

UPSIDEDOWN Project
TOR- Terms of Reference for Experts attending EUG Workshops and
Participating in the Research on the underground mapping

1 Background

The aim of this note is to set out ToR for experts who would be attending regional EUGs (Expert User Groups) in

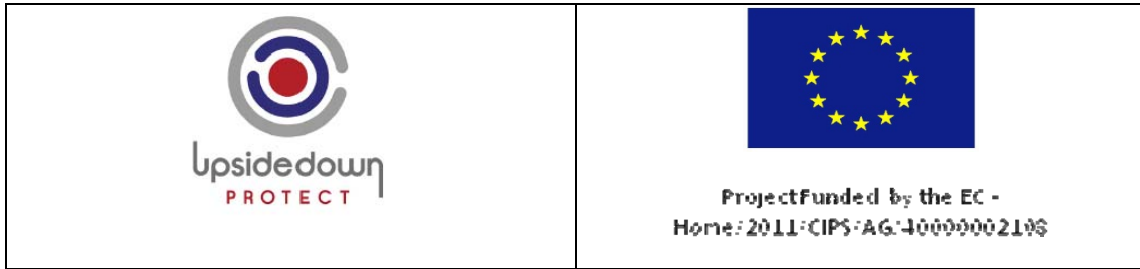
Country hosting the meeting	Date	Origin of the experts
Madrid, Spain	May 20-21, 2013	ES, PT, EL, MT, CY
Milano, Italy	June 19-20, 2013	IT, FR, BE, LU, NL
Pilsen, Czech Republic	September 19-20 2013	CZ, DE, SK, RO
Dublin, Ireland	January 16-17 2014	IE, UK, SE, DK, FI
Warsaw, Poland	April 7-8 2014	PL, EE, LV, LT
Ljubljana, Slovenia	July 1-2 2014	SI, AT, HU, BG

and participate in the research on the current situation concerning underground mapping, compliance with Inspire Directive, cadastres and the related security. It is envisaged that 6 EUGs will be held with a total involvement of about 150 experts. In Annex 1 please find the scheduled EUGs and the number of experts required for each EUG/country.

The experts would be drawn from all 27 EU countries, in line with Annex 1.

The experts would be drawn from the following main stakeholder groups:

- National, Regional and/or Local authority engineering personnel responsible for the management and service of underground utilities
- Public or private utility companies, with specific attention to water and sewage utilities
- Disaster response personnel from various levels of government
- Engineering associations/institutes
- Representatives of the body responsible for implementation of the INSPIRE Directive
- Security establishment personnel



- Private companies which supply technologies or services able to locate underground utilities (GIS, Georadar, etc.)
- National mapping and cadastral agencies (public and private)

2 Types of Experts

Experts can be classified in a number of ways.

Thematic Area

Three basic types of experts are identified. Firstly there are utility specific experts such as civil engineers who understand issues related to the provision, operation and maintenance of the physical underground and critical infrastructure, particularly water and sewage.

Secondly, there are experts regarding information and ICT system matters for the management of public data. This group could include GIS specialists, data base designers and managers, systems analysts and/or web experts and it's mandatory that they have a very specific relation with the following sectoral areas: city and underground mapping, design and maintenance of public platforms containing data/metadata in the field of urban planning, previous activities within public-private utility service.

Thirdly, there are experts in security and disaster response matters. This category may include anti-terrorist specialists, police, risk analysts.

Organisation

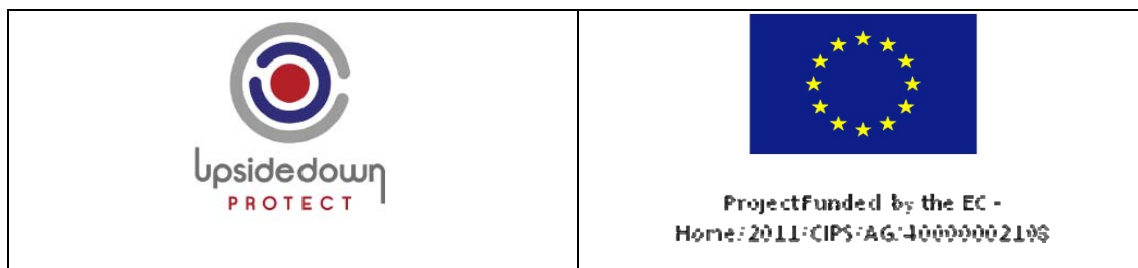
From an organizational perspective experts can be classified in a number of ways. They can come from the private sector, public sector, academic/research sector or from the community sector.

The experts can come from organisations operating at different geographic levels, namely, local, regional, national, or international

Position in Hierarchy

Broadly experts could be from managerial level to operational levels. Managers would have significant control over policy and resource allocations within their organisation.

It is important that the EUG workshops are attended ideally by persons from all these categories of experts.



The Experts are divided into two main groups: National Experts and Regional Experts. The following experts will be recruited for the activity as described below:

Country hosting the meeting	National Experts	Regional Experts
Madrid, Spain	ES 20	3-PT, 2-EL, 1-CY
Milano, Italy	IT 30	3-FR, 2-BE, 1-LU, 2- NL, 1-MT
Pilsen, Czech Republic	CZ 10	5-DE, 2- SK, 2- RO
Dublin, Ireland	IE 15	5-UK, 2-SE, 2-DK, 1-FI
Warsaw, Poland	PL 15	2-EE, 2-LV, 2-LT
Ljubljana, Slovenia	SI 10	4-AT, 3-HU, 3-BG

A reasonable proportional balance between water and sewage experts and an appropriate territorial representativeness will be part of the selection criteria.

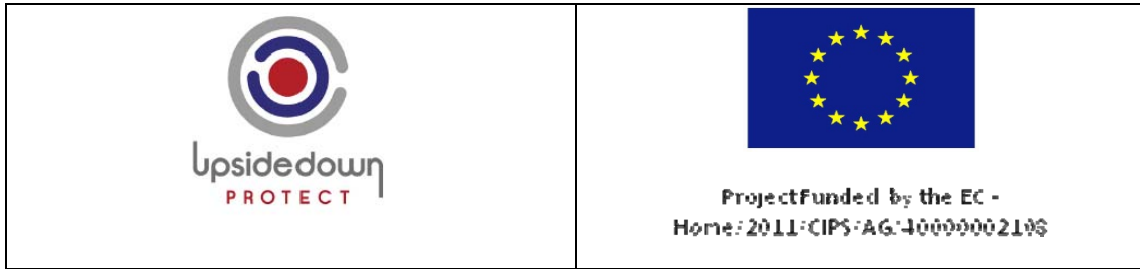
3 Tasks for Experts

Detailed work description is contained in the project WP 2 and WP3. Following task are required from the experts:

- 3.a) One day Participation to the Expert Meeting (EUG) in one of the locations as specifies in the ANNEX 1
- 3.b) Fill-in the ex ante questionnaire in ANNEX 2 regarding his specific area of activity/territory
- 3.c) Writing one ex post report (min. 3000 characters in Arial10 formats) in line with the form ANNEX 3.

Documents 3.b must be submitted not later than 7 days before the forecast date of the regional EUG Meeting.

Document 3.c must be submitted within 10 days after the regional EUG Meeting participation.



4. Reimbursements and Salary

For the activities described in point 3, the following salaries and reimbursements are foreseen:

- All experts will receive a gross salary of €560,00 (including VAT and any other cost foreseen by MS legislations) for 3 days activity against presentation of a receipt or invoice, after the signature of the appointment letter.
- 50 EUG members coming from countries different than the country hosting the EUG, as specified in ANNEX 1, will receive a reimbursement for their flights (max cost allowed €220) and 1 day accommodation (max cost allowed €220,90) equal to €440,90.
- 100 National EUG members, coming from the country where the EUG is hosted, will receive a reimbursement for their travel by train or by car up to a max amount of euro 120,00.

Reimbursement will be paid against presentation of the related costs.

5. Reimbursements and Salary

Candidates will be selected by sending CV in Europass Format in English to the following selection office:

simon.vrecar@eurogi.org

Pre-requisite for the participation to the selection is the knowledge of English language at a level not inferior to B1.