/EC of the European Parliament and of the Council ⁽⁵⁾;
- (b) the second phase of the Community action programme in the field of vocational training 'Leonardo da Vinci' approved by Council Decision 1999/382/EC ⁽⁶⁾;
- (c) the Community action programme 'Youth' approved by Decision No 1031/2000/EC of the European Parliament and of the Council ⁽⁷⁾;
- (d) the 'Culture 2000' programme, approved by Decision No 508/2000/EC of the European Parliament and of the Council ⁽⁸⁾;
- (e) the programme to encourage the development of European audiovisual works (MEDIA Plus — Development, Distribution and Promotion) (2001-2005), approved by Council Decision 2000/821/EC ⁽⁹⁾;

⁽¹⁾ Decision No 1903/2006/EC of the European Parliament and of the Council of 12 December 2006 establishing the Culture Programme (2007-2013) (OJ L 378, 27.12.2006, p. 22).

⁽²⁾ Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action programme for the period 2007 to 2013 (OJ L 327, 24.11.2006, p. 30).

⁽³⁾ Decision No 1904/2006/EC of the European Parliament and of the Council of 12 December 2006 establishing for the period 2007 to 2013 the programme Europe for Citizens to promote active European citizenship (OJ L 378, 27.12.2006, p. 32).

⁽⁴⁾ Decision No 1718/2006/EC of the European Parliament and of the Council of 15 November 2006 concerning the implementation of a programme of support for the European audiovisual sector (MEDIA 2007) (OJ L 327, 24.11.2006, p. 12).

⁽⁵⁾ OJ L 28, 3.2.2000, p. 1. Decision as last amended by Council Regulation (EC) No 885/2004 (OJ L 168, 1.5.2004, p. 1).

⁽⁶⁾ OJ L 146, 11.6.1999, p. 33. Decision as last amended by Regulation (CE) No 1882/2003 of the European Parliament and of the Council (OJ L 284, 31.10.2003, p. 1).

⁽⁷⁾ OJ L 117, 18.5.2000, p. 1. Decision as last amended by Regulation (EC) No 885/2004.

⁽⁸⁾ OJ L 63, 10.3.2000, p. 1. Decision as last amended by Regulation (EC) No 885/2004.

⁽⁹⁾ OJ L 336, 30.12.2000, p. 82. Decision as last amended by Regulation (EC) No 885/2004.

- (f) the training programme for professionals in the European audiovisual programme industry (MEDIA-Training) (2001-2005), approved by Decision No 163/2001/EC of the European Parliament and of the Council ⁽¹⁾;
- (g) the multiannual programme (2004 to 2006) for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (eLearning Programme) (Decision No 2318/2003/EC of the European Parliament and of the Council ⁽²⁾);
- (h) the Community action programme to promote active European citizenship (civic participation) (Council Decision 2004/100/EC ⁽³⁾);
- (i) the Community action programme to promote bodies active at European level in the field of youth (Decision No 790/2004/EC of the European Parliament and of the Council ⁽⁴⁾);
- (j) the Community action programme to promote bodies active at European level and support specific activities in the field of education and training (Decision No 791/2004/EC of the European Parliament and of the Council ⁽⁵⁾);
- (k) the Community action programme to promote bodies active at European level in the field of culture (Decision No 792/2004/EC of the European Parliament and of the Council ⁽⁶⁾);
- (l) projects in the field of higher education that may be funded by measures relating to assistance to and economic cooperation with developing countries in Asia (Council Regulation (EEC) No 443/92 ⁽⁷⁾);
- (m) the third phase of the university cooperation programme Tempus (2000-2006).

The legal basis for the programmes and information relating to their implementation may be accessed on the following website:

<http://eacea.cec.eu.int/static/index.htm>

The main aim in drawing up this list of experts is to assist in the management of the abovementioned programmes; it may however be used for other actions in the fields concerned.

4. Selection procedure

Experts shall be selected on the basis of their professional and technical ability to carry out the tasks described in the call for applications.

4.1. Applications

Applicants are asked to submit their applications using the online form, following the instructions provided on the Agency's website.

On their application form, applicants must provide evidence that they possess the required skills and professional experience relating to the objectives of the programme(s) for which they are applying. The online application form, the call closure date and instructions on submitting applications are available at the following address:

<http://eacea.ec.europa.eu/index.htm>

⁽¹⁾ OJ L 26, 27.1.2001, p. 1. Decision as last amended by Regulation (EC) No 885/2004.

⁽²⁾ OJ L 345, 31.12.2003, p. 9.

⁽³⁾ OJ L 30, 4.2.2004, p. 6.

⁽⁴⁾ OJ L 138, 30.4.2004, p. 24.

⁽⁵⁾ OJ L 138, 30.4.2004, p. 31.

⁽⁶⁾ OJ L 138, 30.4.2004, p. 40.

⁽⁷⁾ OJ L 52, 27.2.1992, p. 1.

4.2. Eligibility criteria

4.2.1. Criterion applicable to all programmes

Applicants must have at least four years' professional experience relevant to the programme for which they are applying.

4.2.2. Programme-specific criteria

As a general rule, the call is open to natural persons from countries participating in the programmes. The following specific criteria apply to the various programmes:

4.2.2.1. The Lifelong Learning Programme (LLP), including the information network, Eurydice

With the exception of the Jean Monnet programme, the call is open only to natural persons from:

- Member States of the European Union,
- EEA EFTA States, in accordance with the conditions established under the EEA Agreement,
- candidate countries benefiting from a pre-accession strategy,
- Western Balkan countries, insofar as there is a framework agreement providing for their participation in Community programmes,
- Switzerland, insofar as the bilateral agreement with this country has been concluded.

For the Jean Monnet programme, the call is open to natural persons of all nationalities.

4.2.2.2. Erasmus Mundus and Erasmus Mundus External Co-operation Window (EM ECW) programmes

The call is open to natural persons of all nationalities.

4.2.2.3. Specific framework Agreements with the USA and Canada

The call is open to natural persons from the Member States of the European Union and the United States and Canada respectively.

4.2.2.4. Tempus programme

The call is open to natural persons from the Member States of the European Union and partner countries (Western Balkans, Eastern Europe, the Southern Mediterranean and Central Asia), a list of which may be viewed at:

http://ec.europa.eu/education/programmes/tempus/index_en.html

4.2.2.5. The Culture Programme (2007-2013)

The call is open to natural persons from:

- Member States of the European Union,
- EEA EFTA States, in accordance with the conditions established under the EEA Agreement,
- candidate countries benefiting from a pre-accession strategy,
- Western Balkan countries, insofar as there is a framework agreement providing for their participation in Community programmes.

4.2.2.6. The Youth in Action Programme

The call is open to natural persons from:

- Member States of the European Union,
- EEA EFTA States, in accordance with the conditions established under the EEA Agreement,
- candidate countries benefiting from a pre-accession strategy,
- Western Balkan countries, insofar as there is a framework agreement providing for their participation in Community programmes,
- Switzerland, insofar as the bilateral agreement with this country has been concluded.

4.2.2.7. The Europe for Citizens Programme 2007-2013

The call is open to natural persons from:

- Member States of the European Union,
- EEA EFTA States, in accordance with the conditions established under the EEA Agreement,
- candidate countries benefiting from a pre-accession strategy,
- Western Balkan countries, insofar as there is a framework agreement providing for their participation in Community programmes.

4.2.2.8. The MEDIA 2007 Programme

The call is open to natural persons from:

- Member States of the European Union,
- EEA EFTA States, in accordance with the conditions established under the EEA Agreement,
- candidate countries benefiting from a pre-accession strategy,
- Western Balkan countries, insofar as there is a framework agreement providing for their participation in Community programmes,
- Switzerland.

4.3. *Selection criteria*

Experts shall be selected on the basis of the following criteria:

- proven skills in areas relating to the programmes listed in point 3,
- ability to work in English, French or German, ability to write in English or French; the experts selected will be invited to write their reports either in English or in French,
- basic ability to use current software and sufficient experience in the use of personal computers to enable them to access evaluation site(s), download proposals and evaluation forms, enter, save and submit online evaluations relating to proposals, reports, project products and/or results.

Experience in the field of transnational project management, evaluation of programmes and/or projects, knowledge of languages other than those referred to above, and skills for compiling a financial and budgetary analysis of proposals will be considered as additional assets.

Each application will be judged according to the criteria laid down in point 4.3 of this call for applications. The Agency will inform applicants of whether they have been registered on the list of potential experts or whether their application has been unsuccessful.

The list may be used to draw up panels of experts and/or to select experts to carry out specific tasks. It shall be valid for the lifetime of the abovementioned programmes (until 31 December 2013) and, where appropriate, may be used during the period in which the projects selected under these programmes are concluded.

5. **Convocation of experts**

The Agency, or, where appropriate, the Commission, will ensure that panels of experts are drawn up in a balanced manner with an appropriate rotation of experts. Account shall also be taken of the geographical origin, linguistic abilities and professional profile of applicants. Whilst maintaining the principle of choosing the most qualified experts, the Agency, or, where appropriate, the Commission, will seek to obtain a balance between men and women.

As required, tasks may be carried out at the Agency's premises, the Commission's premises, or remotely, using electronic communication tools.

Service contracts may be signed by the experts or, if they are employed by a legal person, by an authorised representative of this entity. The remuneration of selected experts will be decided on the basis of the scale applicable when contracts are signed. Travel and accommodation expenses will be reimbursed on the basis of provisions in force within the Commission.

A model contract including the remuneration level and procedures for the reimbursement of travel and accommodation expenses is available on the Agency's website.

6. **Conflict of interest**

In order to ensure the independence of experts in performing the tasks assigned to them, they will be required to sign a declaration confirming that there is no conflict of interest between the activities, proposals, reports, files, products and/or results assigned to them and their past, present or future activities.

Furthermore, experts may not be personally involved in the activities, proposals or projects to which the tasks assigned to them relate. For this reason, applicants are invited to indicate their involvement, if any, in the programme(s) for which they are applying. The experts chosen will be required to confirm this information before being invited to take part in any selection or evaluation work.

For each task they perform, the experts selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Specific clauses to this effect will be included in the contract.
