CALL FOR APPLICATIONS FOR CIVIL SOCIETY ORGANISATIONS AND LOCAL AUTHORITIES FOR THE SELECTION OF MEMBERS OF THE "POLICY FORUM ON DEVELOPMENT" (PFD)

1. Background

Enhancing regular dialogue and consultations with Civil Society is enshrined in the Lisbon Treaty. The European Union has promoted the comprehensive and progressive participation of Civil Society Organisations (CSOs) and Local Authorities (LAs) in countries' development processes and in broader political, social and economic dialogues. In this context, the Policy Forum on Development (PFD) was established in 2014. It is managed and funded by DG INTPA, in particular Unit G2 in charge of Civil Society Organisations, Local Authorities and Foundations.

The PFD's objectives are:

- Facilitating dialogue on cross-cutting issues directly related to the role of CSOs and LAs as relevant development actors;
- Promoting policy debate, consultation and exchange of information and experiences on EU main policies and initiatives ininternational partnerships; and
- Providing a space for regular update and peer review by all actors.

Further information on the PFD, its objectives, tools and meetings and consultations documents can be found here: Info | Capacity4dev

The Commission is launching a call for expression of interest for CSOs and LAs to fully renew the PFD membership, taking into account the priorities of the current Commission and evolving landscape of CSOs and LAs.
Both current members wishing to remain part of the PFD and new organisations interested in joining are therefore invited to apply to this call.

2. Features of the PFD

2.1. COMPOSITION

The PFD shall consist of a maximum of 84 core members representing CSO and LA networks and associations at global level, from Europe and from INTPA regions and countries[1]. Membership does not include or exclude by default membership in any PFD working groups, such as the Global Gateway Civil Society and Local Authorities Platform.

The table below summarises the aspired allocations per category and region:

Category	Region	No. vacancies
Non-Governmental Organisations	Asia & Pacific Africa Latin America & Caribbean Europe Global	5 8 6 7 9
Cooperatives	Asia & Pacific Africa	1 1

[1] Countries - International Partnerships - European Commission

	Latin America & Caribbean Europe Global	1 1 1
Trade Unions	Asia & Pacific Africa Latin America & Caribbean Europe Global	1 1 1 1 1
Associations of Local Authorities	Asia & Pacific Africa Latin America & Caribbean Europe Global	3 5 4 5 5
Professional and business associations	Asia & Pacific Africa Latin America & Caribbean Europe Global	1 2 1 2 1
Diaspora organisations		3
Foundations	Europe Global	1 1
Youth organisations	Asia & Pacific Africa Latin America & Caribbean Europe Global	1 1 1 1 1

2.2. APPOINTMENT

Members shall be appointed by the Directorate General for International Partnerships of the European Commission (DGINTPA) from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed in their organisational capacity and remain in office until replaced. Members are responsible for selecting their own representative. They shall commit to take part in the platform's activities in the short and medium term and have the availability to fulfil this commitment. Registration in the EU Transparency Register is required in order for organisations to be selected.
The European Commission has the right to terminate the participation of a PFD member in case of violation of standards of ethical and professional conduct or unsatisfactory/non-contribution to the collective work of the Forum. PFD members should inform the DG INTPA team in case of an event that has an impact on and can hinder their contribution to the PFD as soon as possible.

The PFD Task Team and CSO and LA co-chairs will be selected in line with the PFD Charter, after the successful finalisation of the selection of this membership call.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE PFD

The PFD is chaired by the Director General of DG INTPA and co-chaired by one elected representative from Civil Society Organisations (CSOs) and one from the Local Authorities (LAs).

In principle, the full PFD shall meet every two years, in Brussels for a global meeting. In-person meetings by region or linked to bi-regional relations, actor or thematic expertise might also be organised. The DG INTPA unit in charge of Civil Society, Local Authorities and Foundations shall provide secretarial services.

Members are expected to uphold clear commitments.
If a PFD member does not attend or send a network member to at least 60% of the online PFD consultations it is invited to in a given year or does not attend two consecutive PFD in-person meetings, it may result in the termination of its membership.

To support the work of the PFD, organisations commit to:

- Actively participate in PFD events and communications related to events
- Support the knowledge management strategy of the PFD, which entails engaging in information sharing, documentation and dissemination.
- Work as a collaborative network and encourage a PFD identity
- Ensure that, if the representative is unable to attend PFD events, an equally qualified replacement will attend

Organisational representatives commit to:

- Take part in the PFD activities and discussions systematically in the short and medium terms, and have the availability to fulfil this commitment;
- Be involved in the preparatory work ahead of meetings (e.g. agenda setting, concept note drafting);
- Examine and provide comments on documents under discussion in PFD setting;
- Act as appropriate as facilitators and rapporteurs on ad hoc basis;
- Undertake outreach and gather feedback around PFD issues before and after PFD events to maintain a continual flow of information;
- Share information with constituents regularly to feed into PFD discussions and decisions;
- Gather and represent the views of their constituencies in PFD meetings and events; and
- Participate in PFD-related activities and communications (including emails, phone calls, requests for interviews, etc.) during and in between PFD events.

As a general rule, working documents will be drafted in English, French and Spanish. Meetings will be also conducted in the same three languages as appropriate.

The PFD shall adopt its conclusions, recommendations or reports by consensus.

Participants in the activities of the PFD shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the PFD may be reimbursed by DG INTPA. Reimbursement shall be made in accordance with the provisions in force within the European Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

Specialists can be invited with specific expertise with respect to a subject matter on the agenda to take part in the work of the PFD on an ad hoc basis.

2.4. TRANSPARENCY

Members of the PFD shall be registered in the EU Transparency Register[2].

All relevant documents, including the agendas, minutes and participants' submissions are available on the Capacity4Dev website. In particular, publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes should be ensured. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/200139. Personal data shall be collected, processed and published in accordance with the Internal Data Protection Regulation (Regulation (EU) 2018/1725).

3. Application procedure

Interested organisations are invited to submit their application to the European Commission, Directorate General for International Partnerships. Applications must be completed in English, French or Spanish. However, applications in English would facilitate the evaluation procedure. Organisations shall indicate the name of their representative(s) in the PFD. An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents:

Each application shall include the following documents:

- a classification form duly filled in, specifying the member category for which the application is made (Annex I);
- an eligibility criteria form duly filled in, documenting how the applicant fulfils the selection criteria listed in chapter 4 of this call (Annex II);
- supporting documents in scanned/digital format:
    - proof of representing a network of organisations;
    - proof of capacity to collect information from their local members and to disseminate information/communications on PFD discussions to their members, e.g. via an existing database or dissemination tool or feedback mechanisms;
    - proof of expertise in DG INTPA's priorities;
    - proof of engagement with partner countries;
    - for European national organisations: proof of collaboration or affiliation with regional or global networks.

Deadline for application:

The duly signed applications must be sent by the xxx at the latest to the following e-mail address: INTPA-G2@ec.europa.eu.

4. Eligibility criteria

The following criteria are the specific requirements that the organisations and their appointed representatives must meet to be able to participate in this call for membership:

Organisations in each category must:

[2] http://ec.europa.eu/transparencyregister/public/homePage.do

- Either represent **a network** in the region or at global level, provided that, for at least 3 years, (i) they have been working in the area of development policies or international partnerships and DG INTPA priorities[3] and (ii) in engaging with partner countries
- Or represent a **European national CSO network or ALA**, provided that, for at least 3 years, (i) they have been specialised in one or more priority areas of DG INTPA, (ii) they have been engaged with partner countries, and (iii) they have collaborated or been affiliated with other EU regional or global networks of CSOs or ALAs working on INTPA priorities.
- Have proven capacity to collect information from their local members to enrich the dialogue in the PFD and to disseminate information/communications on PFD discussions to their members.
- Have proven and relevant competence and experience in relevant areas for EU's international partnerships; specifically, have knowledge and experience working with current EU policy and project implementation through their members
- Have good knowledge of English, French or Spanish

Organisational **representatives** must:

- Be living and working in a country within the region they represent (with the exception of global level),
- Have at least five years of relevant experience and expertise around international partnership issues and/or the current Commission[4] and DG INTPA priorities[5],
- Have the proven capacity to represent and express the views of their constituencies, including past representational experience and specifically experience gathering and synthesizing multiple inputs,
- Have demonstrated capacity to provide their constituencies with regular feed-back on the discussions and conclusions reached within the PFD;
- Have the ability to communicate effectively in one of the PFD working languages (English, French or Spanish),
- Have strong interpersonal skills and an ability to collaborate well with a diverse group of people from different cultures from around the world; and
- Have the facility to work strategically in a group.

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by the Directorate General for International Partnerships, Civil Society, Local Authorities and Foundations Unit, against the eligibility criteria listed in chapter 4, the allocation table in chapter 2.1 and the following selection criteria. Once the consolidated list of members is established, the formal appointment of the members of the PFD will be publicly communicated.
A reserve list shall be established comprising qualified applicant organisations that were not initially selected, should it become necessary to replace any PFD member.

When defining the composition of the PFD, the following selection criteria will be applied to assess the relevance of the applications received:

- Ensuring a high level of expertise and relevant experience from the member organisations

[3] International Partnerships - International Partnerships
[4] Priorities 2024-2029 - European Commission
[5] International Partnerships - International Partnerships

- Ensuring a broad representativeness to give the voice to as many stakeholders as possible by taking into account the amount of members and constituencies that the member organisations represent
- Ensuring geographical balance by including member organisations that represent all regions (Latin America and the Caribbean, Asia and the Pacific, Africa and Europe). This is reflected in the allocation table in chapter 2.1.
  Consideration will also be given to representation of subregional areas.
- Ensuring diversity in the types, mandates and areas of focus of member organisations so that a wide range of perspectives and interests is represented.

For any further information please contact:
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ANNEXES:

- I Classification form
- II Selection criteria form
- III Privacy statement

Annex I - Classification form[6]

To be filled in by all applicants

This application is made as:

The organisation

Non Governmental Organisation – Asia & Pacific
Non Governmental Organisation - Africa
Non Governmental Organisation - Latin America & Caribbean
Non Governmental Organisation - Europe
Non Governmental Organisation - Global
Cooperatives - Asia & Pacific
Cooperatives - Africa
Cooperatives - Latin America & Caribbean
Cooperatives - Europe
Cooperatives – Global
Trade Unions - Asia & Pacific
Trade Unions - Africa
Trade Unions - Latin America & Caribbean
Trade Unions - Europe
Trade Unions - Global
Local Authorities – Asia
Local Authorities - Africa
Local Authorities - Latin America & Caribbean
Local Authorities - Europe
Local Authorities – Global
Professional and business associations – Asia & Pacific
Professional and business associations – Africa
Professional and business associations – Latin America & Caribbean
Professional and business associations - Europe
Professional and business associations - Global
Diaspora organisations
Foundations - Europe
Foundations - Global
Youth organisations - Asia & Pacific
Youth organisations - Africa
Youth organisations - Latin America & Caribbean
Youth organisations - Europe
Youth organisations - Global

[6] This form must be filled in, signed and returned with the application.

Annex II: Selection criteria form[7]

Applicants are requested to describe how they fulfil the eligibility criteria listed in this call and attach all supporting documents.

• Either represent a **network in the region or at global level**, provided that, for at least 3 years, (i) they have been working in the areas of development, international partnerships and DG INTPA priorities[8] and (ii) they have been engaged with partner countries:	• Number of member organisations: • Region(s) of operation: • Work experience: • Engagement in EU partner countries:
• Or represent a **European national CSO network or ALA**, provided that, for at least 3years, (i) they have been specialised in one or more priority areas of DG INTPA, (ii) they have been engaged with partner countries, and (iii) they have collaborated or been affiliated with other EU regional or global networks of CSOs or ALAs working on INTPA priorities. […]	• Number of member organisations in Europe: • Specialisation/work experience: • Engagement in EU partner countries: • Collaboration or affiliation with other EU regional or global networks of CSOs or ALAs working on INTPA priorities:
• Have proven capacity to collect information from their local members to enrich the dialogue in the PFD and to disseminate information/communications on PFD discussions to their members.	• Proven capacity, e.g. via an existing database or dissemination tool or feedback mechanisms:
• Have proven and relevant competence and experience, in areas relevant to EU's international partnerships; specifically, have knowledge and experience working with current EU policy and project implementation through their members […]	• Proven and relevant competence and experience:
• Good knowledge of English, French or Spanish […]	• English Y/N • French Y/N • Spanish Y/N

Organisation:

[7] This form must be filled in, signed and returned with the application.

[8] International Partnerships - International Partnerships

Name of the organisation[9]: …….
EU Transparency Register Number[10]……
Website of the organisation: ……..
Country where the organisation is headquartered: …….
Area of expertise/subject focus of the organisation:……

Representative:

First name and surname of the representative proposed: …….
Position/role of the proposed representative/s:……..
Country where the proposed representative is located, if different from the organisation's headquarter……..

First name and surname of the person applying on behalf of the organisation (if different from the representative): …….

Date: …….

Signature ……..

[9] It is mandatory to use exactly the same name used when registering in the EU Transparency Register.
[10] All applicants must be registered with the EU Transparency Register: (Home - Transparency register - European Union)

Annex III: Privacy statement



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection, renewal, replacement, and termination procedures related to members of the "Policy Forum on Development" (PFD)

Data Controller: Directorate-General for International Partnerships/ Directorate for Human Development, Migration, Governance and Peace/Local Authorities, Civil Society and Foundations Unit (INTPA.G2)

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to 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, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation: Selection, renewal, replacement, and termination procedures related to members of the "Policy Forum on Development" (PFD) undertaken by Directorate-General for International Partnerships/ Directorate for Human Development, Migration, Governance and Peace/Local Authorities, Civil Society and Foundations Unit (INTPA.G2) is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: DG INTPA collects and uses your personal information to fulfil the selection, renewal, replacement, and termination procedures of members of the PFD. Interested organisations are invited to submit their application containing personal data to INTPA G2 via email. All applicant organisations need to be registered in the EU Transparency Register[11]. The applications are evaluated by the colleagues of INTPA G2 and in consultation with other relevant units in DG INTPA and the EEAS, where appropriate. They will be saved in electronic format.

Following the finalisation of the evaluation and selection procedure your personal data will be shared with the Commission's contractor for the purposes of organisation/management of the PFD meetings".

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

The processing operations on personal data are necessary and lawful under the following article and recital of the Regulation (EU) 2018/1725:

Article 5 (1) (a): 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;

Recital 22: Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

More specifically, Article 11(2) of the Treaty on the European Union[12] stipulates that the institutions shall maintain an open, transparent and regular dialogue with representative associations and civil

[11] http://ec.europa.eu/transparencyregister/public/homePage.do; please find here the rules on the personal data protection in relation of EU Transparency Register registrations: https://ec.europa.eu/info/privacy-policy_en

[12] OJ C 202, 7.6.2016, p. 1.

society, while Article 15(1) of the Treaty on the Functioning of the European Union[13] foresees that in order to promote good governance and ensure the participation of civil society, the Union's institutions, bodies, offices and agencies shall conduct their work as openly as possible.

The names of the representatives of the PFD member organisations are usually not published, as those persons only express the position of the organisation or entity that they represent, and, therefore, it is the name of the organisation that matters to ensure transparency of the work of the PFD. Any publication of names of the representatives of organisations is based on prior consent (Article 5(1)(d) of Regulation (EU) 2018/1725), unless specific and exceptional circumstances make it necessary to publish them to achieve the purpose of the processing operation, in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725. No other types of personal data of representatives are published.

No restrictions under Article 25 of Regulation (EU) 2018/1725 apply.

4. Which personal data do we collect and further process?

In order to carry out this processing operation INTPA.G2 collects the following categories of personal data:

- Information relating to the person applying on behalf of the applicant organisation (surname, first name, professional position) and to the proposed representative (title, surname, first name, gender, professional position).
- Information provided by the applicant to contact the representative: country, telephone number, email address.
- Information provided by the applicant to allow the verification of the eligibility and selection criteria as laid down in the call for expression of interest: place of residence, professional experience (job title, length, company name, company type and web address of company, main tasks and responsibilities), personal skills and competencies (ex. skills/expertise in any of the Global Gateway key areas of partnership and its principles, human development, financial analysis, etc.).
- Fields of Expertise;
- Personal information that are likely to appear in the supporting documents
- Signatures

We have obtained your personal data from the person applying on behalf of your organisation.

5. How long do we keep your personal data?

The Data Controller, i.e. INTPA G2, only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing (the organisation, management and follow – up to procedures for the selection of members of the PFD), namely for the life of the PFD project. The retention period starts from the date of your application. Your personal data is only kept for as long as follow-up actions to PFD activities are necessary, considering the purpose(s) of the processing of personal data.

All personal data will be deleted from databases 5 year after the last action in relation to the PFD project.

6. How do we protect and safeguard your personal data?

[13] OJ C 202, 7.6.2016, p. 47.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Following the finalisation of the evaluation and selection procedure your personal data will be shared with the Commission's contractor for managing the technical facility to the Policy Forum on Development for the purposes of organisation/management of the PFD meetings. The Contractor performing processing operations on behalf of DG INTPA for the purposes of the PFD project under a contract or legal act. Personal data received with the registration is stored on the Contractor's servers and used solely for logistic management, networking and/or statistic purpose. The Contractor uses appropriate technical and organisational measures to secure personal data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to personal data is restricted to the Contractor's staff specifically contracted for the Technical and Logistical Assistance for the facilitation of dialogue and consultations with civil society and local authorities, mainly in the framework of the Policy Forum on Development, and who will handle the information you provide in a proper and confidential manner.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation, which is lawfully carried out pursuant to Article 5(1)(a).
The processing of your personal data by the data controller (INTPA G2) is necessary for carrying out the purposes described above in section 2.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description in your request.

9. Contact information

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit G2 – Local Authorities, Civil Society and Foundations, INTPA-G2@ec.europa.eu

The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.