

Date: 22.10.2021

No.: 302-8/2021/12

Amendment to the Public invitation to enrol in the “Register of Experts for the implementation of Life Cycle Assessment – LCA analysis”

1. **The purpose of the invitation** is to establish a register of experts to carry out an integrated environmental impact assessment (LCA: Life Cycle Assessment), arising in the product life cycle (LCA).
2. **The aim of the invitation** is to publish a public list of suitably qualified experts in this field, and to support companies that will participate in public tenders or public calls by SPIRIT Slovenia, Public Agency / SPIRIT Slovenija, javna agencija (hereinafter: SPIRIT), Slovenski podjetniški sklad / Slovene Enterprise Fund, Ministrstvo za gospodarski razvoj in tehnologijo / Ministry of Economic Development and Technology (hereinafter: the Ministry) or its implementing institutions, in selecting a suitable expert.

General condition:

The applicant can be a legal or natural person under public or private law, which is registered for the performance of an economic activity in the country of its registered office and which will issue invoices for the professional's services.

Experts who fulfil the following conditions will be entered in the register:

1. Has completed training and/or have knowledge in the field of LCA analyses

Evidence:

- A certificate of completion of studies in this field, **or**
- A certificate of passing an exam in this field or a copy of a valid certificate of completed training in the field of LCA at professional software developers for LCA analysis or foreign universities, **or**
- Evidence of published at least two scientific articles and studies in the field of LCA analysis (link, copy), **or**
- Evidence of participation in a European or ARRS¹ project, within which a study in the field of LCA was conducted.

2. Demonstrates at least two references in the field of LCA analysis in the period of five years until the submission of the application for entry in the records; LCA analyses are prepared in

¹ ARRS: Public Agency of the Republic of Slovenia for Research Activity / Javna agencija za raziskovalno dejavnost RS

accordance with standard 14040 and 14044 and in accordance with the ILCD Manual (<https://eplca.jrc.ec.europa.eu/ilcdHandbook.html>).

Experts in the construction industry need to provide at least two references for completed analyses in accordance with EN 15804 (at least one study according to EN 15804:2012+A2:2019 and at least one additional study according to EN 15804 (any version))

Evidence:

- The submitted form “**Confirmation of references by individual clients**” (Form 2) must be completed separately for each reference.

- 3. Has guaranteed access to the licensed version of professional software releases such as e.g. SimaPro, GaBi or Umberto, the use of Open LCA is also allowed, with an integrated Ecoinvent or GaBi Professional database that is not older than 6 years (freely available demo versions of the software are not suitable)**

Evidence:

- A copy of evidence of purchased license (invoice, contract, copy of license or other equivalent documents)

- 4. Has a concluded work or other contractual relationship with the company through which he / she will provide the service (applicant)**

Evidence:

- A copy of the evidence of concluded work or other contractual relationship with the applicant

The records of experts and their references shall be public. In the event that the applicant does not wish to make any of the references publicly available, he / she may specifically mark this reference in the application form.

The record shall contain the following personal data of the interested person: name and surname, contact details (e-mail address and telephone number) and the references.

SPIRIT processes the mentioned data until the revocation of the consent by the interested person, but no later than three years from the entry in the records. After the expiry of this period, SPIRIT may process the said data only with the new consent of the interested person.

Registered applicants and / or experts enter into a contract with the recipients of services following public tenders or calls, in which they define the scope and field of work and the contract value. In doing so, they take into account all provisions and restrictions, which are determined in more detail by individual public tenders, calls, etc.

Method of registration and application deadline

The public invitation shall be open until revoked.

The application for entry in the records is submitted by the expert exclusively on electronically completed and signed forms and together with the required evidence in pdf form is sent to the e-mail address: lca-evidenca@spiritslovenia.si.

Application documentation

The invitation is available at: <https://www.spiritslovenia.si/razpis/375>.

SPIRIT Slovenia / SPIRIT Slovenija reserves the right to change the public invitation. The changes will be published on the Agency's website and the registered experts will be notified of any changes via e-mail.

Validation and activation of applications

The review, validation and activation of applications will be performed by a contractor authorized by SPIRIT Slovenia / SPIRIT Slovenija. Applications will be processed on an ongoing basis within 5 working days of submitting the application. If the authorized person finds that the application is incomplete or does not show the required conditions, he / she may invite the applicant by e-mail to complete or submit of missing evidence. SPIRIT Slovenia / SPIRIT Slovenija will enter the experts who will submit complete applications and demonstrate the fulfillment of the required conditions in the records published on the website. The expert will be notified of the entry in the records at the e-mail address provided in the application.

Also, the expert has the right to request deletion from the records at any time. If the expert has previously assumed the obligations arising from possible contracts for the performance of LCA analyses, he / she is obliged to fulfill them completely, regardless of the change in the records.

Additional information

For further information regarding the content of the invitation, the following e-mail address is available to interested applicants: lca-evidenca@spiritslovenia.si.

SPIRIT Slovenia, Public Agency
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