Call for Expressions of Interest

for the selection of the EIT Alumni President

The European Institute of Innovation and Technology (EIT) is launching a Call for expressions of interest ('Call') with the aim to select the EIT Alumni President ('the President').

I. Background

1. The role of the EIT

1. The EIT is an EU body established by Regulation (EC) No 294/2008 to boost innovation and entrepreneurship across Europe. The EIT contributes to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses (including SMEs), education institutions and research organisations. The EIT creates favourable ecosystems for creative thought, to enable world-class innovation and entrepreneurship to thrive in Europe.

2. A key objective of the EIT is to act as a role model for promoting new systemic approaches to innovation. The direct involvement of stakeholders in strategic, operational and financial aspects of the EIT is a cornerstone of this initiative.

3. The EIT currently provides grants to eight Knowledge and Innovation Communities (KICs). The EIT's KICs are highly integrated networks bringing together partners from business (including SMEs), universities and research organisations, bridging the public and private sectors.

4. On 29 January, 2021 the EIT welcomed the political agreement between the European Parliament and EU Member States on its legal basis and new Strategic Innovation Agenda 2021-2027, aligned with Horizon Europe, the EU's research and innovation programme for 2021 to 2027, delivering on the EU's commitment to further boost Europe's innovation potential. With a budget of nearly EUR 3 billion, representing a 25% increase or an EUR 600 million compared

to the previous funding period, the EIT drives the recovery of the economy as well as the green and digital transition to build a more sustainable and resilient society. The EIT will boost innovation increasing the impact of its activities and by helping 750 higher education institutions become more innovative, supporting 30 000 entrepreneurial students, bringing 4 000 innovations to the market and powering 700 start-ups.

5. The EIT brings leading companies, universities and research centres together across Europe in Knowledge and Innovation Communities. With its new strategy, the EIT will put increased emphasis on its regional dimension: the strengthened Regional Innovation Scheme will provide targeted support to countries who lag behind in innovation performance. Also, a new pilot initiative will increase the entrepreneurial and innovation capacity of higher education institutions. Finally, the EIT will scale up its collaboration with the European Innovation Council (EIC), which will help boost Europe's overall innovation capacity.

2.   The EIT Alumni

6. The EIT Alumni is a network of networks, meaning that its primary members are the growing Alumni Communities[1] of the EIT's KICs namely:

  - EIT Digital Alumni,
  - The CommUnity by InnoEnergy,
  - EIT Climate-KIC Alumni,
  - EIT Health Alumni,
  - EIT RawMaterials Alumni.

    The members of these communities are individuals who have successfully completed one of the educational programmes or business accelerator programmes of one of the EIT's Innovation Communities. Membership can also be awarded to 'associate members' and ex-employees depending on the Alumni community.

    Rules for being a member of each of the communities varies and is set up by each Community independently.

7. The EIT Alumni Community is a community of entrepreneurs, innovators and change agents with a multidisciplinary background who have the potential to drive entrepreneurship and innovation in Europe. The community can develop activities for innovation and business creation with/for its members including networking and matchmaking, stimulate an entrepreneurial mind-set in

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[1] At the day of the publication of the Call for Expression of Interest there are five operating KICs Alumni Communities. Three more EIT KIC Alumni organisations (EIT Food, EIT Urban Mobility and EIT Manufacturing) are under the structuring process.

Europe and beyond and represent the interests of the EIT Alumni Community vis-à-vis the EIT, the KICs and other relevant European and global stakeholders.

8. The EIT Alumni Community contributes to the priorities and goals of the EIT itself by supporting in the implementation of EIT added-value Education and Business Creation activities, participating in EIT events as 'EIT Success Stories', and fostering and driving cross-community collaboration.

9. The EIT Alumni Community is part of the EIT Community and will ensure alignment with the EIT's vision, mission and objectives.

10. The EIT Alumni Community aims to be:

    - A sustainable community, by reinforcing the governance and operational structure of the EIT Alumni Community and developing financial sustainability strategies and value-added activities.
    - A dynamic, entrepreneurial and growing community, by allowing for a deeper cross-KIC Alumni Communities' integration, communication and knowledge sharing across their activities and practices, both online and offline.
    - A visible and stakeholders' engaging community, by increasing the visibility of the EIT Alumni Community and connecting with recognised brands and institutions across Europe.
    - An impact-oriented community, by fostering EIT KIC Alumni cross-communities' activities, and EIT Alumni members 'entrepreneurial and innovation skills development and career support.

EIT Alumni activities aim to enable and facilitate the transfer of knowledge and skills within the Alumni Community and beyond. The EIT Alumni Community strives to encourage and empower members to keep pushing boundaries and generate projects and solutions to create a positive change.

3. The EIT Alumni Board

11. To be effective and sustainable, the EIT has chosen to setup and support an EIT Alumni Board (hereinafter 'the Board`) that is driven by its members, who assume ownership and responsibility for the direction of the community. To allow for fit-for-purpose decision making, the implementation of activities and to ensure a continuous communication flow, a suitable governance structure is key. Responsibilities and decision making is therefore given to the Board by the EIT.

12. The main task of the Board is to develop a multiannual strategy and to submit it to the EIT Director for approval, as well as to develop annual work programmes ('AWP') and produce

activity reports. Activities proposed in the AWP should be line with the overall objective of the EIT Alumni and support EIT activities.

13. The role of the Board is also to encourage an active exchange between members, to plan added-value activities with and for its members; to represent the EIT Alumni Community vis-à-vis the EIT, the KICs and relevant external stakeholders and to adopt strategic decisions in line with the mission of the EIT and the development of the EIT Alumni Community. In its work, the Board ensures complementarity and alignment with EIT KICs Alumni Associations and EIT`s strategies and activities.

14. The Board shall include EIT Alumni President, one representative per EIT Innovation Community, the EIT Representative as observer, and up to two external & independent members. The Board may invite observers to take part in the meetings of the EIT Alumni Board.

15. The mandate of the Board members is two years.

16. The Board shall meet 3 times per year either at the seat of the EIT in Budapest or via videoconference calls. In exceptional cases, extraordinary meetings may be convened in other locations.

4. EIT Alumni President

Tasks of the EIT Alumni President

17. The Board, and its President in particular, has a key role to increase the confidence and build a strategic vision of the future of the EIT Alumni Community.

18. The appointed President shall be responsible for the coordination of the work and efficient conduct of Board and represent the EIT Alumni inside the EIT Community and towards external stakeholders, acting independently from specific interests of individual EIT Alumni Communities.

19. Since the President is not meant to work full time for the EIT Alumni, her/his work for the EIT Alumni should be reconciled with the requirements of her/his other obligations. The use of distance communication should permit full and effective participation between meetings.

20. The substantive contribution and participation of the person concerned at meetings of the EIT Alumni Board should be recognised, bearing in mind the work done outside the meetings and in particular the work carried out in preparation of those meetings and engagement to ensure the implementation of the Annual Work Plans.

21. Responsibilities of the President include the following:
    a. Ensure accurate strategic planning and forecasting for the EIT Alumni.

b. Propose the EIT Alumni Work Plan to the EIT Alumni Board and coordinate its implementation.

c. Coordinate the operations (i.e. tasks and responsibilities) of the EIT Alumni Board members.

d. Represent the EIT Alumni inside the EIT Community and towards external stakeholders.

e. Encourage and support active collaborations between the EIT Alumni and the individual EIT KICs Alumni communities.

f. Collaborate with the EIT, in particular with the EIT representative to the EIT Alumni and the EIT Alumni Community Manager, to support the organisation of the EIT Alumni.

g. Maintain close contact with the Director of EIT in the representation of the EIT Alumni Board.

h. Ensure accurate and timely reporting towards the EIT of EIT Alumni activities and operations, including the Annual Activity Report to the EIT Director and the EIT Governing Board.

Appointment and termination of the EIT Alumni President

22. The President shall be appointed as a result of the selection procedure set out in this Call.

23. The appointment of the President shall be made for a limited period of two years, starting from the date of the appointment.

24. Renewal of the mandate of the President will be possible for another two years if recommended by the EIT Alumni Board and approved by the EIT Director. The same person cannot hold the position of the President for more than two consecutive two-year terms of office.

25. The appointment does not constitute an employment with the EIT.

26. The appointment ends in the following cases:

a. upon request of the EIT Alumni Board the EIT Director may terminate the appointment of the President if he/she does not fulfil her/his role and responsibilities.

b. in case of proven, actual conflict of interest which does not allow the President to fulfil his/her role and responsibilities in an impartial and transparent manner, the EIT Director shall terminate the appointment of the President.

c. by the resignation of the President,

d. by the death of the President.

II. Selection procedure

General information

27. The selection procedure will be carried out by the EIT Alumni Selection Committee supported by EIT KIC Alumni Communities/Associations.

28. As an initial step the EIT Alumni Selection Committee is appointed by the EIT Director, by proposal of the EIT Alumni Board, and will be composed of EIT Alumni Board members and the EIT representative to the EIT Alumni Board.

29. The selection procedure is expected to take approximately three months following the setting up of the EIT Alumni Selection Committee and the publication of the Call.

30. The EIT will provide secretariat support to the Selection Committee.

31. The EIT staff and EIT Alumni Board members who are involved in the assessment of applications are required to disclose any potential conflicts of interest in relation to any of the applications received.

32. The selection process will consist of the following stages:

    a. Publication of the Call.
    b. Submission of applications to the EIT Alumni Selection Committee.
    c. Evaluation phase conducted by the EIT Alumni Selection Committee.
    d. Interviews with shortlisted candidates and selection of the EIT Alumni President.
    e. Decision and appointment of the President by the EIT Director.

Steps of the selection procedure

1.   Application procedure and closing date

33. Interested applicants are invited to submit applications in line with the terms of this call.

34. Applications shall be submitted in English (*to facilitate the selection procedure*) and shall contain the following:

    a. a curriculum vitae (CV) preferably in Europass format[2] of maximum 3 pages. Additionally, public biography document could be optionally submitted[3]; and

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[2] https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en
[3] For example Linkedin profile.

b. the application form on applicant's identification, selection criteria (including eligibility, exclusion and selection criteria) and motivation, duly signed and completed by the candidate; and

c. photo[4] (optional) and short motivational video (maximum one minute long) to be shared publicly with EIT Alumni Communities

35. An application will be **rejected** if:

a. it does not comply with the technical requirements set out in paragraph 34,

b. the application form is not duly completed and signed or not accompanied by the candidate's CV,

c. the application does not contain a short motivational video (maximum one minute long),

d. **it is submitted after the deadline of 23:59 CET on 15 June 2021.**

36. Applications must be submitted to the EIT Alumni Selection Committee by email to the following email address: EIT-APPLICATIONS-Alumni@eit.europa.eu. They must arrive before **24:00 CET on 15 June 2021** *(the date and time of receipt is taken as proof)*. The subject line of the email should include the reference of the vacancy (EIT Alumni President Application 2021) and the candidate's surname. Any questions regarding the application procedure should submitted to EIT-APPLICATIONS-Alumni@eit.europa.eu.

37. Applications will be assessed on the basis of the eligibility criteria, exclusion and selection criteria set out in this Call.

38. Applications will be submitted to the EIT Alumni Selection Committee appointed by the EIT Director.

39. In submitting an application, applicants accept the procedures and conditions of this Call and in the documents to which it refers.

2. Assessment at the application screening stage – eligibility and exclusion criteria

40. EIT Alumni Selection Committee will assess each application according to the following eligibility and exclusion criteria.

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4 The photo should be high resolution (300 ppi). Minimum 640 x 480 pixels

41. If deemed necessary, the EIT Selection Committee will contact relevant KIC Alumni Community/ Association to verify information provided by candidates in relation to the eligibility and exclusion criteria.

Eligibility criteria

42. The EIT Alumni Selection Committee shall assess the eligibility of individual candidates against the following mandatory eligibility criteria:

    a. *Education* - A level of education which corresponds to completed university studies of at least three (3) years attested by a diploma[5]; and

    b. *Membership* — Candidates must be a member of one EIT KIC Alumni Community /Association according to its rules and procedures; and

    c. *Languages* — Candidates must have an excellent knowledge of written English (at least B2).

43. Applicants shall be considered for the selection phase if they comply with the above eligibility criteria by the closing date for applications.

44. Obligatory evidence to be presented by the applicant: application form, short curriculum vitae (CV) of maximum 3 pages.

Exclusion criteria

45. In addition to the above requirements, the following exclusion criteria shall be applied where:

    - the applicant is employed by the EIT or any of the KIC Legal Entities, or currently fulfilling an active position in the Board of any EIT KIC Alumni Communities/Associations[6], at the time of the deadline of the Call[7].
    - the applicant has been convicted an offence concerning his or her professional conduct by a judgment that has the force of *res judicata[8]*.
    - the applicant has been found by a final judgement or a final administrative decision guilty of grave professional misconduct   as laid down in Article 136(1)(c) of the EU Financial Regulation.
    - the applicant has been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EU's financial interests.

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[5] Applicants invited for the interview should submit the diploma confirming their education level.
[6] This does not include any volunteer roles beyond the existing elected/nominated decision roles.
[7] Applicants holding listed position can exceptionally respond to this call for expression of interest, if they confirm in writing their willingness to terminate their current employment position, if appointed as EIT Alumni President.
[8] Before the appointment as EIT Alumni President selected candidate will need to provide the criminal record (also candidates included on the reserve list).

46. Obligatory evidence to be presented by the applicant: Declaration of Honour.

3. Assessment at the application stage – Support from EIT KIC Alumni Communities/Associations

47. The EIT Alumni Selection Committee shall distribute all the applications that satisfy the eligibility and exclusion criteria to all EIT KIC Alumni Communities / Associations through their EIT Alumni Board Representatives, in particular: identification information (name and last name), public biography, parts of applications referring to motivation, motivational videos together with photos (optional, if consent given by the applicant). This information may be shared publicly by each community.

48. Each EIT KIC Alumni Community / Association shall organise its own (or joint with other EIT KIC Alumni Communities / Associations) process to sustain their support recommendation to the EIT Alumni Selection Committee in the form of a Letter of support for one or several applicants.

49. Template of Letter of Support is provided in Annex III.

50. Within three weeks after receiving documents included in paragraph 47 each EIT KIC Alumni Community / Association will send to the EIT Alumni Selection Committee via the functional mailbox Letter of Support for one or several applicants following the structure of the template provided with a quantitative percentage score. The score of all candidates supported shall total 100%.

4. Assessment at the applications evaluation stage – Selection Criteria[9]

51. Applications will be assessed on the basis of the following essential and advantageous criteria.

Essential Criteria[10]

- 3 years of proven experience in the area of planning and/or management; and

- Proven experience in at least two of the following lines of work: innovator, academic, scientist, entrepreneur, business leader, or investor

- Proven experience of knowledge triangle integration (i.e. cooperation between business, research and education) to foster innovation at the regional, European or global level;

Proven experience will be counted from the date on which the applicant acquired the minimum qualification to access to the profile in question. Only duly documented activity (i.e. remunerated

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[9] Assessment grid available in Annex IV
[10] These essential criteria will account for 85% of the total score attributed during the application screening stage. Each essential criterion may be assigned a different weighting.

employment, self-employment, remunerated/unremunerated traineeships, voluntary work) is taken into account. Part-time work will be considered in proportion to the percentage of full-time hours worked. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

- Level of support from one or several EIT KIC Alumni Communities/Associations

Level of support is determined taking into account the percentage of support for each candidate weighted per community, with the weight of 1 (one). (e.g. the percentage of support from each community for each candidate will be added, and divided by the total number of communities).

Advantageous criteria[11]

- Experience in working for community driven organisation(s) will be regarded as advantageous.

52. Obligatory evidence to be presented by the applicant: Application form including motivation, short curriculum vitae (CV).

53. Level of support from one or several EIT KIC Alumni Communities/Associations will be assessed on the basis of Letter(s) of support.

5. Assessment at the interview stage

54. Further to the evaluation by the EIT Alumni Selection Committee on the received applications and Letters of Support in accordance with the selection criteria laid down in this Call, the EIT Alumni Selection Committee shall conduct on-line interviews with three to eight candidates who scored highest based on the evaluation of their applications[12]. Details of the time, date and address of the interview will be communicated to the candidates in due time.

55. The EIT Alumni Selection Committee will carry out an assessment of candidates invited to an interview according to the following criteria:

- Motivation for the advertised position.

- Very good understanding of the EIT Alumni Community.

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[11] These advantageous criteria will account for 15% of the total score attributed during the application screening stage. Each essential criterion may be assigned a different weighting.

[12] The application of candidates invited to the interview will be checked against supporting documents provided, in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process. Candidates will also be disqualified if they: do not meet all the eligibility criteria; do not provide all the required supporting documents.

- Good understanding of operational modalities and strategic planning aspects of Alumni Associations/Communities.

- Interpersonal, communication and networking skills.

- Spoken English.

5. Appointment by the EIT Director

56. The EIT Alumni Selection Committee will forward the shortlist of candidates and the proposed candidate to the EIT Director for the appointment of the President.

57. On the basis of a proposal submitted by the EIT Alumni Selection Committee the EIT Director will appoint the President.

58. The EIT will inform the candidates proposed by the EIT Alumni Selection Committee for the appointment as the President as well as those invited for the interview but who have not been proposed for the appointment about the outcomes of the procedure.

6. Reserve list

59. The EIT Alumni Selection Committee may establish a reserve list (with indication of the expiry date) from candidates interviewed but not appointed under this selection procedure, which can be used if there is a need to replace the President appointed under the current procedure who is unable to complete their mandate.

III Additional Important Information

1. Equal Opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

2. EIT Alumni Selection Committee

The EIT Alumni Selection Committee will be appointed to carry out the evaluation of applications to this Call.

Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden and may lead to disqualification from the selection process.

3. Approximate Timetable

The selection process will take approximately three months to be completed.

4. Fees of the EIT Alumni President

60. The President shall be entitled to a fee of EUR 225 / EUR 112,5 for each full[13]/ half[14] day actually worked (maximum 15 days quarterly, maximum 60 days per year).

61. The fee reflects the responsibilities of the President and is benchmarked against the fee foreseen for independent external experts working under the assignments of the European Commission, Union agencies and bodies.

62. In addition to this fee, the President is entitled to a travel allowance of EUR 400 (covering the travel costs, accommodation, daily subsistence costs, travel insurance) per mission in Europe (maximum 2 missions per year). The mission shall be directly connected with the work specified in Section I./3. of this Call, if it is part of the EIT Alumni Work Plan approved by the EIT Alumni Board.

63. Proof of the work shall be provided by quarterly timesheets and the necessary supporting documents regarding the mission(s), to be signed by the President and submitted to the EIT and the EIT Alumni Board.

64. Proof of the mission shall be provided by the agenda of the meeting which is subject to the mission. The President shall also provide the EIT with his/her mission report showing the date and place of the meeting, main participants and the conclusion of the meeting.

65. The President will receive the fee within 30 days following the receipt of the quarterly request for payment accompanied with the documents mentioned in point 63 and 64. The payment will be made in EUR. The EIT's payments are deemed to be carried out on the date on which the EIT's account is debited. In case of late payment, the President is not entitled to a late payment interest.

66. Period of remuneration for the President will start from the date the appointment of the EIT Alumni President.

67. The President shall ensure compliance with the applicable national tax and social security law.

5. Independence and Declarations of Interest

68. The President will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

6. Appeal procedure

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[13] One full working day equals to eight hours of work.
[14] One half working day equals to four hours of work.

69. Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found under Section IV of this Call.

7. Protection of Personal Data

70. As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by 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, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

For more information on processing personal data please read the privacy statement.

IV. Means of redress

1. Request for review

Applicants may submit a request for review after having received notification that they have not been shortlisted for an interview or that they have not been placed on a reserve list. Applicants have five (5) working days to request a review of their candidature from the date of notification in any of the above situations via email to the following email address: EIT-APPLICATIONS-Alumni@eit.europa.eu. The outcome of this review is then communicated to the candidate.

2. Appeal procedures

If you consider that you have been adversely affected by a particular decision, you can lodge an administrative complaint at the following address.

The Director
European Institute of Innovation and Technology (EIT)
Infopark , Neumann János utca 1/E
1117 Budapest, Hungary

In order to speed up the procedure, it is recommended to use the following address: EIT-APPLICATIONS-Alumni@eit.europa.eu. We encourage to undertake this step if, following the conclusion of the request for review, you have not received a satisfactory answer to your request.

If the complaint is rejected by express or implied decision you may submit a **judicial appeal** to the:
Registry of the General Court of the European Union: The General Court

Rue du Fort Niedergrünewald
L-2925 Luxembourg
Email: GC.Registry@curia.europa.eu

The complaint must be lodged within two months. The time limit for initiating this type of procedure starts to run from the time you are notified of the act adversely affecting your application.

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: https://curia.europa.eu/jcms/jcms/index.html.

Please note that the Appointing Authority (the Director of the EIT) does not have the power to amend the decisions of a selection committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection boards have clearly been infringed.

Furthermore, you also have the option to make a **complaint to the European Ombudsman**:

European Ombudsman
1 avenue du Président Robert Schuman – CS 30403
67001 Strasbourg Cedex, France
www.ombudsman.europa.eu

13.   Annexes

- **Annex I:** Privacy Statement

- **Annex II:** Application Form

- **Annex III:** Letter of support

- **Annex IV:** Assessment Grids

Privacy Statement

regarding the selection of the EIT Alumni President

1. General information

This privacy statement provides information relating to the processing of personal data by the European Institute of Innovation and Technology (EIT) when managing the selection procedure of the EIT Alumni President ('the President').

The processing of personal data of data subjects follows the provisions of 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 (hereinafter 'Data Protection Regulation of the EU Institutions'[15]).

2. What is personal data and what is a personal data processing operation?

Personal data means any information relating to an identified or identifiable natural person (hereinafter 'data subject'). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing means any operation or set of operations that is performed on personal data or on sets of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

3. Who is the data controller of the data processing operations?

The data controller is the Head of Strategy and Impact Unit of the EIT.

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[15] OJ L 295, 21.11.2018, p. 39–98

4. What is the purpose of the processing of personal data?

The purpose of the processing of personal data is to manage the selection procedure for the appointment of the President of the EIT Alumni Board.

5. Who are the data subjects?

The data subjects are candidates who apply to the call for expressions of interest.

6. What types of personal data are collected?

The EIT will collect personal data included in the application forms, the CVs and photo, motivational videos of the data subjects, including name, contact details, gender, place and date of birth, nationality, educational and professional background, relations to the EIT, and information regarding the exclusion criteria. The CV of the applicant may include a photo of the data subject.

Special categories of data (see Article 10 of the Data Protection Regulation of EU Institutions) are not requested from the data subjects. Nevertheless, submitted applications may accidentally include such data.

7. Who has access to the personal data and to whom is it disclosed (data recipients)?

Within the EIT

The information submitted will be processed by a support team within the EIT (e.g. Project Support Officer(s), Legal Officer(s), assistants), led by Head of Strategy and Impact Unit.

Access to the personal data may be granted to the Internal Auditor of the EIT by request if necessary, for the performance of the duties of the Internal Auditor.

Within the Commission and other EU institutions and bodies

Exceptionally, authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, Joint Research Centre of the European Commission, European Anti-Fraud Office (OLAF).

For the purpose of handling review procedures and litigation, access to the personal data may be granted to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure and litigation.

By third parties subject to the GDPR[16]

The information submitted will be subsequently transferred to and accessed by the members of the EIT Alumni Selection Committee responsible for the selection procedure; and subsequently transferred to and accessed by the Board members of the EIT Alumni Communities/Associations responsible for issuing Letter(s) of Support.

The EIT Alumni Selection Committee shall distribute all the applications that satisfy the eligibility and exclusion criteria to all EIT KIC Alumni Communities / Associations though their EIT Alumni Board Representatives, in particular: identification information (name and last name), public biography (optional - if consent given by the applicant), parts of applications referring to motivation, motivational videos together with photos (optional). This information may be shared publicly by each community and on the EIT Alumni or EIT website and social media.

As much as necessary to ensure IT support for the selection procedure, the personal data may be processed by the IT service provider of the EIT (processor). Additionally, information concerning the selection procedure may be disclosed to external lawyers (advocates) for specific and limited purposes only (e.g. litigation).
In both cases, a written contract shall be signed between the EIT and the contractor in order to ensure that Article 29 of the Data Protection Regulation for EU Institutions is respected by the data processor.

Third parties not subject to the GDPR

Exceptionally, if the IT service provider or the external lawyers contracted by the EIT are established in a country where the GDPR is not applicable, the EIT will consider the transfer of the data strictly in accordance with Articles 46-51 of the Data Protection Regulation of EU Institutions.

8.   How is personal data protected and safeguarded?

The applications are received electronically via the functional mailbox EIT-APPLICATIONS-Alumni@eit.europa.eu. Information submitted will be collected and processed by

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[16] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation OJ L 119, 4.5.2016, p. 1.).

applying the EIT's IT standards and using its telecommunication infrastructure. It will be stored in a local database on a central server, with individualised access rights (password-protected mode). Entitlement to access the information is distributed on a 'need-to-know' basis and access rights are only updated if changes in the EIT support team so require it.

The information submitted will be stored in secure offices within the EIT premises until its destruction.

9. What are the rights of the data subjects? Who should be contacted in case of queries or complaints?

The data subjects have the **right for information** and the **right to access** their personal data, as ensured by Article 15 and 17 of the Data Protection Regulation of the EU Institutions. In addition, candidates have the **right for rectification** of their inaccurate personal data concerning them without undue delay; and the right to have incomplete personal data completed, in accordance with Article 18 of the Data Protection Regulation of the EU Institutions. The exercise of such rights may not result in unequal treatment of the candidates and may not be contrary or harmful to the aim of the selection procedure. This means that before the closure of the call, they have the right to rectify data that are inaccurate or incomplete at any time. After the closing date of the call, the data subjects can only send changes about contact information (postal address, phone number and/or email address) to ensure equal treatment of applicants.

As the lawfulness of this data processing is based on Article 5(1)(a) of the Regulation (see point 10 below), candidates who have obtained the right to object in accordance with Article 23 of the Data Protection Regulation of the EU Institutions, can also exert the right to obtain the **erasure** of their personal data in accordance with Article 19 of the Data Protection Regulation of the EU Institutions, in particular in the cases when the personal data are no longer necessary in relation to the purposes for which they were collected, if the data subject withdraws its consent, or in case of unlawful processing.

Data subjects have the **right to restrict the processing** of personal data in accordance with Article 20 of the Data Protection Regulation of the EU Institutions, and the **right to object** on grounds relating to their particular situation in accordance with Article 23 of the Data Protection Regulation of the EU Institutions.

The rights of data subjects can be exercised only based on a written request. In case of any queries concerning the processing of personal data, data subjects may send their written requests to EIT-APPLICATIONS-Alumni@eit.europa.eu. As a general rule, the requests for information, access, rectification, erasure and restriction are handled without undue delay and in any event within one month of receipt of the request; this period may be extended by further two months where

necessary, taking into account the complexity and number of requests. In case the data subject contests the accuracy of the data, upon request, the data is restricted immediately for the period of verification of the accuracy of the data, not exceeding one month.

The data subjects have the **right of recourse** at any time to the Data Protection Officer of the EIT (EIT-DPO@eit.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.

Restrictions to the rights of data subjects may be applied by the EIT, in accordance with Article 25 of the Data Protection Regulation of the European institutions and the EIT internal rules on restrictions[17].

10. What is the legal basis of the processing operations?

General legal basis:

Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology[18], amended by Regulation (EU) No 1292/2013 of the European Parliament and of the Council of 11 December 2013[19][20].

Proposal for a Decision of the European Parliament and of the Council on the Strategic Innovation Agenda of the European Institute of Innovation and Technology (EIT) 2021-2027: Boosting the Innovation Talent and Capacity of Europe ('EIT Strategic Innovation Agenda 2021-2027'[21]).

Specific EIT legal basis:

EIT Decision 15/2021[22] on the selection, appointment and remuneration of the EIT Alumni President and on the amendment of EIT Decision 06/2019 on the setup of governance and operations of the EIT Alumni Board[23].

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[17] Currently under adoption. The final version will be published at the following link: https://eit.europa.eu/who-we-are/legal-framework/data-protection
[18] OJ L97, 09.04.2008, p. 1.
[19] OJ L 347/174, 20.12.2013. p. 174.
[20] Publication of the recast EIT Regulation in the Official Journal is foreseen in May 2021: it shall enter into force on the day of its publication. It shall be applied from the day of the the publication, with the exceptions indicated in Article 28 which shall apply from 1 January 2021. Latest version is available from 12 February 2021 (6062/21).
[21] Version of 12 February 2021, as endorsed by the Permanent Representatives Committee (COREPER) at its meeting held on 17 February 2021 (6066/21), its publication in the Official Journal is foreseen in April 2021.
[22] Ares(2021)2134350
[23] Ares(2019)1406977

11.   Grounds for lawfulness

The lawfulness of processing operations is ensured under Article 5(1)(a) of the Data Protection Regulation of the EU Institutions: the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

In particular, processing is necessary to enable the functioning of the EIT Alumni Board when performing activities that fall under the scope of action of the EIT; this task is carried out in line with the public interest on the basis of the Treaty on the Functioning of the EU and the EIT Regulation.

Furthermore, the processing is also lawful based on Article 5(d) of Regulation No. (EU) 2018/1725. Participation in this process is voluntary.

The record concerning the processing activities shall be maintained by the data controller in accordance with Article 31 of the Data Protection Regulation of the EU Institutions.

12.   For how long will the personal data be kept?

Data will be kept in electronic or paper form, on the shared drive and in the local database for a maximum of **seven years** following the date of the appointment of the EIT Alumni President.
The data may be kept for a longer period only as necessary for audit or litigation purposes.

Application Form

Ref: CALL FOR EXPRESSIONS OF INTEREST FOR THE APPOINTMENT OF THE EIT ALUMNI PRESIDENT

For the Attention of the EIT Alumni Selection Committee

Please find attached the application of *(NAME OF THE APPLICANT)* in response to the above call for expression of interest to become the EIT Alumni President for a period of two years.

This application includes the following documents *(please underline the relevant answer):*

1. Curriculum Vitae (CV) of the person replying to the call for expressions of interest. The CV should specify the different diplomas obtained (copies of which may be requested by the EIT), the expertise and experience relevant to the call for expressions of interest, membership to EIT KIC Alumni Community/Association and knowledge of English (level). Maximum number of pages shall be 3. *We encourage applicants to use the EU's Europass CV format. Please find the tool to create and download your Europass CV online here: https://europass.cedefop.europa.eu/editors/en/cv/compose.*	☐YES	☐NO
2. Public biography document (optional)[24]	☐YES	☐NO
3. Duly completed application form, signed by the candidate	☐YES	☐NO
4. A photo (optional)	☐YES	☐NO
5. A short motivational video	☐YES	☐NO

At this stage of the procedure, the EIT will only accept the above listed documents. Please also note that supporting documents submitted after the deadline of applications either by email or post will not be considered.

☐ Hereby, I confirm that in case of being appointed as a the EIT Alumni President, I undertake to serve for a two-year period, as well as to strongly engage in the work of the EIT Alumni, including attendance and active participation at the meetings of the EIT Alumni Board to be held at least three times per year.

☐ I grant permission to the EIT for the use of the personal data, photograph(s) or electronic media images as identified in the Privacy Statement of the Call for expression of interest for the Selection of the EIT Alumni President. I understand that I may revoke this authorization at any time by notifying the EIT in writing.

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[24] For example, Linkedin profile.

Signature of the applicant

X
_____

Name: TITLE/FIRST NAME/SURNAME *(please print)*
Date: dd/mm/yyyy

SECTION 1: IDENTIFICATION	
I. PERSONAL DETAILS	
NAME, FIRST NAME:	
GENDER:	☐Female ☐Male ☐Other
DATE OF BIRTH:	
PLACE OF BIRTH:	
NATIONALITY:	
II. CONTACT DETAILS	
PERMANENT ADDRESS: (COUNTRY, ZIP CODE, CITY, STREET AND NO)	
TELEPHONE NUMBER: (PREFERABLY MOBILE)	
EMAIL ADDRESS TO BE USED DURING THIS PROCEDURE:	
III. CURRENT PROFESSION	
POSITION(S) AND DURATION:	
ORGANISATION(S):	

SECTION 2: SELECTION CRITERIA			
I. TYPE OF BACKGROUND	1. Compliance with the selection criteria in the call for expressions of interest	☐YES	☐NO
	<u>ESSENTIAL CRITERIA</u>		
	1a. If you answered **yes** to question 1, please list your relevant work experience that fulfil the specific criterion on three years of proven experience in the area of planning and/or management. Please indicate starting and end date for each work experience, scope and time allocated (i.e. full time/half time) *(Maximum number of characters with spaces 1000)*		
	1b. If you answered **yes** to question 1, please list your relevant work experience that fulfil the specific criterion on proven experience in at least two of the following lines of work and provide justification below:		
	innovator	☐YES	☐NO
	academic	☐YES	☐NO
	scientist	☐YES	☐NO
	entrepreneur	☐YES	☐NO
	business leader or investor	☐YES	☐NO

	Justification (please refer also to submitted CV) *(Maximum number of characters with spaces 1000)*		
	1c. If you answered **yes** to question 1, please list your proven experience of knowledge triangle integration (i.e. cooperation between business, research and education) to foster innovation at the regional, European or global level. Please indicate starting and end date for each work experience, scope and time allocated (i.e. full time/half time) *(Maximum number of characters with spaces 1000)*		
	<u>ADVANTEGOUS CRITERIA</u>		
	Please describe your experience in working for community driven organisation(s) if there is any. *(Maximum number of characters with spaces 1000)*		
II. EXCLUSION CRITERIA	Please indicate if you are employed by the EIT or any of the KIC Legal Entities, or currently fulfilling an active position in the Board of any EIT KIC Alumni Communities/Associations, at the time of the deadline of the Call for expression of interest.	☐YES	☐NO
	If you answered **yes** to the above question, please elaborate the type of link? *(Maximum number of characters with spaces 300)*		

Please declare whether:		
• you have been convicted of an offence concerning your professional conduct by a judgment which has the forces of res judicata;	☐YES	☐NO
• you have been found by a final judgement or a final administrative decision guilty of grave professional misconduct as laid down in Article 136(1)(c) of the EU Financial Regulation	☐YES	☐NO
• you have been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EU's financial interests.	☐YES	☐NO

If you answered **yes** to any of the above questions, please provide a short background information?

SECTION 3: MOTIVATION

a) Please introduce yourself with special focus on your motivation for applying for this call. Based on your experience, what do you think you could personally add to the work of the EIT Alumni to increase its impact? *(Maximum number of characters with space 2500)*

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b) Where do you see the EIT Alumni added value to foster innovation and entrepreneurship in Europe compared to other initiatives? *(Maximum number of characters with space 1500)*

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c) Please provide a short biography, which may be used communication purposes if appointed *(Maximum number of characters with space 1000)*

Letter of Support

issued by (name of the EIT Alumni Community)
Ref: CALL FOR EXPRESSIONS OF INTEREST FOR THE APPOINTMENT
OF THE EIT ALUMNI PRESIDENT

For the Attention of the EIT Alumni Selection Board

We provide following support to the applicants who replied to the Call for Expression of Interest for the Appointment of the EIT Alumni President

No	First Name	Last Name	Support to expressed with percentage (the total and maximum 100% needs to be distributed)

Please add additional lines if needed.

Assessment Grids

Application Stage - criteria

	Essential criteria				Advantageous criteria
	Evidence: application form, short curriculum vitae (CV) of maximum 3 page			Evidence: letter of support	Evidence: application form, short curriculum vitae (CV) of maximum 3 page
	3 years of proven experience in the area of planning and/or management	Proven experience in at least two of the following lines of work: innovator, academic, scientist, entrepreneur, business leader, or investor	Proven experience of knowledge triangle integration (i.e. cooperation between business, research and education) to foster innovation at the regional, European or global level	Support from one or several EIT KIC Alumni Communities/Associations	Experience in working for community driven organisation(s)
Weight of the criterion in the total score	20%	20%	20%	25%	15%
Scale	1-5 points	1-5 points	1-5 points	1-5 points[25]	1-5 points

[25] The support percentages (0-100%) will be scaled linearly to a scale 1-5.

Interview Stage - criteria

	Motivation for the advertised position	Understanding of the EIT Alumni Community Understanding of operational modalities and strategic planning aspects of Alumni Associations/Communities.	Interpersonal, communication and networking skills	Spoken English
Weight of the criterion in the total score	30%	30%	25%	15%
Scale	1-5 points	1-5 points	1-5 points	1-5 points