Administrative Support
Request for Quotation
CAR 2 CAR Communication Consortium

About the C2C-CC

Enhancing road safety and traffic efficiency by means of Cooperative Intelligent Transport Systems and Services (C-ITS) is the dedicated goal of the CAR 2 CAR Communication Consortium. The industrial driven, non-commercial association was founded in 2002 by vehicle manufacturers affiliated with the idea of cooperative road traffic based on Vehicle-to-Vehicle Communications (V2V) and supported by Vehicle-to-Infrastructure Communications (V2I). Today, the Consortium comprises 73 members, with 11 vehicle manufacturers, 32 equipment suppliers and 30 research organizations.

Over the years, the CAR 2 CAR Communication Consortium has evolved to be one of the key players in preparing the initial deployment of C-ITS in Europe and the subsequent innovation phases. CAR 2 CAR members focus on wireless V2V communication applications based on ITS-G5 and concentrate all efforts on creating standards to ensure the interoperability of cooperative systems, spanning all vehicle classes across borders and brands. As a key contributor, the CAR 2 CAR Communication Consortium works in close cooperation with the European and international standardization organizations such as ETSI and CEN.

Disclaimer

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CAR 2 CAR Communication Consortium

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1 Introduction

The CAR 2 CAR Communication consortium has existed since 2002 and for more than a decade had the same Administrator to handle the administrative tasks of the consortium. As the Administrator have decide to retire the consortium have decided to issue this Request for Quotation for the administrative tasks of the CAR 2 CAR Communication Consortium.

1.1 Car 2 Car Communication Consortium

Aiming on assisting accident free road traffic (Vision Zero) at the earliest time and enhancing road safety and traffic efficiency steadily by means of Cooperative Intelligent Transport Systems (C-ITS) – this is the dedicated goal of the CAR 2 CAR Communication Consortium (C2C-CC).

The industrial driven, non-commercial Consortium was established in 2002 by vehicle manufacturers affiliated to the idea of improving road safety by foresighted driving based on

- sharing information
- increasing perception
- improving awareness
- communicating intention
- supporting maneuver coordination

anywhere at any time, at lowest cost to the end user and the environment. The C2C-CC focuses on cooperative V2X (Vehicle-to-anything) communications and considers among others especially Infrastructure-to-Vehicle communication (I2V). The Car2X short-range communication is well suited to support foresighted driving as well as avoiding accidents by local tactical maneuvers.

The Consortium has evolved into one of the international key players with high reputation driving improvements in road safety and efficiency towards accident free road traffic covering

- all segments of vehicles
- all types of driver assistance
- all SAE levels of automation and
- all road users incl. VRUs

by developing cooperative V2X services and technologies and supporting their implementation in Europe.

According to the maintained roadmaps the Car2X deployment is organized in phases building on each other. The principle of seamless evolution of cooperative V2X technologies and services provides benefits in using the allocated spectrum efficiently, safeguards already taken investments and enables to benefit from competition and future innovations.

The members of the Consortium focus on Car2X applications build on the local ad-hoc wireless short-range communication ETSI ITS-G5 and subsequent radio standards. They concentrate all their efforts on creating standards and specifications ensuring the

- interoperability
- backwards-compatibility and
- seamless evolution

of powerful cooperative V2X implementations spanning all vehicles classes, across borders and brands. Mitigation of interference with existing communication systems (e.g. tolling) in neighborhood channels has been proofed. As key contributor, the Consortium works in cooperation with the European and international standardization organizations like ETSI and CEN and synchronizes its work closely with European road infrastructure stakeholders.

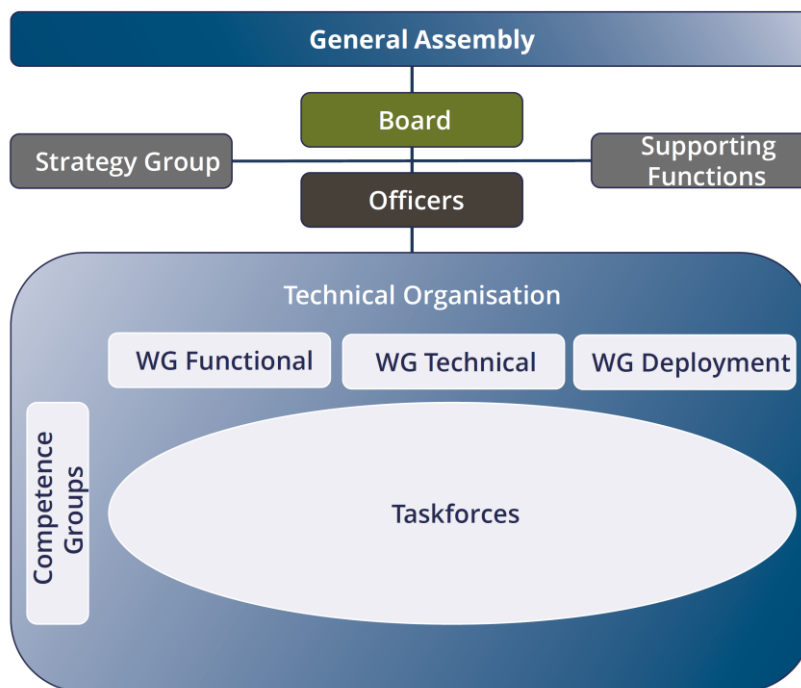## 1.2 Organizational Structure and Working Groups

Figure 1: Organizational Structure and Working Groups

The CAR 2 CAR Communication Consortium is organized with a technical organization where technical experts of the members of the consortium contribute to the work. The technical work is organized in a 'matrix-organization' where the general competences of the experts a clustered in Competence groups from where the expertise are called to work in Task Forces on given work items. The work in the technical organization are covered by work item descriptions and guided by 3 working groups that ensure coordination within their field of responsibility. The administration of the work of the consortium is performed by the officers of the consortium, the General Manager, The Administrator and other administrative support. The general Manager and the administrator reports to the Board (Steering Committee) that has the decision power of the organization between General Assemblies.

1.3 Car 2 Car Services & Membership

The CAR 2 CAR Communication Consortium publishes its released journals, documents and specifications on the website for public download free of costs. Furthermore, the Consortium offers the subscription of the information service "Follow Us" for receiving latest news from time-to-time.

Interested experts are invited to apply for participating in the annual two-days conference called CAR 2 CAR Forum for networking and receiving first-hand information from the Consortium. This service is subject to participation fees.

Companies and organizations being interested in actively contributing to the work of the CAR 2

CAR Communication Consortium are encouraged to join the Consortium as members. The application process starts with filling-in the questionnaire published on the website (https://www.car-2-car.org/membership/active-membership). C2C-CC members have to sign the Consortium Agreement and have to pay an annual membership fee except they are non-commercial universities or research organizations joining as non-voting members.

2   C2C-CC Key Data

Some basic assumptions that shall be used for calculating the effort.

Item	Duration / Frequency / Number / Volume
Steering Committee (Board) Meetings	10 p.a.
Car2Car-Weeks	4 p.a. á 4 days
Car2Car-Forum	1 p.a. á 2 days
# Members	73
# Members (paying)	43
# New Partners	< 10 p.a.
# Users	~ 300
# Competence Groups	~ 15
# Task forces	~ 20
# LoIs & MoUs	6 p.a.
# Documents	~ 30 p.a.
# Press releases	10 p.a.
# Social media updates	monthly

3 Tasks

The following outlines potential tasks to be carried out.

3.1 Work Item 1: Continuous administration

ID	Task
1.1	**General support and consortium front-end** • Provide the registered business address of the C2C-CC with a letterbox on its own. • Act as general contact point for all internal and external administrative issues and enquiries. • Clarify and/or forward any C2C-CC related requests. • Act as contact point for association register issues • Act as task owner and authorized representative for tax issues • Act as task owner and authorized representative of bank (trust) giro accounts • Act as task owner and authorized representative of the Internet domains, website hosting and other IT-tools (e.g. web-meeting tools) • Maintain public and internal websites, the collaboration area and other IT- tools and keep them operational • Act as task owner and authorized representative or contractor for external C2C-CC support and sub-contracts. • Archive business, tax and other relevant documents for 10 years • Provide storage for public relations and promo equipment
1.2	**Administration of Members and Account / Database Management** • Support the acquisition of new members • Handle new membership and withdrawal requests • Customize and co-sign the Declaration of Accession documents on behalf of the C2C-CC • Distribute information to members and specific groups • Setup and maintain the accounts of C2C-CC members and partners/guests (e.g. C-Roads or external experts) for databases, collaboration and other IT-tools. • Setup and maintain the lists, groups and sub-groups of all committees, working groups, work items, task forces and other collaboration groups • Setup and maintain e-mail reflector lists and allocate one administrative account for the reflector list
1.3	**Financial Administration** • Draft the budget planning for next fiscal year • Draft the annual budget plan for current year • Update the annual budget plan considering membership changes and SC decisions

- Create and provide offers on the membership fees and other services
- Create and issue invoices for the membership fees to members and partners
- Create and issue invoices to third parties for other services
- Monitor all payment processes
- Send out reminders if required

- Contract essential services for the C2C-CC (e.g. website, tooling, tax consultant)
- Sub-contract support activities on behalf of the C2C-CC
- Handle payment release processes of sub-contracted support
- Handle received (and released) invoices and their payments

- Hold and manage the C2C-CC trust giro accounts
- Monitor the giro accounts and the payments
- Report liquidity and status of payments to the steering committee

- Be responsible for book keeping and tax matters by the tax consultant
- Be responsible for handling all tax payments incl. trade tax by the tax consultant
- Organize the development of annual accounts by the tax consultant
- Report annual accounts to the steering committee
- Be responsible for tax declaration by the tax consultant
- Be responsible for any required information / declaration to public departments
- Provide copies of annual accounts and tax declarations to the partners and ensure the approval of the annual accounts according to the statutes of the organization

3.2 Work Item 2: Administration and Organizational Support

ID	Task	Volume
2.1	**Strategical, organizational and procedural support** • *All following tasks are to be executed by the ADMINISTRATOR** • Participate in major C2C-CC events (e.g. Car2Car-Week, Car2Car-Forum) • Participating in selected C-ITS related events (e.g. ETSI Workshop, C-ITS-demonstrations by other stakeholders) • Initiate and support complementing liaisons and contacts to projects and initiatives on C-ITS • Initiate and support of complementing cooperation with other stakeholders where required • Draft and prepare LoIs and MoUs with projects and organizations • Co-sign LoIs and MoUs on behalf of the C2C-CC • Handle new LoIs and MoUs and connected processes • Contribute to the design of C2C-CC processes considering GDPR • Contribute to the design of C2C-CC internal organizational structures • Contribute to drafting and maintaining the C2C-CC agreement • Contribute to drafting and maintaining annexes and complementing documents to the C2C-CC agreement • Contribute to drafting and maintaining of the scale of fees and member-contribution schedules • Contribute to drafting other proposals, documents and processes on request	
2.2	**Administrative support to the steering committee (managing board)** • *All following tasks are to be executed by the ADMINISTRATOR** • Schedule and prepare/organize the steering committee meetings as face-to-face meeting and/or conference call • Create the administrator´s report • Prepare and disseminate agenda slides of the meetings • Report to the steering committee: o Report to the steering committee on the membership and financial situation o Report to the steering committee on issues related to technical Organization, e.g. chairs, budgets o Report to the steering committee on other administrative or public relational issues • Draft the protocol of the steering committee meetings • Distribute the protocol and related documents • Upload the SC protocol and related documents to the Collaboration Area • Handle the budget planning and annual decision on membership fees for next year period	

2.3	**Administrative support to the annual General Assembly**
	• *All following tasks are to be executed by the ADMINISTRATOR**
	• Prepare and organize the (annual) General Assembly
	• Develop the General Assembly's agenda and administrator´s report on finances
	• Prepare the official invitation to the General Assembly
	• Invite all members to the General Assembly, provide related documents
	• Handle proxies and prepare and organize votings (by tool support)
	• Report to the General Assembly on membership and finances
	• Draft the protocol of the General Assembly
	• Distribute the General Assembly protocol to all active members and upload to collaboration area
2.4	**Organizational support to the Technical Organization (Car2Car-Weeks)**
	• Create a long term schedule of the CAR 2 CAR Weeks
	• Call for hosts and acquire hosts
	• Plan the detailed schedule for the CAR 2 CAR Weeks
	• Organize of the face-to-face / virtual CAR 2 CAR Weeks
	• Contract venue and catering as required
	• Call for requesting working group, task force sessions during the CAR 2 CAR Week
	• Develop the draft programme schedule of the CAR 2 CAR Week
	• Fixing the final programme schedule of the next CAR 2 CAR Week by virtual meeting with all technical chairs
	• Set-up and monitor the registration process of the CAR 2 CAR Weeks
	• supporting the CAR 2 CAR Week onsite
	• Prepare and organize the Opening Plenary session
	• Support sessions and meetings by organizing / handling of dedicated web-conferences
	• Prepare guidelines and templates for sessions and meetings
	• Prepare and organize the Closing Plenary session
	• Collect PR contributions, Work Item descriptions, other documents
	• Draft the protocol of the Opening and Closing Plenary session
	• Distribute the protocols and related documents and upload the protocols and related documents to the Collaboration Area
	• Develop and provide templates for Work Item descriptions
	• Develop and provide templates for WG documents
	• Develop documents outlining C2C-CC processes (e.g. Handbook)
	• Maintain the list of WG Work Items (Work Programme)
	• Maintain the descriptions of released Work Items
	• Update the Work Programme and request the approval from the steering

	committee • Update the documents in the Collaboration Area • Maintain the PowerPoint C2C-Scenario Tool Kit and its elements
2.5	**Organizational support to a generic event** • Support the planning and drafting of the event and its program/schedule • Contract venue, catering and additional staff as required • Organize the event registration, handle and monitor the online registration • Administrate speakers, guests and participants • Organize onsite venue related issues and technical support • Take pictures of the event • Upload released presentations to the websites • Update and provide editorial content to C2C-CC social media profile
2.6	**Organizational support to the Car2Car-Forum** • All tasks from 2.5 Organizational support to a generic event • Acquire volunteer organizations hosting the annual CAR 2 CAR Forum • Plan and draft the plenary programme (first day) • Support the WG chairs in planning and drafting the technical programme (second day) • Plan the complementing exhibition • Develop the draft programme of the CAR 2 CAR Forum • Develop the exhibition concept of the CAR 2 CAR Forum • Develop and print the CAR 2 CAR Forum flyers • Develop and print the CAR 2 CAR Forum posters and other PR material • Set up and maintain the websites for the CAR 2 CAR Forum

3.3 Work Item 3: Public Relations and Media Support

ID	Task	Volume
3.1	**Press monitoring** • Monitor the C2C-CC environment, publications and standardization • Analyze required actions to be taken or information to be provided • Share relevant links / information with C2C-CC members or sub-groups	
3.2	**Administrative PR support** • *All following tasks are to be executed by the ADMINISTRATOR** • Support drafting of position statements / papers / letters • Draft press releases / information • Draft translations (GE / EN) of documents • Organize C2C-CC internal discussion and release of the documents • Publish / send out of documents on behalf of C2C-CC	
3.3	**PR editor** • Develop and maintain the content of the public and internal websites • Acquire PR material and publications from the C2C-CC members and cooperation partners • Develop and maintain the FAQs • Develop and maintain the Glossary • Issue and maintain C2C-CC press releases, documents and standard profiles • Maintenance of the C2C-CC consortium flyer • Provide C2C-CC information to journalists • Link journalists to C2C-CC experts • Develop and maintain a social media profile (e.g. linkedin, facebook)	

3.4 Work Item 4: Transitional Support

ID	Task
4.1	**Support to Consortium Company Form Transition, "GbR" to "e.V."** • Excluding legal advice, which is part of a separate assignment • Design, support and organize the transition from GbR to e.V. • Draft and update the complementing documents to the bi-lingual statutes and IPR policy • Organize the review and release process for the complete set of C2C-CC Agreement documents • Inform the C2C-CC member about the intended transition process • Support the acquisition of (> 7) founding members of the C2C-CC e.V. • Support the process for establishing the C2C-CC e.V. and its official registration • Acquire new tax, VAT and DUNS numbers and bank accounts • Prepare and update the C2C-CC contact and financial information and related documents • Update the information on the website (e.g. contact, GDPR, imprint) • Guide and support the parallel operation of the new growing e.V. and phasing out GbR • Guide and support the developing offers and invoicing the C2C-CC e.V. Membership fees • Guide and support the developing offers and invoicing the C2C-CC GbR financial contributions • Motivate and support C2C-CC members in joining the C2C-CC e.V. / transition of memberships • Guide the usage of the C2C-CC GbR capital • Transfer the rest capital into the C2C-CC e.V. • Guide the development of final annual accounts of fiscal year • Guide the resolving of the C2C-CC GbR by end of the fiscal year • Close bank accounts
4.2	**Handover of Administration** • Make the successor familiar with website, collaboration area, tooling and database • Make the successor familiar with main documents and folder structure • Handover daily administration processes and giving advice and support where required • Guide membership administration processes • Guide the financial processes and administration

	- Guide the development of annual accounts - Guide the planning of budget and membership fees for next year - Guide the planning of events for next year - Guide the preparation of SC meetings - Guide the drafting SC protocols - Guide the programme development and preparation of CAR 2 CAR Weeks - Guide the onsite organization of CAR 2 CAR Weeks - Guide the preparation of Opening Session of CAR 2 CAR Weeks - Guide the preparation of Closing Session of CAR 2 CAR Weeks - Guide the drafting Closing Session protocols - Guide the update and maintenance of Work Programme documents - Guide the programme development and preparation of CAR 2 CAR Forum - Guide the onsite organization of CAR 2 CAR Forum - Guide the preparation of General Assembly - Guide the preparation of GA meetings - Guide the other administrative and strategy tasks - Make the successor familiar with main PR processes - Guide the PR activities (website, newsletter, statements, social media, …)

4 Provision of Commercial Offers

A proposal from an offering company/institute shall be submitted to the C2C-CC no later than 5 December from the publications of this RFQ and shall indicate:

- Short description of the offering company/institute demonstrating related expertise and/or preliminary involvement in similar activities
- Project costs with a clear indication of any reservations or exceptions for tasks included in the offer
- Offers to individual tasks are possible, splitting of tasks is not desired

- *ADMINISTRATOR: All administrator tasks shall be executed continuously by the same expert and the bidder has to provide a CV for the expert. That person shall then be the dedicated "administrator" appointed by the Steering Committee according to the C2C-CC statutes.

Replies and questions to this RfQ shall be send to:

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5 Appendix 1 – References

5.1 List of abbreviations

C2C-CC	Car 2 Car Communication Consortium
CEN	European Committee for Standardization
C-ITS	Cooperative Intelligent Transportation System
CV	Curriculum Vitae
DUNS	Data Universal Numbering System, unique numeric business entity identifier
EN	English
ETSI	European Telecommunications Standards Institute
e.V.	Registered Association
FAQ	Frequently Asked Questions
GA	General Assembly
GbR	"Gesellschaft bürgerlichen Rechts", partnership under civil law
GDPR	General Data Protection Regulation
GE	German
I2V	Infrastructure-to-Vehicle communication
IPR	Intellectual Property Rights
IT	Information Technology
ITS	Intelligent Transportation System
LoI	Letter of Intent
MoU	Memorandum of understanding
PR	Public Relations
RfQ	Request for Quotation
SAE	Society of Automotive Engineers
SC	Steering Committee
V2X	Vehicle-to-anything communication
VAT	Value Added Tax
VRU	Vulnerable Road User
WG	Working Group

5.2 Applicable documents

5.3 Related documents

■ **End of Document** ■