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**Support to the development of harmonised sport statistics in the EU**

**European Education and Culture Executive Agency (EACEA)**

**Contract N°SI2.862371**

**Call for expression of interest and selection of experts**

**11 April 2022**



# CALL FOR EXPRESSION OF INTEREST FOR THE SELECTION OF EXPERTS FOR THE TASK FORCE: ‘Task force on harmonised sport statistics in the EU (TF SPORT)’

# BACKGROUND

GOPA Luxembourg (‘the contractor’) executes in support of the European Commission’s sport policy development the contract “Support to the Development of Harmonised Sport Statistics in the EU” (EACEA/2021/OP/0003)[[1]](#footnote-1), managed by the European Education and Culture Executive Agency (‘contracting authority’). GOPA Luxembourg is setting up a group of experts for the Task Force regarding the harmonisation and development of sport statistics, including statistics and data on health-enhancing physical activity, social dimension of sport and Sport Satellite Accounts in the EU (‘the group’).

Building on previous research, the general objective of this Task Force is to support evidence-based policy-making at both national and EU level by harmonising existing methodologies and definitions on sport statistics. The Task Force is created to foster a common understanding, measurement and recognition of the less tangible benefits linked with sport and physical activity on the one hand, as well as to pave the way towards a possible future European Sport Satellite Account (SSA) on the other hand.

The group is integrating all types of stakeholders and work strands related to sport statistics under one umbrella.

The group’s tasks shall be to support the European Commission in preparing policy initiatives in the field of sport statistics by providing specialist advice and technical expertise on:

1. Definitions and methodologies on sport statistics (including the wide range of statistical classifications or nomenclatures used on a European level).
2. Recommendations based on the Vilnius Definition and SSA experiences.
3. Ad-hoc information on sport statistics to Member States and other stakeholders’ e.g. relevant ministries (e.g. responsible for sport, education, tourism and health), Council Expert Groups, other decision-making bodies at regional and local level etc.

The group will be expected to:

1. Build on previous research, supporting evidence-based policy-making at both national and EU level by harmonising existing methodologies and definitions on sport statistics.
2. Foster harmonisation in EU sport and physical activity survey questionnaires, ensuring cross-country comparability in defining and measuring: levels of physical activity in the population, volunteering in sport, sport-related tourism and events participation, social capital, etc.
3. Focus on the generation of those sport statistics required for the construction of an SSA, thereby also paving the way towards the construction of detailed national SSAs or of a pan-European SSA.

# FEATURES OF THE GROUP

* 1. **COMPOSITION**

The group intends to cover each EU Member State, with a maximum of two members each. The group should consist of experts with experience on research and data analysis on sport statistics and sport economy, including statistics and data on health-enhancing physical activity, social dimension of sport and Sport Satellite Accounts on the given country.

The group will strive to achieve a gender balance in its composition.

Members appointed shall act independently and in the public interest.

* 1. **APPOINTMENT**

Members shall be appointed by the contracting authority from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for 30 months. They shall remain in office until replaced or until the end of their term of office.

* 1. **RULES OF ENGAGEMENT AND OPERATION OF THE GROUP**

The Chair and Co-Chair will be selected at the kick off meeting from the members.

In principle, the group shall meet several times per year on Commission premises or via online meeting tools, in order to discuss the tasks of the group as described under point 1.

The group shall act at the request of the contracting authority, in compliance with the rules specified in a mandate by its members during the kick off meeting.

The contractor shall provide secretarial services. Members should be willing to work with electronic methods for the management and exchange of documents and participate in interactive meetings (online or hybrid meetings).

Members should be prepared to:

* + - attend meetings systematically;
    - contribute actively to discussions in the group,;
    - be involved in preparatory work ahead of meetings;
    - examine and provide comments on documents under discussion;
    - act, as appropriate, as 'rapporteurs' on ad hoc basis.

As a general rule, working documents will be drafted in English and meetings will also be conducted in English.

The group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

The contracting authority or the chair may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by contracting authority or the chair. Sub-groups shall operate in compliance with rules set up and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled.

The contracting authority may invite experts and observers with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

Members, invited experts and observers in the activities of the group and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by members in the activities of the group and sub-groups shall be reimbursed by the contractor.

The members of the group and their representatives, as well as invited experts and observers, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443[[2]](#footnote-2) and 2015/444[[3]](#footnote-3). Should they fail to respect these obligations, the Commission may take all appropriate measures.

* 1. **INDICATIVE PLANNING OF TF MEETINGS**

The members of the Task force are expected to participate to three physical meetings (one per year). The kick-off meeting, the final meeting, three annual webinars and an additional six ad-hoc webinars will be organised online. In total 14 meetings will be held during the whole period of the project.

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| **Meeting** | **Type** | **Tentative dates** |
| TF Kick-off | online | Mid-June 2022 |
| TF ad-hoc webinar 1 Y1 | online | September 2022 |
| TF meeting Y1 | physical | November 2022 |
| TF webinar Y1 | online | January 2023 |
| TF ad-hoc webinar 2 Y1 | online | Mid-March 2023 |
| TF meeting Y2 | physical | May 2023 |
| TF ad-hoc webinar 1 Y2 | online | Mid-July 2023 |
| TF webinar Y2 | online | End-October 2024 |
| TF ad-hoc webinar 2 Y2 | online | February 2024 |
| TF meeting Y3 | physical | April 2024 |
| TF ad-hoc webinar 1 Y3 | online | July 2024 |
| TF webinar Y3 | online | October 2024 |
| TF ad-hoc webinar 2 Y3 | online | December 2024 |
| Final meeting | online | January 2025 |

# APPLICATION PROCEDURE

Applications should be completed in English by each candidate.

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents

Each application shall include the following documents:

* a curriculum vitae (CV) shall also be provided, preferably not exceeding three pages
* CVs shall be submitted in the European format   
   (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates- instructions) or in a format which provides the information needed to evaluate the individuals applying
* declaration of absence of conflict of interest
* privacy statement

**Deadline for application**

The duly signed applications must be sent by via the **APPLICATION FORM** by **9 May 2022** at the latest.

# SELECTION CRITERIA

When assessing applications, the contractor and the contracting authority, will take into account the presence of a proven and relevant competence and experience, at national and European level, of the candidate in areas relevant to the objectives and actions of the Task Force.

In assessing the above, the following criteria will be taken into account:

1. proven and relevant competence and experience, including at European or international level, in one or more of the topics described in this call
2. this means specific **technical** and **methodological experience** in:
   * + Sport statistics, including classifications related to sport
     + Statistics and data on health-enhancing physical activity (e.g. physical activity measurement and questionnaires) or related health economics
     + Social dimension of sport, including volunteering in sport organisations, social capital
     + National accounts and Sports Satellite Accounts (including Vilnius Definition on Sport)
     + Economic evaluation of costs and benefits linked with sedentary/active behaviour
3. at least five years of professional experience of the representative in the area(s) of expertise
4. representativeness and significance at pan-European or global level in relation to an integrated approach for sport statistics in the areas of expertise listed under selection criterion (2)
5. dedicated committement to actively contribute to the implementation of the cross-cutting actions described in the call, in particular harmonisation
6. absence of circumstances that could give rise to a conflict of interest
7. good knowledge of the English language allowing active participation in the discussions

# SELECTION PROCEDURE

The selection procedure shall consist of an assessment of the applications performed by the contractor and the contracting authority against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable candidates, and concluded by the appointment of the members of the group.

When defining the composition of the group, the contractor together with the contracting authority shall aim at ensuring, as far as possible, a high level and wide expertise across the different topics, as well as a balanced and wide representation of relevant know-how, key stakeholders and areas of interest, as well as gender balance, while taking into account the specific tasks of the group, the commitment regarding contributions to the groups’ activities and objectives of the harmonisation of sport statistics at different (macro- and micro-)levels, the type of expertise required, as well as the relevance of the applications received. In addition, the overall geographical composition shall comprise a maximum of two group members for each EU Member State (in principle considering where the candidate’s organisation is registered).

For any further information please contact <sports\_statistics@gopa.lu>

ANNEXES:

* Declation of absense of conflict of interest
* Privacy statement

# Annex I

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

The undersigned declares that neither (i) the Candidate nor (ii) he/she/they personally as authorised representative(s) of the Candidate have a direct or indirect interest of such a nature and scale that may affect the performance of the tasks assigned to the Candidate under section 1 and 2 of the Call for Expression of Interest.

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Candidate will inform the contracting authority and the contractor, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation [(EU) 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2018.295.01.0039.01.ENG&amp;toc=OJ%3AL%3A2018%3A295%3ATOC)[[4]](#footnote-4) and Commission Decision C(2016) 3301[[5]](#footnote-5).

Yours sincerely,

Signature: Stamp of the Candidate’s organisation (if applicable):

Candidate’s name and position:

Place:

Date (day/month/year):

# Annex II

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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN EDUCATION AND CULTURE  EXECUTIVE AGENCY (EACEA) |

**Support to the development of harmonised sport statistics in the EU**

# Data Protection Notice

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies[[6]](#footnote-6) ("the data protection regulation").

The following Data Protection Notice outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the contract SI2.862371, “Support to the development of harmonised sport statistics in the EU”.

1. **Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, BE-1049 Brussels

The person designated as being in charge of the processing operation is the Head of Unit Yves Le Lostecque, A3 Erasmus Mundus, **Sport.**

Email: [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)

1. **Which personal data are processed?**

Personal data of selected experts involved in the project, which may include in particular:

* Name (name of the candidate)
* Function (role/Position of the applicant);
* Title of the applicant;
* Sex (in order to have a gender balanced group to the most possible extent);
* Organisation (Organisation of the applicant);
* Country (country of expertise, geographically EU-27 should be covered);
* Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, department and office number, country of residence);
* Signature;
* Personal data of reference persons mentioned in the CVs of the experts, which may include in particular:
* Name; Contact details.
* Declarations on honour that the person is not in situation of conflict of interest, that they will execute their responsibilities impartially, objectively and bound by confidentiality.
* Bank account reference (IBAN and BIC codes), VAT number, passport number, ID number;
* Declaration of availability of experts.

The declaration on honour, bank account reference and declaration of availability of experts are mandatory if the experts are selected.

1. **For which purpose do we process your data?**

Processing of personal data in order to identify an expert is necessary for the following reasons:

• Support the Commission in the preparation of policy initiatives in the field of sport statistics by providing specialist advice and technical expertise in the following three thematic areas:

Definitions and methodologies on sport statistics (including the wide range of statistical classifications or nomenclatures used on a European level);

Recommendations based on the Vilnius Definition and **Sport Satellite Account (SSA)** experiences;

Ad-hoc information on sport statistics to Member States and other stakeholders e.g. relevant ministries (responsible for sport, education, tourism, health), Council Expert Groups, other decision-making bodies at regional and local level etc.

• Assist the Commission, with regard to these thematic areas in:

Building on previous research, supporting evidence-based policy-making at both national and EU level by harmonising existing methodologies and definitions on sport statistics

Fostering harmonisation in EU sport and physical activity survey questionnaires, ensuring cross-country comparability in defining and measuring: levels of physical activity in the population, volunteering in sport, sport-related tourism and events participation, social capital, etc.

Focusing on the generation of those sport statistics required for the construction of an SSA, thereby also paving the way towards the construction of detailed national SSAs or of a pan-European SSA.

1. **Where the data is collected from?**

Applications from candidates to the Call for expression of interest.

1. **Who has access to your personal data and to whom is it disclosed?**

• Members of the service contract team belonging to GOPA Luxembourg and their subcontracted partner Sheffield Hallam University, UK. The staff members of the contractor have access to the data strictly for performance, management and monitoring of the contract.

At the European Commission, staff members form the following institutions are involved in the follow-up of the service contract and have access to the data:

* Directorate-General "Education and Culture" - DG EAC
* European Education and Culture Executive Agency – EACEA
* Statistical Office of the European Communities - ESTAT

In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, European Commission, OLAF, EU Courts etc.).

1. **How long do we keep your personal data?**

GOPA will receive CVs and related personal documents (such as diploma, work certificates, etc.) after the date of the publiching of the Call for interest for expert. The data will be stored in its expert database for a maximum of 13 months after the end of this contract between GOPA/EACEA: Contract N°SI2.862371, Support to the development of harmonised sport statistics in the EU, European Education and Culture Executive Agency (EACEA).

The data will be kept solely for the performance of the Contract N°SI2.862371, Support to the development of harmonised sport statistics in the EU, European Education and Culture Executive Agency (EACEA). If GOPA cannot obtain a renewed consent for any reason, it will delete the CV and related personal documents, or block access to them if it is required by statutory obligations to keep them for a longer period (for instance for audit purposes obligatory in services provided through public procurement)

1. **What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

* Request to access the personal data EACEA holds about you;
* Request a rectification of your personal data where necessary;
* Request the erasure of your personal data;
* Request the restriction of the processing of your personal data;
* Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

In addition, as this processing of your personal data is based on your consent [Article 5(1)(d) or Article 10(2)(a) of the data protection regulation], please note that you can withdraw it at any time, and this will have effect from the moment of your retraction. The processing based on your consent before its withdrawal will remain lawful.

Article 25 of Regulation (EU) 2018/1725 provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with the safeguards laid down in that Regulation. Such restrictions are provided for in internal rules adopted by EACEA and published in the [Official Journal of the European Union](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29):

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>.

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

1. **Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue, you can address yourself to the Controller at the above-mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address:

[eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: http://[www.edps.europa.eu](http://www.edps.europa.eu).

1. **On which legal basis are we processing your personal data?**

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

1. The Call for expression of interest and selection of experts is launched by GOPA Luxembourg under the Contract N°SI2.862371, Support to the development of harmonised sport statistics in the EU, managed by the European Education and Culture Executive Agency (EACEA) [↑](#footnote-ref-1)
2. Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41). [↑](#footnote-ref-2)
3. Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53). [↑](#footnote-ref-3)
4. Regulation (EU) 2018/1725 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. [↑](#footnote-ref-4)
5. . Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups [↑](#footnote-ref-5)
6. Regulation (EU) 2018/1725 of the European Parliament and of the Council 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 Text with EEA relevance, OJ L 295, 21.11.2018, p. 39*.* [↑](#footnote-ref-6)