

To: ETSI MEMBERS AND COUNSELLORS

Subject: Call for the secondment of a Project Coordinator to elaborate and implement ETSI's project on International Digital Cooperation re. ICT standards

Dear Madam,
Dear Sir,

ETSI is looking for applications for the secondment of a Project Coordinator to join the team implementing the ICT standardisation part of the EC-funded action on International Digital Cooperation.

The project will be managed by ETSI in coordination with the Foreign Policy Instrument (FPI) unit of the European Commission's European External Action Service (EEAS). The core task of the FPI is to run a number of EU foreign policy actions and in particular the Partnership Instrument, which is an enabler for the European Union's cooperation with partners around the world to advance the EU's strategic interests.

One of these strategic interests is to promote the role of the European Union as a global hub for ICT standardisation and the project's overall objective is to strengthen the EU approach and outreach on international ICT standard setting and EU standards. To reach that objective, the project will engage in activities in 6 partner countries (Brazil, China, India, Japan, South Korea, USA) aimed at:

- Increasing awareness and acceptance of relevant actors of the EU standardisation model
- Improving coherence through development of common standardisation approaches based on existing best practices
- Strengthening cooperation with identified actors regarding the development of open international ICT standards in the area of the IoT, 5G, Cloud computing, Big Data and Cyber Security and other priority topics (e.g. Intelligent Transport Systems, Distributed Ledger Technologies).

A full description of the intended action can be found in [Annex 18](#) of the Partnership Instrument Annual Action Programme (project B). Further details are also provided in Annex A of the present letter, together with a job description (Annex B).

The overall duration of the project is 36 months and ETSI is offering a service contract for the Project Coordinator starting 1st March 2018 until completion of the project end of December 2020. Compensation is based on an all-inclusive daily rate to be discussed between ETSI and the shortlisted candidates.

In light of the above information, we kindly ask you to propose candidatures to the ETSI Secretariat by **16th February 2018**, COB.

The candidature should include the candidate's Curriculum Vitae, in English, using the [EU CV template](#). It should be sent in electronic form to the Head of External Relations (xavier.piednoir@etsi.org).

A short list of candidates will be established, with interviews held on 20th February afternoon, through electronic conferencing (e.g. Skype).

Yours faithfully,

Luis Jorge Romero Saro
Director-General

Annex A: background information for the project

The Foreign Policy Instrument (FPI) unit of the European Commission's European External Action Service (EEAS) has launched an action on International Digital Cooperation with a view to strengthen the European Union's position as a world leader in the digital economy.

To that effect the EU will promote a secure, right-based international digital sphere, conducive to a level playing field in terms of market access and business opportunities. This is key to the success of the Digital Single Market strategy and the action launched by the European Commission will build on four pillars:

- Project A: Enhanced personal data protection and data flows
- Project B: ICT Standardisation
- Project C: Trust and Security in cyberspace
- Project D: Cross border access to electronic evidence

ETSI has been selected to implement project B over a period of 36 months, the overall objective being to strengthen the EU approach and outreach on international ICT standard setting and EU standards, with a view to promote the role of the European Union as a global hub for ICT standardisation.

To reach that objective, the project will engage in activities in 6 partner countries (Brazil, China, India, Japan, South Korea, USA) aimed at:

- Increasing awareness and acceptance of relevant actors of the EU standardisation model
- Improving coherence through development of common standardisation approaches based on existing best practices
- Strengthening cooperation with identified actors regarding the development of open international ICT standards in the area of the IoT, 5G, Cloud computing, Big Data and Cyber Security and other priority topics (e.g. Intelligent Transport Systems, Distributed Ledger Technologies).

The project will be implemented with actions at both political and technical levels, in particular:

- Establishment of sustainable networks and reinforce existing ones
 - Establish, reinforce and maintain contacts between ETSI, the European Commission (EEAS) and the relevant administrations, standardisation bodies, industry experts in partner countries and regions
- Community building
 - Creation and animation of communities of experts (in particular from industry sectors) and implementers on the topics of the ICT standards priorities
- Data collection and analysis
 - Monitoring and collect data on standardisation and regulatory landscape and players in partner countries and regions
- Regulation and standards: work towards joint declarations as well as a specific action plans ("cooperation agendas") with partner countries/regions in ICT priorities domains
 - Focus on standardization (possibly co-production)
 - Focus on regulatory approaches (market access)
- Outreach to and bridge building with industry sectors in partner countries
- Partnership agreements (with a technical annex/programme) as relevant between SDOs, fora or consortia involved in the project and organisations in partner countries and regions.

All these actions will be carried out after consultation with the relevant stakeholders in Europe and in the partner countries.

Annex B: Job description - Project Coordinator

JOB TITLE: Project Coordinator FPI	REPORTS TO: ETSI FPI Project Manager
ROLE PURPOSE: To be responsible for project coordination in the FPI project, in particular assist in the planning and implementation of the actions foreseen in the project, such as the development of liaisons at both political and technical levels with relevant stakeholders in partner countries and Europe.	

KEY RESPONSIBILITIES AND ACTIVITIES	
The following responsibilities and activities are identified, under the overall responsibility of the Project Management at ETSI and in line with the orientations provided by the project's Steering Committee	
Key Responsibilities	Key Activities/Decision Areas
Project planning	<ul style="list-style-type: none"> Assist in devising a detailed work programme for the execution phase of the project
Community building Industry & Partners outreach.	<ul style="list-style-type: none"> Create and animate communities of experts and implementers on the topics of the ICT standards priorities Outreach to and bridge building with industry sectors in partner countries Assist in establishing, reinforcing and maintaining contacts between ETSI, the European Commission and the relevant administrations, standardisation bodies, industry experts in partner countries and regions Support the Project Management in its work towards joint declarations as well as specific action plans/cooperation agendas with partner countries in the ICT priorities domains.
Data collection and analysis	<ul style="list-style-type: none"> Monitor and collect data on standardisation and regulatory landscape and players in partner countries and regions Create and maintain a knowledge base (including contacts database) for the project Perform landscaping activities on the topics of <ul style="list-style-type: none"> Players for standardization, regulatory and policy fields in partner countries IoT standardization Intelligent Transport Systems standardization
Actions implementation	<ul style="list-style-type: none"> Support the project by organizing all the events identified in the project's work programme.
Reporting and communication	<ul style="list-style-type: none"> Draft the reports required for formal reporting to the European Commission (inception report, two interim reports, final report) Help prepare reporting internal to ETSI (Board, membership) Draft quarterly newsletters to project stakeholders Help draft communication material needed for the project (web + print). Assist in establishing press contacts in partner countries and in monitoring press coverage for the project's activities
Meeting participation	<ul style="list-style-type: none"> Attend consultation meetings in the set-up phase of the project. Attend meetings of the Steering Committee and Stakeholders Group Assist in setting up and attend meetings with stakeholders in partner countries

PEOPLE AND FUNCTIONAL INTERFACES

- Project Management (Head of External Relations + Strategy Development Director)
- FPI Project Administrator
- External stakeholders (FPI Steering Committee, FPI Stakeholders Group, FPI contacts in partner countries)

PROFILE SPECIFICATION

Essential job profile related education, experience and skills

- Experience in ICT standardisation and international relations
- Excellent command of English language (written/spoken) - command of other languages is a plus
- Strong communication and interpersonal skills, with a capacity to network and federate
- Strong political sense
- Dynamic and self-driven
- Prepared to travel in Europe and in the partner countries (Brazil, China, India, Japan, South Korea, USA)
- Ability to deal with financial issues and reporting

The following items are not pre-requisites but will be an advantage:

- Ability to deal with financial issues and reporting
- Knowledge of European Commission services and activities related to ICT standardisation
- Experience in communications and press matters