



EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

To the CEN/CA Members

Brussels, 14 July 2011

Reference: DG/14150/AAG

Subject: Recruitment of CEN Consultants in the fields of:

- | | |
|-------------------------|---------------------------------------|
| ◆ Pressure equipment | (Directive 2009/105/EC and 97/23/EC) |
| ◆ Machinery - Noise | (Directive 2000/14/EC and 2006/42/EC) |
| ◆ Rail Interoperability | (Directive 2008/57/EC) |
| ◆ Safety of Toys | (Directive 88/378/EEC and 2009/48/EC) |

Dear CA Member,

In anticipation of a contract between CEN and EC/EFTA for consultant services in these fields during 2012, the CEN - CENELEC Management Centre is launching a call for candidates.

Applications are invited from all interested parties.

The contracts of the successful candidates will begin on **1st January 2012**.

NB. The actual number of working days for each contract will be confirmed during the selection process.

Representatives of CEN - CENELEC, together with the European Commission Services and EFTA Secretariat, will select the consultants from the applications received.

Tasks of the CEN Consultant

Although further details will be given in the specific contracts, the principal tasks of the consultant are outlined in the General terms and provisions applicable to consultants (see Annex 1).

Conditions

The consultant shall:

- be a national of a European Union or EFTA Member State;
- have an excellent knowledge of English (written and verbal) and, preferably, of at least one of the other two official CEN languages (French and German);
- have a thorough knowledge of the relevant European Union directives;
- have extensive experience of the theoretical and practical aspects of the technologies covered by the relevant directives;
- have experience of the preparation, negotiation and adoption of legislative rules at national or preferably European Commission level for the fields indicated;
- have detailed knowledge of and experience in the preparation and finalization of standards in these fields;
- have the status and necessary skills to guide and advise standards writers on the technical aspects of the standardization programme, to check the coherency between the standards in preparation and the provisions of the relevant standardization mandate(s) and between these standards and the related Essential Requirements of the relevant directive(s).

Amongst other tasks the consultant will advise CEN technical bodies and their working groups on the coherence of the standards under the relevant mandate(s) and shall therefore participate in relevant meetings of these bodies.

In particular, the consultant shall check on the compatibility between the draft standards and the provisions of the relevant mandate(s), particularly essential safety requirements laid down in the EU Directives, during the preparation of the drafts, during the public enquiry and before the Formal Vote. It will be necessary for the consultant to co-operate with other relevant CEN consultants.

The consultant is required to be impartial and the position necessitates regular co-ordination with the CEN - CENELEC Management Centre in Brussels and travel in Europe.

The consultant should have good communication skills, be computer literate and be able to plan and organize his or her work schedule. We anticipate that the contract will be for the period 2011-01-01 to 2011-12-31, and may be renewable, subject to review.¹

Candidates are requested in their applications to make an offer in terms of a daily remuneration rate (amount per man-day) up to a maximum of **EURO 535**.

The appointed consultant would also receive a travel budget.

By this letter, we invite applications for the posts of CEN consultant to reach the CEN - CENELEC Management Centre by:

2011-09-09

¹ A consultant may be contracted for up to 12 months, with a possibility of further contracts for three 12-month periods (a total of four years). After four years, a new call will be made.

Applications should be submitted in electronic file format to the following e-mail address:

consultants@cencenelec.eu

You are additionally invited to publicise this information nationally, noting that applications are to be sent to this email address at the CEN - CENELEC Management Centre by the date mentioned above, clearly indicating the field in which the candidate wishes to work. Applications must include detailed Curriculum Vitae in **English**, with an accompanying letter of application highlighting any particular qualification or experience.

Best regards,



Elena Santiago Cid
CEN - CENELEC Director General

Att: Annex 1: General terms and provisions applicable to consultants

CC. CEN/BT Members
Mrs Renate Weissenhorn – European Commission Services
Mr Thomassen – EFTA Secretariat
CCMC: Mrs Quintana-Soria - Mrs Penny - Mr Vetsuypens - Mr Meert - Mr Pigneur -
Mr Tomlin - Mr Dessy

Annex I

General terms and provisions applicable to consultants

In the context of the General Guidelines for co-operation between the Commission and the European standards organisations (the European Committee for Standardization, CEN and the European Committee for electro-technical standardization, CENELEC) signed in Brussels on 13 November 1984, taking account of the framework contracts concerning the work to be assigned to CEN and CENELEC in terms of European standardization signed in Brussels on 15 January 1998, and considering the work to be carried out to tight deadlines, the CEN will call on consultants for technical and scientific help with a view to better understanding the work to be done and to ensuring that the harmonised standards are compatible with the directives.

1. Selection of consultants

The consultants to be commissioned by CEN to carry out the work shall be chosen after a call for tender, for a contract period of up to 12 months, renewable up to three times unless due grounds are stated for any exception. Renewal shall not be automatic; at the end of each contract period, CEN shall formally review the consultant's performance before any renewal can be agreed.

2. Abilities required of a consultant

It is indispensable for a consultant to have sound knowledge and experience of:

- the fields which he/she will be required to work with technical bodies;
- the background, developing, negotiating and adopting of Community and/or national legislation;

In addition, ideally the consultant should have some experience of the development and implementation of national and European standards, although his/her level of knowledge will be augmented with experience in performing the role.

For the consultant to be totally independent of the technical committees and other working groups which he is entitled to monitor, he is required not to have any direct responsibility for the work of these as a member, secretary, rapporteur or chairman².

Moreover, the consultant must be a national of a European Community or EFTA Member State.

The consultants shall carry out the work assigned to them in the contract and in a direct contractual relationship with the Contractor. The consultants must remain independent of all interested parties, and must provide proof of their independence. Under no circumstances must the consultants, under this contract, carry out work for the Commission or for which the Commission is responsible or present themselves as Commission consultants.

² A consultant may, however, play a role on committees independent of the sector for which he/she is responsible.

3. The consultant's role

The consultant is essentially responsible for helping/assisting CEN in the sector for which he/she is responsible. This help/assistance must not cover the administrative aspects of the work, but shall be confined to the technical and/or scientific aspects.

The consultant's main tasks shall be:

- 3.1 to explain to the different bodies of the contractor (i.e. CEN technical committees and working groups) the different elements of the related directive(s) and mandates especially the essential requirements.
- 3.2 to give advice during the elaboration of standards to the technical committees and other working groups on the consistency of the harmonised standards to be developed pursuant to the related directive(s) and the mandate(s); contacts with the relevant Commission services are necessary to fulfil this task.
- 3.3 to examine if the work programmes of the relevant technical committee(s) cover all aspects indicated in the related directives and mandates (i.e. essential requirements, product families, risks...).
- 3.4 to assess the different standardisation documents produced by the technical committees and other working groups toward the related directive(s) and the mandate(s);

In particular, the consultant shall:

- oversee the standards developed by the Contractor (and possibly other ESOs), to ensure that they comply with a high level of safety according to the essential requirements laid down by the directive(s) concerned and the mandate(s). This supervision should be maintained for the entire duration of the drafting work, during the public enquiry, before the formal vote and during finalisation of the draft ready for publication;

In particular, the consultant shall:

- * identify anomalies in texts being prepared,
 - * identify textual shortcomings in relation to the essential requirements dealt with in the draft standard,
 - * identify gaps which could be bridged by standards to be prepared,
 - * identify any overlapping and contradictions between different standards
 - * identify the need for assessment by other consultants responsible for other sectors of the draft standards
- examine the work of the technical committees and other working groups in the light of work in progress in the other technical committees and other working groups in other ESOs to avoid duplication of effort and contradictions in the harmonised standards and to avoid possible gaps;
 - check each candidate harmonised standard in support of new approach directives and any table giving details of the relationship between the clauses of such a standard and the essential requirements concerned (the annex ZA in CEN regulation);
 - attend any meetings as requested by the relevant Commission Services.

3.5 submit activity reports to CEN, which include, along with the general report:

- * a summary table, showing the standards assessed, the results of assessment as indicated above, the work item number and any pertinent information;
- * a draft calendar of proposed missions/meetings in the forthcoming reporting period.