

# **Annex B**

## **to EMSA/OP/24/2015 Tender Specifications**

# **Template for Staff list for the service contract**

**(CV summary information)**

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## Introduction

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This Template document should be used by the Bidders in order to list the experts to be made available for executed tasks under the service contract and present the key elements describing the staff's education and working experience

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## Staff list template

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Fill Template here-after with the relevant information on **the key-persons of the Team** that will execute the work described in the Tender Specifications. In addition to this table the offer should include the detailed CVs of the experts (Europass **format** in English language desirable, refer to <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) in your bid.

**Important Note**

The list should include per profile the minimum number of experts required in accordance to the tender specifications

**Template - Team Members to be made available for activities under the service contract**

Team Member Name	Profile as per tender specifications (Project Manager, Senior Analyst etc.)	Key responsibilities within the team	Education (e.g. PhD or Master in Computer Science) Years of studies	Languages/ Level (as per Europass standards)	Working experience total (years)	Working experience (years) In activities similar to those in the role assigned in the team	Summary of key skills (incl. professional certificates)	List similar projects/services than those contracted executed in the past by the team member