

QUESTIONS AND ANSWERS PERTAINING TO THE CALL

Title of Procedure: Call for Expression of Interest for the Establishment of a Database of Independent Individual External Experts to provide Expertise to the European Aviation Safety Agency

Publication Reference: EASA.2014.CEI.07

Date: 30.07.2014

| | DATE | QUESTIONS | ANSWERS |
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| 1. | 09.03.2014 | <p>With regard to reimbursement of travel / accommodation (reimbursables):</p> <ul style="list-style-type: none"> ✓ Travel (flight or train) will be reimbursed from the place of residence to site of performance of the work (Köln or elsewhere); and, ✓ Hotel will NOT be reimbursed, since comprised in daily fee of 450€. | <p>Please note that travel shall not be systematically reimbursed by EASA. It shall only be reimbursed in specific cases where it has been identified by EASA as necessary for the tasks to be delivered and is included, as such, in the contract (i.e. with the express written approval by EASA).</p> <ul style="list-style-type: none"> ✓ <i>Travel / Place of Origin:</i> In general, where reimbursables are foreseen, travel shall be, as you mention, calculated from the place of residence to the place of performance. However, on a case by case basis, EASA may agree to take an alternative place of origin should it be found more efficient – any such arrangements should be agreed in advance with EASA and provided for in the contract accordingly (i.e. with the express written approval by EASA). ✓ <i>Accommodation:</i> Accommodation shall be, where reimbursables are foreseen, considered included in the “Expenses” which shall take the form of a flat rate subsistence allowance (i.e. hotel, daily allowance, travel at place of mission etc.) and reimbursement for travel expenses (i.e. train, airfare etc.). |

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| 2. | 17.03.2014 | The CV upload only accepts pdf. format however unfortunately I do not have the conversion software and am not able to create the pdf. version (furthermore converting to pdf. under the given EuCV portal leads to corruption). Could you also accept word version? | In general, such standard is applied in order to provide a higher level of security to applicants that no changes can be made to their CV once received by the Agency. If problems are experienced converting the word version of the CV into the required pdf. format applicants may send the completed word version of their CV which we can then convert into pdf. and return (per email), so that the content / format etc. can be checked, before uploading to and completing the online application form. |
| 3. | 17.03.2014 | Regarding the validity of the CV what about updates due to gained experience as expected for the next 5 years? | In line with the specifications (section 2.7) applicants should inform the Agency of any changes to their administrative and/or technical details which would results in a change to the original application. Therefore during the course of the validity of the call/database should further relevant experience be gained and/or changes to the application need to be made applicants should do this in writing by sending an email to: experts@easa.europa.eu |
| 4. | 17.03.2014 | Problems have been experienced in downloading the Annex III (Financial Identification Form) word document furthermore concerns is expressed about sharing this since it contains financial data. | Please note that the financial identification form is only required in case of contract appointment (i.e. before contract signature can occur) – in such cases if problems are experienced downloading the correct document we can, at such time, provide a word version of this form per email, which you can also completed per hand if problems persevere. A completed electronic version of this form does not need to be sent to the Agency via email – in order to be able to encode the bank details in our financial system an original hardcopy version should be sent (per post) to the Agency. |

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| 5. | 21.04.2014 | <p>The call contains the eligibility provision that only “individual independent external experts (only individuals – not representing any company / organisation)” may apply to the call.</p> <p>Since many experts work under the status of a private consultancy company (i.e. “auto-entrepreneur” / “eurl” in France) – could you please confirm whether such independent experts working in their own private company would be eligible to apply?</p> | <p>Experts currently working in the context of their own private (i.e. one person) company, i.e. individually with formal company registration, such as freelance experts, may also be found eligible to the call so long as they shall not, in the case of contract assignment, represent the opinions/views of other companies/persons i.e. are independent. In such cases experts should provide information to this respect in their CV and we will assess the application and their eligibility accordingly.</p> <p>Please note that in the case of contract assignment, the expert shall be expected to conduct such tasks in line with the principles of confidentiality, independence and no conflict of interest. A declaration to this must be signed at the time of contract signature, therefore experts are advised to review this declaration before submitting an application (see Appendix 1 – Draft Contract under: http://www.easa.europa.eu/the-agency/procurement/independent-external-experts).</p> |
| 6. | 10.05.2014 | <p>With regard to the opportunity to react on the call for expression of interest as individual expert I would like to ask you a the following question:</p> <p>“If a person has already taken part with his CV as a member of a legal entity (an association) that has applied for the call for the list of vendors, can that person than still submits his/her application for the database of individual external experts?”</p> <p>As long as the individual is clearly separating his/her tasks as an individual external expert from any task taking part under a contract executed by the vendor to which he/she is associated while no any other possible conflict of interest would exist. Is my interpretation correct?</p> | <p>Experts who have applied to previous calls or tenders as a member of a legal entity may also apply individually to this call so long as, as you mention, no conflict of interest exists and the expert would act, in case of contract assignment, independently i.e. would not represent the opinions/views of other companies/persons.</p> <p>To this effect, in the case of contract assignment, the expert shall be expected to conduct such tasks in line with the principles of confidentiality, independence and no conflict of interest. A declaration to this must be signed at the time of contract signature; therefore experts are advised to review this declaration before submitting an application (see Appendix 1 – Draft Contract under http://www.easa.europa.eu/the-agency/procurement/independent-external-experts).</p> |

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| 7. | 04.06.2014 | In a reference to the call for Expression of Interest EASA.2014.CEI.07 - Database of Independent Experts, I would kindly ask, if a person of current academic staff at the University with significant previous experience in the aviation industry can apply to be EASA Independent Expert. | <p>Experts meeting the requirements set out in section 3 of the call specifications are eligible to apply and be considered for inclusion in the database of experts. In particular for those experts who are currently in employment, at the time of application they must confirm that they are “a natural person working in an independent capacity (i.e. on their own behalf and not representing another organisation, company etc.)”.</p> <p>Any agreements / permissions needed from existing employers should be dealt with solely by the expert, the Agency shall not intervene / coordinate whatsoever, submission of an application and moreover, in the case of contract signature, implies that the expert would be and/or is available to be able to perform the tasks for the Agency without restriction.</p> |
| 8 | 24.07.2014 | If you request my support for a specific task, can I decline this work whatever the reason without to be excluded of your database? | Please note that, subject to successful inclusion on the database, declination of an offered task is not considered grounds for future exclusion from the database. |
| 9 | 24.07.2014 | I am retired from a European Administration: do you accept retired civil servants? | <p>Retired civil servants are in principal considered eligible so longs as they meet the application criteria set out in section 3 of the call specifications (which can be downloaded through the following page on our Website: http://easa.europa.eu/the-agency/procurement/independent-external-experts). Furthermore, all experts should be fully independent i.e. do not represent the opinions/views of other companies/persons i.e. are independent.</p> <p>To this effect, in the case of contract assignment, the expert shall be expected to conduct such tasks in line with the principles of confidentiality, independence and no conflict of interest. A declaration to this must be signed at the time of contract signature; therefore experts are advised to review this declaration before submitting an application (see Appendix 1 – Draft Contract under http://www.easa.europa.eu/the-agency/procurement/independent-external-experts).</p> |

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| 10 | 24.07.2014 | I am in active employment – may I be considered as an independent expert? | <p>Experts meeting the requirements set out in section 3 of the call specifications are eligible to apply and be considered for inclusion in the database of experts. In particular for those experts who are currently in employment, at the time of application they must confirm that they are “a natural person working in an independent capacity (i.e. on their own behalf and not representing another organisation, company etc.)”. This means that the expert must confirm that any tasks, that may be performed for the Agency, shall be done on their own behalf and not on behalf of their employer i.e. fully independent.</p> <p>Furthermore, any agreements / permissions from existing employers should be dealt with solely by the expert, the Agency shall not intervene / coordinate whatsoever, submission of an application and moreover, in the case of contract signature, implies that the expert would be and/or is available to be able to perform the tasks for the Agency without restriction.</p> <p>To this effect, in the case of contract assignment, the expert shall be expected to conduct such tasks in line with the principles of confidentiality, independence and no conflict of interest. A declaration to this must be signed at the time of contract signature; therefore experts are advised to review this declaration before submitting an application (see Appendix 1 – Draft Contract under: http://www.easa.europa.eu/the-agency/procurement/independent-external-experts).</p> |
| 11 | 25.07.2014 | If in current employment how conflict of interest should be addressed. | <p>Depending on the work / tasks performed by the expert in their previous / current employment there may be a perceived conflict of interest in the performance of similar / complementary projects for the Agency. In the case of task assignment and before contract award, such assessment of conflict of interest should be made by both the expert and the Agency in direct relation to the tasks requested. In such cases any conflict of interest should be raised to the attention of the Agency immediately.</p> |

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| 12 | 24.07.2014 | <p>1) Working days: is this just some days per month or a full time job? This is not really clear from the available information on the site</p> <p>2) As I have a fixed job I am not always readily available furthermore is if work can be done from my place of work/home then work not requiring presence at a specific place is no problem as I can easily combine this with my work schedule.</p> | <p>With regard to your questions please note firstly that submission of an application only implies consideration for the inclusion on the database, subject to meeting the minimum requirements (see section 3 of the call specifications which can be downloaded through the following page on our Website: http://easa.europa.eu/the-agency/procurement/independent-external-experts). Inclusion in the database entails no obligation on the part of the Agency to assign specific tasks to the experts and/or to award a contract.</p> <p>However, in the case where support is required and a task/contract is to be assigned – depending on the tasks to be performed, the Agency will define the number of working days needed to complete the task (amongst other details i.e. travel, scope, deliverables etc.) which can vary considerably depending on the tasks to be performed.</p> <p>Furthermore, the Agency will consult the database in order to select the most suitable expert(s) who will be contacted in order to see their availability / capacity for the task. At such time, certain restrictions / existing responsibilities as you mention below may be addressed and either a suitable compromise can be agreed between both parties or the Agency would approach another expert to complete the task.</p> |
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| 13 | 25.07.2014 | Would you have any indication of how often a successful applicant would expect to undertake work for EASA? | <p>Unfortunately it is not possible for the Agency to predict at this time in which areas assistance will be needed nor the timings, scope, volume etc. Inclusion in the database entails no obligation on the part of the Agency to assign specific tasks to the experts and/or to award a contract – only when and where support is required and a task/contract is to be assigned – depending on the tasks to be performed, the Agency will define the number of working days needed to complete the task (amongst other details i.e. travel, scope, deliverables etc.) which can vary considerably depending on the tasks to be performed.</p> <p>Furthermore, the Agency will consult the database in order to select the most suitable expert(s) who will be contacted in order to see their availability / capacity for the task. At such time, certain restrictions / existing responsibilities as you mention below may be addressed and either a suitable compromise can be agreed between both parties or the Agency would approach another expert to complete the task.</p> |
| 14 | 25.07.2014 | Would you have an indication of what the 'fixed fee' remuneration would amount to? | <p>In line with section 2.5 of the call specifications (which can be downloaded at the web address above) experts are entitled to a payment of 450€ (“fees”) in the form of a lump sum indemnity for each full working day (8 hours excl. breaks / travel time) spent performing the tasks assigned to them. The maximum number of days needed for a particular tasks will be defined in each contract – payment will be made on the basis of actual hours/days worked (evidenced by timesheets) to the nearest ½ day. In addition, experts performing tasks away from their place of residence may (defined for each contract assignment) also be entitled to a flat rate subsistence allowance and reimbursement for travel expenses (“expenses”).</p> |