

Open Call for Tender

for 1 project leader to revise the standards of the European Working Group CEN/TC 212/WG2 “Fireworks, category 4” in the framework of the Standardisation Request M/583 drafted by the European commission implementing decision of 12.5.2022 to the European Committee for Standardisation as regards the pyrotechnic articles in support of Directive 2013/29/EU of the European Parliament and of the Council

Starting date: 2024-01-05

Deadline for tenders: 2024-02-09
(= publication date + 35 calendar days)

I Introduction

I.1 General

This is an open call for experts willing to contribute to the activities of CEN/TC 212 “Pyrotechnic articles” Working Group 2 “Fireworks, Category 4” (CEN/TC 212/WG2) by applying as **Project Leader**.

I.2 Context

The European Committee for Standardisation (CEN) is requested to elaborate harmonized European Standards and European standardisation deliverables in the framework of the Regulation 2013/29/EU on the harmonisation of the laws of the Member States relating to the making available on the market of pyrotechnic articles (recast).

The general context for this open call is presented in Annex A.

II Objectives

The objectives of this project are the following:

- Revision of the following standards:
 - EN 16261-1:2013 Pyrotechnic articles - Fireworks, Category 4 - Part 1: Terminology;
 - EN 16261-2:2013 Pyrotechnic articles - Fireworks, Category 4 - Part 2: Requirements;
 - EN 16261-3:2012 Pyrotechnic articles - Fireworks, Category 4 - Part 3: Test methods;
 - EN 16261-4:2012 Pyrotechnic articles - Fireworks, Category 4 - Part 4: Minimum labelling requirements.
- The revised standards shall include requirements for safety distances taking into account the difference of the requirements concerning safety distance(s) across Member States and the need to adapt them taking into account the surrounding conditions.
- The revised standards shall contain technical specifications for the restrictions and requirements for detonative explosives set out in point 4 of Annex I to Directive 2013/29/EU.
- A further step in greening and protection of EU citizens is taken by requesting to analyse and establish where plastics are not necessary in pyrotechnic articles. Plastic use is to remain only where it is necessary for the safety of the articles, and in other cases alternative biodegradable materials are to be proposed, so that the debris resulting from the use of pyrotechnic articles would not generate plastics and microplastics in the environment”.

III Execution

III.1 General tasks of the *Project Leader*

The main task of the contractor during the period is to act as project leader in charge of the elaboration of EN 16261 series (4 parts) “Pyrotechnic articles - Fireworks, Category 4” related to the CEN/TC 212/WG2. He is a WG member taking responsibility for the preparation of drafts for a specific work item (WI) for consideration by the working group (WG). In the frame of the standardisation request M/583, the Project leader will be responsible for the following tasks:

- Preparation of draft European Standards based on the technical inputs from and in cooperation with the WG2 to which the project is allocated to (the draft must be approved by the responsible WG2 and CEN/TC 212 whereupon the formal CEN-procedure starts);
- Presentation and discussion of the draft standard within WG2;
- Evaluation of technical comments given during meetings of WG2 and/or CEN/TC 212 and during the enquiry stage of the draft.

In addition, The Project Leader:

- Has expertise knowledge of the subject covered by the respective standards and of drafting rules;
- Has experience in European legislation;
- Prepares and proofs drafts for standards taking into account WG2 discussions;
- Works in close collaboration with the WG2 convenor and secretary;
- Reports to the WG2 convenor.

Each reference draft for CEN Enquiry or CEN approval procedure shall be finally checked for compliance with the CEN requirements for the electronic transmission of drafts by the Professional Standardisation Support prior to its submission to the TC Secretariat.

The resolution of comments following the CEN Enquiry is the responsibility of the TC or WG.

III.2 Timeframe

Deliverable	Title	WG/ WP	Time frame	Step	Target dates
<u>Item.21</u> WI number 00212xxx (EN 16261- 1:2012)	Pyrotechnic articles - Fireworks, category 4 - Part 1: Terminology	WG 2 WP 3	<u>Delivery dates:</u> <u>hEN</u> <u>t₀+60 M</u>	- Circulation 1 st WD (20.60): - Dispatch prEN enquiry draft to CEN (30.99) - Dispatch FprEN Final Draft to CEN (45.99): - Definitive EN text is available (stage 60.60):	2024-10-12 (t ₀ +28M) 2025-04-12 (t ₀ +33M) 2026-10-12 (t ₀ +53M) 2027-05-13 (t ₀ +60M)

Deliverable	Title	WG/ WP	Time frame	Step	Target dates
Item.22 WI number 00212xxx (EN 16261- 2:2012)	Pyrotechnic articles - Fireworks, Category 4 - Part 2: Requirements	WG 2 WP 3	Delivery dates: <u>hEN</u> <u>t₀+60 M</u>	- Circulation 1 st WD (20.60): - Dispatch prEN enquiry draft to CEN (30.99) - Dispatch FprEN Final Draft to CEN (45.99): - Definitive EN text is available (stage 60.60):	2024-10-12 (t ₀ +28M) 2025-04-12 (t ₀ +33M) 2026-10-12 (t ₀ +53M) 2027-05-13 (t ₀ +60M)
Item.23 WI number 00212xxx (EN 16261- 3:2012)	Pyrotechnic articles - Fireworks, Category 4 - Part 3: Test methods	WG 2 WP 3	Delivery dates: <u>hEN</u> <u>t₀+60 M</u>	- Circulation 1 st WD (20.60): - Dispatch prEN enquiry draft to CEN (30.99) - Dispatch FprEN Final Draft to CEN (45.99): - Definitive EN text is available (stage 60.60):	2024-10-12 (t ₀ +28M) 2025-04-12 (t ₀ +33M) 2026-10-12 (t ₀ +53M) 2027-05-13 (t ₀ +60M)
Item.24 WI number 00212xxx (EN 16261- 4:2012)	Pyrotechnic articles - Fireworks, Category 4 - Part 4: Minimum labelling requirements and	WG 2 WP 3	Delivery dates: <u>hEN</u> <u>t₀+60 M</u>	- Circulation 1 st WD (20.60): - Dispatch prEN enquiry draft to CEN (30.99) - Dispatch FprEN Final Draft to CEN (45.99): - Definitive EN text is available (stage 60.60):	2024-10-12 (t ₀ +28M) 2025-04-12 (t ₀ +33M) 2026-10-12 (t ₀ +53M) 2027-05-13 (t ₀ +60M)

IV Financial support

The European Commission and EFTA have decided to provide basic compensation for traveling and person-hours made by project leaders in charge of the elaboration of the standards related to CEN/TC 212/WG2 works within the frame of M/583.

The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Costs have to qualify as eligible as defined in *Grant Agreement N°101112901* and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the *Grant Agreement N° 101112901*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

AFNOR will be managing the contracts (subcontracting) with the selected project leader: the project leaders selected will sign an agreement with AFNOR before starting to work on the project. Payments to the project leaders are dependent on AFNOR having received the corresponding payments from CEN. Applicants should be forewarned that the elapsed time between completion of the deliverables and AFNOR being in a position to issue the payment is at least five months. This will be partly overcome by the fact that CEN and the European Commission have agreed on payment steps.

V Selection criteria

The applicant shall comply with the minimum requirements below:

- Qualification: A level of education which corresponds to a relevant Master's degree.
- Professional experience: At least 6 years of proven experience in the field of pyrotechnic articles and relevant professional experience in the management of projects.
- Other skills:
 - ability to work in English, comprehensive knowledge of the relevant guidelines,
 - confident use of CEN-IT applications and comprehensive knowledge of the standardisation process.

VI Award criteria

The selection of the most suitable candidate will be made on the basis of the following criteria:

a) Documented relevant professional/technical experience (maximum **[25 points]**):

- number of years performing relevant activity;
- (typical) annual activity / number of relevant activities;
- Industrial and academic background of the relevant personnel involved;

b) Documented relevant experience in writing standards and managing standardisation projects: (maximum **[25 points]**):

- general project management and communication skills;
- experience with comparable projects on the development and validation of test methods / standardisation work / development of harmonized standards;
- years of experience in European and/or International standardisation work;
- experience in the management of task groups (working groups).

c) Involvement / active participation in the work of CEN/TC 212/WG2 (maximum **[10 points]**)

d) Know of all relevant standards for the positions of interest (maximum **[15 points]**)

e) Highly proficient in spoken and written English (At least C1 – preferably C2 according to The Common European Framework of Reference for Languages – CEF*); (maximum **[15 points]**)

f) Price aspects (maximum **[10 points]**)

The candidate who will reach the highest score will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

To note: Application for multiple positions require multiple evaluations for the relevant aspects.

From the applications received as a result of the Open Call for Tender, the selection of the project leaders will be done by a selection panel.

The selection and appointment of the project leaders will be conducted by a selection panel that may be composed of:

- representatives of CEN/TC 212 “Pyrotechnic articles”;
- a representative of CEN/TC 212/WG2 “Fireworks, Category 4”;
- a representative from CEN.

VII Eligibility criteria

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement;
- Candidates who are in an irregular tax situation or in an irregular special taxation situation;
- Candidates who provide incomplete or erroneous information;
- Candidates who submit their application after the submission deadline;
- Candidates with any conflict of interest.

VIII Tenders

Tenders shall be sent to CEN/TC 212/WG2 secretary, Mrs Sandra PAROT (sandra.parot@afnor.org) as soon as possible, to be received at the latest by **2024/02/09**. The call for tender application form is detailed in Annex B. The tender shall be in English and contain:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the 'Advertised position';
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex C with detailed information on the costs;
- Declaration of availability of sufficient time to execute the work for the relevant position(s) (for companies and individual experts).
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration, by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause "Eligibility criteria" and the veracity of the adjoining documents.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this CfT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact Mrs Sandra PAROT (sandra.parot@afnor.org).

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the French Standardisation Association (AFNOR).

Please send your application to:

Sandra PAROT (sandra.parot@afnor.org)
AFNOR Normalisation
11, rue Francis de Pressensé
93571 LA PLAINE ST DENIS Cedex
France

Annex A – General content

There is a need for development and revision of European standards, which is necessary to support Directive 2013/29/EU on pyrotechnic articles. It is needed that the aspects related to the protection of human health and of the environment will both be more present and verifiable, while ensuring the high level of safety of all the categories of pyrotechnic articles. There is a need to investigate possibilities to safely use different materials in pyrotechnic articles in order to have less harmful debris left in the environment.

1) Objectives: Deliverables and requirements as specified under M/583

COMMISSION IMPLEMENTING DECISION of 12.5.2022 on a standardisation request to the European Committee for Standardisation as regards pyrotechnic articles in support of Directive 2013/29/EU of the European Parliament and of the Council.

The objective of CEN/TC 212 is to meet the objectives specified in M/583, as accepted by COMMISSION IMPLEMENTING DECISION C_2022_3011_1 of 12.5.2022 on a standardisation request to the European Committee for Standardisation as regards pyrotechnic articles in support of Directive 2013/29/EU of the European Parliament and of the Council.

In Annex I of C_2022_3011_1 the list of standards to be revised is given.

in Annex II of C_2022_3011_1 the requirements to be met are given:

- ANNEX II Requirements for the standards referred to in Article 1.
- PART A. GENERAL REQUIREMENTS FOR STANDARDS LISTED IN ANNEX I
- PART B. SPECIFIC REQUIREMENTS FOR THE REVISION OF HARMONISED STANDARDS LISTED IN TABLE 1 OF ANNEX I
- PART C. SPECIFIC REQUIREMENTS FOR THE REVISION OF HARMONISED STANDARDS LISTED IN TABLE 2 OF ANNEX I

2) Sub-objectives: Pre-normative alignment activities in the chair advisory group, as necessary input for the standardisation deliverables

CEN/TC 212 still has to consider if it wants to maintain separate parts for terminology or that these should be taken up in the parts for requirements. CEN/TC 212 has realized that before starting the revision of these standards alignment between all WG's/standards series is needed for the following horizontal aspects:

- Maintain separate parts for terminology or that these should be taken up in the parts for requirements;
- Biodegradability – WG 1 and WG 2;
- Forbidden substances and mixtures for WG 1 to WG 4;
- Avoidance of microplastics in fireworks – WG 1 and WG2;
- ESR2 aspect – design and manufactured it can be disposed of safely. WG 1 to WG 4.
- Distinction between type and batch tests in EN 15947, EN 16261, EN 16256, EN 16263 to 5. To be agreed by the working groups (1,2,3 and 5) that this approach still needs to be followed.

CEN/TC 212 is creating an internal document for guidance that can be used by the Working Groups for development of their standards. This will indicate which aspects are to be followed by which Working Groups.

Annex B – Application to a call for tender

Important: If you apply for several positions of Project Leaders please fill a form for each application

A- Contact details of the Project Leader

Name: Position: Phone: Email address: Personal website (if any):
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B- Information about the organisation/s for which the Project Leader is working

Name: Website: Contact person: Phone: Email address:
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C- Curriculum Vitae (maximum 4 A4 pages) - can also be enclosed separately

D- Please specify the position you are applying for:
 CEN/TC 212/WG2 Project Leader of 4 projects

E- Please describe and provide evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

YES	NO	Expertise and skills	Short description of the evidence of the required expertise and skills for the role you are applying for
		PROFILE	
		Qualification	
		A level of education which corresponds to a relevant Master's degree.	
		Professional experience	
		At least 6 years of practical experience in the topic to be standardized	
		Expertise knowledge (Pyrotechnic articles – Category)	
		Industrial and academic background of the relevant personnel involved	

YES	NO	Expertise and skills	Short description of the evidence of the required expertise and skills for the role you are applying for
		Management of Standardisation projects	
		General project management and communication skills	
		Experience with comparable projects on the development and validation of test methods/Standardisation work/development of harmonized standards	
		Years of experience in European and/or International Standardisation work	
		Experience in the management of task groups (working groups)	
		Involvement/Active participation in the work of CEN/TC 212/WG2	
		Know of all relevant standards for the positions of interest	
		Other skills	
		Highly proficient in spoken and written in English (At least C1 - including knowledge of vocabulary related to Standardisation work),	
		Confident use of CEN-IT applications	
		Comprehensive knowledge of the Standardisation process.	

F- Information on the costs of the experts: table as per Annex C

Please indicate an all-inclusive daily rate (covering work and travel expenses) and the number of man/days.

G- Description of the offer (answer to the call for tender)

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of: (print name here)

Date:

Annex C – Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of Project Leader.

EN 16261 series (4 parts)

Organisation / Staff level	Number of days needed to do the work	All-inclusive daily rate (including travel expenses*)	Total cost
Project Leader 1			

*Estimated number of trips →6