

CALL FOR EXPRESSIONS OF INTEREST (CEI) - INVITATION FOR APPLICATIONS

S2R.20.CEI.01

(Notice published in the EU Official Journal, S series)

(open only to

natural persons providing services under their national legislation)

**SENIOR EXTERNAL EXPERTS TO ASSIST THE
SHIFT2RAIL JOINT UNDERTAKING WITH HIGH LEVEL
SUPPORT AND ADVICE IN RELATION TO THE R&I
ACTIVITIES**

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1 Introduction

1.1 Mission and objectives of the S2R Joint Undertaking

The Shift2Rail Joint Undertaking (hereinafter “the S2R JU” or “the Contracting Authority¹”) was created as a public-private partnership in the rail sector established under Article 187 of the Treaty on the Functioning of the European Union, providing a platform for the rail sector as a whole to work together with a view to driving innovation in the years to come. The S2R JU was officially established on 7 July 2014, following the adoption of Council Regulation (EU) No 642/2014 of 16 June 2014 (the “S2R Regulation”²). The rules for the organisation and operation of the S2R JU are laid down in the S2R JU Statutes contained in Annex I to the S2R Regulation.

The objective of the S2R JU is to implement an ambitious programme of research and innovation activities in the railway sector in Europe. Those activities should be carried out through collaboration between stakeholders in the entire railway value chain, also outside the traditional rail sector, including SMEs, research and technology centres and universities, and by combining public and private sector funding.

More information on S2R JU missions and objectives can be found in the S2R JU annual work plans published in the S2R web site: <https://shift2rail.org/about-shift2rail/reference-documents/annual-work-plan-and-budget/>

1.2 General description of the procedure

This call for expression of interest (hereinafter “CEI”) is included in the S2R JU annual work plans 2020³ and 2021⁴, section 2.4.2 (Procurement and contracts).

This CEI is open to:

- a) natural persons who are able to sign the resulting contracts and issue requests for payment on their own behalf;
- b) to self-employed natural persons who are able to sign, if so obliged by their national legislation, the resulting contracts and issue invoices on behalf of the legal entity in which they are the sole owner/administrator who is also the only active person (employee or not) providing the services requested in this CEI. In this case only the natural person will be included in the resulting database of experts.

On the basis of the received applications, the S2R JU will:

- draw up two lists of experts who meet the criteria set out under point 2.2 and 2.3 below. These lists comprise sub lists, corresponding to each of the areas of expertise described at point 2.3.3

¹ Internet address: <https://shift2rail.org/>

² <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0642&from=EN>

³ <https://shift2rail.org/wp-content/uploads/2020/10/Annual-Work-Plan-and-budget-for-2020-REV.01.pdf>

⁴ https://shift2rail.org/wp-content/uploads/2020/12/GB-Decision-08-2020_Annex_AWP-2021.pdf

- where a particular task relating to the areas of expertise described at point 1.3 is to be performed by a senior expert, the S2R JU will assign experts to the task 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.

1.3 Purpose of the call, tasks and areas of expertise

This procurement procedure is based on the provisions of point 13 of Annex 1 of the Financial Regulation 2018/1046⁵.

The S2R JU hereby invites applications from individuals (“natural persons”) with a view to establishing two lists of senior external experts and 12 areas of expertise (sub-lists) who could be called on in connection with:

- Seniority A
 - senior programme management activities related to the S2R Programme, including supervision, monitoring, validation, etc. carried out under the S2R JU authority,
 - or any senior relevant expertise in core activities related to the to the delivery of the S2R Programme, such as audit and control, financial, administrative, communication, dissemination, etc.;
- Seniority B

In addition to the expertise indicated under A, these experts are called on in connection with senior professional advice on work conducted within the S2R JU Programme covering the rail system and/or complex sub-systems from the structural (technical), functional (process) and resources (assets, people) point of views.

IMPORTANT NOTICE: a candidate with Seniority A level cannot also apply for Seniority B level because he/she will not meet the minimum technical and professional capacity levels indicated in section 2.3.2 below. A candidate with Seniority B level can also apply for Seniority A level. Nevertheless, in this case please be aware that if he/she is pre-selected in Seniority A level his/her remuneration will be at Seniority A level (see section 9 below).

Thematic areas (sub-lists) covered by the call for expression of interest

Each list (Seniority A and Seniority B) above referred will include the following sub-lists:

⁵ [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.](#)

Categories	Sub-lists	Description
Area 1 S2R Innovation Programmes (IPs), Cross Cutting Activities and disruptive research		
	1	Cost-efficient and reliable trains, including high-capacity trains and high-speed trains
	2	Advanced Traffic Management and Control Systems, including Communication and Cyber-security
	3	Cost-Efficient and Reliable High-Capacity Infrastructure
	4	IT Solutions for Attractive Railway Services
	5	Technologies for Sustainable & Attractive European Rail Freight, with particular reference to European DAC Delivery Programme
	6	Cross-Cutting Activities
	7	Concept of Operations and Functional System Architecture for the rail system, with particular focus initially on Command, Control and Signalling and on board architecture
Area 2 - Programme management		
	8	Programme implementation related to R&I activities, including activities such as Supervision, monitoring and validation of complex projects in railway or related to the scope of S2R Programme activities
	9	Operational management of implementation of innovative solutions and processes in the railway domain or related to the scope of S2R Programme activities
Area 3 - Administration		
	10	Finance, audit and control
	11	Human Resources
Area 4 - Communication & dissemination		
	12	Information and communication activities, including Public Affairs

2 Requirements

The S2R JU is looking for highly skilled prospective experts with a business seniority of at least 15 years (Seniority A) or at least 20 years (seniority B); a track record of sector recognition in their fields to support the S2R JU to successfully implement its R&I Programme will be essential.

The database of external experts set up through this CEI will constitute a mechanism for using expertise and knowledge. Experts listed in the database will not act or speak on behalf of the S2R JU, and the S2R JU cannot be held responsible for their actions and expressions.

2.1 Participation

This call for expressions of interest (CEI) is open to any individual person wishing to apply and who is established in a Member State of the European Union or established in Iceland, Norway and Lichtenstein, as per the EEA Agreement⁶. Legal persons (i.e.: companies) cannot participate in this CEI.

As indicated in the Appendix I to the WTO Agreement on Government Procurement (GPA)⁷, any EU institution or body other than the Commission, the EEAS and the Council cannot open their procurement procedures to economic operators established in GPA countries. Therefore this CEI is not opened to natural persons established in GPA countries.

Notice for candidates from United Kingdom:

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁸ on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural persons residing or established in a Member State of the European Union are to be understood as including natural persons residing or established in the United Kingdom. UK residents are therefore eligible to participate under this call for expression of interest.

2.2 Exclusion criteria

Candidates may be subject to rejection from the list and to administrative sanctions (exclusion or financial penalty) if any information provided in Annex I (Declaration on Honour) and supporting documents requested as a condition for participating in this CEI cannot be provided or prove to be false.

⁶ <http://www.efta.int/eea/eea-agreement>

⁷ https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

⁸ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

Supporting evidence:

- Candidates must provide a declaration on their honour (**Annex 1-sections I to VI**), dated and signed, stating that they are not in one of the situations of exclusion referred above.

2.3 Selection criteria

The candidates must demonstrate sufficient legal and regulatory, technical and professional knowledge, skills and capacity to be able to perform the tasks as specified in this notice and provide evidence.

The S2R JU reserves the right to request any other documentary evidence it deems necessary in order to verify candidates' skills and knowledge.

Please note that it is the responsibility of the candidate to inform the S2R JU immediately of any changes to their administrative and technical details which would result in a change to their original application.

Supporting evidence:

- Candidates must provide a declaration on their honour (**Annex 1-sections VII and VIII**), dated and signed, stating that the candidate fulfils all the criteria and thresholds and have provided all the supporting evidence listed below.

2.3.1 Criterion 1: Legal and regulatory capacity

Any candidate shall be a natural person, providing services in compliance with their national legislation.

Supporting evidence:

- copy of an identity card or passport,
- where applicable, the VAT and/or registration number or any other documentary evidence if the natural person is represented by its own one-person company (if obliged to do so by his/her national legislation).

2.3.2 Criterion 2: Technical and professional capacity

The candidates shall have:

Seniority A

- a university degree or a comparable professional qualification relevant to one or more areas of expertise listed in section 2.3.3 below,
- a minimum of 15 years professional experience⁹ in one or more of the specific areas of expertise listed in section 2.3.3 below,

⁹ Work experience in both the private and public sector will be taken into consideration. A Ph.D. or a master degree cannot be considered as professional experience. The duration of professional experience is calculated in relation to the month when the application is submitted.

- a knowledge and experience in relation to the S2R Programme activities related operational environment and/or research and innovation activities, advise or studies in the specific areas of expertise listed in section 2.3.3 below;

Seniority B

- In addition to the requirements indicated for Seniority A above, the candidates to be listed under Seniority B shall have:
- provided senior advice to public/private organizations, programmes, including as middle/senior staff and/or external experts, with a rail system/ subsystem approach; minimum of 20 years professional experience¹⁰ in one or more of the specific areas of expertise listed in section 2.3.3 below,
- senior experience provided in European, national and/or multinational working groups/projects or other Joint Undertakings.

Supporting evidence:

- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The “Expert Application Form” attached hereto in **Annex 2**. Experts must provide the Expert Application Form both in excel and in PDF (signed and dated).
- The highlights of the expert’s professional experience and the list of projects, studies, publications done in during their career and the minimum period of 15 years (Seniority A) or 20 years (Seniority B). They need to provide the necessary information using the “Complementary Information Form” attached hereto in **Annex 3, delivered in PDF format, electronically signed and dated** (with content that is searchable).

2.3.3 Criterion 3: Skills and knowledge in specific areas of expertise

The candidates shall demonstrate their senior experience, knowledge and skills in the areas of expertise listed here below:

Categories	Specific area number	Areas of expertise
Area 1 S2R Innovation Programmes (IPs), Cross Cutting Activities and disruptive research		
	1	Cost-efficient and reliable trains, including high-capacity trains and high-speed trains
	2	Advanced Traffic Management and Control Systems, including Communication and Cyber-security
	3	Cost-Efficient and Reliable High-Capacity Infrastructure

¹⁰ Idem as footnote 9.

	4	IT Solutions for Attractive Railway Services
	5	Technologies for Sustainable & Attractive European Rail Freight, with particular reference to European DAC Delivery Programme
	6	Cross-Cutting Activities
	7	Concept of Operations and Functional System Architecture for the rail system, with particular focus initially on Command, Control and Signalling and on board architecture
Area 2 - Programme management		
	8	Programme implementation related to R&I activities, including activities such as Supervision, monitoring and validation of complex projects in railway or related to the scope of S2R Programme activities
	9	Operational management of implementation of innovative solutions and processes in the railway domain or related to the scope of S2R Programme activities
Area 3 - Administration		
	10	Finance, audit and control
	11	Human Resources
Area 4 - Communication & dissemination		
	12	Information and communication activities, including Public Affairs

Supporting evidence:

- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The Expert Application Form attached hereto in **Annex 2**. Experts must provide the Expert Application Form both in excel and in PDF (signed and dated).
- The highlights of the expert's professional experience, senior advice and list of projects, studies, publications done in the past 10 years using the "Complementary Information Form" attached hereto in **Annex 3**. Experts must provide the Complementary Information Form in PDF with the content that is searchable (signed and dated).

2.3.4 Criterion 4: Language skills

Prospective experts must also have appropriate language skills. Please note that the working language of the S2R JU is English. The candidates are required to have a good knowledge of the English language and a proven capability to follow meetings, to report proceedings and to draft excellent technical texts in this language. Therefore, candidates must prove capacity to work in English at least in **C1 level** (Common European Framework for Reference for Languages¹¹) and prove experience and capacity to draft and deliver excellent quality documents in English.

Supporting evidence:

- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The Expert Application Form (Annex 2). Experts must indicate the level of English language (Common European Framework for Reference for Languages) in the Application Form.

The S2R JU reserves the right to request additional or updated documents and to review its assessment of the CEI application at any moment prior, during or after any assignment, which might be awarded to the candidate. Failure to provide evidence of these supporting documents will automatically exclude the expert from the list.

3 Registration procedure and submission of applications

3.1 Required documentation for application

For applications to be valid and eligible for consideration, the candidates are required to submit their expressions of interest exclusively by e-mail to the following address: **external-experts@s2r.europa.eu**

Expressions of interest should be submitted in one of the official languages of the European Union. Nevertheless, candidates are advised that the working language of the S2R JU is English and all correspondence with candidates will be help in English.

¹¹ <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

IMPORTANT NOTICE

Candidates must attach exclusively by e-mail to the address **external-experts@s2r.europa.eu** all the required documentation.

All required documents and templates are available at the following TED e-Tendering website:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=7681>

In the subject of your e-mail, you must indicate the reference of the call for expressions of interest, your name (first name and family name) as well as the number of the specific area(s) of expertise indicated in the table above for which you are applying: e.g.: “S2R.20.CEI.01-Betty Smith-[Area 1-n°1&2-Area 2-n°2]”.

The following documents should be submitted:

- A signed and dated declaration on their honour (Annex 1)
- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The Expert Application Form (Annex 2) signed and dated. **Experts must also provide the Expert Application Form in excel format**
- The Complementary Information Form (Annex 3) signed and dated.

The submission of the documents should be made via the above email containing four files (one file per Annex as indicated above). The name of the file should contain the title of the annex, as mentioned above, and the name of the applicant. E.g. “Annex 1- Declaration on honour - Betty Smith; "Curriculum vitae – Betty Smith” etc.

Zipped files will not be accepted. In case the files exceed your e-mail account size limits, you can send the documents in separate e-mails but you must indicate in the subject of your e-mail the reference for each of the annexes above referred.

Applications where the format and/or content of the required documentation have been modified may be deemed void.

Before submitting the application, candidates must:

- 1) Duly sign and date the Declaration of Honour (Annex 1), the Expert Application Form (Annex 2) and the Complementary Information Form (Annex 3) before scanning it;
- 2) Include the other supporting documents in the relevant annexes of the application.

3.2 List of pre-selected candidates

The present Call aims to establish two lists of pre-selected candidates (Seniority A and Seniority B experts) who meet the criteria set out at section 1.3. This list comprises sub-lists, corresponding to each thematic field mentioned under section 2.3.3 above.

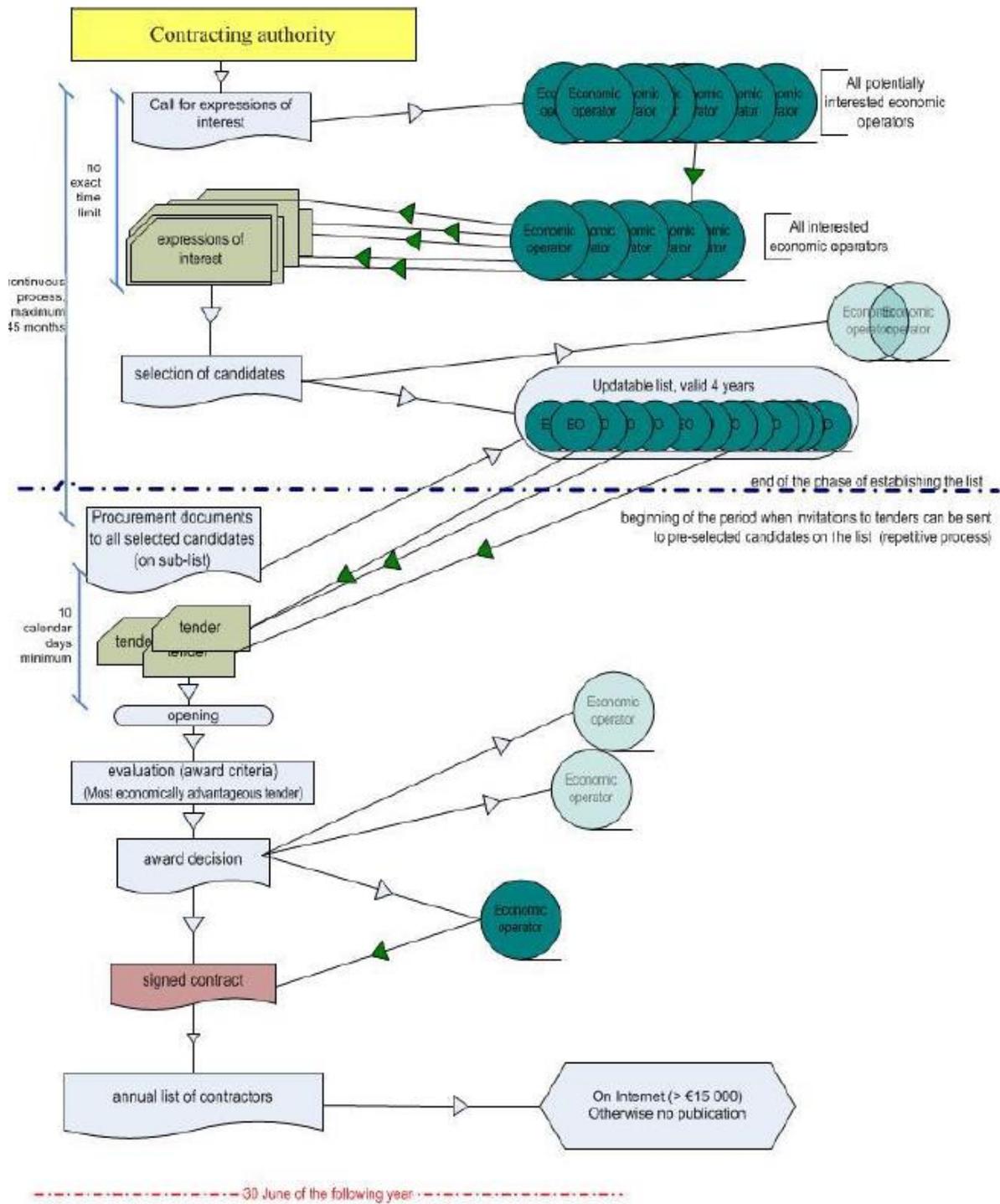
When the needs arise to assist S2R JU with high level support and advise in relation to the R&I activities:

- **Step 1.** S2R JU will pre-select candidates from the relevant list (seniority A and B) and sub-lists (thematic fields). The list of pre-selected candidates is established following evaluation of exclusion and selection criteria. All candidates who are not in exclusion situation and who fulfil the selection criteria are included on the two lists and the sub-lists. The S2R JU authority will evaluate the applications it has received at regular intervals (for example, every quarter). Candidates that do not fulfil the selection criteria will be informed exclusively by the e-mail address above indicated.
- **Step 2.** Pre-selected candidates (who have successfully passed the exclusion and selection phase) will be included in one of the two lists and in on one or more sub-lists as appropriate. The S2R JU will notify candidates that they have been included on the list, generally within 15 days of the evaluation. When the S2R JU need arises, the pre-selected candidates will be then invited to submit tenders (i.e.: financial offer) in response to a restricted invitation to tender. Only those candidates invited will be awarded with a contract.

The sub-lists will remain open for candidates to express interest and, if selected, to be included up to 45 months after the date of publication of the present Call in the EU Official Journal. Only after their inclusion in the sub-lists candidates can expect to be invited to submit a tender and conclude a contract.

In the interest of equal treatment of applicants, the S2R JU cannot give any prior opinion on the compliance of candidates with the selection criteria prior to the pre-selection and the conclusion of the contract. Inclusion on the list entails no obligation on the part of the S2R JU, which is the contracting authority, concerning the conclusion of contracts.

Schema list of pre-selected candidates



4 Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725¹² of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated in section 1 and 3 and will be processed solely for those purposes by the S2R JU, acting as data controller. Details concerning the processing of your personal data are available in the privacy statement at: https://shift2rail.org/wp-content/uploads/2018/11/PO-2.01_PO-2.02_Procurement-Grants-Experts.pdf.

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at Data-protection@s2r.europa.eu by explicitly specifying your request. For more information on the rights you have as a data subject and how you can exercise these rights please read the privacy statement and the S2R JU Data Protection and Legal Notices at : <https://shift2rail.org/terms-of-use/>

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if the candidate is in one of the situations mentioned in Article 136 of the Financial Regulation¹³. For more information, see the privacy statement: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

5 Place of delivery

Services are to be provided in principle remotely using electronic communication tools. However, work may also be carried out at the S2R JU's premises in Brussels, Belgium or another location if required. Fees will not differ according to the place of task performance.

6 Expiry date of the list resulting from the call for expressions of interest

The lists resulting from this notice is valid for four years from the date of dispatch of the notice to the Publication Office of the European Union.

Applications may be submitted at any time during the period of validity of this list prior to the last three months of validity of the list.

¹² OJ L 295, 21.11.2018, p. 39

¹³ Ref: footnote n°5

7 Use of the list resulting from this notice

The list resulting from this CEI will be used exclusively for the execution of the tasks within the areas of expertise described in section 2.3.3 and with a maximum threshold of EUR 139 000 of total payments (including both remunerations and reimbursements) per each expert and for the whole duration of the CEI. Thus, if the ceiling is reached (or is about to be reached) the expert can no longer be assigned tasks covered by this CEI. In addition, the same threshold applies per each sub-list indicated in section 2.3.3 per year (similar purchases over 12 months).

The S2R JU reserves the right to choose those experts from the list who have the most appropriate profile in a given field when a specific support and advice need occurs.

The experts on the list may be offered an expert contract to implement tasks, as described in the CEI. The contract will establish the tasks to be performed, the deliverables to be provided, the due dates, the number of working days and, if applicable, the maximum amount for other costs such as travel expenses. The model of the expert contract is provided in **Annex 4**.

Inclusion on the list entails no obligation on the part of the S2R JU concerning the conclusion of an expert contract.

8 Estimated budget

For the sub-lists indicated in section 2.3.3, the average yearly estimated budget is the following:

- Seniority A level: EUR 125,000. EUR which corresponds to approximately 96 working days
- Seniority B level: EUR 175,000 EUR which correspond to approximately 102 working days.

Nevertheless, the actual amounts will be based on the specific needs of the S2R JU and its budget availabilities.

The list resulting from this notice will be used exclusively for public procurement contracts of the following types: expert contracts below EUR 139 000 per year and per sub-list. The yearly estimate budget for each sub-list indicated in section 2.3.3 may vary depending on the S2R JU needs and availability of experts pre-selected.

9 Conditions of remuneration and reimbursement of experts

Experts will be selected on a case-by-case basis, according to the relevance of their education, expertise, experience and interests to the activities at hand following the selection criteria indicated in the section 2.3 above.

Selected experts will sign a contract based on the draft expert contract (**Annex 4**). The contract will be signed between the selected expert and the S2R JU.

Experts will be remunerated at a fixed price, which may vary in line with the type or level of expertise required indicated in section 2.3 above.

For the reimbursement rates the maximum rate the S2R JU will reimburse is fixed at:

- Seniority A: **EUR 1300** per working day and **EUR 650** per half-working day.
- Seniority B: **EUR 1700** per working day and **EUR 850** per half-working day.

As indicated in section 1.3 above, each candidate will be reimbursed depending the lists (Seniority A or Seniority B) he/she is included. Therefore, if a candidate included in Seniority B list is also included in Seniority A list and the S2R JU proposes him/her a contract under the Seniority A list, his/her remuneration will be at Seniority A level.

The following conditions should apply:

- The travel, accommodation and subsistence expenses (if applicable) will be reimbursed on the basis of the rules on the reimbursement annexed to the contract¹⁴.
- The total number of working days should not exceed the maximum number indicated in Art. 2.1 of the contract.
- A working day (1) or a half-working day (1/2) is considered to be 1 or ½ working day of the selected expert, where the normal daily work time for one day respects the law and regulations in force in the country where the services are to be performed. Unless agreed in advance with the contracting authority, hours worked beyond normal daily work time will not be payable.
- Work on holidays and weekends maybe performed only with the prior written agreement of the Contracting Authority. No surcharge will be applied.
- No work time calculated on hourly basis will be accepted.
- The rates above will cover the salary costs and all other costs such as tax and social security costs, administrative costs and overhead costs. A revision of these rates is not foreseen during the period of validity of the list.

Payment will be linked to the provision of deliverables and/or tasks performed. Request for payment must follow the conditions indicated in Article 7 of the contract.

10 Confidentiality and absence of conflict of interest

To ensure the independence of the work that they are called upon to perform in their capacity as independent experts, prior to the signature of their contract, the experts will be required to confirm that they agree to abide by the terms of the “code of conduct for experts” (including confidentiality aspects), which is annexed to the draft contract (Annex 1 to the to the draft contract). In addition, the expert will be required to sign a declaration (annex 3 to the draft contract) certifying that there is no conflict of interest at the time of contracting and that they undertake to inform the contracting authority if any conflict should arise in the course of their duties. In the latter case, the expert must immediately take all the necessary steps to rectify the situation. The S2R JU reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.

¹⁴ Commission Decision C(2007)5858 of 5 December 2007 laying down the Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity. Available at: http://ec.europa.eu/employment_social/egf/docs/reglementation_experts_2008_en.pdf

In cases where experts have to deal with classified information, the appropriate security clearance will be required before signing the contract.

11 Promotion of equal opportunities

The S2R JU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria 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.

12 Additional information

Early application for this call is particularly encouraged, in order to allow the S2R JU to make use of the database of experts as soon as possible.

The S2R JU intends to proceed to the first assessment of submitted applications as soon as possible and, in principle, in the second and last quarter of each year.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application by neither email, telephone nor letter.

IMPORTANT NOTICE

Any request for additional information must be made in writing only through the TED eTendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=7681>) in the "Questions & answers" tab, by clicking "Create a question" (registration on TED eTendering is required to be able to create and submit a question). The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the call for expression of interest. Any additional information will be published on the above TED eTendering website. The website will be updated regularly and it is the candidate's responsibility to check for updates and modifications during the time-limit for the submission of applications. The contracting authority is not bound to reply to requests for additional information received less than six working days before the time-limit for receipt of applications.

Candidates are required to submit their expressions of interest exclusively by e-mail to the address **external-experts@s2r.europa.eu** and follow the registration procedure and the submission of applications indicated in section 3 above referred.

13 Ex-post transparency

A list of experts (name, subject of the tasks executed and aggregated amount per contract) who have concluded a contract following the procedure set out at section 3.2 shall be published on the website of the contracting authority¹⁵.

If an expert has concluded a contract of more than EUR 15 000, the name of the expert, the amount as well as the 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.

14 Annexes

- Annex 1. Declaration of honour on exclusion and selection criteria
- Annex 2. Expert Application Form
- Annex 3. Complementary information form
- Annex 4. Draft expert contract

¹⁵ <https://shift2rail.org/participate/recipients-shift2rail-funds/>