



FUEL CELLS AND HYDROGEN 2
JOINT UNDERTAKING

Call for expressions of interest to set up a list of independent experts to assist the Fuel Cells and Hydrogen 2 Joint Undertaking for tasks in relation to the European Hydrogen Safety Panel

1. Contracting authority

FUEL CELLS AND HYDROGEN 2 JOINT UNDERTAKING
Avenue de la Toison d'Or 56-60,
1060 Brussels
BELGIUM

Email: EHSP@fch.europa.eu

2. Objective of the call for expression of interest

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) invites applications from individuals with a view to be included in the FCH 2 JU's database of experts related to the activities of the European Hydrogen Safety Panel. For details on the European Hydrogen Safety Panel, and a full description of the fields covered by this call for expression of interest, please refer to section 8.

3. Registration procedure

Expressions of interest should be submitted in one of the official languages of the European Union by electronic means at the following address: **EHSP@fch.europa.eu**.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

4. Information and documents to be provided

Interested parties should provide:

- their full contact details in the attached **Registration form**,
- a **letter of interest** stating the reasons for which you would like to participate as an expert to the activities of the European Hydrogen Safety Panel (maximum 1 page)
- an up-to-date **Curriculum Vitae submitted in the H2020 database of experts**:

You can register as an expert via the Participant Portal at the following link: <https://ec.europa.eu/info/node/14313/en> . If you are a registered expert, you can complete or update your profile at any time by logging-in to your Portal account (EU Login) and accessing My Expert Area.

to the email address indicated under point 3.

Areas of expertise and professional experience should be adequately detailed and documented. The supporting evidence to be provided for the **evaluation of the selection criteria** are indicated at point 12.

5. General description of the procedure

Natural persons are invited to submit an expression of interest in accordance with the rules set out in this notice.

On the basis of the received applications, the contracting authority will draw up a list of experts who meet the criteria set out at point 12.

Where (a) particular task(s) relating to the fields described at point 8 is to be performed by an external expert, the contracting authority will assign experts to the task(s) on the basis of the skills, experience and knowledge necessary and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests. When assigning experts to tasks, the contracting authority will also take into account gender, age and geographical origin.

6. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:

<http://www.fch.europa.eu/sites/default/files/PRIVACY%20STATEMENT%20-%20experts%2Cprocurement%2Cgrants%20AND%20recruitment%20-%20MERGED%20%28FINAL%20version%29%20%28ID%20147829%29%20updated-1.pdf>

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

7. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for tasks to be carried out as follows:

- execution of the tasks within the fields described at point 8, with a maximum threshold of €130 000 of total payments (including both remunerations and reimbursements)

8. Full description of the fields covered by the call for expressions of interest

8.1. Context and background information

The Fuel Cells and Hydrogen Joint Undertaking (FCH JU) is a unique public private partnership between the European Commission, European industry and European research organisations aiming at supporting research, technological development and demonstration (RTD) activities in FCH technologies in Europe. Established by a Council Regulation on 30 May 2008 as a catalyst for innovation and commercialization, the FCH JU was succeeded by the current second phase (FCH 2 JU) with a renewed mandate in 2014 under the framework of the Horizon 2020, the European Union's Research and Innovation programme.

For H2020 and for the FCH 2 JU, international cooperation is essential for fundamental research in order to capture the benefits from emerging science and technology opportunities (COM(2011)808¹). With regards to standards development and safety, the proposal for Horizon 2020 noted that activities in support of standardisation and interoperability, safety and pre-regulatory activities will be promoted (COM(2011)809²).

Moreover, the *Impact Assessment accompanying the "Proposal for a COUNCIL REGULATION on the Fuel Cells and Hydrogen 2 Joint Undertaking"* explicitly includes Regulations, Codes and Standards, including safety standards and norms under the cross-cutting activities (SWD(2013)260³).

8.2. European Hydrogen Safety Panel

Further to the above mentioned considerations, and as stated in the *FCH 2 JU Annual Work Plan 2017*⁴, section "List of actions", part D - "H2 Safety Panel" (page 91), the FCH 2 JU has decided to set up a Hydrogen Safety Panel, referred here as the "European Hydrogen Safety Panel".

The mission of the envisaged European Hydrogen Safety Panel is to assist the FCH 2 JU both at programme and at project level in assuring that hydrogen safety is adequately managed, and to promote and disseminate H2 safety culture within and outside of the FCH 2 JU programme. The European Hydrogen Safety Panel will provide to the FCH 2 JU Programme Office a unique, practical and direct access to an objective: state-of-the-art expert judgment for all issues regarding hydrogen safety.

The European Hydrogen Safety Panel will be composed of a multidisciplinary pool of experts (15-20 approx.) that will be grouped in small ad-hoc working groups (task forces) according to the tasks to be performed and to expertise. The experts will be contracted on an ad-hoc basis according to number of days needed per task (based on a previous estimation), including travel costs if needed.

¹ Available here:

http://ec.europa.eu/research/horizon2020/pdf/proposals/communication_from_the_commission_-_horizon_2020_-_the_framework_programme_for_research_and_innovation.pdf

² Available here:

[https://ec.europa.eu/research/horizon2020/pdf/proposals/proposal_for_a_regulation_of_the_european_parliament_and_of_the_council_establishing_horizon_2020_-_the_framework_programme_for_research_and_innovation_\(2014-2020\).pdf](https://ec.europa.eu/research/horizon2020/pdf/proposals/proposal_for_a_regulation_of_the_european_parliament_and_of_the_council_establishing_horizon_2020_-_the_framework_programme_for_research_and_innovation_(2014-2020).pdf)

³ Available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52013SC0260&from=en>

⁴ Available here:

http://www.fch.europa.eu/sites/default/files/FCH2%20JU%202017%20AWP%20and%20Budget_FINAL-20122016-Clean%20%28ID%202892681%29_0.pdf

The scope of the activities of the European Hydrogen Safety Panel is preliminary structured around four main areas:

- support at project level,
- support at programme level,
- data collection and
- public outreach.

The potential activities within the scope of the European Hydrogen Safety Panel are more detailed here below:

- I. **At project level**, the European Hydrogen Safety Panel will coordinate a package of measures to avoid any accident by integrating safety learnings, expertise and planning into FCH 2 JU funded projects, by ensuring that all projects address and incorporate the state-of-the-art in hydrogen safety appropriately.
- II. **At program level**, the European Hydrogen Safety Panel activities under this category may include:
 - Answering urgent questions related to hydrogen safety in an independent, coordinated and consolidated way, via hotline-support or even via physical presence of safety representative at PO (on a rotational basis),
 - Offer of short introductions to hydrogen safety (educate officers),
 - Provision of specific guidelines for the handling, storage and use of hydrogen in the public domain. Projects already conducted in the public area (such as pilot and demonstration projects) could provide input for suitable guidelines and mitigation measures in the public domain, but more structured extraction of valuable information and wider outreach activities are needed to make this happen.
- III. **Concerning data collection**, the FCH 2 JU has decided to make use of the European hydrogen safety reference database HIAD (Hydrogen Incidents and Accidents Database) operated by JRC (Joint Research Centre of the European Commission). As part of the activities included in the Framework Contract signed on 2015 between FCH 2 JU and DG JRC, JRC IET will continue the operation and maintenance of HIAD. In this regard, the European HSP tasks may include:
 - Analysis of existing events already introduced in the European hydrogen safety reference database (HIAD) and of new information from relevant mishaps, incidents or accidents.
 - Derive lessons learned and provide further general recommendations to all stakeholders, based on these data together with the involved parties,
 - Collaboration with similar activities of the US DoE and EIGA in terms of entry of new events as well as with the quality control performed by JRC-IET to ensure that only relevant and high quality data is further processed.
- IV. **Regarding public outreach**, and framed within the context of the intended broad information exchange, the European Hydrogen Safety Panel tasks may include:

- Newsletter and a regularly updated webpage which will be hosted on the FCH 2 JU website, containing for example lessons learned and links to other important safety related information.
- Contribution to the development of a comprehensive outreach, education and training programme for the safety component of FCH 2 JU projects to ensure complete and effective information dissemination from all FCH 2 JU demonstration projects.

Note: the list of possible tasks mentioned above is non-exhaustive. The list of concrete tasks for a specific year (year N) will be decided by the FCH 2 JU at the end of the previous year (year N-1), and this will be included together with the corresponding estimated budget in the FCH 2 JU Annual Work Plan (FCH 2 JU AWP) of such year.

Starting with the year 2018, the FCH 2 JU will select in the last quarter of each year (year N) the experts assigned to the tasks to be performed during year N+1, in accordance with the rules set out in this call.

9. Place of delivery

As required, tasks may be carried out at the FCH 2 JU premises, at any other premises where a meeting / workshop organised by FCH 2 JU will take place, or remotely, using electronic communication tools.

10. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for five years from dispatch of this notice.

Any interested natural person may submit an application at any time during the period of validity of the call for expression of interest, with the exception of the last three months of validity of the list.

Experts may withdraw their application at any moment during the period of validity of the registration by written notice to the contracting party.

Registration for activities to be carried out in 2017:

This is an open call to be used throughout its whole period of validity. Experts can register at any time; however only candidates having registered no later than **Tuesday 31 October 2017 at 18:00, Brussels local time** will be taken into account for the assignment of tasks for the year 2018. Registrations received after this date will be taken into account for the assignment of tasks to be done as of 2019.

11. Exclusion criteria

Experts shall be excluded from participation if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

Before signing a contract, experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

12. Selection criteria:

- **Criteria relating to technical and professional capacity:**

Where a particular task relating to the fields described at point 8 is to be performed by an external expert, he/she shall be selected on the basis of their professional and technical ability to perform the tasks described in this call according to the following criteria:

- (a) the applicant shall be a natural person, not a legal entity
- (b) a minimum of a university degree or equivalent that enables them to undertake post graduate studies; in the absence of a degree the applicant should demonstrate that they have an equivalent recognised professional qualification and experience;
- (b) a minimum of 5 years of experience in the field of activity related to hydrogen/hydrogen safety/other fields of activities described in section 8.2. This may include practical experience with EU-funded projects, relevant academic work, contributions to conferences, participation in associations active in the areas for which they are applying or other experience relevant to the performance of the tasks listed in point 8
- (c) ability to work and perform the assignments in English (minimum C1 level).

- **Supporting evidence:**

All the above requested experience and abilities will be assessed based on the information applicants must provide in their curriculum vitae which is a part of their application.

13. Conditions of remuneration and reimbursement of experts

Contracts signed under this call for expressions of interest will be standard expert contracts concluded with a fixed fee of €450 (four hundred and fifty euro) per working day. Travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

As a general rule, contracts will not cumulatively exceed 30 days per year.

If you are selected as an expert, you will be offered a contract through the Participant Portal. This contract (including its annexes) defines all the rights, obligations, terms and conditions applicable to you. It is not an employment contract or agreement.

Your contract will be based on the model contract for experts (available here: http://ec.europa.eu/research/participants/data/ref/h2020/experts_manual/h2020-experts-mono-contract_en.pdf). Some of the terms and conditions in your contract will vary, depending on the type of expert activity that you are asked to carry out. The contract will indicate whether or not your work will involve travel, the maximum number of days of work that you will be paid for and the planned calendar for your work.

Communication on contract:

You should use only the My Expert Area (Participant Portal) to communicate about your contract, e.g.

- submitting your identity/bank account details
- signing your contract (electronic-signature)
- making requests for payment and providing related supporting documents.

For any other correspondence related to your contract that the My Expert Area does not currently support, use the email address indicated in section 3 of this document.

14. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the website of the contracting authority.

If an expert has concluded a contract of more than €15 000, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the contracting authority no later than 30 June of the year following contract award. The information shall be removed two years after the year of contract award.

15. Date of dispatch of notice: 25/09/2017

16. Date of receipt by the Publications Office: 25/09/2017

ANNEX

REGISTRATION FORM

FCH 2 JU Call for expressions of interest	
Registration Form	
Title	
NAME, Surname	
Number of ID card or passport	
Nationality	
Second nationality	
Country of residence	
Full private address	
E-mail address of the expert	
Mobile phone (incl. country & regional codes)	
Landline phone (incl. country & regional codes)	
Expert's native language	
Expert's second working language	
Expert's third working language (optional)	
Other languages known by the expert	
Are you applying as a natural person?	
Current job title	
Experts number in the Horizon 2020 experts database	