

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE EFTA EXPERT GROUP ON LAND USE, LAND USE CHANGE AND FORESTRY (EFTA LULUCF EG)

1. INTRODUCTION

Regulation (EU) No 2018/841¹ (the “LULUCF Regulation”) integrates the emissions and removals from forestry and other land use sectors into climate policy. It establishes a “no-debit” rule for the period 2021 to 2030. Accounted greenhouse gas emissions from land use or forestry need to be offset by at least an equivalent accounted removal of emissions from the atmosphere.

The European Union adopted the LULUCF Regulation on 30 May 2018. This regulation was extended to Iceland and Norway by incorporation into the European Economic Area (“EEA”) Agreement by Joint Committee Decision No 269/2019 of 25 October 2019². The LULUCF Regulation will enter into force into the EEA Agreement upon approval by the Icelandic Parliament.

Article 8 of the LULUCF Regulation lays down the rules for accounting of the emissions and removals of managed forest lands, based on forest reference levels (“FRLs”). The FRLs provide the reference against which all emissions and removals from managed forest lands will be accounted. They cover two compliance periods: 2021 to 2025 and 2026 to 2030.

EU Member States have to submit draft FRLs as part of their national forestry accounting plans (“NFAPs”) to the European Commission. For Iceland and Norway, these have to be submitted to the EFTA Surveillance Authority (“the Authority”), who enjoys the same competences as the European Commission in this regard. Following the submission of the NFAPs, the Authority is mandated to undertake a technical assessment of the NFAPs and FRLs in consultation with experts from Iceland and Norway, stakeholders and civil society. Following the technical assessment, the Authority may issue technical recommendations.

Where applicable, based on the technical assessment and the technical recommendations, the concerned States have to submit revised NFAPs and FRLs. The Authority has to assess the revised NFAPs and FRLs with the view to establish the final FRLs for the relevant compliance period.

The European Commission established an expert group to assist the European Commission in these tasks and to consult experts, stakeholders and civil society (the “EU LULUCFEG”)³. The Authority is undertaking a similar approach and is in the process of establishing a dedicated expert group for Iceland and Norway (the “EFTA LULUCF EG”). The EFTA LULUCF EG will apply the good practice as well as the experience from the expert reviews under the United Nations Framework Convention on Climate Change and the EU LULUCFEG. This includes the participation of private experts as well as experts from Iceland and Norway, other public entities and organisations.

The EFTA LULUCF EG will:

- i) assist the Authority with the technical assessment of Iceland and Norway’s NFAPs;

¹ Regulation of the European Parliament and of the Council (EU) 2018/841 on the inclusion of greenhouse gas (GHG) emissions and removals from land use, land use change and forestry in the 2030 climate and energy framework, and amending Regulation (EU) No 525/2013 and Decision No 529/2013/EU (OJ L 156 of 19.6.2018, p. 1).

² Decision of the EEA Joint Committee No 269/2019 of 25 October 2019, <https://www.efta.int/media/documents/legal-texts/eea/other-legal-documents/adopted-joint-committee-decisions/2019%20-%20English/269-2019.pdf>.

³ Commission expert group on Land Use, Land Use Change and Forestry (EU LULUCFEG) (E03638), <https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=3638&NewSearch=1&NewSearch=1>.

- ii) provide expertise to the Authority when preparing the technical recommendations to the States;
- iii) provide expertise to the Authority when calculating the FRLs in case of the non-submission by the States; and
- iv) assist if needed the Authority in the preparation of the decision establishing the FRLs.

One of the main tasks of the EFTA LULUCF EG will be a 2-4 day centralized review in Brussels, with the participation of independent technical experts as well as experts from Iceland and Norway and representatives of other public entities and organisations. The centralized review is expected to take place during the first quarter of 2020. Furthermore, the Authority will, where necessary, call upon the EFTA LULUCF EG to assist the Authority in its tasks under Article 8 of the LULUCF Regulation as specified above.

The Authority expects the group to be operational for about 12 months. The expert group will have a mandate of up to 24 months.

With this call for application (the “Call”) the Authority is looking to appoint independent technical experts and representatives from organisations to the EFTA LULUCF EG.

2. COMPOSITION OF THE GROUP

The EFTA LULUCF EG will consist of approximately 15 members. Aligning with the EU LULUCFEG, members will be:

- independent technical experts: individuals appointed in personal capacity, who should be experts possessing specific knowledge in at least one or more of the following areas:
 - be accredited UNFCCC reviewers
 - scientific experts in the forestry domain
 - forest data collection and analysis specialists
 - remote sensing, geographic information systems (“GIS”)
 - forest inventory and modelling
 - greenhouse gas inventory
 - forest management practices and policy specialists
 - silviculture
 - forest conservation and economics
 - EU/EEA EFTA forest policies

Independent technical experts have to act independently and in the public interest.

- organisations, representing:
 - non-governmental organisation (“NGOs”) working in fields relevant to forest management and accounting of emissions and removals from forestry
 - relevant applied research institutes working in the forestry management field, in one or more of the following sectors:
 - forest data collection and analysis
 - remote sensing, GIS
 - forest inventory and modelling
 - greenhouse gas inventory
 - forest management practices and policies
 - silviculture
 - forest conservation and economics
 - EU/EEA EFTA forest policies
- Icelandic and Norwegian competent authorities and
- Other public entities (e.g. representatives from EU Member States and the European Commission).

3. APPOINTMENT

Appointment of representatives of the competent authorities of Iceland and Norway

Icelandic and Norwegian competent authorities will directly nominate representatives to the EFTA LULUCF EG. They may appoint up to two representatives. Only civil servants and public employees may represent the concerned authorities. It is the responsibility of the competent authorities to ensure that their representative provide a high level of expertise.

Appointment of independent technical experts and organisations' experts

The Authority will appoint independent technical experts and organisations, in accordance with the selection criteria and following the application process as per Chapters 4 and 6 of this Call. Organisations are entitled to one representative. The Authority may directly invite independent technical experts and organisations to apply so as to encourage relevant organisations in Iceland and Norway, and independent technical experts that participated in the EC LULUCF EG, to apply to this Call. An invitation to apply will not prejudice the final assessment of the applications received under this Call.

Appointment of representatives of other public entities

The Authority will invite other public entities to appoint one representative to the EFTA LULUCF EG. Other public entities may include other EFTA States, EU Member States and the European Commission. The Authority will invite public entities that have the most relevant expertise to assess the NFAPs and FRLs of Iceland and Norway, considering the characteristics of their managed forest lands. It will also invite the relevant Directorate General and services of the European Commission. Only civil servants and public employees may represent other public entities. The other public entities have to ensure that their representative provide a high level of expertise.

Conflicts of interests

Independent technical experts have to provide declarations confirming that there are no conflicts of interest before appointment to the EFTA LULUCF EG (“declarations of interests”). During their appointment, independent technical experts should disclose to the Authority changes of circumstances that could give rise to an actual or perceived conflict of interest.

Experts from organisations, representatives of the competent authorities of Iceland and Norway, and representatives of other public entities are not subject to conflict of interest’ declarations as they express the views of the organisations/authorities/entities they represent.

Duration of the appointment

Members of the EFTA LULUCF EG will be appointed for 24 months. They will remain in office until replaced or until the end of their term of office. Their term of office may be renewed.

Invited experts and observers

The Authority may invite experts with specific expertise to take part in the work of the EFTA LULUCF EG on an *ad hoc* basis.

The Authority may, by direct invitation, grant observer status to individuals, organisations and public entities. Organisations and public entities appointed as observers will nominate their representatives. The Authority may allow observers and their representatives to take part in the discussions of the EFTA LULUCF EG and provide expertise. However, the observers will not have voting rights and will not participate in the formulation of recommendations or advice of the EFTA LULUCF EG.

Others

The Authority may establish a reserve list of suitable candidates, if appropriate.

4. SELECTION CRITERIA

The Authority will appoint the experts based on the requirements listed in Chapter 2. It will also take into account the following criteria:

- proven competence and experience in supporting the development and implementation of NFAPs and FRLs and technical recommendations regarding FRLs at national and international level;
- proven in-depth understanding of issues related to land use, land use change and forestry, in particular rules and challenges for accounting for emissions and removals in managed forest land under international frameworks and EU regulations;
- proven experience and in-depth understanding of the Icelandic and Norwegian forestry sector;
- competence, experience and hierarchical level of the proposed representatives;
- good knowledge of the English language allowing active participation in the discussions.

When defining the composition of the EFTA LULUCF EG and identifying the most suitable members, the Authority will aim at ensuring, as far as possible, a high level of expertise, a geographical balance as well as a balanced representation of technical knowledge and areas of interest, while taking into account the specific tasks of the EFTA LULUCF EG, the type of expertise required, as well as the relevance of the applications received.

The Authority will strive to achieve a gender balance in the composition of the expert group.

If necessary to ensure a high level of expertise, a geographical balance as well as a balanced representation of technical knowledge and areas of interest, the Authority may directly appoint members that have not responded to this Call. Such appointment is subject to the demonstration that they fulfil the selection criteria listed in this Call.

5. RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

A representative of the Authority will chair the EFTA LULUCF EG. The EFTA LULUCF EG will act in compliance with its rules of procedure, to be adopted at the first meeting of the EFTA LULUCF EG, based on a proposal and in agreement with the Authority. The first meeting will be scheduled so that the EFTA LULUCF EG is operational in early 2020. Tentative dates for the first tasks of the EFTA LULUCF EG are mid-February – mid-March 2020.

Members and members' representatives should be prepared to attend meetings systematically, to contribute actively to discussions in the EFTA LULUCF EG, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as "rapporteurs" on an *ad hoc* basis.

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

Travel and subsistence expenses, incurred by appointed independent technical experts, organisations' experts and representatives of other public entities, in the activities of the EFTA LULUCF EG, will be reimbursed by the Authority, subject to the availability of funds. Reimbursement will be paid in accordance with the applicable rules of the Authority. Travel and subsistence expenses incurred by invited experts and observers to the EFTA LULUCF EG as well as representatives of the competent authorities of Iceland and Norway will not be reimbursed.

Independent technical experts will be remunerated for the services they offer, subject to the availability of funds. They are entitled to a payment of maximum EUR 450 in the form of a daily unit cost for each full working day spent assisting the Authority. The total payment will be calculated and rounded upwards to the nearest half day; the payment is made in euro⁴. The other

⁴ This amount corresponds to the special allowances paid by the European Commission to identified experts in its expert group, in accordance with Article 21 of the Commission decision of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups, C(2016)3301 final (https://ec.europa.eu/transparency/regexpert/PDF/C_2016_3301_F1_COMMISSION_DECISION_PLUS_ANNEXES_EN.pdf).

members of the expert group will not be remunerated for their participation in the EFTA LULUCF EG.

The members of the EFTA LULUCF EG and their representatives, as well as observers and invited experts, are subject to the obligation of professional secrecy.

6. APPLICATION

Independent technical experts and organisations are invited to submit to the Authority their application in response to this Call. Organisations have to indicate the name of their representative in the EFTA LULUCF EG.

Each application has to include the following documents:

- a cover letter setting out the applicant's motivation for answering this Call and stating what contribution the applicant could make to the EFTA LULUCF EG;
- a document describing how the applicant fulfils the selection criteria listed in this Call (Annex I);
- for independent technical experts, as well as for individuals indicated by organisations as their representatives: a *curriculum vitae* (CV), preferably not exceeding three pages and in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>); and
- for independent technical experts a declaration confirming that there are no conflicts of interest (declarations of interests) (Annex III).

Additional supporting documents (e.g. publications) may be requested at a later stage.

Applications must be completed in English.

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

Applications have to be sent to the Authority at the following e-mail address: ESA-LULUCF@eftasurv.int

The deadline for application is 3 January 2020 at the latest. The date of the e-mail is considered as the date of sending. All documents should be merged and attached to the e-mail as one PDF file.

For representatives of the Icelandic and Norwegian competent authorities, as well as other public entities, the concerned authorities and entities are invited to send the following information to the Authority (ESA-LULUCF@eftasurv.int) within a reasonable time and no later than fourteen calendar days before the first meeting of the EFTA LULUCF EG: (i) name of the representative; (ii) function of the representative within the given authority/entity; (iii) e-mail address; and (iv) phone number.

For any further information please contact Ms Anne De Geeter, Telephone +3222861883, email: ESA-LULUCF@eftasurv.int.

The Authority will handle data received in the frame of this Call in accordance with its data protection rules⁵ and the privacy statement enclosed to this Call (Annex II).

⁵ The Authority's data protection rules are accessible under the www.eftasurv.int/data-protection following hyperlink: <http://www.eftasurv.int/data-protection>.

Annex I

Selection criteria form⁶

Applicants are requested to describe how they fulfil the selection criteria listed in this Call.

<p>Proven competence and experience in supporting the development and implementation of national forestry accounting plans and forest reference levels and technical recommendations regarding forest reference levels at national and international level</p>	
<p>Proven in-depth understanding of issues related to land use, land use change and forestry, in particular rules and challenges for accounting for emissions and removals in managed forest land under international frameworks and EU regulations.</p>	
<p>Proven experience and in-depth understanding of the Icelandic and Norwegian forestry sector.</p>	
<p>Competence, experience and hierarchical level of the proposed representatives.</p>	
<p>Good knowledge of the English language allowing active participation in the discussions</p>	
<p>For independent technical experts, the fulfilment of one or more of the following criteria:</p> <ul style="list-style-type: none"> ➤ be accredited UNFCCC reviewers ➤ scientific experts in the forestry domain ➤ forest data collection and analysis specialists <ul style="list-style-type: none"> ○ remote sensing, geographic information systems (GIS) ○ forest inventory and modelling ○ greenhouse gas inventory ➤ forest management practices and policy specialists <ul style="list-style-type: none"> ○ silviculture ○ forest conservation and economics ○ EU/EEA EFTA forest policies 	
<p>For organisations, representing non-governmental organisation (“NGOs”) describe the work of the organisation in fields relevant to forest management and accounting of emissions and removals from forestry, and for relevant applied research institutes the work in the forestry management field, hereunder:</p> <ul style="list-style-type: none"> ➤ forest data collection and analysis <ul style="list-style-type: none"> ○ remote sensing, Geographic Information Systems (GIS) 	

⁶ This form must be filled in, signed and returned with the application.

<ul style="list-style-type: none"> ○ forest inventory and modelling ○ greenhouse gas inventory ➤ forest management practices and policies <ul style="list-style-type: none"> ○ silviculture ○ forest conservation and economics ○ EU/EEA EFTA forest policies 	
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For individuals applying to be appointed as independent technical experts

Title:

Surname:

First name:

Date:

Signature

For organisations applying to be appointed as organisations

Name of the organisation:

Surname of the representative proposed:

First name of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

Annex II

Protection of personal data

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

1. THE GOPRO DATABASE

Your personal data is saved and processed in the GoPro database, which the EFTA Surveillance Authority (“the Authority”) uses as an archive.

2. TRANSPARENCY

Part of the information collected will be made publicly available on the webpage of the Authority, as specified in this Statement and in particular in paragraph 7 to this Statement.

3. CONTROLLER

The controller of the processing is the Internal Market Affairs Directorate of the Authority.

4. PURPOSE

The purpose of saving/collecting the information contained in your application to this Call, and in other related correspondence with the Authority related to this Call and the expert group established following this Call (“the EFTA LULUCF EG”), in the GoPro database, is to enable the Authority to create an expert group in accordance with its task pursuant to Article 8 of the Regulation (EU) 2018/841⁷ (the “LULUCF Regulation”) and to ensure transparency on the EFTA LULUCF expert group’s membership and activities. Furthermore, the Authority will provide you with relevant information related to this Call and to the work of the EFTA LULUCF EG, using the contact information provided by you.

The processing and publication on the webpage of the Authority of personal data is necessary for the performance of a task carried out in the public interest, since it is necessary for the implementation of the LULUCF Regulation and increases the transparency of the work of the Authority (Article 5 of Decision 235/16/COL).

As regards the declarations of interests filled in by experts appointed in a personal capacity, the processing of personal data of these experts serves the public interest of enabling the Authority to verify the experts' independence in providing advice to the Authority. Furthermore, the public disclosure of declarations of interests allows for public scrutiny of the interests declared by experts appointed in a personal capacity, which is necessary in order to ensure public confidence in the independence of these experts. The public disclosure of declarations of interests also ensures a high degree of transparency with respect to the membership of expert groups and aims at contributing to fostering the integrity of the experts in question.

5. INFORMATION COLLECTED

The information collected and further processed may be:

- name of the person and/or a legal entity,

⁷ Regulation of the European Parliament and of the Council (EU) 2018/841 on the inclusion of greenhouse gas (GHG) emissions and removals from land use, land use change and forestry in the 2030 climate and energy framework, and amending Regulation (EU) No 525/2013 and Decision No 529/2013/EU (OJ L 156 of 19.6.2018, p. 1).

- professional title,
- professional profile,
- nationality,
- gender,
- telephone and fax numbers and email address,
- interest represented
- information included in the declarations of interest (only for individuals applying to be appointed as members of the EFTA LULUCF EG in a personal capacity),
- any information provided when applying to this Call.

6. WHO HAS ACCESS TO YOUR PERSONAL DATA

The information saved in the GoPro database is only accessible to the Authority's case handlers and IT support from GoPro. Within the Authority, the access to the personal information is only granted to the case handler(s) and management as well as IT support. Where necessary, your personal data will be transferred to the EFTA States, the EFTA Court and/or EU institutions, pursuant to Articles 7-8 of Decision 235/16/COL. The names and contact details of appointed members to the EFTA LULUCF EG may be shared with the other members of the EFTA LULUCF EG.

Part of the information collected will be made publicly available on the webpage of the Authority, together with the other information related to the expert group established by this Call, as specified in paragraph 7 of this statement. Only information from experts that are appointed to the EFTA LULUCF EG will be published on the webpage of the Authority.

7. PUBLICATION OF PERSONAL DATA FOR EXPERTS APPOINTED TO THE EXPERT GROUP

The following information related to the EFTA LULUCF EG, will be published on the Authority's website:

- i) the name of individuals appointed in a personal capacity;
- ii) the name of member organisations; the interest represented shall be disclosed;
- iii) the name of the EFTA States' authorities;
- iv) the name of other public entities including the name of EU Member States and third countries' authorities;
- v) the name of observers;
- vi) declarations of interests filled in by experts appointed in a personal capacity.

Publication of information related to the composition of the group is subject to the following provisions:

- i) the name of experts acting in their personal capacity shall be published;
- ii) where EFTA States, EU Member States' or third countries' authorities are appointed, it is sufficient to indicate the name of the country in question. The specific administrations of these countries to which experts usually participating in the meetings belong may be published;
- iii) where non-governmental organisations or research institutes are appointed, it is sufficient to indicate the name of the non-governmental organisations or research institutes in question. The interest they represent shall be indicated;
- iv) the name of observers shall be published in accordance with the provisions referred to in this paragraph, items i) to iii);

- v) Individuals who do not wish to have their names disclosed may submit a request to the EFTA Surveillance Authority for a derogation from the rules on publication. A derogation shall be granted where justified on compelling legitimate grounds in relation to the specific situation of the individual, in particular where disclosure of the experts' name could endanger their security or integrity.

The final rules of procedure of the EFTA LULUCF EG, to be adopted by the EFTA LULUCF EG at its first meeting, may amend this paragraph.

8. PROTECTION AND SAFEGUARD

The collected personal information and all information related to the above-mentioned activities are stored on the GoPro servers, the operations of which are covered by the Authority's Data Protection Rules.

The Authority's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Authority, and by the confidentiality obligations deriving from the incorporation of Regulation 2016/679.

Further and as specified above, some of the personal information will be published on the Authority's publically accessible website.

9. HOW LONG IS THE INFORMATION KEPT

The Data Controller only keeps the data for the time necessary to fulfil the purpose of collection or further processing. The Authority keeps personal information for 5 years after the date where relevant individuals cease to participate in the work of the group.

The personal data published on the webpage of the Authority will be removed six months after the date where relevant individuals cease to participate in the work of the group.

Declarations of interests of individuals appointed as members in a personal capacity of the expert group are published on the webpage of the Authority as long as they are members.

10. PROCEDURE TO GRANT RIGHTS

Data subjects have the right of access to personal data being processed by the EFTA Surveillance Authority, and the rights set out under Section 5 of College Decision No 235/16/COL (including the rectification, blocking or erasure of those data, as well as the right of notification and the right to object).⁸ A data subject request form can be found at www.eftasurv.int/data-protection.

If you do not wish to have your name or personal information published on the webpage of the Authority, dedicated to the EFTA LULUCF EG, you may submit a request to the Authority for a derogation from publication. A derogation shall be granted where justified on compelling legitimate grounds in relation to your specific situation, in particular where disclosure of the experts' name could endanger your security or integrity.

11. REMEDIES

Complaints about the processing of complaint information can be addressed to the:

Data Protection Officer of the EFTA Surveillance Authority:

data-protection-officer@eftasurv.int

c/o EFTA Surveillance Authority, Rue Belliard 35, B 1040 Brussels

⁸ The Authority's data protection rules in are accessible under the www.eftasurv.int/data-protection following hyperlink: <http://www.eftasurv.int/data-protection>

or to:

the European Data Protection Supervisor:

edps@edps.europa.eu,

Rue Wiertz 60 (MO 63), 1047 Brussels, Belgium

Annex III**Declaration of interests for individuals applying to be appointed as members of the expert group in a personal capacity**

First name: Family name: Expert group: EFTA LULUCF EG
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The role of the EFTA LULUCF EG is to provide advice and expertise to the Authority. Individuals appointed as members of the EFTA LULUCF EG in a personal capacity are due to act independently and in the public interest.

"**Conflict of interest**" means any situation where an individual has an interest that may compromise or be reasonably perceived to compromise the individual's capacity to act independently and in the public interest when providing advice to the Authority in relation to the subject of the work performed by the expert group.

I hereby declare, that I will act independently and in the public interest when providing advice to the Authority in relation to the subject of the work performed by the expert group.

I hereby declare, to the best of my knowledge, that I am not aware of any situation where my interest could compromise or be reasonably perceived to compromise my capacity to act independently and in the public interest when providing advice to the Authority in relation to the subject of the work performed by the expert group.

I hereby declare that I will disclose to the Authority changes of circumstances that could give rise to an actual or perceived conflict of interest.

I hereby declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

I am informed that my personal data are stored, processed and published by the Authority in accordance with the Privacy Statement enclosed to this Call (Annex II).

Date: _____

Signature: _____

Please submit the declaration of interest to the Authority, as part of your application to this Call. The declaration of interest will be made publicly available through the Public Document Database of the Authority, for as long as you are appointed as member of the EFTA LULUCF EG in a personal capacity.