

## CALL FOR EXPRESSIONS OF INTEREST

### For the appointment of a new member to the Governing Board of the European Institute of Innovation and Technology (EIT)

The EIT is launching a process to appoint a new member to its Governing Board, following the resignation of a member of the Governing Board <sup>(1)</sup>.

#### Preamble

1. Pursuant to Regulation (EC) No 294/2008 (2) of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology (EIT), as amended by Regulation (EU) No 1292/2013 (3) of the European Parliament and of the Council of 11 December 2013 (the 'EIT Regulation'), the EIT is launching a selection procedure to appoint a new member to the EIT Governing Board, in the field of higher education. The EIT is calling for expressions of interest from potential candidates.
2. The mandate of the newly appointed member shall be for a period of four years and is non-renewable, in accordance with the Statutes of the EIT Regulation.

#### 1. The role of the EIT

3. The EIT is a European Union (EU) body that was set up to boost innovation and entrepreneurship in Europe. The EIT currently provides grants to five Knowledge and Innovation Communities (KICs) and three more will be set up between 2016-2018. The KICs are highly integrated networks, of businesses (including SMEs), universities and research organisations, bridging the public and private sectors.
4. The EIT budget for 2014-2020 is approximately EUR 2.4 billion and the KICs leverage additional funding from the EU, as well as national and private sources. The EIT is the first European initiative to

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(1) According to Decision 15/2014 of 5 June 2014 on the terms of office of the appointed Governing Board Members, the member who resigned on 15 January 2016 came from academia, and the member's mandate was due to expire on 30 June 2020.

(2) OJ L 97, 9.4.2008, p. 1.

(3) OJ L347, 20.12.2013, p. 174.

foster European innovation by fully integrating the three sides of the knowledge triangle (higher education, research, and innovation) in the KICs. The aim of the EIT is to excel as a world-class institute of innovation, that inspires and drives change in European universities, research institutions and businesses, both new and established, ranging from SMEs to large multinationals. Conceived with a clear market-driven focus, the EIT acts as a catalyst for sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business, responding to the public demand and the needs of the knowledge economy.

5. A key objective of the EIT is to act as a role model for promoting new systemic approaches to innovation. The direct involvement of stakeholders in all strategic, operational and financial aspects of the EIT is a cornerstone of this initiative.

## 2. The EIT Governing Board

6. The EIT's strategic management is coordinated by a Governing Board (the Board) consisting of recognised European leaders of innovation from the knowledge triangle. The Board is the EIT's principal decision-making body entrusted with providing the strategic leadership of the Institute. It is independent and autonomous in its decision-making and, in particular, is responsible for the selection, designation and evaluation of the KICs, as well as for monitoring and fostering their success.

7. The Board consists of 12 appointed members, appointed by the European Commission with a view to providing a balanced representation of members with experience in business, higher education, and research. In its appointments, the European Commission prioritises a balance between higher education, research, innovation and business environments across the EU as well as a gender and geographical balance, so as to ensure a fair representation of all areas of the EU.

8. The Board is assisted by an Executive Committee composed of three appointed members - (elected by the Board from the Board's appointed members) and the Chairperson of the EIT Governing Board - who have a four-year non-renewable mandate. The Board also consists of three representative members - elected by the KICs from among their partner organisations - who have a two-year mandate that is renewable once. Board members must act in the interests of the EIT, by safeguarding its goals and mission, identity, autonomy and coherence, in an independent and transparent way.

9. The Board meets on average four times a year at the EIT Headquarters in Budapest and an extraordinary meeting may be convened at the request of its Chairperson or its members. Usually, the ordinary meetings last one full day. Board members receive honoraria <sup>(4)</sup> for their attendance at meetings and are reimbursed for their travel costs. The meetings of the Board are prepared by the Executive Committee.

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<sup>(4)</sup> Decision 7/2015 of the EIT Governing Board on Setting the honoraria of the members of the Governing Board, its chairperson and the members of the Executive Committee – 00081.EIT.2015.IGB34

### 3. Description of tasks

10. According to Section 2 of the Annex to the EIT Regulation, the responsibilities of the Governing Board are to:

- (a) adopt the EIT's draft Strategic Innovation Agenda (SIA), triennial rolling work programme, budget, annual accounts and balance sheet and annual activity report, on the basis of a proposal from the Director;
- (b) adopt criteria and procedures for financing, monitoring and evaluating the activities of the KICs, on the basis of a proposal from the Director;
- (c) adopt the selection procedure of the KICs;
- (d) select and designate a partnership as a KIC or withdraw the designation where appropriate;
- (e) ensure the continuing evaluation of the activities of the KICs;
- (f) adopt its rules of procedure, including those for the Executive Committee, as well as the specific financial rules of the EIT;
- (g) define, with the Commission's agreement, appropriate fees for members of the Governing Board and of the Executive Committee; such fees shall be benchmarked against similar remuneration in the Member States;
- (h) adopt a procedure for selecting the Executive Committee and the Director;
- (i) appoint and if necessary dismiss the Director, and exercise disciplinary authority over him/her;
- (j) appoint the Accounting Officer and the members of the Executive Committee;
- (k) adopt a code of good conduct regarding conflicts of interest;
- (l) establish, where appropriate, advisory groups which may have a defined duration;
- (m) set up an Internal Auditing Function in accordance with Commission Regulation (EC, Euratom) No 2343/2002 (1);
- (n) be empowered to establish a Foundation with the specific objective of promoting and supporting the activities of the EIT;
- (o) decide on the language policy of the EIT, taking into account existing principles on multilingualism and the practical requirements of its operations;
- (p) promote the EIT globally, so as to raise its attractiveness and make it a world-class body for excellence in higher education, research, and innovation.

#### 4. Selection procedure

11. On receipt of applications, the EIT shall perform an eligibility check and draw up a preliminary list of candidates.
12. This preliminary list of candidates shall be forwarded to a Steering Committee composed of three Board members <sup>(5)</sup> and of one Observer from the European Commission. Having assessed the list of candidates in line with the criteria laid down in this Call for expressions of interest, the Steering Committee shall draw up a shortlist - of a maximum of five candidates (without ranking) – for submission to the Governing Board for its approval.
13. Potential candidates for shortlisting may be invited for interview by the Steering Committee before the shortlist is finalised.
14. On approval of the list, the Board shall submit the proposed shortlist of candidates to the European Commission for the appointment of the new Board member.
15. Candidates shall be duly informed of the outcome of this preliminary phase.
16. During the selection process, and in accordance with the EIT Regulation, special attention shall be paid to the gender and geographical balance of the Governing Board as a whole.
17. The new Board member shall be appointed by the European Commission, which shall inform the European Parliament and the Council of the selection process and of the final appointment of the new Board member.
18. Upon completion of the selection phase, candidates will be informed about the European Commission's final appointment.
19. The newly appointed member is expected to attend, for the first time, the EIT Governing Board meeting to be held in November 2016.

#### 5. Application procedure and closing date

20. Interested applicants are invited to submit applications in line with the terms of this Call.
21. Applications shall be submitted as follows:

Applications shall be submitted in English (to facilitate the selection procedure) and shall contain:

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<sup>(5)</sup> Decision 13/2016 of the EIT Governing Board of 10 May 2016 on the Selection process for a new EIT Governing Board member (00723.EIT.2016.GB.WP)

- a) a cover letter;
- b) a detailed curriculum vitae (CV);
- c) the application form on eligibility, exclusion and specific criteria duly signed and completed by the candidate.
- d) Letter of recommendation (optional)

22. An application will be considered incomplete or incorrectly submitted if:

- the application form is not duly completed and accompanied by a cover letter and the candidate's CV;
- it does not comply with the technical requirements set out in paragraph 21 ;
- it is submitted after the deadline of 24:00 CET on 22 June 2016.

23. Incomplete applications shall be rejected.

24. Applications must be submitted by email to the following email address: EIT-APPLICATIONS-GB@eit.europa.eu. They must arrive before **24:00 CET on 22 June 2016** (the date/time of receipt is taken as proof). The subject line of the email should include the reference of the vacancy (EIT GB Application 2016) and the candidate's surname. Any questions regarding the application should be submitted via the EIT contact page.

25. Applications will be assessed on the basis of the specific criteria and eligibility criteria set out in this Call for expressions of interest.

26. In submitting an application, applicants accept the procedures and conditions of this Call and in the documents to which it refers.

## 6. Specific criteria

27. The EIT is looking for a candidate who:

- has a strong track record as an academic, innovator, entrepreneur, scientific, financial or business leader with widespread reputation, preferably in the higher education sector;
- has outstanding international leadership abilities at a European and global level;
- has an extensive international network in the academic community;
- has a proven experience in knowledge triangle integration, i.e. cooperation between business, research and education that fosters innovation;
- has the ability to take strategic decisions supported by extensive managerial and financial experience, in particular in mobilising resources from private, public and philanthropic sources;

- has the availability and willingness to work as a member of the Board independently of any other interest (candidates would be expected to have the trust and confidence of their respective communities).

## 7. Eligibility criteria

28. The EIT shall assess the eligibility of individual candidates against the following mandatory criteria:

- **University Degree or Diploma:** candidates must have either a level of education that corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education that corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year of professional experience must be distinguished from the postgraduate professional experience required below).
- **Professional Experience:** candidates must have at least 10 years' postgraduate experience at a level corresponding to the qualifications referred to above.
- **Languages:** an excellent working knowledge of English is required. Knowledge of other official languages of the European Union will be taken into account.

29. Applicants shall be considered for the selection phase so long as they comply with the following formal criteria by the closing date for applications.

## 8. Exclusion criteria

30. In addition to the above requirements, the following exclusion criteria shall be applied where:

- the candidate is in a situation of conflict of interest pursuant to the Code of good conduct on conflicts of interest for members of the EIT Governing Board;<sup>(6)</sup>
- the candidate has been convicted of an offence concerning his or her professional conduct by a judgment that has the force of *res judicata*;
- the candidate has been guilty of grave professional misconduct;

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<sup>(6)</sup> Decision 13/2015 of the EIT Governing Board on the Code of good conduct on conflicts of interest for members of the EIT Governing Board: <http://eit.europa.eu/sites/default/files/EIT%20GB%20Decision%20-%20Code%20of%20Good%20Conduct%20on%20conflict%20of%20interest%20of%20the%20EIT%20Governing%20Board%20Members.pdf>. The EIT staff will conduct a preliminary assessment of any situation of conflict of interest raised by the applicant and inform the Steering Committee accordingly for its final decision.

- the candidate has been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests.

## 9. Appeal

31. If a candidate considers that he or she has been adversely affected by any of the provisions of this Call for expressions of interest, a request for a revision concerning such provisions shall be submitted within 20 days of the publication of this Call for expressions of interest and addressed to the EIT Director.
32. Please be advised that the submission of a request for revision does not waive the obligation to submit the application by the set deadline if the requestor wishes to be considered for the position of GB member.
33. Furthermore, a complaint against the final decision of the European Commission on the appointment of Board members may be lodged before the European Court of Justice and/or the European Ombudsman.

## 10. Independence and declaration of interests

34. Selected candidate shall be bound by Decision 13/2015 of the EIT Governing Board on the Code of good conduct on conflicts of interest for members of the EIT Governing Board <sup>(7)</sup>. Upon appointment, the selected candidate must submit and sign the declaration of intention and the Annual Declaration on conflicts of interest annexed to the abovementioned Code of Conduct.

## 11. Other information

35. Applicants must inform the EIT of any change in their situation, or change of address, so that applications are kept up to date.
36. Applicants who are not appointed by the European Commission may be put on a reserve list to be used in the event of the need to replace appointed members from the category of academia who are unable to complete their mandate<sup>8</sup>.

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<sup>(7)</sup> <http://eit.europa.eu/sites/default/files/EIT%20GB%20Decision%20-%20Code%20of%20Good%20Conduct%20on%20conflict%20of%20interest%20of%20the%20EIT%20Governing%20Board%20Members.pdf>

<sup>8</sup> The reserve list shall remain valid for two years commencing on the date of the appointment of the new member of the Governing Board.

## 12. Data Protection

37. The EIT, as a body of the European Union, applies the data protection principles and rules of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000.



## Privacy Statement

### 1. General information

This Privacy Statement outlines the information that shall be collected and how this information is used, for the purpose of replacing any of the four members of the EIT Governing Board. The processing of personal data of data subjects complies with the provisions of Regulation (EC) No 45/2001 on the protection of personal data by European Union institutions and bodies.

### 2. What is personal data and what is a personal data processing operation?

**Personal data** shall mean any information relating to an identified or identifiable natural person (data subject). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.

**Personal data processing operations** can be any operation or set of operations that is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultations, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

### 3. Who is the data controller of the data processing operations?

The EIT Director.

### 4. What is the purpose of the collection of personal data?

The purpose of the collection and processing of personal data is to manage the procedure for the appointment of a new Board member, who will take up duties in November/December 2016.

### 5. Who are the data subjects?

The data subjects are applicants whose applications are submitted by stakeholder organisations, as described in the Call for expressions of interest.

Close family members (see Article 2(h) of the Code of good conduct on conflicts of interest for members of the EIT Governing Board) of those persons may also be data subjects, as the applicants are obliged to declare the interests of their family members, if these interests relate to the EIT's activities.

### 6. What personal information is collected?

Personal data collected shall be those included in the motivation letters and the CV, for example names, places and dates of birth, citizenship, educational and professional backgrounds. Personal data may include information on the contact person (name, contact details) submitting the application to the EIT.

Special categories of data (see Article 10 of Regulation (EC) No 45/2001) are not requested of data subjects; nevertheless, the declarations may accidentally include such data.

## 7. Who has access to my information and to whom is it disclosed (data recipients)?

- **Within the EIT**

The information submitted will be accessed and processed by a support team within the EIT, led by the EIT Director, and subsequently transferred to and accessed by the members of the Steering Committee, responsible for the selection process.

- **Within the Commission and other EU institutions and bodies**

Applications will be processed by representatives of the Commission. In the case of an audit, complaint or appeal, the personal data may be processed by the Internal Audit Service of the Commission, the Court of Auditors, OLAF, the European Ombudsman, the European Data Protection Supervisor, and the General Court of the European Union or the European Court of Justice.

- **By third parties subject to Directive (EC) 95/46**

IT companies: only for the management of the IT infrastructure.

Lawyers: solely in the case of litigation.

In both cases, a written contract (following the models of the Commission including a specific article on data protection) shall be signed between the EIT and the contractor in order to ensure that Article 23 of the Regulation on data protection is respected by the data processor.

- **Third parties not subject to Directive (EC) 95/46**

Not applicable.

## 8. How is my information protected and safeguarded?

The applications are received electronically via the functional mailbox [EIT-APPLICATIONS-GB@eit.europa.eu](mailto:EIT-APPLICATIONS-GB@eit.europa.eu). Information submitted will be collected and processed by applying the EIT's IT standards and using its telecommunication infrastructure. It will be stored in a local database on a central server, with individualised access rights (password-protected mode). Entitlement to access the information is distributed on a 'need to know' basis and access rights are only updated if changes in the EIT support team so require it.

The information submitted will be stored in secure offices within the EIT premises until its destruction.

## 9. What are my rights as a data subject: how can I verify, modify or delete my information?

Data subjects can file a request to access, modify, block, withdraw or erase information that they have submitted before the deadline in the Call (22 June 2016).

In order to ensure the equal treatment of applicants, after the closing date of the Call, the data subjects can only:

- access their data in the application and request a copy of the information submitted to the functional mailbox;
- send changes about contact information (postal address and/or email);
- request the cancellation of their submission and the deletion of all associated data.

Requests of this kind must be sent by email to the address [EIT-APPLICATIONS-GB@eit.europa.eu](mailto:EIT-APPLICATIONS-GB@eit.europa.eu) and shall be processed within 15 working days.

Data subjects have the right of recourse at any time to the Data Protection Officer of the EIT ([EIT-DPO@eit.europa.eu](mailto:EIT-DPO@eit.europa.eu)) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) on matters relating to the processing of their personal data.

## 10. What is the legal basis of the processing operations?

Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology, <sup>(9)</sup> as amended by Regulation (EU) No 1292/2013 of the European Parliament and of the Council of 11 December 2013; <sup>(10)</sup> and, in particular, Sections 1–3 of the Statutes of the EIT annexed to the EIT Regulation.

Decision 13/2015 of the EIT Governing Board of 3 June 2015 on the Code of good conduct on conflicts of interest for members of the EIT Governing Board (00227.EIT.2015.I.GB35)

### Grounds for lawfulness

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<sup>(9)</sup> OJ L97, 09.04.2008, p. 1.

<sup>(10)</sup> OJ L347, 20.12.2013, p. 174.

The lawfulness of processing operations is ensured under Article 5(a) of Regulation (EC) No 45/2001: the processing is necessary for the performance of a task carried out in the public interest on the basis of the applicable legal instruments and in the legitimate exercise of official authority vested in the EIT.

In particular, processing is necessary to enable the functioning of the Board when performing activities that fall under the scope of action of the EIT; this task is carried out in line with the public interest on the basis of the treaties establishing the European Communities and the EIT Regulation.

The data processing is governed by Article 27(1)(b) of Regulation (EC) No 45/2001.

#### **11. For how long will my data be kept?**

Data will be kept in paper form, on the shared drive and in the local database for a maximum of five years following the date on which the member of the Governing Board takes up duties. The data may be kept for a longer period only as necessary for audit or litigation purposes.