

Annex 2. Application form – Re-applying 2023 SBS experts

OPEN CALL FOR EXPERTS 2024

Applications shall be sent to president@sbs-sme.eu at the latest by **11 September 2023**.

A- Contact details of the applying Expert

Please note that these will be the contact details used by the SBS Secretariat to get in touch with the candidate and for any relevant further correspondence if the candidate is finally selected as an SBS expert.

First name:
Family name:
Nationality:
Date of birth:
Address:
 Street:
 Street number:
 Postal code:
 City:
 Country:
Phone:
Email address:

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B- Number and title of the Technical Committee (TC)/Subcommittee (SC) or Working Group (WG) you are applying for:

*All experts must be appointed to at least one WG (unless the TC does not have any WGs). It is possible to appoint only one SBS expert per WG. However, different experts can be appointed to different WGs under the same TC/SC.
Candidates may indicate that they wish to be appointed to several TCs/SC/WGs. Please note that independently of the number of TCs/WGs you apply for only one lump sum amount can be allocated per expert.*

C- Indicative list of meetings of the above-mentioned TCs/SCs/WGs

TC/SC/WG	Dates of meetings

D- I am applying for a position as a:

- ☐ PAID International expert
- ☐ PAID European expert
- ☐ UNPAID expert

E- Motivation to apply and reasons behind the need of SME representation in the TC/SC/WG you apply for

Please explain:

- *your motivation to continue representing SMEs,*
- *the importance of the chosen TC(s)/SC(s)/WG(s) from an SME perspective (i.e SME relevance) and the potential negative impact on SMEs in case the standards developed under the TC/SC/WG you apply for don't take into account SME needs (maximum one page)*

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F- Detailed description of the required skills and expertise

Knowledge, skills and experience	Short description of the evidence of the required skills and expertise for the role you are applying for – To be filled in only in the case you are applying for a new TC/SC/WG than in 2023
Knowledge and technical expertise of the subject within the scope of the TC/SC/WG for which you are applying	

G- Please specify the details of the recognized SME organisation supporting your candidature (The support from a recognized SME association is a precondition for the selection of experts)

Name of the organisation: Website: Contact person: First name: Family name: Phone number of the contact person: Email address of the contact person: Relationship of the applicant with the supporting organisation (member, employee, partner...):
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H- Person/organisation providing the co-funding

- ☐ I will provide the co-funding myself.
- ☐ Another organisation will provide the co-funding. Please, indicate the name and details of the organisation (if **different from the organisation in section G**):

Name of the organisation: Website: Contact person: First name: Family name: Phone number of the contact person: Email address of the contact person:

I- If selected I would like the contract to be concluded:

- ☐ directly with me as an independent expert
- ☐ with another organisation (e.g. the supporting association, my employer, or my own company). Please indicate the name and details of the organisation **(if different from the organisation indicated in section G):**

Name:
Website:
Contact person:
 First name:
 Family name:
Phone number of the contact person:
Email address of the contact person:

Please note that the person/organisation signing the contract must also be the one issuing the invoices. The contract will be sent to the person and e-mail indicated above for signature.

J- Is the person/ organisation that would be signing the contract VAT registered?

- ☐ Yes
- ☐ No

K- Signed declaration of honour

I certify that all documents provided are veracious and in conformity with reality and certify that:

- a) I am not bankrupt, subject to insolvency or winding up procedures, my assets are not being administered by a liquidator or by a court, I have not entered into an arrangement with creditors or have suspended my business activities and I am not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- b) It has not been established by a final Judgement of a Court or a Final Decision of an Administrative Authority that I am guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards or by having engaged in any wrongful conduct which has an impact on my professional credibility;
- c) I have met my obligations relating to the payment of social security contributions or taxes under the legislation of the country in which I am established;
- d) I has not been established by a final judgement that I am guilty of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- e) I have not been declared to be in a serious breach of contract for failure to comply with my contractual obligations subsequent to a procurement procedure or grant award procedure financed by the Union budget;
- f) I have neither applied nor received funding from another organisation to participate in the above-mentioned TC/SC/WGs;

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- g) I do not have any conflict of interests in connection with a possible appointment as an SBS expert, that could arise in particular as a result of economic interests, political or national affinity, family or emotional ties, or any other relevant connection or shared interests;
- h) In case of being appointed as SBS expert I will inform SBS, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest.

Date:

Applicant's name:

Signature:

L- Documents to be submitted together with this application

- ☐ I have attached a letter of support from a recognised SME organisation to my application.

Re-applying 2023 SBS experts can submit if they so wish an updated version of their cv but this is not necessary to complete the application.

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