

Clarification Note #1

EUSPA internal reference: 266512

Call for Experts (ref. GSA/CI/07/21)

Question #1: Are applicants applying as natural persons expected to fill out all sections of the Declaration of Honour, regardless of the fact that certain sections refer to legal persons?

Answer #1: Yes, in order to submit a complete application, applicants are expected to duly fill out all sections of the Declaration of Honour. The sections referring to legal persons should be marked as “no” or “not applicable”.

Question #2: Where can applicants find the relevant documents to be submitted in order for their application to be considered valid?

Answer #2: All the documents required are available on the relevant webpage as downloadable content. Prospective applicants should refer to the folder named “Call for Experts – Annexes”.

Question #3: Can an applicant’s profile be updated during the period of validity of the Call?

Answer #3: Yes, EUSPA makes sure to update an applicant’s profile whenever new information is provided, such as updated documents or a more recent CV.

Question #4: Who can apply to the Call? Is it possible for companies to propose their experts for this Call?

Answer #4: Pursuant to Section 1 of the Call for Experts, the Call is intended for natural persons (individuals) who are citizens of an EU Member state, Switzerland or Norway. Only in exceptional cases, e.g. the expert is employed and his/her employment contract contains an exclusivity clause whereby expertise services for other parties can only be contracted through the legal entity, may the Expert be contracted through a legal entity. The Expert should indicate this circumstance in the first sheet of the application. Note that additional documentary evidence may be requested. In all cases, the contracted experts will be assigned tasks *ad personam*.

Question #5: Is there a conflict of interest if the company for which the applicant is working has entered into contracts with EUSPA?

Answer #5: Conflicts of interest shall be assessed on a case-by-case basis prior to each new appointment and/or assignment of an Expert.

Question #6: Are applicants required to have a VAT and registration number?

Answer# 6: The Call is aimed at natural persons and applicants are required to provide the information as requested for natural persons. Only in exceptional cases, when the Expert envisages to be contracted through a legal entity, a VAT and registration number of this entity are required in order to duly fill out the Application form and the Declaration of Honour.

Question #7: How should the last section of the Declaration of Honour, concerning selection criteria, be interpreted and consequently filled out?

Answer #7: The section requires feedback on the Expert's compliance with the selection criteria and the subsequent eligibility to apply for the Call. If the Expert is compliant with the applicable exclusion and selection criteria, and is therefore eligible to apply for the Call, they should mark the respective section with "yes".

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