

OPEN CALL FOR WORKING GROUP CONVENORS CEN/TC 454 'Algae and algae products'

Specific agreement: SA/CEN/2016-04/ENER/C2/498-2016/SI2.735225

Background: The European Commission (EC) and CEN have signed a contract (SA/CEN/2016-04/ENER/C2/498-2016/SI2.735225) under the Framework Partnership Agreement 2014. The project is titled: "Algae or algae based products or intermediates" and is related to the Standardization Request M/547 as regards algae and algae-based products or intermediates.

The objective of the project is to develop standardization deliverables under **CEN/TC 454 'Algae and algae products'**, which was established in the beginning of 2017. At its first meeting on 31 May 2017, the TC defined its scope and work division, which resulted in the creation of 6 dedicated Working Groups. This tender is a call for convenors of the established Working Groups that will draft the standards and consider the comments received from the CEN members.

Objectives

This tender is a call for experts to lead the standardization work in the following working groups:

- **Working Group 1 "Terminology"** with the scope to develop standards for general terms and definitions of algae and algae based-products;
- **Working Group 2 "Classification"** with the scope to develop standards for classification of algae genera, products and processes;
- **Working Group 3 "Algae processing"** with the scope to develop standards describing algae specific process steps and quantifying specific steps, inputs or outputs of algae processes;
- **Working Group 4 "Specifications for food/feed sector applications"** with the scope to develop quality designations and indications for algae and directly derived products from algae production required for or by food/feed/nutraceuticals/animal food producers and industry;
- **Working Group 5 "Specifications for non-food/feed sector applications"** with the scope to develop quality designations and indications for algae and directly derived products from algae production required for or by cosmetics, pharmaceuticals and chemicals/materials producers and industry;
- **Working Group 6 "Product test methods"** with the scope to develop standards determination methods for algae and algae-based product.

Applications can be for one or more Working Groups. For detail on the work of the groups, see Annex 1.

Tasks to be performed

The main task of the tenderer during the period between 24 October 2017 (next CEN/TC 454 plenary meeting) and 25 February 2021 (the end-date of the contract) is to act as a Convenor of the Working

Group to which he/she will be appointed. The role of a Convenor is described in the [CEN-CENELEC Internal Regulation Part 2](#). In short, the Convenor:

- is responsible for the proper conduct of the work;
- ensures that experts participating are properly briefed on the work required;
- organizes the relevant virtual and face-to-face WG meetings with the group of experts in order to achieve the objectives / draft the deliverables as indicated in the Annex;
- works closely with the national standardization body (NSB) providing professional standardization support to his/her group. a.o. to have the necessary knowledge for leading the work;
- ensures with the NSB in support that the drawing up of a draft standard is made according to CEN Rules for the structure and drafting of European Standards; and
- if required, provides assistance in the preparation of further proposals for development of CEN deliverables and the final report to the EC.

Tender basics

This tender is part of an overall project funded by the European Commission and executed by the European Standardization Committee, CEN. The project execution is seconded to NEN, the Dutch Standardization Institute. NEN will be the contractor. The person applying for the activity, or his organization, will be assigned on the basis of an engagement contract with NEN.

The engagement contract will be on the basis of a daily tariff for the work executed. If required, a separate amount for travel can be invoiced. Travels are to WG or TC meetings on locations over Europe. Both work and travel shall be paid for on the basis of a detailed declaration with proof of costs made. As for each working group the expected amount of days of work and travels is differently, the final contract total will be discussed as part of the contract negotiations.

Applicants should be forewarned that the elapsed time between completion of the deliverables and NEN being in a position to issue the payment is at least five months. This will be partly overcome by the fact that CEN and the European Commission have agreed on the following payment steps:

- Step 0: Pre-financing (25 % of the total budget);
- Step 1: Interim payment - subject to the approval of the interim report by the European Commission;
- Step 2: Final payment - subject to the approval of the final report by the European Commission.

Selection procedure

The selection and appointment of the WG Convenors will be made by a selection panel, which is composed of:

- Mr. Bert van Asselt, Chair of CEN/TC 454 'Algae and algae products';
- Mr. Indra te Ronde (NEN), Secretary of CEN/TC 454 'Algae and algae products'; and
- Ms. Katerina Kokesova, Programme Manager, CEN CENELEC Management Centre.

Convenors will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team.

Selection of convenors will be based on the following criteria:

1) Documented experience (maximum 40 points):

- number of years working in relevant field;
- technical experience and consulting activities in relevant field;
- experience in European and/or international standardisation work;
- experience in standards drafting;
- experience in running European or/and international programs.

2) Skills - (maximum 40 points):

- demonstration of experience in leading and / or managing of similar projects;
- demonstration of experience in building consensus amongst stakeholders;
- demonstration of experience in chairing meetings.

Only offers that pass the selection criteria of scoring minimum 25 points under 1) and 25 points under 2) will be further evaluated.

3) Quotation price (maximum 20 points): Additionally, the selection will be based on the principle of best value for money, considering the day rate of the expert and the number of days the expert requires to execute the work.

The report of the selection committee on the selection of the experts will be submitted for approval to the European Commission prior to the contracting of the experts.

Replies to tender

Applications should be submitted using the attached application form by 2017-10-11. Applications received after the deadline will not be taken into consideration. Applications shall be composed of the application form duly filled in as well as a short and concise Curriculum Vitae focused on the experience, publications, achievements and skills relevant to the project. Applications shall be sent by e-mail to energy@nen.nl. The tender shall indicate the daily tariff that the applicant charges and whether that tariff includes travel costs.

If necessary, additional information can be obtained via the CEN/TC 454 Secretary, Mr. Indra te Ronde (t: +31 15 2690 326, e: indra.teronde@nen.nl).

Annex 1 Description of Working Groups and deliverables

Working Group	Deliverables
Working Group 1 "Terminology" with the scope to develop standards for general terms and definitions of algae and algae based-products;	a) CEN standard on terminology
Working Group 2 "Classification" with the scope to develop standards for classification of algae genera, products and processes;	b) CEN standard for Identification of microalgae strains and macroalgae by using molecular biology (DNA) analysis
Working Group 3 "Algae processing" with the scope to develop standards describing algae specific process steps and quantifying specific steps, inputs or outputs of algae processes;	c) CEN standard for area calculation / Standard for definition and calculation of (different types) algae production facilities
Working Group 4 "Specifications for food/feed sector applications" with the scope to develop quality designations and indications for algae and directly derived products from algae production required for or by food/feed/nutraceuticals/animal food producers and industry;	d) CEN Technical Report for non-energy application – Food/Feed
Working Group 5 "Specifications for non-food/feed sector applications" with the scope to develop quality designations and indications for algae and directly derived products from algae production required for or by cosmetics, pharmaceuticals and chemicals/materials producers and industry;	e) CEN TR for non-energy application / Cosmetics f) CEN TR for non-energy application / Pharmaceuticals g) CEN TR for non-energy application / Chemicals + materials
Working Group 6 "Product test methods" with the scope to develop standards determination methods for algae and algae-based product.	h) CEN standard for determination of Algae total lipids using the Rykebosch method i) CEN standard for measuring method of wet samples based on freeze drying and dry samples j) CEN standard for quantification of chlorophyll <i>REMARK: Furthermore, this working group could decide the need for inter-laboratory research and process analysis research, in order to feed back outcomes of these into the standard development work.</i>

Answer to a call for Tender in compliance with FPA 2014

A- Contact details of the Expert

Name:

Position:

Phone:

Email address:

Personal website (if any)

B- Information about the organisation the expert is working for (name, website, contact person, phone, e-mail). Note that we would need an organization holding a VAT-number to contract.

C- Curriculum Vitae (maximum 4 A4 pages), can also be enclosed separately

D- Please specify for which WG convenorship you are applying for (more than one is possible):

WG

WG

E- Please describe and prove evidence of the required skills and expertise for the role you are applying for.

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F- Information on the costs of the experts

- Daily rate (in Euro):
 - Cost for travels: to be declared separately / included in daily rate
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G- Description of the offer (answer to the call for tender)

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of: (print name here)

Date: