

Call for expression of interest to participate in EIOPA's Occupational Pensions Stakeholder Group (OPSG)

I. Introduction

1. The mandate of the current Occupational Pensions Stakeholder Group (hereinafter referred to as "the Group") will expire on 3 September 2018. The European Insurance and Occupational Pensions Authority (EIOPA, hereinafter referred to as "the Authority") is therefore calling for the expression of interest from potential stakeholders.
2. The Group is set up to help facilitate consultation with stakeholders in areas relevant to the tasks of the Authority.
3. Members of the Group, 30 in total, are individuals appointed to represent in balanced proportions institutions for occupational retirement provision operating in the Union, representatives of employees, representatives of beneficiaries, representatives of SMEs and representatives of relevant professional associations. At least five of its members shall be independent top-ranking academics. Ten of its members shall represent institutions for occupational retirement provision.
4. Members of the Group shall serve for a period of two-and-a-half years, following which a new selection procedure shall take place.
5. This call for expression of interest is open to candidates from the Member States of the European Union and of the European Economic Area¹. Applicants should be reminded that unless a ratified withdrawal agreement establishes another date, or unless the European Council decides to extend the two year period provided for in Article 50 TFEU, all Union primary and secondary law will cease to apply to the United Kingdom (UK) from 30 March 2019, 00:00h (CET). The UK will then become a third country. Subject to a withdrawal agreement with the UK, the new status of the UK must from that moment be taken into account also for the purposes of Article 37 para. 2, 3 and 4 of the EIOPA Regulation.²

¹ Iceland, Liechtenstein and Norway.

² According to those provisions, the Occupational Pensions Stakeholder Group is composed of members representing in balanced proportions institutions for occupational retirement pensions operating in the Union, representatives of employees, representatives of beneficiaries, representatives of SMEs and representatives of relevant professional associations. Where representatives cease to meet the requirements of the EIOPA Regulation, they may be replaced by the Board of Supervisors.

6. The statutory rules and requirements of the Group described in this document are set out in Regulation (EU) No 1094/2010 of the European Parliament and of the Council of 24 November 2010 establishing the European Insurance and Occupational Pensions Authority (EIOPA)³ (hereinafter referred to as “the Regulation”) and in particular in Article 37⁴.

II. The Authority

7. EIOPA is an independent European Authority established on 1 January 2011. EIOPA’s core responsibilities are to support the stability of the financial system, transparency of markets and financial products as well as the protection of insurance policyholders, pension scheme members and beneficiaries.

8. The Authority is located in Frankfurt am Main, Germany.
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EIOPA

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E-mail: Stakeholder.Groups@eiopa.europa.eu

Internet: www.eiopa.europa.eu

OPSG webpage: <https://eiopa.europa.eu/about-eiopa/organisation/stakeholder-groups/occupational-pensions-sg>

III. Call for Expression of Interest

9. Persons wishing to become a member of the Group are invited to do so in accordance with the provisions of this call.
10. The Authority will draw up a list of candidates who meet the criteria set out in section VII “Selection criteria” below. At the end of June 2018, a decision will be taken by the EIOPA Board of Supervisors on the composition of the Group and the appointment of its 30 members. Following the acceptance by all members, the composition shall be made public. This decision will officially enter into force on 4 September 2018, the day after the mandate of the current Group expires. In making its decision, the Board of Supervisors shall, to the extent possible, ensure an appropriate geographical and gender balance and representation of stakeholders across the Union⁵.
11. The document regarding the “Selection procedure for members of the EIOPA Stakeholder Groups” describes the criteria and methodology applied and is publicly available on the [EIOPA website](#).
12. The Group, representing relevant stakeholders in the field of activities of EIOPA, is composed of the categories listed under Article 37 of the Regulation; for the OPSG:
 - Institutions for occupational retirement provision operating in the Union (IORPs, “industry”)
 - Representatives of employees
 - Representatives of beneficiaries
 - Representatives of SMEs
 - Representatives of relevant professional associations

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:331:0048:0083:EN:PDF>

⁴ See Annex 1

⁵ According to Art. 37(4) of the Regulation

- Independent top-ranking academics

A description of the categories is included in the online application form.

13. Each member of the Group must only represent one category. Applicants can only submit one application for the category for which he/she will need to meet the conditions outlined in Section VII. For candidates interested in IRSG and OPSG, separate applications must be submitted.
14. Members of the Group shall not be in a situation of conflict of interest with another category represented in the Group. Examples of conflicting interests would be: a beneficiaries' representative who is a member of a Board of an IORP, an academic being employed by an IORP or a corresponding trade body/association.

IV. Description of tasks

15. According to Article 37 of the Regulation, the main tasks of the Group are:
 - a) to advise the Authority on actions taken in accordance with the Regulation concerning regulatory technical standards and implementing technical standards;
 - b) to advise the Authority on actions taken in accordance with the Regulation concerning guidelines and recommendations, to the extent that these do not concern individual financial institutions;
 - c) to advise and assist the Authority in assessing the potential impact of the proposed draft regulatory and implementing technical standards, guidelines and recommendations, to the extent that these do not concern individual financial institutions.
16. The Group may submit opinions and advice on any issue related to the tasks of the Authority with particular focus on the areas listed above and on the following ones:
 - a) requesting, as appropriate, the Authority to investigate the alleged breach or non-application of Union law;
 - b) contributing to the Authorities' efforts to establish a European common supervisory culture and consistent supervisory practices;
 - c) advising the Authority on its peer review activity;
 - d) contributing to the Authority's assessment of market developments.
17. Members of the Group are bound by confidentiality requirements in relation to all non-public information they are provided with while performing their tasks.
18. The Authority ensures adequate secretariat support is available for the Group and makes public the opinions and advice of the Group and the results of its consultations. The Authority is also committed to make best efforts to give a high degree of visibility to the work of the participants of the Group in carrying out their tasks.
19. All opinions and advice of the Group shall be drafted in English, which is the working language of the Authority. Interested candidates should note that language interpretation will not be available at the Group's meetings.

V. Place of provision of services

20. The Group meets at least 4 times a year⁶ at the Authority's premises in Frankfurt am Main. The meetings are organised in co-ordination with the Authority. The inaugural meeting has been scheduled for 17 October 2018.

⁶ According to Art. 37(1) of the Regulation

VI. Current compensation policy

21. Adequate compensation is provided to members of the Group that represent non-profit organisations, such as academics, beneficiaries or employees'/trade-unions representatives, excluding industry representatives.
22. Travel expenses for meetings will be reimbursed. The cost of accommodation is reimbursed up to the price ceiling established by the European Commission for Frankfurt (currently EUR 128 per night).
23. In addition, a compensation of EUR 150 per meeting day and another EUR 150 for one preparatory day per meeting and a daily subsistence allowance per meeting day, in line with the European Commission daily subsistence allowance for Frankfurt (currently EUR 97), will be paid in accordance with the procedures adopted by the Authority. If the Group member participates in a meeting via conference call, the member allowance is EUR 37,50. A Group member shall not receive Stakeholder Group member allowances (allowances and travel reimbursements) exceeding EUR 10,000 in any calendar year.

VII. Selection criteria

24. Be a national of a Member State of the European Union or the European Economic Area by the application deadline.
25. The Authority shall assess the eligibility of individual candidates against the following **mandatory criteria**:
 1. Experience: Candidates need to meet the conditions of belonging to one of the categories to become eligible. Further, minimum 4 years of relevant professional experience in the financial services sector is required for all Stakeholder Group membership categories. The professional experience and expertise ("professional quality") of a candidate will be assessed against the category selected by the candidate in the application form⁷.
 2. Availability⁸ to participate in meetings at least 4 times a year and commitment between meetings to deliver active contributions and carry out significant work to prepare the output of the Group (opinions, feedback statements, position papers, reports etc.).
 3. Command of English: have sufficient English written and oral communication skills to enable the candidate to actively participate in the work of the Group;
26. Furthermore, the following **exclusion criteria** will be applied:
 - Candidate is in a situation of conflict of interest as defined under point 14; to this aim, candidates applying for the categories of beneficiaries' representatives and academics will be requested to submit a declaration of any interests which might be considered prejudicial to their independence.
 - Candidate has been found guilty of fraud or misconduct; to this aim, all candidates will be requested to submit a declaration on questions relating to fraud or misconduct to be signed by the candidates in the application form.
27. In the process of making the final selection of the Group on the basis of the list of eligible candidates, the EIOPA Board of Supervisors will take into account the degree of balanced and proportionate representation achievable considering: professional expertise for the relevant category, gender, nationality and field of representation.

⁷ EIOPA notes that experience beyond the minimum criteria will be highly valued and in most cases be absolutely necessary.

⁸ Please note that the first meeting after the selection of the Group is expected to take place on 19 September 2018.

VIII. Application details

- 28.Applications shall be accepted only from individuals in their personal capacity. In the event of a successful application, only the natural person who was originally appointed by the Authority shall be admitted to the Group. No substitution shall be permitted throughout the full duration of the appointment. If a member of the Group does not personally attend three consecutive meetings of the Group, that member will be deemed to have resigned.
- 29.Members of the current Group (2015-2018), who were not members of the prior Group (2013-2015), may apply for a second term and must follow the procedure as outlined in the present Call for Expression of Interest.
- 30.Expressions of interest received from interested candidates shall include documentation demonstrating that the candidate meets the above criteria (section VII).
- 31.Applications must be submitted in accordance with the procedures set out below:
- **Online application form.** Within the online application form, candidates are required to complete all requested information. The form can be found at the EIOPA website or following the link in point 33 "OPSG application". The tool allows working on a draft that can be saved and submitted at a later stage. We strongly encourage applicants to fill in the form well before the deadline expires to avoid systems bottlenecks or IT failures leading to missing the submission deadline.
 - **Curriculum Vitae (CV):** the online application form includes respective boxes for describing the experience, skills and competences of the candidate. In addition, as part of the online application process, candidates will be requested to submit their CV.
 - **Motivation Letter:** Candidates are highly encouraged to clearly state the reasons for the application as well as main expectations as to the candidate's future contribution to the work of the Group. A respective box is provided in the online form.
- 32.Incomplete, delayed or wrongly submitted applications shall not be considered.
- 33.The main reasons for considering an application as incomplete, delayed or wrongly submitted are presented below:
- No submission of the candidate's CV;
 - No submission of the candidate's application form duly signed, including the declaration of conflict of interest, if relevant;
 - Submission after the deadline;
 - The wrong application form is used for example the application form provided by EBA or ESMA in response to calls of expression of interest for the setting up of their respective Stakeholder Groups;
 - The application is withdrawn and an alternate candidate from the same organisation is announced, while the deadline for submitting applications has already expired;
 - Mismatch between the selected category and the information submitted;
 - More than one category is selected;
 - More than one application is submitted for the same group.

Applications must be submitted by no later than **26 April 2018, 23:59 CEST** (the date of receipt is taken as a proof) by completing the survey/questionnaire at this link: <https://ec.europa.eu/eusurvey/runner/Apply-here-for-OPSG-2018>

After submission applicants shall receive an acknowledgement of receipt via e-mail within 2 weeks.

34. The Authority publishes the composition of the Group (i.e. full names and nationality, employer, category represented) on its website as well as short biographies of the members.

IX. Other information:

35. Applicants will be informed of the result of their application no later than July 2018.

36. Eligible candidates who are initially not selected to become members of the Group will be asked if they wish to be on a reserve list, with the possibility to be invited to become a member of the Group at a later stage, should a vacancy in the Group arise.

37. Applicants are obliged to keep the Authority informed of any change in their professional situation or contact details, so that their application is kept up to date.

38. EIOPA, as a European body, applies the data protection principles and rules as laid down in the Regulation (EC) N° 45/2001. Please read the personal data protection notice that can be downloaded from [EIOPA's website](#).

X. Date of publication of the call for expression of interest: 1 March 2018

Annex I

Article 37 (of the EIOPA Regulation)

Insurance and Reinsurance Stakeholder Group and Occupational Pensions Stakeholder Group

1. To help facilitate consultation with stakeholders in areas relevant to the tasks of the Authority, an Insurance and Reinsurance Stakeholder Group and an Occupational Pensions Stakeholder Group shall be established (hereinafter collectively referred to as the "Stakeholder Groups"). The Stakeholder Groups shall be consulted on actions taken in accordance with Articles 10 to 15 concerning regulatory technical standards and implementing technical standards, and, to the extent that these do not concern individual financial institutions, Article 16 concerning guidelines and recommendations. If actions must be taken urgently and consultation becomes impossible, the Stakeholder Groups shall be informed as soon as possible.

The Stakeholder Groups shall meet at least four times a year. They may, together, discuss areas of mutual interest and shall inform each other of the other issues being discussed.

Members of one stakeholder group may be also members of the other stakeholder group.

2. The Insurance and Reinsurance Stakeholder Group shall be composed of 30 members, representing in balanced proportions insurance and reinsurance undertakings and insurance intermediaries operating in the Union, and their employees' representatives, as well as consumers, users of insurance and reinsurance services, representatives of SMEs and representatives of relevant professional associations. At least five of its members shall be independent top-ranking academics. Ten of its members shall represent insurance undertakings, reinsurance undertakings or insurance intermediaries, three of whom shall represent cooperative and mutual insurers or reinsurers.

3. The Occupational Pensions Stakeholder Group shall be composed of 30 members, representing in balanced proportions institutions for occupational retirement provision operating in the Union, representatives of employees, representatives of beneficiaries, representatives of SMEs and representatives of relevant professional associations. At least five of its members shall be independent top-ranking academics. Ten of its members shall represent institutions for occupational retirement provision.

4. The members of the Stakeholder Groups shall be appointed by the Board of Supervisors, following proposals from the relevant stakeholders. In making its decision, the Board of Supervisors shall, to the extent possible, ensure an appropriate geographical and gender balance and representation of stakeholders across the Union.

5. The Authority shall provide all necessary information subject to professional secrecy as set out in Article 70 and ensure adequate secretarial support for the Stakeholder Groups.

Adequate compensation shall be provided to members of the Stakeholder Groups representing non-profit organisations, excluding industry representatives. The Stakeholder Groups may establish working groups on technical issues. Members of the Stakeholder Groups shall serve for a period of two-and-a-half years, following which a new selection procedure shall take place.

The members of the Stakeholder Groups may serve two successive terms.

6. The Stakeholder Groups may submit opinions and advice to the Authority on any issue related to the tasks of the Authority with particular focus on the tasks set out in Articles 10 to 16, and Articles 29, 30 and 32.

7. The Stakeholder Groups shall adopt their rules of procedure on the basis of the agreement of a two-thirds majority of their respective members.

8. The Authority shall make public the opinions and advice of the Stakeholder Groups and the results of their consultations.