



Call for Expressions of Interest

ENISA P/06/12/CEI

**“Experts for assisting in the implementation of the
ENISA Work Programme”**

ANNEX I

TECHNICAL DESCRIPTION

2014 UPDATE ver03

Based on Work Programme 2014

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TECHNICAL DESCRIPTION

1. INTRODUCTION

The emergence of cyber security as a subject in its own right, where the goals and objectives are linked to global considerations and the emphasis is on international collaboration, represents a fundamental change in the way in which information security is evolving. The core mission of ENISA – to foster the development of a strong culture of NIS throughout the EU is perfectly aligned with this development and the Agency is well positioned to assist the Commission and the Member States in defining and implementing effective strategies for dealing with cyber threats throughout the next decade.

Over the last few years, the ENISA work programme has been dominated by three core areas of activity and a number of horizontal activities. Core activities have been in the areas of threat/risk assessment, Critical Information Infrastructure Protection (CIIP) and supporting operational communities (notably the CERT community). The main supporting activities have been in the area of risk assessment, standardisation and, more recently, privacy and data protection. The Agency has also put a considerable amount of effort into improving the way it interacts with its different stakeholder communities and ensuring that stakeholder requirements are well understood and reflected by the work programme. Whilst the core areas have not changed, the approach to delivering services has changed significantly. The Agency has developed from an 'activities-based' approach, through a 'deliverables-based' approach to what could now be best described as an impact driven approach.

The work programme for 2014 is a result of a consultation process involving both the ENISA Permanent Stakeholder Group (PSG) and Management Board (MB). This process has enabled the Agency to increase its focus on areas that are both strongly aligned with the European policy agenda and also considered as core areas of competency for the Agency.

The core activities of ENISA for 2014 have been grouped into three work streams (WS):

WS1: Support EU policy building

This work stream consists of work packages that are designed to assist COM and Member States in building EU policy in the area of Network & Information Security. When specifically requested by Member States, the Agency will also assist in ensuring that national policies are aligned with EU objectives.

This support to the policy building activities in EU can be addressed in different steps:

- Analysis and research of the evolving threat environment.
- The promotion of standards / best practises.
- Support to the EU and Member States in the fields of education, research and standardisation.

WS2: Support capacity building

This work stream aims at supporting ENISA's key stakeholders in developing new operational and policy capabilities to address the various challenges in cybersecurity and to extend existing capabilities (where appropriate). This will be achieved by collecting and disseminating good practice for public and private sectors and for the European citizen in general. Where applicable, ENISA will actively support EU Member States and institutions to apply these good practices, for example by contributing to local awareness raising events, delivering technical training to CERT staff, and other means.

WS3 – Support cooperation

Various key policy documents identify the cooperation among stakeholder and stakeholder groups as among the most important activities to enhance and strengthen NIS in the European single market, and to ensure that Europe is placed among the key players in this field on an international scale.

Cooperation is a necessary prerequisite for strengthening the capacities of Member States, EU institutions and third countries. In particular:

The table below provides a visual summary of the work streams and the related work packages (WPKs):

Work Stream 1	Support EU Policy Building
WPK 1.1	Identifying evolving threats, risks and challenges
WPK 1.2	Contributing to EU policy initiatives
WPK 1.3	Supporting the EU in education, research & standardisation
Work Stream 2	Support Capacity Building
WPK 2.1	Support Member States' capacity building
WPK 2.2	Support private sector capacity building
WPK 2.3	Support the EU citizens' capacity building
Work Stream 3	Support Cooperation
WPK 3.1	Crisis cooperation - exercises
WPK 3.2	Implementation of regulations
WPK 3.3	Law enforcement & NIS cooperation

More detailed information on the Work Programmes of ENISA can be found on the ENISA website: <http://www.enisa.europa.eu/publications/programmes-reports>

3. AREAS OF EXPERTISE SOUGHT

In implementing the afore-mentioned work programme, and in the context of its efforts towards engaging external stakeholders in its work as much as possible, ENISA would also like to involve external subject matter experts to participate in specific projects and provide their expertise and contribution in various projects within the above mentioned Work Streams and projects.

To this effect, ENISA hereby seeks to establish a list from which experts will be selected to assist the Agency in carrying out various work activities foreseen in its Work Streams and Work Packages. It is noted that not all work packages and projects will need assistance from external subject matter experts.

ENISA welcomes applications from experts from many sectors, i.e. academia, research, industry, EU institutions, International Organisations etc. Also, in terms of expertise sought, this would depend on the projects for which assistance is required; in general, ENISA would need assistance in the following fields of expertise:

A. Technical expertise in new ICTs and emerging application areas
<ul style="list-style-type: none"> • Internet of Things/ Future Internet / Ubiquitous environments / Ambient Intelligence: Cloud computing, Smart Grid, Mobile technologies (e.g. smart phones), RFID, etc.
<ul style="list-style-type: none"> • "Electronic identity" and related technologies: electronic authentication, authentication protocols, smart cards, electronic ID cards and passports Federated identity, RFID, avatars etc
<ul style="list-style-type: none"> • Emerging application areas not covered by the above mentioned technologies: e.g. transportation and automotive, eGovernment, eHealth, etc.
B. Information security
<ul style="list-style-type: none"> • Information security considerations regarding the above-mentioned technologies: e.g. vulnerabilities, threats
<ul style="list-style-type: none"> • Applied cryptography (algorithms, protocols, standards)
<ul style="list-style-type: none"> • Information security risk management: expertise and experience in conducting risk assessment and risk management exercises, using appropriate risk management methodologies and tools
<ul style="list-style-type: none"> • International standards and best practices
<ul style="list-style-type: none"> • Incident response and handling, CERTs etc.
<ul style="list-style-type: none"> • Resilience of communication networks
C. Critical Information Infrastructure Protection (CIIP) and Resilience
<ul style="list-style-type: none"> • Cyber exercises and national contingency plans
<ul style="list-style-type: none"> • EP3R - Pan European Public Private Partnership for Resilience
<ul style="list-style-type: none"> • article 13a - Incident Reporting
<ul style="list-style-type: none"> • CIIP Areas (Cloud, ICS-SCADA, Smart Grids, Interconnection)
D. Privacy & data protection
E. Regulatory & Legal
Related to ICTs, and in particular IT security (not including privacy & data protection)

F. Social

In particular: social implications of ICT and information security

G. Economics

In particular: economic implications of ICT and information security, economics of security

4. TASKS AND ACTIVITIES OF THE SUBJECT MATTER EXPERTS

The subject matter experts will be expected to perform one or more of the following tasks:

- Provide specific contributions (written and oral) according to their expertise in the project selected.
- Be appointed as members of expert working groups set up to work on specific projects. Normally these groups consist of 10-15 experts.
- Participate in any face-to-face meetings and teleconferences organised.
- Act as ambassadors for ENISA activities (e.g. disseminate the results to their affiliations and organisations, report in various events/presentations, etc.).

It should be noted that the subject matter experts are appointed “ad personam” and will not be considered as representatives of their affiliation or organization they are employed with.

For this reason, the successful applicant will be required to complete a ‘Legal Entity’ identification form (LE) in their own name, as a ‘natural person’ and not in the name of their employer. If the applicant has a private family company then this may also be used to complete the LE form.

5. SELECTION CRITERIA

Applicants will be evaluated according to their technical and professional capacity to meet the requirements of the area for which they are applying, following the criteria below:

- Relevance of their current job responsibilities and their expertise (please see Section 3, e.g. social, economic, legal etc.); also, professional certifications they may hold (e.g. CISSP, CISA etc.) and publications will be taken into consideration.
- Their experience based on their previous participation in similar projects; in particular, participation in relevant EU projects will be considered an advantage.
- English as a working language

Proof must be provided of the technical and professional capacity of the applicant on the basis of the following:

- Evidence of their educational and professional qualifications. A **Curriculum Vitae must also be provided**, preferably in the EU format; the template can be downloaded from the following web link:
http://europass.cedefop.europa.eu/img/dynamic/c1344/type.FileContent.file/CVTemplate_en_GB.doc
- Applicants should provide a list of related projects that they have carried out over the past 3 years.
- Languages in which the applicant is proficient should also be indicated on the application form.

6. DURATION OF THE LIST of EXPERTS

The official CEI List of Experts compiled as a result of this procedure will be valid for a period of up to 3 years. The CEI will remain open to new applications for this whole period until 3 months before the end of the 3rd year. Regular evaluations of new applications will be conducted in order to update the CEI List of Experts.

7. ESTIMATED BUDGET

It is anticipated that a budget of approximately €100,000 will be made available in 2014 for the various projects covered by this CEI. Each selected Expert will be remunerated with a **fixed fee of €450 per person-day** plus any travel and subsistence related costs, which will be based on the European Commission's standard 'Daily allowance' or *per diem* rates for each European Country.

If the expert is from a location other than the location required for the provision of services or place of meeting, the following expenses are then eligible:

- Travel expenses (economy class flight or 1st class train – whichever is more cost effective) from the European country/city in which the contractor is officially registered to another European city.
- A '*per diem*' applicable to the country in which the consultancy or meeting will take place. This allowance is set by the European Commission (download the latest rates from website http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm) and is intended to cover all daily living expenses including hotel, meals, local travel etc.
- No other claims for living or transportation costs will be accepted.

A maximum total of **€15,000.00** per year (including costs) can be paid to any individual expert during the course of one calendar year **by direct award**. (Each specific project can only be for a maximum of €5,000.00)

Each subject matter expert will be selected and involved **per project**. It may be possible under certain circumstances for a subject matter expert to be selected for more than one project in a calendar year by direct award, as long as the projects are from different Work Streams.

Please note that for any particular project, the Agency has the possibility under the regulations governing Calls for Expressions of Interest to conduct a simplified tender procedure whereby all Experts already placed on the CEI List of Experts in a particular field/sub field, will be invited to provide a tailored offer for the project. The offers received will then be evaluated on the basis of relevance and experience for the specific project, with the best submission being awarded the contract.

It is also noted that applicants that do not wish to or cannot be remunerated due to their primary employment contracts, are also eligible to apply for inclusion in the CEI List of Experts, indicating this in the respective field of the CEI Application form. These applicants will still be entitled to reimbursement of any travel and subsistence costs incurred from their participation in a project, should they wish to be reimbursed.