

To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Seconded European Standardization Expert in India

Dear Madam,
Dear Sir,

As a part of their common strategy on the external visibility and promotion of the European Standardization System in the world, the three European Standards Organizations (ESOs), CEN, CENELEC and ETSI, under the auspices of the European Commission and EFTA, are recruiting an expert to support them in their activities in India.

The person would be integrated in the European Business and Technology Centre (EBTC) in New Delhi.

The selected candidate will be offered a 3-year contract with a 2-month training period in the three European Standardization Organizations..

We kindly ask you to consider the attached job description and propose candidatures for the post.

Applications should be sent at the latest on 25 February 2010, 17h00 Brussels time to:

CEN-CENELEC Management Centre

silvia.vaccaro@ecen.eu

or by registered mail at the following address

CEN-CENELEC Management Centre
Mrs Silvia Vaccaro
Avenue Marnix, 17 B
B –1000 Brussels

A short list of candidates will then be set up by the three ESOs and the selected candidates will be invited to an interview meeting.

Yours faithfully,

Dr. Walter Weigel
Director General



TERMS OF REFERENCE FOR THE RECRUITMENT OF A SECONDED EUROPEAN STANDARDIZATION EXPERT IN INDIA (SESEI)

1. BACKGROUND INFORMATION

The standards making process is a voluntary consensus-driven activity within the operational framework of independent and recognised standards organisations, leading to the adoption of standards, compliance with which is voluntary. Standards should be fit for purpose, give a reply to identified market needs, have a high degree of acceptability as a result of the full involvement of all relevant parties in the standardization process, be coherent with each other and allow for technological innovation and competition.

Accordingly, the European standards making process applies the basic principles defined in the WTO Agreement on Technical Barriers to Trade, i.e.: transparency, openness, consensus building, effectiveness and balanced participation of stakeholders, including environmental and consumer interests. Moreover, in recent years major economic, political and social changes in Asia, Europe and other regions of the world, have opened new markets and have created new opportunities for trade and investment relations between these regions and Europe.

Recognizing the importance of these developments for the European economy, the European Standards Organizations (the ESOs), CEN, CENELEC and ETSI, decided to look for opportunities to intensify their dialogue with key partners in the different regions, such as Central and Eastern Europe, the Mediterranean area, Northern Asia, the Asian Pacific region, South and Central America and Africa. This initiative is in alignment with the EU policy to promote the visibility of European Standardization in third countries and the stated desire of the EC to establish a post for a Secoded European Standardization Expert in strategically important regions/countries. The first example of such a position was established in China in 2006, with the support of EC and EFTA.

Encouraged by the success of the Chinese project, the ESOs want now to develop a similar position in India. The Secoded European Standardization Expert in India, SESEI, is co-funded by the Commission, EFTA, CEN, CENELEC and ETSI; the project is managed by CEN.

2. OBJECTIVE AND EXPECTED RESULTS

2.1. Objective

This project aims at establishing a European standardization expert to operate in India with the task to increase visibility of the European standardization system and promote the use of European and international standards in India.

2.2. Fields of activity and expected results to be achieved by the SESEI

The European standardisation expert will be located in New Delhi, in the EBTC (European Business and Technology Centre) and fulfil the following functions:

- To map the standardization system and structure in India, identify the key organizations and ministries in charge of standardization issues and propose to the CEN-CENELEC-ETSI Joint President Group (JPG) priority sectors to be tackled, organizations/ministries with which synergies should be sought and an Action Plan to be put into place.
- To promote European and International Standardization system in India.
- To support the European Standards Organizations (ESOs), in their activities in India.
- To promote the cooperation between India and Europe in the field of standardization and related policies/legislation supported by standardization and to provide support to the cooperation/regulatory dialogues between the European Commission, EFTA and the Indian government.
- To give advice on trade related issues and how to facilitate market access to India, in particular by analysing and reporting on standardization aspects and related policies/legislation of the implementation by India of its WTO obligations and to support global harmonisation through international standards.
- To constitute a focal point in India for actors involved in the above mentioned activities, such as EC, EFTA, the three ESOs and their members and partners (the list of which to be specified).
- To explore the market in India in order to identify new standardization needs and to find new possible sources of interest in standardization as well as new possible partners and to foster cooperation with their European counterparts.
- To use standardization related co-operation in order to help promoting trade and investments with India.
- To raise awareness of the standardization activities and related policies in India for European stakeholders by means of newsletter which may be published on the ESOs website.
- To provide support and input to the EU Delegation in New Delhi and to cooperate closely with the representations of the EU/EFTA Member States in the fields of standardization and market access.
- To play a role of liaison between European experts currently seconded to India and originating from various European businesses and federations, including NSBs, in order to create an information network to avoid duplication/overlapping of actions and streamline the activities.
- To establish and maintain contacts with the Indian government and its agencies, standardization organizations and more widely to all market players.
- To survey new standardization activities in India both by India and non-Indian organizations; observe competing non-European standardization organizations
- To be attentive to eventual further changes of the Indian national standardization legislation
- To identify areas where EN standards are adopted and/or are widely used in India
- To provide a quarterly reporting and to prepare the Newsletter every 6 months during the stay of the expert in India.
- To cooperate closely with the European Business and Technology Centre to be established in New Delhi and other parts of India.

3. DESCRIPTION OF THE POSITION

3.1 General

SESEI will try to avoid overlapping with other initiatives stemming from different European businesses and federations and focus on raising awareness on this project both in India and in the EU/EFTA. Furthermore, the SESEI will be asked to play a role of liaison and coordination between other European experts currently seconded to India and originating from various European businesses and federations interested in standardization. A monitoring will be made on the participation of the expert to the different events and the level of proactivity demonstrated by the expert in promoting the European standardization.

3.2 Job description

The expert will fulfill the following functions:

- To foster the cooperation between India and Europe in the field of standardization and related EU policies/legislation supported by standardization.
- To promote the European Standardization system in India, especially explaining the unique link between standardization and legislation in the European Economic Area, where standards are always voluntary and the European Standards Organizations (ESOs) are independent from the legislators.
- To promote market access to India, in particular by analyzing and reporting on standardization aspects of the implementation by India of its WTO obligations.
- To play a role of liaison between European experts currently seconded to India and originating from various European businesses and federations, and to coordinate with NSB experts located in India the liaison with Indian counterparts in the area of standardization, in order to create an information network to avoid duplication/overlapping of actions and to streamline the activities.
- To support the ESOs in their activities in India.
- To raise awareness of the standardization activities and related policies in India relevant for European stakeholders by means of newsletter which may be published on one of the ESOs website.
- To explore the market in India in order to identify new standardization needs and to find new possible sources of interest in standardization as well as new possible partners and to foster cooperation with their European counterparts.
- To create and maintain contacts with Indian government agencies, standardization organizations and relevant market players.
- To provide on time quarterly reports to the ESOs¹ Joint Presidents Group and to the EC/EFTA

Profile:

- EU/EFTA national.

- A relevant university degree or equivalent.
- Substantial knowledge of the European standardization system.
- Substantial knowledge of the International standardization system.
- Basic knowledge of the EU regulatory system with particular regard to the use of voluntary standards in support of legislation.
- Profound knowledge of India's trade and economic environment.
- At least a basic knowledge of Indian standardisation system
- At least basic knowledge of Indian regulatory system (for products and services), including conformity assessment requirements
- Experience with working in a European and/or international environment.
- Working experience with/in India constitutes an advantage, in particular if related to standardization, technical regulations and conformity assessment.
- Strong interpersonal skills, ability to communicate effectively with a wide range of contacts and public speaking skills.
- Good team player.
- Capability to absorb, analyse and report clearly on complex issues.
- Fluent in English both spoken and writing.
- Knowledge of Hindi will be an asset

Additional preferential requirements:

- Legal setup in India
- Legal power to hire an Indian assistant

Target date for the interview is 25-26 March 2010. Only the short-listed candidates will be contacted. Please note that that any travel costs related to participate to the interviews shall be borne by the candidates themselves.

3.3 Milestones

The project can be divided in four steps:

1) Recruitment phase (month 1-4):

This phase is intended to last 4 months from the publication of the Terms of Reference to the negotiation/signature of all agreements between the stakeholders.

2) Inception phase (month 5-12):

a- Training period (months 5-6). The selected expert will be trained by the 3 ESOs before leaving for New Delhi.

b- After the training period, for a duration of 6 months, the Seconded Standardization European Expert will settle his/her office, hire the assistant with CEN's support and establish the appropriate contacts with the Indian counterparts.

During this period the Standardization Expert will gather all the information related to different actions and projects related to standardization and conformity assessment and related policies ongoing in India and future actions already designed and committed, both by the EC, EU and EFTA Members States and European industry. The expert will develop a draft Action Plan in order to increase the presence of the European standardization community in India. This action plan will include the design of actions, the involvement of the European Standardization community in ongoing or future designed actions and the coordination amongst the existing actions. After consultation with EC/EFTA the Action Plan will be agreed by JPG (CEN-CENELEC and ETSI Joint Presidents Group), including any adjustments and up-dates. He/she, with the assistance of the ESOs and EC/EFTA, should also define the main interest areas of his/her assignments, in order to efficiently focus the efforts and not disperse it. These areas should be reviewed once a year.

- 3) Implementation Phase:** The Action Plan will be implemented during 30 months (months 13-42). The appropriate indicators and interim follow up actions will be established in order to accomplish with the mission.
- 4) Evaluation Phase:** The project will be evaluated during the last 3 months of the project (months 39-42). This evaluation would lead to a proposal for an Action Plan for the following years once the project is finished.

5. PROJECT MANAGEMENT

The project will be under the authority and guidance of the CEN-CENELEC-ETSI Joint President Group (JPG), which will appoint a Steering Committee for daily operations and management of the project. The Steering Committee will be composed of one representative from CEN, CENELEC, ETSI, the Commission and EFTA. The actions and performance of the European Standardisation Expert will be monitored and assessed regularly through the project by the Steering Committee which may decide on corrective measures to be undertaken and periodically adapt the 'Key areas of cooperation' to the real needs of the stakeholders. The daily management of SESEI activities will be monitored by CEN.

6. LOGISTICS AND TIMING

6.1 Location

The European standardization expert will be located in the European Business and Technology Centre (EBTC) in New Delhi.

6.2 Commencement date & Period of execution

The commencement date will be at the signature of the contract between CEN and SESEI, preferably in May-June 2010, and after a two-month training period in the three European Standards Organizations (Brussels and Nice), the SESEI will be based in New-Delhi for a period of 36 months. This two-month training period will be organised if all stakeholders believe that the successful candidate needs it.

7. FINANCIAL INFORMATION

The contract between CEN and the successful candidate will include fees, an expatriation allowance, a budget for travel and removal expenses, and a provision for incidental expenditures (translation, hospitality,...). The level of the remuneration package will be discussed with the successful candidate and be commensurate with his/her level of expertise.

8. TENDER DOSSIER

The interested candidates should provide: Their detailed CV (European Format), a cover letter, a declaration of availability and exclusivity: the candidate must declare his/her availability for the period of the SESEI contract, and that, if selected, the only remunerated activity in that period will be SESEI. Moreover, he/she will declare that any other private or public non-remunerated activity performed will not generate conflict of interest with the SESEI position.

Reference letters will be taken into consideration only if relevant to the SESEI activities.

The deadline for the submission of the candidatures is **Thursday 25 February 2010, 17:00** Brussels time. The above documents have to be sent by registered mail to: CEN-CENELEC Management Centre to the attention of Mrs. Silvia Vaccaro, Avenue Marnix, 17 B - 1000 Brussels, Belgium.

An electronic copy of these documents must also be sent to: silvia.vaccaro@cen.eu with the same deadline.

9. DURATION OF THE TENDER AND SELECTION CRITERIA

This call for tender is published on the CEN website on 25 January 2010 and remains available for one full calendar month, until 25 February 2010. This call for tender is also distributed within the CEN, CENELEC and ETSI networks in order to ensure maximal transparency and exposure. The candidatures for SESEI will be examined by a selection panel formed by the Steering Committee members (composed of one representative each of CEN, CENELEC, ETSI, the EC and EFTA), and by the CEN Management Centre's Human Resource Director in order to have an unbiased Human Resource perspective. A selection panel report will be drafted and be available on request in CEN.