



Notice

Objectives and purpose

In accordance with an internal document, the *General Procurement Notice* of July 31st 2014, the Executive Secretariat of the Central European Initiative (hereinafter: CEI Secretariat) launched and adopted the procedure for the drawing of a Single list of qualified experts in the field of European and International affairs.

The drawing of the list of experts allows the selection of professionals with required experience and highly specialized technical know-how in the following domains:

1. Project management: optimisation, use and implementation of the financial resources deriving from Structural Funds and the other EU funding opportunities, in particular in CEI's fields of intervention, as foreseen by the Plan of Action 2014-2016:
 - Research and Innovation;
 - Life-long education and training;
 - Information society;
 - Transport, Logistics and Accessibility;
 - Energy Efficiency and Renewable Energy;
 - Climate, Environment and Rural Development;
 - SMEs and Business Development;
 - Intercultural Cooperation;
 - Media;
 - Civil Society.
2. Financial management: efficient management of the projects' budget;
3. Communication activities: information, publicity and communication on the use of the financial resources deriving from Structural Funds and the other EU funding opportunities

The CEI Secretariat is not bound to any job assignment. The procedures will be launched only according to the organisation's needs. However, the Central European Initiative is fully entitled to select the most appropriate experts, regardless of the list, in case of affairs for which nobody registered or if the number of registered candidates is not sufficient for the public procurement procedures.

How to apply and how to confirm previous applications

- a) New applications (for candidates not present in the existing list as of July 31st 2014) will have to be submitted using Annex 1, (available on website: www.cei.int). The annexes must be signed by the candidate and accompanied by the required documentation. Individuals already registered as of July 31st 2014 may update their application (in case of new competences or an updated CV) sending Annex 2 accompanied by the new documentation.
- b) applications of experts (individuals for possible employment opportunities) registered as of 31 July 2014 remain valid and will be automatically inserted in the new list as from 1 August 2014.
- c) applications of experts (firms/consultants) registered as of 31 July 2014 remain valid and will be automatically inserted in the suppliers' list as from 1 August 2014;
- d) Presentation of applications. Applications must be presented in the following way:
 - **by e-mail**, under the subject: "Notice for the drawing of a list of qualified experts in the field of European and International affairs", at the following e-mail address:



euprojects@cei.int . The CEI Secretariat will confirm the acceptance of the candidature with a written procedure sent to the e-mail address provided in the application.

OR

- **a hard copy** must be sent to the following address: Central European Initiative – EU projects Office, Via Genova 9, 34121 Trieste, attn.: Mrs. Sara Baronio, with the title: “Notice for the drawing of a list of qualified experts in the field of European and International affairs”. The CEI Secretariat will confirm the acceptance of the candidature with a written procedure sent to the email address provided in the application.

For further information or requests: euprojects@cei.int