



## Call for experts to assist the European Defence Agency (EDA) with tasks in connection with the Preparatory Action on Defence Research

2017-2019

1. The European Defence Agency (EDA) is establishing a database of independent experts who can be called on in connection with the **Preparatory Action on Defence Research (PADR)** for the following tasks:
  - (a) Evaluation of proposals;
  - (b) Monitoring of the implementation of actions;
  - (c) Ethics reviews, checks and audits.
2. EDA is looking for experts with a high level of **expertise** and professional experience in a military context, in one or more of the following areas:
  - Unmanned Platforms;
  - Command, Control, Communications, Computers, Intelligence, Surveillance and reconnaissance (C4ISR);
  - Effects, Long range effects, Fire support;
  - Force Protection and Soldier Systems, Augmenting soldier capacity;
  - Military Cyber protection;
  - Laser technologies;
  - Electronic components;
  - Radar, advanced radiofrequency (RF) systems, Electronic warfare (EW), Active Electronically Scanned Array (AESA) technology;
  - Military positioning, navigation and timing (PNT) services in Global Navigation Satellite Systems (GNSS) denied/contested environments;
  - Quantum technologies for defence applications.

Expertise will also be required on crosscutting issues such as:

- ITAR-related components in Europe's armament systems;
- Military standards and interoperability;
- Military ethical, legal and societal aspects.

Prospective independent experts shall also have appropriate language skills in particular in English for the tasks to be carried out.

3. **Registrations** must be submitted via the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>



The call for expression of interest is permanently open (no **deadline**). However, early application is encouraged, in order to allow a timely selection of experts in each call for proposals.

Experts who already registered in the Funding and Tender Opportunities Portal database of independent experts are invited to access via the previous website to their profile, to declare their interest in PADR assignments (and update their area of expertise).

4. EDA will use the database for selecting the experts it needs.

The experts will be selected on the basis of the technical skills, experience and knowledge and language skills needed.

In addition, EDA will seek a balanced composition within the expert groups in terms of various skills, experience, and knowledge, geographical diversity, and gender.

Moreover, EDA will ensure a reasonable rotation of independent experts for proposal evaluation from one year to the next.

If needed and duly justified, EDA may exceptionally also select experts from outside the database.

5.  Please note:

If selected, you will need to get appropriate security clearance<sup>1</sup> before appointment, and need to be validated by the Member State that issued the security clearance<sup>2</sup>.

Selected experts may be managed via the Funding & Tenders Opportunities Portal. By submitting this application, you agree to accept to use the Funding & Tenders Opportunities Portal electronic exchange system in accordance with the Funding & Tenders Opportunities Portal Terms & Conditions.

All sections of the application form must be completed (and kept up-to-date). Areas of expertise and professional experience must be adequately detailed and documented.

Your registration will be considered complete only once marked as valid.

The personal data collected in the context of this call will be processed in accordance with Regulation No 2018/1725<sup>3</sup>.

Your name may be published in accordance with Article 38 and Article 237 of Regulation No 2018/1046<sup>4</sup>.

You will be required to agree to a code of conduct (including confidentiality aspects) and to confirm that there is no conflict of interest for each assignment.

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<sup>1</sup> Unless otherwise specified, the level of the personal security clearance of the experts shall be at minimum level of CONFIDENTIEL UE/EU CONFIDENTIAL.

<sup>2</sup> Contact details of the authorities are in attached list.

<sup>3</sup> Regulation (EU) 2018/1725 Of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

<sup>4</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193/1, 30/07/2018, p.1).



Should you evaluate a proposal for the PADR, as an independent expert you are entitled to receive daily allowance and reimbursement for travel and accommodation. An honorary would be applicable only if it is allowed by your national legislation and/or if it is in accordance with the conditions set out in your working contract, if any. EDA has adopted the Commission Decision C(2007) 5858 of 05 December 2007 on the “Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity” as last amended and the “Methodology for expert fees for remote evaluation and ethics review” established by the Directorate-General for Research & Innovation of the European Commission

[https://ec.europa.eu/research/participants/data/ref/h2020/other/experts\\_manual/methodology-for-expert-fees\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/experts_manual/methodology-for-expert-fees_en.pdf).<sup>5</sup>

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<sup>5</sup> The unit cost per working day also used for experts under Decision C(2007)5858) is broken down into a rate per work unit (i.e. EUR 45 per work unit; 10 work units are equivalent to EUR 450; 10 work units are equivalent to 1 working day) and each task is given the number of work units that correspond to the working time normally required for it. The tasks and fees will be fixed in advance for each expert in his/her contract (Articles 3 and 4) and will apply automatically, depending on the number of tasks assigned.



## Contact details of the Authorities for validation of experts

*This list will be updated as PoC will become available*

### **AUSTRIA**

Austrian Federal Ministry of Defence and Sports Division Science, Research and Development

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### **BELGIUM**

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### **CROATIA**



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## DENMARK

Danish Ministry of Defence, Department for Acquisitions and Capability

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## ESTONIA

Ministry of Defence

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**GREECE**

Hellenic Ministry of Defence, GDDIA, DDITR

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**IRELAND**

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**ITALY**

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**LUXEMBURG**

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**MALTA**

**NETHERLANDS**

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**PORTUGAL**

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**SLOVAKIA**

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**SPAIN**

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**SWEDEN**

*All applicants possessing the appropriate Personal Security Clearance will be considered validated by the Swedish Authorities*

**UNITED KINGDOM**

*All applicants possessing the appropriate Personal Security Clearance will be considered validated by the UK Authorities.*



**ANNEX: Frequent Asked Questions related to the Call for experts to assist the European Defence Agency (EDA) with tasks in connection with the Preparatory Action on Defence Research**

**2017-2019**

**Q&A Call for Experts PADR 2019**

**Q1. What is the newest reference document for PADR Call for Experts? Is it the same version as for 2017 PADR Call for Experts?**

A1. On PADR Call for Experts, the document has been adjusted, in order to remove references to 2017 and to include the technical areas of 2018 and 2019 calls. The new document can be found on [EDA website following this link](#).

**Q2. Has the process been updated regarding the 2017 procedures? Are there any deadlines or is the process continuous?**

A2. The process has not been modified and it is continuous. There are no deadlines, but it is advised that the experts register as soon as possible.

**Q3. Will the experts validated by the Member States for the 2017 and 2018 rounds considered to be still valid for the 2019 call? Are Member States expected to confirm their validation this year?**

A3. The validations from a MS are not call-dependent, and therefore, they will be valid as long EDA do not receive information on the contrary.

**Q4. At what point is the national validation/confirmation from the Member States needed on the expert? Does EDA search for suitable candidates from the database independent of whether he/she has been validated by the MS, or only candidates that have already been validated by the MS are considered?**

A4. EDA selects the experts from the Funding & Tenders Opportunities Portal database of independent experts (EMI) taking into account their expertise. Then, the validation, the Personal Security Clearance (PSC), and availability are checked with the pre-selected experts, as the database does not contain a specific field allowing the experts to mark if they are already validated or have Personal Security Clearance.

As the selection is not limited to only the experts already known to EDA to be validated, it is recommended that an expert contact its MoDs as soon as possible (when expressing interest in PADR in the database), in order to arrange the validation if selected. If a pre-selected expert is not validated, EDA will inform the expert how to proceed and how to contact the MoD in order to get the validation.



**Q5. What is the level of the Personal Security Clearance demanded for experts?**

A5. The Personal Security Clearance has to be at minimum level of CONFIDENTIEL EU / EU CONFIDENTIAL.

**Q6. Will the experts selected for the evaluation receive an expert briefing before the assessments?**

A6. Yes, experts will participate in a briefing on the evaluation procedure organized by the EDA. The briefing will be on-line and take place on several alternative dates, according the experts' availability.

**Q7. Does a registration in the database entail that an expert will be automatically selected for task assignments? Does an expert have to have personal security clearance and has to be validated before registering in the database?**

A7. No. The registration in the database does not entail that an expert will be selected by EDA. EDA will select the experts on the basis of their technical skills, experience, knowledge and language skills.

Only if selected, experts will need to prove to have personal security clearance before appointment and to be validated by the Member State issuing the security clearance.

**Q8. At what stage of the process the experts registered in the Funding & Tenders Opportunities Portal Experts database need to have their security clearance and validation conducted by the Member State?**

A8. According to the text of the call for experts, an appropriate security clearance and the validation by the Member State that issued the security clearance are mandatory in order to be eligible.

Experts need to request their EU personal security clearance and the validation to their national authorities, and they are encouraged to do so as soon as they are registered in the database. However, please note that some MoDs only validate pre-selected experts (experts that have been contacted by the EDA).

Please refer to the call for experts <https://www.eda.europa.eu/procurement-biz/procurement/eda-procurement/call-for-experts-for-the-preparatory-action-on-defence-research> to find the relevant Point of Contact.

**Q9. I have two national security clearances (Home Affairs and Defence) from one Member State. Which of the above security clearances should/could I use?**

A9. Experts with security clearances other than those issued by one of the Member State + Norway and not included in the Annex I to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information are not eligible.



**Q10. Can potential experts contact NSA/MoDs for validation prior to the selection procedure?**

A10. Yes, they can. However, some MoDs only validate experts that have been already contacted by the EDA.

**Q11. After the selected experts will receive a security clearance from a National Security Authority, should they inform the EDA about it on their own, or should such an information be sent to the EDA by the NSA/MoD in question?**

A11. Although the EDA can be informed by a potential expert or the relevant MoD about the personal security clearance status, EDA will validate this information via the European Commission service.

**Q12. In case an MoD receives requests for letters of support for consortia that are working on proposals for the PADR calls, by signing these letters the MoD would NOT become part of the consortium but would be involved in the advisory boards of these projects. What are the consequences of signing these letters towards the possible selection/contract of independent expert evaluators from the same MoD, nationality and/or same country? If the letter of support is signed, would an expert from the same nationality be selected? And from the same MoD?**

A12. Having regard to the Code of Conduct related to the contract for the independent experts, we should consider the following:

a) a generic letter of support from an MoD does not automatically imply the existence of a contractual link or a situation where the impartial and objective implementation of the work of the expert is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest in favour of one of the applicants;

b) from the other way around, if an expert is employed or contracted (in the last three years) by one of the applicants or linked third parties or other third parties involved in the action (in this case the end-user/advisory board), it has to be considered as conflict of interest;

c) With regards to an expert not working for the MoD, if the MOD is signing a supporting letter or being part of the end-users' advisory board, this does not constitute per se a conflict of interest.

With these regards, the link of a given expert with another entity in a proposal should be reviewed on a case-by-case basis before drawing a conclusion about a potential conflict of interests.