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Directorate-General for Parliamentary Research Services
Directorate B - Impact Assessment and European Added Value
Scientific Foresight Unit

**Call for Expression of Interest EPRS/ESMH/SER/19/001 CEI
to compile a list of experts in the field of science communication and other relevant
domains for the provision of draft articles and other science communication outputs**

1. GENERAL INFORMATION, AIM AND OBJECTIVES

1.1. The European Parliament is issuing a Call for Expression of Interest (CEI) in order to compile a list of experts to provide various science communication outputs, such as articles prepared in an easy-to-read, journalistic style and/or interviews, in English. Those outputs will be published on the website of the European Science-Media Hub (ESMH) on a regular basis, according to the ESMH needs.

The science communication outputs requested by this CEI will be related to various policy areas such as (non-exclusive list):

- Eco-mobility and modern energy solutions;
- Sustainable management of natural resources;
- Potentials and challenges of the information society, new technologies, artificial intelligence;
- Health and new technologies in the life sciences;
- Science policy, communication and global networking.

The expertise shall be delivered in the form described in Section 4.

1.2 The list of experts shall be valid for **five years from the date of publication of the call on the official webpage of the European Parliament** and may be used during this period whenever the European Parliament deems it appropriate.

1.3. This call is **exclusively addressed to natural persons** (and not to legal persons, such as companies), with the specific requirements referred to in Section 5.

1.4. Please note that the list drawn up on the basis of this call does not imply any obligation on the part of the European Parliament to award a service contract (by the use of an order form) to the successful applicants.

1.5. Please find enclosed the documents relating to this call, providing the information required for the possible submission of an application.

2. SUBMISSION OF APPLICATIONS

2.1. This CEI must be read in conjunction with its annexes, which are either to be filled in by the applicant, or provided for information purposes or for later submission.

- The annexes to be filled in are:
 - Annex I - Application Form,
 - Annex II - Declaration on honour,

- Annex III - Financial Identification Form.
- The annexes provided for information purposes or for later submission are:
 - Annex IV - Information on the European Parliament's environmental policy,
 - Annex V - Draft Order Form,
 - Annex VI - Declaration on professional independence and absence of conflicts of interest.

2.2. If you are interested in taking part in this CEI, please submit your application - to be drafted in English - **by e-mail**, following the structure set out in the Application Form (Annex I), to the following address:

EPRS-ESMH-19-01-CEI@europarl.europa.eu

Please indicate the following information in the subject of your e-mail:

EPRS/ESMH/SER/19/001CEI (*family name*)

You are required to send a scanned pdf version of the original documents duly completed and signed.

2.3. Interested experts may submit their applications at any point in time until three months before the list expires. It is, however, recommended that applications be submitted as early as possible.

2.4. **Applications must:**

- **contain all relevant documents**, in particular the completed Application Form (Annex I), Declaration on honour (Annex II) and Financial Identification Form (Annex III). The format of all these forms must be retained, and they must be perfectly legible so as to preclude any doubt whatsoever as to the wording and numbers given. They should therefore be filled in electronically.
- **be signed** by the applicant. The **Financial Identification Form (Annex III)** must bear the **stamp of the relevant bank** as well as the **signature of the bank's representative**. If the applicant is unable to obtain this stamp and signature (in the case of online banks, for example), a recent bank account statement clearly indicating both the account holder and bank account number must be attached to the Financial Identification Form.

2.5. The European Parliament reserves the right to reject any incomplete or illegible application.

2.6. Expenses incurred in connection with preparing and submitting the application shall be borne by applicants and may not be reimbursed.

2.7. Applicants will be informed of the decision taken on their application.

2.8. Subcontracting is not permitted.

2.9. Participation in this procedure is open to natural persons established in the European Union. Natural persons established in third countries are also allowed to apply; their admission to the list of experts will be decided on a case-by-case basis, depending on the scarcity of expertise in a particular field.

3. ACCEPTANCE OF TERMS AND CONDITIONS

Submission of an application implies acceptance of the terms and conditions laid down in this Call for Expression of Interest and all the annexes thereto.

4. FORMS OF EXPERTISE AND REMUNERATION

- 4.1. Expertise is likely to be requested on a wide range of science communication subjects, and in the form of articles in a journalistic style and interviews, for publication on the ESMH website. Without prejudice to particular specifications agreed for a specific assignment, which will be enclosed with the request sent to the expert selected (see Paragraph 5.2), the characteristic volume, deadline and remuneration for the expertise supplied are set out in the table below:

Service output	Length ¹	Submission deadline ²	Price
Articles, interviews and other science communication outputs, prepared in a journalistic style, in English, covering scientific topics.	Two to three pages (around 500-1000 words).	5 days	EUR 300-500

- 4.2. The maximum total amount to be paid to each expert for the duration of validity of the list is set in Article 4 of the Directive 2014/24/EU in accordance with Article 175 and Article 237 of the Financial Regulation³. The ESMH intends to involve a variety of experts, distributing the budget available among several service providers.
- 4.3. The European Parliament, as a European Union institution, is exempt from all duties and indirect taxes, in particular VAT, pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union⁴. That exemption is granted to the European Parliament by the governments of the Member States, either in the form of *a posteriori* reimbursement on the basis of supporting documents, or in the form of direct exemption. It follows, therefore, that the remunerations must be exempted from VAT. Applicants shall be responsible for ensuring that they meet all their obligations with regard to taxation.
- 4.4 No travel and accommodation expenses will be reimbursed.

5. SELECTION PROCEDURE FOR COMPILING THE LIST OF EXPERTS

5.1. Exclusion criteria:

Experts must declare on their honour that they do not fall under the exclusion criteria (Annex II). Only duly completed applications (Annex I) signed by the expert and containing all required documents will be taken into consideration.

5.2. Selection criteria

Experts shall be selected for the list on the basis of their professional and technical ability to carry out the tasks described in this document. In order to be placed on this list of experts by the European Parliament, the applicant shall:

- have a sound communication, academic or scientific background, with proven experience in science communication; he/she must have at least **four years'**

¹ Excluding any tables, maps, graphics, bibliography and annexes. Indicated page numbers refer to the expected size of the article.

² This deadline is indicative; the actual deadline will be specified in the contract (order form).

³ 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

⁴ See consolidated versions of the Treaties (OJ C 326, 26.10. 2012, p. 266).

professional experience in science communication, **including at least two years clearly related to at least one of the policy fields in question; alternatively he/she must** have a solid professional background linked to at least one of the thematic areas listed in paragraph 1.1, with **four years' proven professional experience in that area.**

- have an **excellent command of English** (duly proven through publications in English, language certificates, etc.);
- have **the economic and financial capacity** to provide the services set out in this document (see the declaration in point 3 of the Application Form).

5.3. Documents required

Applicants must provide evidence of their ability, skills, experience and competence for performing the work by means of:

- a **motivation letter** of no more than two pages (max. 500 words), in which the applicant sets out his/her reasons for applying and the principal reasons why he/she should be admitted, **including the thematic area/s he/she is interested in publishing about;**
- a full **curriculum vitae**, specifying specifies his/her **educational and professional background**, relevant expertise and experience, and knowledge of languages; following the basic structure of the Europass template, the curriculum vitae should be organized as follows: personal information, work experience, education and training, level(s) of (foreign) language competence, personal skills and competences (with scientific/academic relevance), additional information pertinent for this call for expression of interest (e.g. publications, ongoing or planned research projects, awards received, etc.).

5.4 Applicants should note that providing all the required documents *per se* does not give them any legal entitlement to be placed on the list of experts. The evaluation of applications and the ultimate decision on their acceptance lies exclusively with the European Parliament.

6. CONVOCATION OF EXPERTS

6.1. The European Parliament shall ensure that expertise is commissioned in a fair manner with a rotation of experts on the list based on the applicants' professional profiles. Whilst maintaining the principle of selecting the most qualified experts, the European Parliament shall seek to obtain a balance in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interest.

6.2. Whenever the European Parliament wishes to purchase the services indicated in Section 4, the relevant department shall send a **request by electronic mail** to the expert selected, specifying the terms and conditions of performance, as well as a draft order form. Within two working days following the date on which the email request is sent, the expert shall respond to the electronic mail by declaring his/her availability to take up the task, thereby accepting all the conditions. In the event of failure to observe the **deadline of two working days**, the expert shall be considered not to be in a position to fulfil the order form.

6.3 The European Parliament reserves the right to ask the contractor to confirm that he/she is still in the same situation with regard to the exclusion and selection criteria as when he/she submitted the application as well as to request the sending of the original Application Form and Financial

Identification Form.

- 6.4.** Following receipt of the expert's acceptance to provide the services, the order form (see Annex V) shall enter into force on the date it is signed by the European Parliament. The period allowed for performance of the task(s) set shall start as of the same date. As an exception to the rule, the contracting parties can agree to different deadlines than those outlined in the table in paragraph 4.1.

7. ESSENTIAL REQUIREMENTS FOR WRITTEN EXPERTISE

7.1. Professional standards

The expert-writers shall:

- be specialised in reporting on science topics;
- have a sound experience in working with scientific publications, studies and research reports;
- have good judgment for sound sources of information and ability to critically assess scientific evidence;
- be able to tackle different expert topics in an accessible, understandable and clear way;
- avoid conflicts of interest and bias, and keep neutrality, impartiality and balance;
- follow general journalistic professional standards as fact-checking, exactness of quotations, and accurate reporting.

The content they provide should be original and any quoted source should have a clear reference.

7.2. Language, linguistic and typographical quality standards, proofreading

- Unless otherwise specified, the publications should be supplied in **English**.
- Clarity and the highest quality of language shall be ensured, *inter alia* to avoid misinterpretations and misunderstandings in a multilingual environment.
- All written contributions should be drafted in concise, non-technical and citizen-friendly language. They must be clear, comprehensive and comprehensible to non-specialists. The writer is thus expected not only to be able to work across relevant disciplines, but also to present even complex information in an accessible manner.
- After delivery, written expertise will undergo internal evaluation by the European Parliament's research services.

7.3. Drafting and layout rules

- Specific drafting and layout rules may be defined at a later stage, in the request of the specific publication.
- All data used for the production of charts should be provided in **MS Excel sheets** for editing purposes.

8. COPYRIGHT

The Contractor shall undertake to cede to the European Parliament, in full, the copyright on the service output, in accordance with the provisions of copyright legislation, and in particular full or partial publication and distribution rights in whatever form.

9. DUTY TO PROVIDE INFORMATION/CONFLICT OF INTEREST

Upon each request from the European Parliament, the expert must notify the European

Parliament's administration of any previous services performed for national and international public or private entities, including European Institutions and Agencies, in the past five years, in the area which is the subject matter of the request.

When fulfilling his/her responsibilities, the contractor must be fully **independent of other commitments**. Therefore, when carrying out each specific assignment:

- the expert shall not be affected by any conflict of interest, within the context of the specific request, arising in particular from any economic interests, from political or national associations, from family or other personal links, or from any other relationships or common interests;
- there shall be no professional or financial constraints on the expert's availability to carry out the required assignment, or that would compromise the impartiality of the advice given.

The expert must notify the European Parliament without delay if the above situation changes, particularly in such a way as to compromise the independent nature of the advice.

The expert will be required to sign a declaration on professional independence and absence of conflicts of interest (Annex VI) before carrying out a specific publication assignment. He will need to submit the same statement signed by all scientists involved in the publication.

10. ENVIRONMENTAL ASPECTS

Applicants shall undertake to comply scrupulously with the environmental legislation in force in the field of the contract, should it be awarded to them. It should be noted in this connection that the European Parliament applies the EMAS environmental management system. Information about EMAS is provided by the authorising department in Annex IV to this Call for Expression of Interest.

11. DATA PROTECTION

The follow-up to your response to this Call for Expression of Interest entails the registration and processing of personal data (e.g. name, address, CV). Any personal data included in the contract shall be processed pursuant to 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. They shall be processed solely for the purposes of the performance, management and follow-up of the contract by the European Parliament's Directorate-General for Parliamentary Research Services, Directorate C: Impact Assessment and European Added Value, without prejudice to their possible transmission to the bodies charged with a monitoring or inspection task in conformity with Community law. The applicant shall have the right of access to his personal data and the right to rectify any such data.

Should the applicant have any queries concerning the **processing of his personal data**, he should address them to:

Mr Wolfgang HILLER, Director,
Directorate General for Parliamentary Research
Services,
Directorate C, Impact Assessment and European Added Value
(Office SQM 02 Y 066),
Rue Wiertz 60, B-1047 Brussels.

The applicant shall have right of recourse at any time to the European Data Protection Supervisor. For transparency purposes, the European Parliament may publish on its website the names of experts to which it has awarded orders.

Wolfgang HILLER
Authorising Officer by Sub-delegation

Annexes:

- I. Application Form (to be completed by the applicant)
- II. Declaration on honour
- III. Financial Identification Form (to be completed by the applicant's bank)
- IV. Information on the European Parliament's Environmental Policy
- V. Draft Order Form
- VI. Declaration on professional independence and absence of conflicts of interest