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Europski parlament Parlamento europeo Eiropas Parlaments Europos Parlamentas Európai Parlament  
Parlament Ewropew Europees Parlement Parliament Europejski Parlamento Europeu Parlamentul European  
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

Directorate-General for Parliamentary Research Services  
Directorate for Impact Assessment and European Added Value

**Call for expressions of interest EPRS/EVAL/SER/19/017CEI  
To compile a list of academic or scientific experts for the provision of  
independent external expertise in the field of impact assessment, evaluation,  
foresight and stress-testing**

**1. GENERAL INFORMATION, AIM AND OBJECTIVES**

1.1. The European Parliament is issuing a Call for expressions of interest in order to compile a list of experts to provide independent and on-hand external expertise in various policy areas and related specifically to:

- Ex-ante impact assessment of proposed EU legislation or policies;
- European added value of existing or potential EU policies;
- Ex-post impact assessment and evaluation of adopted EU legislation or policies;
- Assessment of new and emerging technologies, and foresight on long-term scientific and technological trends;
- Foresight in the field of global trends analysis;
- Scrutiny of other EU institutions and bodies;
- Stress-testing of existing or potential EU policies.

The expertise shall be delivered in the forms described in section 4 below.

Any expertise is to be provided upon a preliminary request of the European Parliament.

1.2. Applicants are invited to apply for one or several of the following policy areas (to be specified by the applicant in the 'Application Form' (Annex I to these specifications):

Policy area 1: **Economic and Monetary Affairs, Budgets and Audit** including the operation of the Economic and monetary Union, the development of European economic governance, the Union's annual budget and Multiannual Financial Framework, the system of own resources, the

financial activities of the European Investment Bank, taxation, financial crimes, money laundering, tax avoidance, tax evasion;

Policy area 2: **Internal Market and Consumer Protection** including legislation in respect of the internal market and customs union, the identification and removal of potential obstacles to the full functioning of the internal market, promotion and protection of the economic interests of consumers;

Policy area 3: **Environment, Public Health, Food Safety, Employment and Social Affairs** including pollution, climate change, waste management and recycling, noise, protection of biodiversity, public health issues, pharmaceutical and cosmetic products, disease prevention and control, the labelling and safety of foodstuffs, veterinary legislation concerning protection against risks to human health, public health, checks on foodstuffs and food production system, the European Social Fund, working conditions, social security and social protection, health and safety in the workplace, free movement of workers and pensioners, forms of discrimination at the workplace and in the labour market;

Policy area 4: **Industry, Research and Energy**, including industrial policy, application of new technologies, research policy, information society, information technology, Trans-European networks in the telecommunications sector, the internal market in energy, energy regulation, security of energy supply, energy efficiency, new forms of energy and Trans-European Networks for energy;

Policy area 5: **Institutional and Legal Affairs**, including institutional aspects of the European integration process, operation and implementation of the EU Treaties, operation of individual EU institutions and bodies, institutional consequences of enlargement, inter-institutional relations, the interpretation and application of European Union law at both European and national levels, Union acts which affect the Member States' legal order;

Policy area 6: **Culture, Education, Youth and Sport**, including improving the knowledge and dissemination of culture; the protection and promotion of cultural and linguistic diversity; the conservation and safeguarding of cultural heritage, cultural exchanges and artistic creation; information and media policy, cooperation with third countries in the areas of culture and education and relations with the relevant international organisations and institutions, the Union's education policy, the European higher education area, the promotion of the system of European schools and lifelong learning; audio-visual policy and the cultural and educational aspects of the information society, youth policy and the development of a sports and leisure policy;

Policy area 7: **Civil Liberties, Justice and Home Affairs, Women's Rights and Petitions** including the protection of citizens' rights within the territory of the Union, human rights and fundamental rights, non-discrimination, police and judicial cooperation, asylum and migration, the promotion and protection of women's rights, equal opportunities policy, removal of all forms of discrimination based on gender, petitions and relations with the European Ombudsman;

Policy area 8: **Regional Development, Transport and Tourism**, including regional and cohesion policy, and the operation of the European Regional Development Fund and Cohesion Fund, common policies for rail, road, inland waterway, maritime and air transport, postal services and tourism, Trans-European Networks for transport;

Policy area 9: **Agriculture and Fisheries**, including the operation, development and management of the Common Agricultural Policy, rural development, veterinary and plant-health matters, animal feeding-stuffs and animal welfare, the operation, development and management of the Common Fisheries Policy, the conservation of fishery resources and international fisheries agreements;

Policy area 10: **Development and International Trade and Economics** including the promotion, implementation and monitoring of EU development and cooperation policy and the European Development Fund, the Union's financial, economic and trade relations with third countries and within international and regional organisations;

Policy area 11: **Foreign Affairs, Security and Defence**, including the operation of the Union's Common Foreign and Security Policy, political relations with third countries, accession of states to the Union, human rights in third countries, issues concerning the protection of minorities and the promotion of democratic values in third countries, the operation of the Union's Common Security and Defence Policy;

Policy area 12: **Methodological and Horizontal Issues**, including methods related to ex-ante impact assessment of proposed legislation or policy, European added value of existing or potential EU policies, Ex-post impact assessment and evaluation of adopted EU legislation or policies, assessment of new and emerging technologies, and foresight on long-term scientific and technological trends, scrutiny of other EU institutions and bodies, stress-testing.

1.3. The list of experts is set up under Article 237 of the EU Financial Regulation, and will be valid for five years from the official publication of the Call on the webpage of the European Parliament, i.e. until **15 September 2024**, and may be used during this period whenever the European Parliament deems it appropriate.

1.4. This Call is **exclusively addressed to experts with academic or scientific experience** as specified in section 5 below. Furthermore, it is **exclusively addressed to natural persons** (and not to legal persons, such as companies or Universities).

1.5. 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. The purpose of the list is to set up a database of suitable experts, meaning that the list may include a greater number of experts than will actually be required.

## 2. SUBMISSION OF APPLICATIONS

2.1. This Call for expressions of interest must be read in conjunction with its annexes, which are either to be filled in by the applicant or provided for information purposes.

- The annexes to be completed and submitted by the applicant are:

- Application Form (Annex I),
- Declaration on Honour (Annex II),
- Legal Entity Form (Annex III).

- The following annexes are provided for information purposes:

- Draft Order Form (Annex IV),

- Information on the European Parliament's environmental policy (Annex V),
- EPRS Style Guide (Annex VI),
- EPRS Layout Template (Annex VII),
- Declaration on professional independence and absence of conflicts of interest (Annex VIII).

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

[EPRS-EVAL-CEI@ep.europa.eu](mailto:EPRS-EVAL-CEI@ep.europa.eu)

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

EPRS/EVAL/SER/19/017/CEI (*family name*)

You are required to send (by email) a scanned pdf version of the original documents duly completed and signed and a Word or pdf version of your CV and list of publications.

2.3. Interested experts may submit their applications at any point in time until **15 June 2024** (i.e. 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 Legal Entity 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, **and**;
- **be signed** by the applicant; the **Legal Entity 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 Legal Entity 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 and will be assessed on a case by case basis, depending on the availability of expertise in the market for a particular field and potential conflicting interests.

For natural persons established in the United Kingdom, please be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020<sup>1</sup>, the references to natural persons established in a Member State of the European Union are to be understood as including natural persons established in the United Kingdom. After the transition period, natural persons established in the United Kingdom will be considered natural persons established in a third country, as referred to in the previous paragraph under section 2.9, unless the United Kingdom and the European Union agree otherwise.

### 3. ACCEPTANCE OF TERMS AND CONDITIONS

Submission of an application implies acceptance of the terms and conditions laid down in this Call for expressions 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 subjects and in various forms. Without prejudice to particular specifications agreed for a specific assignment, which will be enclosed with the request sent to the expert selected (see Section 5, point 2), the volumes, deadlines and remuneration for the various forms of expertise are set out in the table below:

	TYPE OF EXPERTISE	VOLUME*	DEADLINE**	PRICE***
I	Peer Review of reports or studies of up to 60 pages	5-10 pages	7 days	EUR 2 000
II	Peer Review of studies of more than 60 pages	7-15 pages	15 days	EUR 4 000
III	Briefing notes	10-25 pages	21 days	EUR 5 000
IV	Briefing notes	26-50 pages	30 days	EUR 10 000
V	Briefing notes	51-80 pages	50 days	EUR 20 000
VI	Participation in Expert Panel	Panel discussion in Brussels or Strasbourg	per meeting and written contribution	EUR 2 000

\* Excluding any tables, maps, graphics, bibliography and annexes. The page ranges given refer to the expected volume of the various types of written expertise.

\*\* These deadlines are indicative and counted in calendar days - from the signature of the contract till the delivery of the draft expertise. Deadlines will be defined by the European Parliament according to the complexity of each assignment and will be specified in the contract (order form).

\*\*\* Prices without VAT - Prices are firm, all-inclusive and not open to revision.

<sup>1</sup> Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

#### 4.2. Travel reimbursement for journeys to Brussels and Strasbourg - on presentation of travel documents<sup>2</sup>

Experts can be requested to come to Brussels or Strasbourg to participate in an expert panel or otherwise for a meeting with the European Parliament's services and/or for a personal presentation of a briefing note, for example, in the context of a committee meeting or a policy roundtable or workshop.

In this case, they are entitled to the reimbursement of their travel and accommodation expenses. Reimbursement conditions are as follows:

- up to a maximum of economy class air fare, incl. all reservation costs;
- first class rail fare, incl. all reservation costs;
- first class ticket for journeys necessitating travel by sea or river, incl. all reservation costs;
- second class rail fare applies where the expert uses his or her car;
- a flat rate allowance of EUR 60 to cover travel costs between the usual residence/office address and the nearest airport/railway station.

Travel expenses will be reimbursed on the basis of the shortest route between the usual residence/office address and the European Parliament (for both legs of the journey).

Electronic formats for air or train tickets (including boarding passes, if applicable) and for hotel bills, are accepted for the reimbursement of travel expenses. A free text Declaration on honour must be submitted if travelling by private car.

#### Daily allowance

Each person requested to come to Brussels or Strasbourg shall be entitled to:

- EUR 125 for the day of the meeting, to cover all miscellaneous expenses, and
- EUR 165 if one overnight stay is necessary at the venue of the meeting (**on presentation of the original hotel bill attached to the request for reimbursement**). In this case, the person is entitled to the allowance for the night preceding the meeting that starts in the morning or for the night following a meeting that takes place in the afternoon.

4.3. No additional travel and accommodation expenses will be reimbursed.

4.4. The maximum total amount to be paid to each expert for the entire duration of validity of the list is set at **EUR 144 000**, in accordance with the list laid down in point a) and b) Article 4 of the Directive 2014/24/EU in accordance with Article 175 and Article 237 of the

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<sup>2</sup> Bureau Decision of 18/06/2003

Financial Regulation<sup>3</sup>.

4.5. 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 Union. 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.

## 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 listed in the Declaration on honour (Annex II). **Only duly completed applications (Annex I and Annex II to these specifications) 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 as mentioned in section VII of the Declaration on honour (Annex II). In order to be placed on this list of experts by the European Parliament, the applicant shall:

- have a sound academic or scientific background, **with proven experience in research**. In particular, he/she must have at least **five years of professional experience**<sup>4</sup> in such research, including at least three years clearly related to the policy area(s) in question; **and,**
- **have a record of publications in the policy area(s) in question.**

The following will be considered as assets:

- A record of publications in peer reviewed scientific journals and/or monographs accepted for publication after a similar review process;
- A record of publications in one or more of the following fields:
  - ✓ Ex-ante impact assessment of proposed legislation or policies;
  - ✓ European added value of existing or potential EU policies;
  - ✓ Ex-post impact assessment and evaluation of adopted EU legislation or policies;

<sup>3</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.

<sup>4</sup> Doctoral studies count for **up to three years** of professional experience provided that a doctoral degree has been awarded.

- ✓ Foresight in the field of global trends analysis;
  - ✓ Assessment of new and emerging technologies, and foresight on long-term scientific and technological trends;
  - ✓ Scrutiny of other EU institutions and bodies;
  - ✓ Stress-testing of existing or potential EU Policies; **and,**
- have an **excellent command of English** (duly proven through publications in English, language certificates, etc.; **and,**
  - have the **economic and financial capacity** to provide the services set out in this document (cf. the Declaration in section 3 of the Application Form).

Distinction in research (evident, for example, in awards, leadership role in projects) will be considered an asset.

### 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 (in MS Word and/or pdf)** 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 or she should be admitted. Furthermore, applicants are required to self-define their expert profile into more detail by including **keywords** in their motivation letter thus facilitating the subsequent review of their expert profile by the relevant EP services<sup>5</sup>, **and,**
- A full **curriculum vitae (in MS Word and/or pdf)**, specifying academic qualifications and 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: 1. personal information, 2. work experience (in the scientific/academic field(s)), 3. education and training, 4. level(s) of (foreign) language competence, 5. personal skills and competences (with scientific/academic relevance), 6. additional information pertinent for this Call for expressions of interest (e.g. ongoing or planned research projects, awards received, network, etc.<sup>6</sup>), **and,**
- A full **record of publications (in MS Word and/or pdf)** on subjects relevant to this Call for expression of interest, starting from the most recent and differentiating between general publications and texts published in peer-reviewed journals and/or monographs accepted for publication after a similar review process by the publishing house in question; records should show if the publication was paid, and if so, who was

<sup>5</sup> For example, if the applicant has crossed Policy area 3 'Environment, Public Health, Food Safety, Employment and Social Affairs' in the Application Form (Annex I to these specifications), he/she is required to further specify that they are an expert in, for example, 'waste management' by including a separate line called '**key words**' in their motivation letter. One could consider using keywords from the description of policy areas in section 1.2 above.

<sup>6</sup> In particular, as required in Annex I 'Application Form', interested applicants are required to submit:

- a **list of projects/services remunerated** in the past five years relevant to this call for expression of interest, indicating recipients and sums, dates, place of work, and contact details of the recipients, and,
- a description of the expert's **academic and/or scientific network** in connection with his/her research, indicating for example a list of conference presentations, consultancy projects, collaborations and membership in research networks, think tanks or advisory groups.



the requester.

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. COMMISSIONING 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 (including the required type and length of expertise and the deadline for delivery), as well as a Draft Order Form (contract). Within seven (7) working days following the date on which the email request is sent, the expert shall respond to the email 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 seven (7) working days**, the expert shall be considered not to be in a position to fulfil the requested task.

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 Legal Entity Form.

6.4. Following receipt of the expert's acceptance to provide the services, the order form (see Annex IV to these specifications) 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 under section 4 point 1.

## 7. ESSENTIAL REQUIREMENTS FOR WRITTEN EXPERTISE

### 7.1. Academic standards

Contractors shall undertake to perform the tasks assigned to them in accordance with the **highest professional standards** and to observe the **utmost academic integrity** throughout the process (data, research, analysis, presentation, etc.). The standards to be respected include the following:

- Existing work within the relevant scientific community shall be taken into account as broadly as possible, including research that challenges the contractors' own results. Contradictory findings shall not be excluded at the outset;
- In order to avoid instances of plagiarism, all material from the work of others which is used for the assignment, such as data, information, ideas, concepts, methodologies, quotes and literature must be clearly identified and referenced at the

appropriate place in the text by way of a systematic referencing system. These works must be attributable to their original authors. Where the texts referred to are available on the Internet the clickable links should be provided. A complete bibliography should be provided, and where applicable, a list of persons/organisations interviewed. Single inverted commas or quotation marks shall be used in the case where another author's material is copied word-for-word (direct quotation). Sources should also be clearly referenced in case of paraphrasing, i.e. when putting another author's ideas in one's own words (paraphrasing). The bibliography must be added as an annex to the briefing.

- Self-plagiarism, e.g. using parts of a text that the contractor has already published, or subsequently using for publication parts of the text provided in the context of this contract, is also considered a form of plagiarism. By accepting the European Parliament's terms and conditions, the contractor's copyright of the written product is transferred to the European Parliament, and a copyright infringement is committed if a portion of this work is re-used without the European Parliament's prior notice and consent.
- Geographical balance: where appropriate and possible, it must be ensured that issues, priorities and concerns of different regions and Member States are fully reflected in all types of expertise provided.
- Accuracy and comprehensiveness of facts and data given and comprehensiveness of facts and data given shall be ensured. Contractors have a responsibility to present their results fully without omission, misrepresentation or deception. The most recently available information and data shall always be included;
- The contractor should bear in mind that the study must stand up to scrutiny in a political context and that even small factual errors, imprecise or ambiguous wordings or an unclear, inaccurate or incomplete stating of sources and references may jeopardise the credibility of the expertise as a whole;
- Contractors should remain aware of the limitations of the research method applied, and be conscious of the impact of their views and opinions, which may predetermine an outcome. The uncertainty inherent in any academic and scientific result should be reflected in the findings and conclusions.

## 7.2. Language, linguistic and typographical quality standards, proofreading

- Unless otherwise specified, written expertise should be supplied in **English**.
- Clarity and the highest linguistic and typographical quality standards shall be ensured, *inter alia* to avoid misinterpretations and misunderstandings in a multilingual environment.
- All written contributions should be drafted in **concise, clear, non-technical language**, allowing Members of the European Parliament and other readers to readily gain an overview of the specific subject, independent of their prior knowledge. The written contributions should contain clear findings, policy options and - if requested - recommendations destined for decision-makers. The aim is to include only data relevant to decision-making, and to exclude non-essential data, so that the document is clear, comprehensive, illustrative, to the point and comprehensible even to non-specialists. The expert is thus expected not only to be able to work across relevant disciplines, but also to present even complex information in an accessible manner.

- Before submitting the written expertise to the European Parliament, the contractor must carry out **an in-depth editorial review**, including **high-quality proof-reading** by a native English speaker, to guarantee the highest linguistic and typographical quality standards.
- Contractor's attention is drawn to the European Parliament's guidelines on the use of gender-neutral language, which should be used where possible.
- After delivery, written expertise will undergo internal evaluation by the European Parliament's research services, including computer-assisted plagiarism detection, and may also be subject to external (peer) review.

### 7.3. Drafting and layout rules

- The contractor is obliged to follow the European Parliament's drafting and layout rules in force at the time when written expertise is contracted<sup>7</sup>. Along with the order form the contractor will receive each time an MS Word template for the layout of the expertise. The contractor shall deliver each expertise using this template.
- For the preparation of bibliographies, as well as for acronyms, abbreviations, statistical symbols, units of measurement, countries, territories and currencies, punctuation in figures and all other issues which are not dealt with in the above-mentioned template, the **Interinstitutional style guide**<sup>6</sup> must be used. Access will also be given to the EPRS in-house style guide, which is based on the **Interinstitutional style guide and provides further guidance/interpretation if required.**

As a general rule, the referencing system used should be based on footnotes, following the detailed guidance set out in the EPRS style guide.

- All data used for the production of charts should be provided in **MS Excel sheets** for editing purposes.

## 8. ESSENTIAL REQUIREMENTS FOR PRESENTATIONS AND EXPERT PANELS

8.1. If requested by the European Parliament, the contractor shall give an oral presentation of the requested expertise at the European Parliament in Brussels or Strasbourg. This oral presentation in committee may be delivered in any official EU language.

8.2. A **PowerPoint presentation** or similar visual aids may be required of the expert in order to visualise his/her oral presentation. Where Power Point slides are used, they should be provided in English. PowerPoint slides as well as the outcome note, if any, shall always be provided in English.

8.3. A discussion with the Members of a Committee in the format of a question-and-answer session may take place after that presentation. The total duration and the date of

<sup>7</sup> The Style Guide and Layout template contained in Annex VI and Annex VII to these specifications are for information purposes only. If necessary, further drafting and layout rules may be defined at a later stage in the technical specifications for each particular assignment.

such a session shall be defined on the basis of the agenda of the European Parliament.

8.4. The standard language for presentations is English, unless otherwise agreed beforehand. However, if agreed in advance with the European Parliament, the speaker may also use his/her mother tongue or the language he/she is most comfortable with in order to fully comply with linguistic quality criteria and guarantee a lively and high-quality presentation.

8.5. Details regarding presentations, including duration and date, will be specified on an individual basis, taking into account the European Parliament's agenda.

## **9. ACCEPTANCE PROCEDURE**

The contractor shall deliver the expertise to the European Parliament by the deadline specified in the contract. The draft should be complete in terms of content, should be edited and proofread.

The European Parliament would send its comments on the draft within two weeks, unless otherwise specified in the contract.

The contractor shall respond to comments and finalise the expertise within two weeks unless otherwise specified in the contract.

The European Parliament sends an acceptance letter to the contractor, provided that the expertise was delivered in time and fully met all requirements laid down in the technical specifications.

The acceptance of, and payment for the work provided is subject to full and strict compliance with these requirements and approval of the final expertise by the European Parliament.

Final acceptance shall be declared only if the services performed comply with the contract.

If the European Parliament is unable to declare final acceptance of all or part of the services, no payment takes place.

## **10. INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS**

Any intellectual and industrial property rights associated with the services obtained in connection with performance of this order form shall belong to the European Parliament, which may use them as it sees fit, without limitation. Should performance of the order form involve the use of intellectual or industrial property rights belonging to a third party, the contractor shall indicate such rights and shall hereby warrant that he has obtained a licence to use those rights from the holder(s) thereof or from his or their legal representatives.

## **11. 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 expertise:

- the expert shall not be affected by any conflict of interest, within the context of a 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 assignments, 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 VIII to these specifications) before carrying out a specific expertise assignment.

## 12. 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 V to this Call for expressions of interest.

## 13. DATA PROTECTION

13.1. The follow-up to your response to this Call for expressions 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 for 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 for 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.

13.2. For transparency purposes, the European Parliament may publish on its website the names of experts to which it has awarded service contracts. Written contributions prepared for expert panels (committee meetings, workshops etc.) might also include a short biography of the expert. Presentations made at expert panels (committee meetings, workshops, etc.) might be published online and/or distributed in newsletters.

### 13.3. Ex-post publication

Details on the contractors who have concluded a contract of more than EUR 15 000 awarded following the procedure set out in section 6 shall be published on the website of the contracting authority no later than 30 June of the year following the contract award. These details include name, locality (region of origin for natural persons), amount, and subject of the contract. For natural persons, the information shall be removed two years after the year of the contract award.



Wolfgang HILLER, Director, Authorising Officer by Sub-delegation  
 Directorate for Impact Assessment and European Added Value  
 Directorate-General for Parliamentary Research Services

### Annexes:

- I. Application form (Annex I to these specifications - to be completed and signed by the applicant)
- II. Declaration on honour (Annex II to these specifications - to be completed and signed by the applicant)
- III. Legal Entity Form (Annex III to these specifications - to be completed, signed and stamped by the applicant's bank)
- IV. Draft Order Form (Annex IV to these specifications - for information purposes only)
- V. Information on the European Parliament's Environmental Policy (Annex V to these specifications - only for information purposes only)

- VI. EPRS Style guide (Annex VI to these specifications - for information purposes only
- VII. EPRS Layout Template (Annex VII to these specifications - for information purposes only)
- VIII. Declaration on professional independence and absence of conflicts of interest (Annex VIII to these specifications - to be completed and signed by the applicant in the context of each specific request of the European Parliament for the delivery of services under this Call)

