



To: Members of the SESAR Joint Undertaking

Brussels, 25th May 2010
SJU-10 D/600

Subject: Call for expression of interest ref. SJU/LC/0045-CFI for the establishment of a reserve list of prospective seconded experts to assist the SESAR Joint Undertaking in the implementation of the SESAR Work Programme

In order to perform its activities, the SESAR Joint Undertaking (SJU) needs highly qualified staff with the necessary expertise in its domains of activities. Therefore and in accordance with Article 8 of its Statutes and its Administrative Board Decision ADB(D)12-2009, the SJU intends to establish a reserve list of SJU Members' staff available for secondment to the Joint Undertaking for the position of "Programme Management Specialist".

In this respect, the SJU is pleased to invite its Members¹ to express their interest in seconding members of its staff to the SJU by **30th June 2010**.

Please find enclosed as Annex I to this letter the call for expression of interest for the establishment of a reserve list of prospective seconded experts to assist the SJU in the implementation of the SESAR Work Programme.

The expressions of interest must be submitted following the procedure detailed in Annex I, Section 6 and sent electronically to the following e-mail address: call0004@sesarju.eu in electronic form.

Each expression of interest shall include:

- A signed presentation letter of the SJU Member proposing the secondment;
- A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- A signed motivation letter of no more than one page, explaining why the candidate is interested in joining the SJU in that post and what would be his/her added value to the SESAR JU if selected;
- A duly completed and signed declaration of honour with regard to the eligibility criteria (cfr Annex II).

¹ As per Article 1.2 of the statutes of the SESAR Joint Undertaking annexed to the amended Council Regulation (EC) No 219/2007 of 27 February 2007 on the Establishment of a Joint undertaking to develop the new generation European air traffic management system (SESAR)

Founding members



Avenue de Cartenbergh 100 | B-1000 Bruxelles
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Handwritten signature



The reserve list of eligible candidates for secondment will be set up by the end of July 2010 and will be valid for 12 months.

However, please note that this call for expression of interest is in no way binding on the SJU. A commitment will come about only when a secondment agreement with the SJU member has been signed.

Until a secondment agreement is signed, the SJU may decide not to select any expert for secondment or to cancel the procedure, without the members being entitled to claim any compensation.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Patrick Ky", is written over a horizontal line.

Patrick Ky
Executive Director

Encl.: ANNEX I - "Call for expression of interest of the SJU Members for the establishment of a reserve list of prospective seconded experts to assist the SJU in the implementation of the SESAR Work Programme" (ref. SJU/LC/0045-CFI)
ANNEX II - Declaration of honour with regard to the eligibility criteria



CALL FOR EXPRESSION OF INTEREST

Ref. SJU/LC/0045-CFI

Call for expression of interest addressed to the SESAR Joint Undertaking Members for the establishment of a reserve list of candidates for the position of “Programme Management Specialist”

1. INTRODUCTION

1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

1.2 The SESAR Joint undertaking

Following the completion of the Definition Phase, the Development Phase has now started with the definition of the SESAR Work Programme on the basis of the ATM Master Plan. The Development Phase is entrusted to the SESAR Joint Undertaking (SJU), which is in charge of federating the R&D efforts in the Community.

The SJU is a partnership combining public and private sector funding provided by its Members and in particular by using their experience and expertise.

2. OVERVIEW OF THIS CALL FOR EXPRESSION OF INTEREST

2.1 Description of the call

In accordance with Article 8 of the SJU Statutes and in order to allow the SJU to benefit of the most adequate experience to carry out activities planned in the SESAR Work Programme, the members of the SJU may propose to the Executive Director the secondment of members of their staff to the SJU.

The purpose of this call is to establish a reserve list of candidates available to be seconded by the SJU's members to the SJU in order to fulfil the position described in Section 3 of this



document or future needs in the domains of activity of the SJU. In the latter case, the specific task descriptions will be published by the SJU and made available to the SJU members.

This call is only open to Members of the SJU as defined in Article 1.2 of the SJU statutes¹.

The conditions governing secondment and in particular the eligibility of the costs incurred by the SJU Members for these secondments are laid down in Section 5².

2.2 Eligibility Criteria & Requirements

2.2.1 Qualifications

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years or equivalent experience.

2.2.2 Professional experience

A Professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities described under the corresponding heading would be an asset.

2.2.3 Language Skills

The working language of the SJU is English. Therefore a thorough knowledge of English and a satisfactory knowledge of another language of the European Community to the extent necessary for the performance of the duties are mandatory.

2.2.4 Employment

The seconded staff shall be a full-time staff member of any SJU Member.

2.2.5 Verification

The SJU reserves the right to request any original documentary evidence it deems necessary in order to verify candidates' skills, knowledge and qualifications.

2.2.6 Requirements

The SJU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Seconded staff should be able to work under pressure and to tight deadlines, both individually and in a team, and to adjust to a multicultural environment.

¹ As annexed to the amended Council Regulation (EC) No 219/2007 of 27 February 2007 on the Establishment of a Joint undertaking to develop the new generation European air traffic management system (SESAR).

² In accordance with SJU Administrative Board Decision ADB(D)12-2009.

3. TERMS OF REFERENCE

Programme Management Specialist

Role

The Programme Management Specialist develops the plan of specific (sub) projects and ensures it is followed and revised as necessary, based on risks, progress, and shifting priorities.

This role leads the multi-disciplinary team to meet project goals.

The Programme Management Specialist role requires management, negotiation, and facilitation skills to plan and track the diverse activities of projects. The Programme Management Specialist works with Business Analysts, Concept Developers, Requirements Analysts, IT Systems Architects, Software Engineers, Quality Engineers and many others to ensure the delivery of quality products on time and within budget.

Depending on the size and complexity of the project, the Programme Management Specialist may take on other responsibilities in addition to managing the work. For instance, the Programme Management Specialist may assist with gathering business requirements. Or he/she may help design a database management system or write some of the project documentation. Depending on the size of the multiple projects and the way the SESAR Programme is organized, a Programme Management Specialist' time may be allocated one of three ways.

Key Accountabilities

- Development of project plans and estimates;
- Establishment of priorities;
- Define and get agreement to roles;
- Risk management: identifying, managing and mitigating project risk;
- Design project control mechanisms;
- Tracking resource use and progress (removing obstacles to progress);
- Identifying, tracking managing and resolving project issues;
- Proactively disseminating project information to all stakeholders;
- Ensuring that the solution is of acceptable quality;
- Proactively managing scope to ensure that only what was agreed to is delivered, unless changes are approved through scope management;
- Defining and collecting metrics to give a sense for how the project is progressing and whether the deliverables produced are acceptable;
- Managing the overall schedule to ensure work is assigned and completed on time and within budget.

Requirements

- Be employed by an SJU Member for at least 3 years³.
- Expertise in Project Management;
- Negotiation and facilitation skills;
- Quality and Risk management skills;
- Strong analytical, communication (written and oral) and presentation skills;
- To meet the needs of the service a good knowledge of French would be an asset;
- Proven ability to work in a team;
- Produces the appropriate character references as to his/her suitability for the performance of the duties related to the post.

³ Up to 24 months of professional experience gained among a SJU Member under contractual arrangements including consultancy shall be considered as relevant with regard to the 3 years professional experience.



4. SELECTION PROCESS

The selection process will be carried out by a Selection Panel with the support of the Human Resources Sector of the SJU.

The applications proposed by a SJU's Member for any of the positions listed above, will be assessed to ascertain their eligibility according to the requirements detailed for each post under Section 3 above.

The Selection Panel will invite eligible applicants to an interview in English and in the second language indicated by the candidate at the SJU headquarters. The Selection Panel can consider complementing the interview with a presentation or a written test. The applicants will be informed of the date with at least 15 days notice.

The Selection Panel will submit to the SJU's Executive Director the list of successful candidates in decreasing order to be retained for secondment for a specific position. This reserve list may be used for requesting the secondment of the applicants for similar post depending on the needs of the SJU, and will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended).

Candidates shall note that the inclusion on a reserve list does not constitute a commitment from the SJU to accept the secondment nor any guarantee of secondment.

Please note that the Selection Panel's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

5. CONDITIONS OF THE SECONDMENT

This Section sets forth the terms and conditions according to which the SJU's Members may propose the secondment of their staff to the SJU.

5.1 Agreement

The secondment is subject to the signature of a specific agreement that will complement the Membership Agreement to the SJU and detail the Member's in-kind contribution under this secondment.

The secondment will be considered part of the Member's in-kind contribution and will be co-financed up to 100% of the eligible costs mentioned in Section sub-Section 5.6 below.

The secondment agreement will enter into force upon signature of the SJU and the Member.

5.2 Duration of secondment

The secondment will be for an initial period of 2 years renewable for further period(s) of two years maximum and with an overall duration limited to the existence of the SJU.

5.3 Terms of reference

- 5.3.1 The terms of reference of the post for which a secondment is agreed shall be attached to the secondment agreement.
- 5.3.2 The seconded staff shall be responsible for the proper execution of tasks entrusted to him/her within the terms of reference. The SJU may give other tasks and responsibilities to the seconded staff if required by the internal organisation of the SJU.

5.4 Duty station

The duty station and place of work shall be in the SJU headquarters, located in Brussels, Belgium.

5.5 Legal status

- 5.5.1 The seconded staff will remain in the service of his/her employer throughout the entire duration of the secondment. Consequently, his/her employer will be responsible for paying his/her salary and the allowances, indemnities and benefits to which he/she is entitled according to his/her employment status and for his/her coverage by the social security and pension scheme to which he/she contributes over the duration of the secondment.
- 5.5.2 Any SJU Member willing to second one of its staff to the SJU shall ensure that any staff assigned to the SJU for the performance of this secondment has the professional qualifications and experience required for the execution of the tasks assigned to him/her.
- 5.5.3 The seconded staff will follow the working hours and public holidays applicable to the SJU and the SJU operating Rules and Regulations.
- 5.5.4 In the event of disruption, either involving the action of a seconded staff or due to the fact that the expertise of the staff does not correspond to the profile required by the SJU, the SJU shall have the right to request the replacement of any staff by stating in writing its reasons for doing so or to terminate the secondment with six months notice.
- 5.5.5 With respect to sick leave, annual leave and special leave, the relevant rules of the seconding SJU Member shall apply. Nevertheless, the SJU supervisor of the seconded staff shall be consulted before the seconding member authorizes these leaves.

5.6 Eligible costs

The Member seconding the staff shall receive a co-financing at the level of 100% of the eligible costs related to the secondment as listed here below, for the direct, actual, documented and auditable costs paid in relation to the secondment:

- 5.6.1 The salary, allowances, indemnities, benefits, Employer contributions to the social security and pension scheme paid to seconded staff at the moment of the secondment and their adjustments following the seconding Member staff rules and procedures;
- 5.6.2 Expatriation allowance - the gross amount corresponding to the maximum net amount 1.500,- EUR net per month paid to the staff member as expatriation allowance;
- 5.6.3 Una tantum installation allowance - the gross amount corresponding to the following maximum net amounts paid to the staff member as installation allowance:
- 4.000,- EUR in the case of a married staff with two or more children;
 - 3.000,- EUR in the case of a married staff with one child;
 - 2.000,- EUR in case of a single staff without children.
- 5.6.4 Travel allowance - the travel expenses for the seconded staff member, the spouse and dependants actually living in the household:
- On taking up his appointment, from the place where he/she was employed to the place where he/she is seconded;
 - On termination of secondment from the place where he is seconded to the place of origin;
 - Once a year a sum equivalent to the cost of travel from the place of secondment to the place of origin.
- These travel expenses shall be reimbursed following the SJU Mission Rules.
- 5.6.5 Removal allowance - the expenses incurred in respect of removal of furniture and personal effects, including the cost of insurance against ordinary risks (breakage, theft, fire), from the place of origin to the place of secondment. The same at the moment of the termination of service. Such reimbursement shall not exceed the amount of an estimate approved in advance. Not less than two estimates shall be submitted to the appropriate services in the SJU, which may, if they consider the estimates to be excessive, select another removal firm. In the latter case, entitlement to reimbursement may be limited to the amount of that firm's estimate.
- 5.6.6 The expatriation allowance, installation allowance, travel allowance, and removal allowance can be considered eligible only in case the secondment location is in a different country from the place of origin and at least 200 KMS away from the place of origin or work location at the moment of the secondment.

The Member seconding the staff can alternatively opt for a maximum reimbursement rate of EUR 12.634,00 per month covering the costs under 5.6.1 and 5.6.2 above. The maximum reimbursement rate is not a flat rate and shall be auditable and justifiable.

5.7 Mission Expenses

The SJU will bear the expenses for duty travel of the seconded staff following the SJU Mission Rules.

5.8 Payments

The Member seconding staff shall submit an audited cost breakdown form including the eligible costs related to the secondment once a year, as part of the annual Certificate on Financial Statements. The SJU will pay the Member in accordance with Article 11 of the Multilateral Framework Agreement (“Payments”).

5.9 Financial Records

The Member seconding a staff member to the SJU shall keep record of the eligible costs co-financed by the SJU up to 5 years after the payment of the final balance.

5.10 Audit

The provisions of the Multilateral Framework Agreement signed by the Member are applicable to the secondment agreement.

5.11 Absence of Conflict of Interest

- 5.11.1 The SJU member seconding staff to the SJU shall take all necessary measures to ensure that the seconded staff carries out his/her functions with the necessary independence of action and is not subject to any direct or indirect pressure or influence from the seconding SJU Member or any third parties, that would prejudice the correct and efficient execution of his/her tasks.
- 5.11.2 Should any conflict of interest be reported to the seconding SJU Member or be potentially detected, the seconding SJU Member should immediately report it to the SJU Executive Director so as to commonly decide on the management of this situation.
- 5.11.3 Staff seconded to the SJU must disclose any direct or indirect personal interest in the outcome of the duties which are assigned to them.
- 5.11.4 So as to ensure the independence of seconded experts, they will be required to sign a declaration on independence, confidentiality and conflict of interest in accordance with the SJU Administrative Board Decision dated 1 December 2008 concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities’ interests.

6. SUBMISSION OF APPLICATIONS

6.1 Eligibility of Applications

For applications to be valid and eligible for consideration, they must be submitted by email by the SJU Members to the functional mailbox call0004@sesarju.eu and must consist, per candidate, of a single A4-sized Adobe Acrobat PDF file containing all the following scanned documents:

- A signed presentation letter of the SJU Member proposing the secondment;
- A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- A signed motivation letter of no more than one page, explaining why the candidate is interested in joining the SJU in that post and what would be his/her added value to the SESAR JU if selected;
- A duly completed and signed declaration of honour with regard to the eligibility criteria;



- A copy of the relevant documentation justifying the experience and demonstrating the eligibility to the secondment.

The title and the exact reference of the call should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honour have been modified will be deemed void.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative.

6.2 Promotion of Equal opportunities

The SJU is an equal opportunity employer and strongly encourages the SJU Members to send applications from all candidates who fulfil the eligibility and requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

6.3 Personal Data Protection

Please note that the SJU will not return applications to the SJU Members. The personal information the SJU requests from the SJU Members regarding their candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 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.

This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible secondment at the SJU.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SJU HR Legal Officer at the following email address: daniella.pavkovic@sesarju.eu.

CALL FOR EXPRESSION OF INTEREST

Ref. SJU/LC/0045-CFI

Declaration of Honor

Eligibility and Requirements Grid

Last name: _____

First name: _____

Nationality: _____

Gender: _____

Position applied: _____

A. Eligibility criteria

- (1) I have a level of education which corresponds to completed university studies attested by a degree when the normal period of university education is at least three years: **YES / NO**
- (2) In addition to the above, I have a Professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities: **YES / NO**
- (3) I have a thorough knowledge of English and a satisfactory knowledge of another language of the European Community: **YES / NO**
- (4) I am a full-time staff member for at least 3 years of the following SJU Member:
.....(company/organisation name)
- (5) I am entitled to my full rights as citizen: **YES / NO**
- (6) I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO**
- (7) I am physically fit to perform the duties linked to the post: **YES / NO**

B. Requirements

- (8) I hereby declare that I fulfil all the requirements related to the above-mentioned call and position: **YES / NO**

Date

Signature