

CALL FOR TENDERS FOR SUBCONTRACTING
Practioner Network (03-2005-EXP)

**Writing Practitioner Reports on Worker Board-Level
Representation in the New EU Member States**

The Social Development Agency (SDA asbl) is carrying out a project entitled “PRESENS – **Prospects for board-level representation of workers under the European Company Statute in the new member states**” (Number of Convention VS/2004/0649 - SI2.392795) supported by the European Commission through budget-line 04030303, which requires a network of ten national practioners to make reports on the practice of worker representation at company board-level in the new EU member states.

The practioners in the network should be practioners of board-level representation (i.e. he or she should be or should have been a worker representative on the company’s supervisory or administrative organ). In countries that do not know worker board-level representation, the practioner can be a worker representative at company level (“shop-floor level”).

The network shall include practioners from the following member states:

Cyprus; Czech Republic; Slovak Republic; Malta; Estonia; Slovenia; Hungary; Latvia; Lithuania; Poland.

Reports should be written in English and be between 3-5 pages long. The aim of these practioner reports is to give “outsiders” (persons coming from other countries with a potentially very different system) an impression about the practical meaning and experiences of being a worker board member.

The basic structure includes the following sections:

- Information about the board, its functioning and its composition
- The role of a worker board member (self-image, challenges, added-value etc)

The reports should be in line with a more detailed structure prepared by the SDA. A specific structure exists for the countries that do not know worker board-level representation.

Experts are expected to attend a seminar planned to take place in Denmark (April: Hungary; Latvia; Lithuania; Czech Republic; Malta) or in Poland (May: Estonia; Slovenia; Slovak Republic; Poland; Cyprus) and hold a short presentation at the seminar. Travel and accommodation costs will be paid separately by the project organisers.

Please indicate clearly the country covered by your bid. Please include the CV of the person being proposed as practioner. The contract(s) will be awarded to the tender(s) offering the best value for money, taking into account the following criteria:

- The total cost of the contract(s);
- The extent to which we are able to ensure that the final network covers all the countries included as foreseen;
- The extent to which the experts demonstrate practical experiences in worker board-level representation in the relevant member state(s);
- The extent to which tender(s) otherwise demonstrate capacity to carry out the tasks required to a high standard;
- The extent to which tender(s) demonstrate capacity to meet the timetable of the project.

The SDA undertakes to respect the principles of transparency and equal treatment with a view to avoiding any conflicts of interest.

The SDA will draw up a contract with the successful bidder(s), which will specify:

1. Details of the remuneration and the conditions of payment;
2. Other technical details required for the smooth implementation of the service contract in question.
3. Commitment from the contractee(s) to accept checks or audits by the European Commission under the conditions set out for budget-line 04030303.

Offers must be received by **24 March 2005** latest. All candidates must either deliver their bid by hand or submit them by registered letter in an envelope marked “PRESENS - **Practioner Network (03-2005)**”. Tenders should be addressed to Ludo Vekemans, Services and Development Director, at the following address: SDA, Bd du roi Albert II, 5, B- 1210 Brussels.

For tenders sent by registered mail, the postmark will serve as proof of the date of dispatch. For tenders submitted by private courier service and hand-delivered requests, a receipt signed by our mail-room, stamped on the date of the deadline for submission if not before, will serve as proof of delivery (submissions must be received by 4 p.m. at the latest).