

# **Statutes of the SHARE-ERIC**

## **Concerning the Building Up and Operation of the Survey of Health, Ageing and Retirement in Europe (SHARE)**

**Version effective 22 Oct 2014**

### **Content:**

Article 1: Establishment of a SHARE-ERIC

Article 2: Statutory Seat and Working Language

Article 3: Tasks

Article 4: Principles

Article 5: Organs of the Organisation and Scientific Partner Institutions

Article 6: The Council

Article 7: The Management Board

Article 8: Coverage

Article 9: Contributions

Article 10: Liability and Insurance

Article 11: Intellectual Property

Article 12: Dissemination and Use of the SHARE Data

Article 13: Procurement and Tax Exemptions

Article 14: Employment

Article 15: Amendments

Article 16: Accession

Article 17: Duration of the Organisation

Article 18: Availability of these Statutes

Annex 1: Scientific Partner Institutions and Country Team Leaders

Annex 2: Scientific Monitoring Board

Annex 3: Estimated Survey and Operating Costs

Annex 4: Restricted Procurement Procedure

The Republic of Austria  
The Kingdom of Belgium  
The Czech Republic  
The Federal Republic of Germany  
The Hellenic Republic  
The State of Israel  
The Italian Republic  
The Kingdom of the Netherlands  
The Republic of Poland  
The Republic of Slovenia  
The Kingdom of Sweden

Hereinafter referred to as "the Contracting Parties",

Desiring to further strengthen Europe's and the Contracting Party countries' position in research in the world, and to intensify scientific co-operation across disciplinary and national boundaries;

Considering a report by the European Commission to the European Council of 2001 (Council Document 6997/01) which identifies population ageing and its social and economic challenges to growth and prosperity to be among the most pressing challenges of the 21st century in Europe, which points out serious infrastructure gaps in understanding individual and population ageing, and which then calls to "*examine the possibility of establishing, in co-operation with Member States, a European Longitudinal Ageing Survey*" in order to foster European research on ageing;

Building on the current prototype of a Survey of Health, Ageing and Retirement in Europe (SHARE) which has been selected by the ESFRI roadmap process to be upgraded as one of the central research infrastructures of the European Research Area;

Recognizing that this new interdisciplinary, international, and longitudinal survey with unprecedented quality regarding coherence, breadth and international comparability will in the future be of great significance in many different fields of fundamental and applied sciences such as demography, economics, epidemiology, gerontology, biology, medicine, psychology, public health, health policy, sociology and statistics;

Recognizing that evidence-based public policy making requires an up-to-date data infrastructure;

Expecting other countries to participate in the activities undertaken together under the following Statutes;

Have agreed as follows:

### **Article 1** **Establishment of a SHARE-ERIC**

(1) There shall be a distributed European Research Infrastructure called the Survey of Health, Ageing and Retirement in Europe (SHARE).

(2) SHARE shall have the legal form of a European Research Infrastructure Consortium (ERIC) incorporated under the provision of Council Regulation 723/2009 of 25 June 2009 and be named “SHARE-ERIC” (hereafter also referred to as “the Organisation”).

## **Article 2**

### **Statutory Seat and Working Language**

(1) The Statutory Seat of the Organisation shall be in Munich, Germany.

(2) The working language of the Organisation shall be English.

## **Article 3**

### **Tasks**

(1) SHARE-ERIC shall build an infrastructure of micro data of households and individuals necessary to understand individual and societal ageing (hereinafter also referred to as “the Survey”). Its main tasks are:

(a) to *design a core survey instrument* which captures the essential information on the economic, health, and family/social conditions of life of individuals aged 50 and older and their partners;

(b) to *administer this survey instrument* every two years to a panel of respondents in each participating countries and to maintain contact to all panel members between panel waves;

(c) to assemble the collected information in a *user-friendly data base* accessible to all scientific researchers subject to applicable data confidentiality restrictions and to maintain this data base including basic data cleaning, imputation, and documentation.

(2) The current prototype of SHARE shall be upgraded along three dimensions:

(a) *prolong SHARE over time* in order to generate a genuine panel that follows individuals as they age and react to the changes in the social and economic environment. The upgrade will add seven further waves every two years in three phases as defined in Article 8.

(b) *expand SHARE to include all EU Member States*.

(c) *increase sample size of SHARE* in order to make the Survey usable also for within-country analyses. In general, the target sample size shall be 6000 individuals aged 50 and older in each member country.

(3) The SHARE-ERIC shall pursue its tasks on a non-economic basis.

## **Article 4**

### **Principles**

(1) SHARE shall be designed by researchers for researchers. Excellence in research is paramount to all other considerations. The scientific excellence of SHARE shall be monitored by an independent Scientific Monitoring Board (Annex 2)

(2) SHARE shall be a supranational survey. Cross-national comparability within SHARE shall govern all design decisions. In addition, comparability with its sister surveys, notably the U.S. Health and Retirement Study and the English Longitudinal Study of Ageing, shall inform the design decisions of SHARE. Topics with supranational research potential shall have priority over topics applicable to single countries.

(3) SHARE shall integrate economics, health, and social science. Topics with interdisciplinary research potential shall have priority over topics applicable to single disciplines.

(4) SHARE shall be a longitudinal survey, following individuals as they age. Topics with longitudinal research potential shall have priority over topics applicable to single points in time.

(5) Research based on SHARE shall facilitate evidence-based EU policies, such as the Europe 2020 Innovation Union Initiative, to help meeting the challenges of population ageing in all countries of the EU.

## **Article 5**

### **Organs of the Organisation and Scientific Partner Institutions**

(1) The organs of the Organisation shall be the General Assembly, hereinafter referred to as "the Council" (Article 6), and the Management Board (Article 7).

(2) Upon proposition of the Management Board and in view of the Principles laid down in Article 4, each Contracting Party shall select a research institution which is responsible for carrying out the scientific tasks of the SHARE-ERIC in its country (hereinafter referred to as "Scientific Partner Institution").

(3) If the Principles laid down in Article 4 are violated by one of the Scientific Partner Institutions, the Contracting Party may replace the Scientific Partner Institution upon proposition of the Management Board.

(4) The Management Board shall seek the advice of the Scientific Monitoring Board (Annex 2) when proposing or replacing a Scientific Partner Institution.

(5) The current Scientific Partner Institutions are listed in Annex 1.

## **Article 6**

### **The Council**

(1) Each Contracting Party shall be represented in the Council by up to two delegates. Delegates to the Council shall be appointed and have their appointments terminated by the Contracting Party. Each Contracting Party shall inform the Chairperson of the Council in writing of any appointment or termination of appointments of its delegates to the Council without undue delay.

(2) Contracting Parties committing to pay the contribution required by Article 9 for a running entire Phase as defined in Article 8 carry two votes. The votes cannot be split.

Contracting Parties committing to pay the contribution required by Article 9 for a running Wave only carry one vote.

If a Contracting Party fails to pay its contribution due within 3 months after being summoned by the Coordinator of SHARE, its voting right will be suspended until full payment has been made.

Decisions shall be taken by simple majority voting unless otherwise determined in these Statutes. In case of a tie, the vote of the Host Country shall break that tie.

(3) The Council shall elect a Chairperson and a Vice-Chairperson from the delegations of the Contracting Parties for a period of two years. With their election the Chairperson and Vice-Chairperson become *supra partes* and leave their delegations. The Contracting Parties affected by these departures appoint another delegate to represent them in the Council.

(4) The Council meets at least once a year. Meetings of the Council shall be convened by the Chairperson of the Council. Meetings of the Council shall also be convened at the request of at least two Contracting Parties. Extraordinary meetings of the Council may also be convened at the request of the Coordinator (Article 7) if it is required in the interest of the Organisation.

(5) The Council receives and approves the annual report, the financial statement and the annual spending plan submitted by the Management Board. The Council shall review at least annually the actual and forecasted survey and operating costs. The Council acting unanimously may approve a modification of the contribution to those other common costs in the annual spending plan that are not covered by any other funding source (Article 9 (5)).

(6) The Council receives and acknowledges the annual activity plan which contains the broad scientific aims of SHARE, the survey emphasis of the next wave, the certification process and the survey and dissemination schedule. Every two years, it receives a report by the Scientific Monitoring Board.

(7) The Council elects with a qualified vote (at least two-thirds of the Contracting Parties) the Coordinator, the Area Coordinators and other members of the Management Board according to Article 7 upon nomination by the Scientific Partner Institutions.

(8) Countries that have committed to SHARE-ERIC through signing the Memorandum of Understanding on Preparing the Survey of Health, Ageing and Retirement in Europe (15 July 2009) may become non-voting members of the Council as observers until they have acceded to SHARE-ERIC according to Article 16.

## **Article 7 The Management Board**

(1) The Management Board is composed of up to seven members, including:

- (a) the Director of SHARE (herein referred to as “the Coordinator”);
- (b) four Area Coordinators representing the four scientific areas of SHARE (economics, health, health care, and social/family networks);
- (c) if appropriate, other scientists representing an important scientific field or an important operational centre of SHARE.

(2) Members of the Management Board must be internationally reputable researchers with experience in research on ageing and/or survey management.

(3) The Management Board proposes all strategic and budgetary decisions to the Council. It is responsible for all financial and governance processes which maintain scientific integrity, cross-national comparability, and an overall balance of the SHARE survey design. Specifically, it is accountable for the SHARE-ERIC’s finances and deliverables, and for observing legal requirements such as data confidentiality and safety regulations at the European level.

(4) The Management Board provides an annual report on the state of the Survey to the Council, proposes an annual spending and activity plan to the Council, and prepares the financial statement.

(5) The Coordinator leads the Management Board and is the legal representative of the SHARE-ERIC. The Coordinator is responsible for implementing the Survey and for maintaining the same high methodological standards in all participating countries.

(6) The Area Coordinators are responsible for the scientific excellence of the Survey in their respective scientific areas. Specifically, they are responsible for the questionnaire design in their respective areas and for the integrity of the data delivered to the scientific public.

(7) The Management Board shall seek advice of outside experts and establish a Board of scientists who give advice in all scientific matters (the “Scientific Monitoring Board”). Such Board shall be independent from the Organisation (Annex 2).

(8) Relations between the Management Board and the Scientific Partner Institutions shall be governed by a consortium agreement.

### **Article 8 Coverage**

(1) The Organisation shall cover a survey period of seven panel waves divided into three phases:

a) During Phase I the Organisation shall conduct an initial full-scale survey wave in 2010 and 2011 based on the design developed in the preparatory phase.

b) During Phase II the Organisation shall conduct three additional full-scale survey waves in years 2012/13, 2014/15 and 2016/17, update the design to maintain state-of-the-art, and disseminate the data.

c) Upon successful scientific evaluation, the Organisation shall conduct during Phase III another three full-scale survey waves in years 2018/19, 2020/21 and 2022/23, update the design to maintain state-of-the-art, and disseminate the data.

### **Article 9 Contributions**

(1) Contributions by the Contracting Parties shall cover the costs of running the seven waves of the Survey in each country plus coordination and common costs such as the costs for updating the design, disseminating the data associated with the seven waves of data collection, and budgets for the Coordinator, the Area Coordinators, and the Scientific Monitoring Board.

(2) Contributions by the Contracting Parties shall cover five types of costs: (A) survey costs in each country to the extent that these costs are not covered by other funding sources, (B) operating costs to run the survey in each country to the extent that these costs are not covered by other funding sources, (C) coordination costs, (D) other common costs to the extent that these costs are not covered by other funding sources, and (E) an annual membership fee. A table showing preliminary estimates of these costs during Phase I is attached as Annex 3.

(3) Each Contracting Party shall make available to the SHARE-ERIC, either directly or through the Scientific Partner Institution for which it is responsible, funds covering the Country's share of the survey costs (Column A of the preliminary estimates in Annex 3).

(4) Each Contracting Party shall make available to the Scientific Partner Institution for which it is responsible funds covering the Country's share of the operating costs (Column B of the preliminary estimates in Annex 3).

(5) The Federal Republic of Germany shall finance the coordination costs of the Survey (Column C of the preliminary estimates in Annex 3).

(6) Each Contracting Party shall make contributions to the SHARE-ERIC for the part of the other common costs of the Survey that is not covered by any other funding source. Each Contracting Party's share shall be in proportion to the gross national income per capita most recently reported by Eurostat with the proviso that no Contracting Party's share shall be smaller than 0.5 times and larger than 1.5 times the average share. The composition of the other common costs shall be detailed in the annual spending plan (Column D of the preliminary estimates in Annex 3).

(7) The SHARE-ERIC or the Scientific Partner Institutions, as a consortium, may react to calls from the European Commission, the U.S. National Institute on Aging, and other

supranational and national funding organisations providing funds for the project as a whole, among those parts or all of the common costs mentioned in Column D, Annex 3.

(8) The contributions according to this Article including the membership fee for the upcoming wave will be determined by the Council upon proposal of the Managing Board.

#### **Article 10 Liability and Insurance**

(1) The financial liability of the members for the debts of the ERIC shall be limited to their respective contributions provided to the SHARE-ERIC and agreed upon in the annual spending plans.

(2) The SHARE-ERIC shall take appropriate measures to insure the risks specific to building up and operating a survey.

#### **Article 11 Intellectual Property**

(1) In accordance with the objects of the present Statutes the term "Intellectual Property" will be understood according to Article 2 of the Convention Establishing the World Intellectual Property Organisation signed on 14 July 1967.

(2) The SHARE-ERIC is the owner of the Survey and all of its data, including add-ons certified by SHARE, meta and para data and all address and link files, and of all intellectual property rights emanating from setting up and conducting the Survey.

(3) With respect to questions of Intellectual Property, the relations between the Contracting Parties will be governed by the national legislation of the Contracting Parties.

#### **Article 12 Dissemination and Use of the SHARE Data**

(1) The SHARE-ERIC shall disseminate the collected data after data cleaning, imputation, and documentation, after taking account of international and national privacy laws, without delay to the scientific community.

(2) Use of the SHARE data shall be free of charge to the entire scientific community. The Management Board shall set up a Users' Council representing the interest of the scientific user community taking into account the advice of the Scientific Monitoring Board.

(3) Use and collection of the SHARE data is subject to European and national laws of data privacy. Use of the SHARE data by users who are not subject to Community legislation shall be conditional on signing a declaration of data confidentiality according to the form provided by the European Commission (Official Journal of the European Union, L6/52, 10.1.2002).

#### **Article 13 Procurement and Tax Exemptions**

(1) The SHARE-ERIC shall treat procurement candidates and tenderers equally and in a nondiscriminatory way, independent of whether or not they are based in the European Union. All procurement shall follow the principles of transparency, non-discrimination and competition.

(2) In general, procurement by the SHARE-ERIC shall be subject to Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts, with the thresholds amended by Commission Regulation (EC) No 1422/2007 of 4

December 2007 or any further amendments, and the national procurement regulations which apply.

(3) For the procurement of survey research and survey development services where the benefits accrue to the entire scientific community and which are wholly remunerated by the SHARE-ERIC, Article 16 (f) of Directive 2004/18/EC shall be applied through a restricted procedure (Annex 4). In such restricted procedures, negotiated procedures with publication of a contract notice and in the competitive dialogue procedure, contracting authorities may limit the number of suitable candidates they will invite to tender, to negotiate or to conduct a dialogue with, provided a sufficient number of suitable candidates is available.

(4) Tax exemptions based on point (g) of Article 143(1) and point (b) of Article 151(1) of Directive 2006/112/EC and in accordance with Articles 50 and 51 of Council Implementing Regulation (EU) No 282/2011 (*OJ L 77, 23.3.2011, p. 1.*) shall apply to purchases of goods and services which are for the official use by the SHARE-ERIC, are procured and paid for by it and for which the amount of VAT to be reimbursed exceeds a total of EUR 25 per invoice. Procurement by individual members shall not benefit from these exemptions.

The first subparagraph shall not apply, however, so as to have the effect of distorting competition.

(5) Excise goods as defined in points (b) and (c) of Article 1(1) of Council Directive 2008/118/EC (*OJ L 9, 14.1.2009, p. 12*) may be granted an exemption from payment of excise duty in accordance with point (b) of Article 12(1) of that Directive provided that those excise goods are intended exclusively for official use by the SHARE-ERIC and are procured and paid for by it.

No exemption from payment of excise duties shall be granted for excise goods intended for the personal use of the SHARE-ERIC employees or of third parties.

(6) Duties paid on energy products and electricity as defined in point (a) of Article 1(1) of Directive 2008/118/EC may be refunded in accordance with point (b) of Article 12(1) and Article 12(2) of that Directive provided that those energy products and electricity are intended exclusively for official use by the SHARE-ERIC and are procured and paid for by it, and that the amount of the duty exceeds a total of EUR 25 per invoice.

No duty exemption shall be granted on energy products or electricity intended for the personal use of the SHARE-ERIC employees or of third parties.

#### **Article 14 Employment**

(1) The SHARE-ERIC is an equal opportunity employer. Employment contracts shall follow the national laws of the country in which the staff is employed.

(2) Subject to the requirements of national legislation, each Contracting Party shall within its jurisdiction facilitate the movement and residence of nationals of the Contracting Party countries involved in the tasks of the SHARE-ERIC and of the family members of such nationals.

#### **Article 15 Amendments**

(1) The Council shall have the power to change these Statutes and its annexes by a qualified vote. A two thirds majority shall be required to amend any of these articles and annexes. The date of any amendments shall be recorded in these Statutes.



(2) The Statutes of the SHARE-ERIC shall at all times comply with the Council Regulation 723/2009 on the Community legal framework for a European Research Infrastructure and all other applicable European Laws and Regulations.

#### **Article 16** **Accession**

(1) After the entry into force of these Statutes, any Government may accede thereto with the consent of two thirds of the Contracting Parties in the Council upon the conditions negotiated. The conditions of accession shall be the subject of an agreement between the Contracting Parties and the acceding Government or group of Governments.

(2) Upon proposition of the Management Board and in view of the Principles laid down in Article 4, the accessing Contracting Party shall select a research institution which is responsible for carrying out the scientific tasks of the SHARE-ERIC in this country.

(3) The Management Board shall seek the advice of the Scientific Monitoring Board when proposing a Scientific Partner Institution.

#### **Article 17** **Duration of the Organisation**

(1) The Organisation is set up for a period up to 31.12.2024. It shall include Phases I, II and III as defined in Article 8.

(2) A Contracting Party may withdraw from the Organization after Phase I or Phase II.

(3) A motion, specifying the procedure and timeframe, if approved by the Council by a two thirds majority, can wind up the Organisation, in particular if the decision not to pursue the Phase III is taken by the Organisation.

(4) The European Commission shall be notified of any such decision within 10 days of it being made, pursuant with Article 17 of the Council Regulation 723/2009 on the Community legal framework for a European Research Infrastructure.

#### **Article 18** **Availability of these Statutes**

These Statutes shall be made publicly available through the SHARE-ERIC website, pursuant with Article 9 of the Council Regulation 723/2009 on the Community legal framework for a European Research Infrastructure.

## Annex 1:

### Scientific Partner Institutions and Country Team Leaders

Country	Participating Organisations	Short description
Austria	University of Linz, Dept. of Economics	The <b>Department of Economics</b> at the <b>University of Linz</b> directs the Austrian participation in the SHARE project. Its research focus being is labour economics, public economics and problems of pension reform as well environmental economics. It will be represented by the <b>Rudolf Winter-Ebmer</b> , Professor of Economics and specialist in empirical labour economics.
Belgium	University of Antwerp, CSP	<b>CSP's</b> principal objective has been to study the adequacy of social policies. Its research is mainly based on large-scale socio-economic surveys of households. <b>Karel van den Bosch</b> , senior researcher, will lead the Belgian country team.
Belgium	University of Liège, CREPP	<b>CREPP's</b> main fields of specialisation are social security, retirement behaviour, and well-being among the elderly and intergenerational transfers. <b>Sergio Perelman</b> is in charge of the SHARE project coordination in the Belgian French speaking community.
Czech Rep.	CERGE-EI, Prague	<b>CERGE-EI</b> is fully accredited in both the United States and the Czech Republic. Its main expertise is in social, economic and political transition in the Central and Eastern European countries and in the former Soviet Union region. <b>Radim Bohacek</b> will lead the Czech country team.
Germany	Max Planck Institute for Social Law and Social Policy, Munich Center for the Economics of Aging (MEA)	<b>MEA</b> is a world-renowned centre of excellence for the economics of ageing. It moved 2011 from Mannheim to Munich after an offer to become part of the Max Planck Society. Research areas are savings, social insurance and public policy; macroeconomic implications of population ageing; and public health. MEA has been the coordination center of SHARE since its first wave. MEA is represented by <b>Axel Börsch-Supan</b> , director, who has coordinated the SHARE family of projects.
Greece	Panteion University, Athens	<b>Panteion University</b> is a public institution centering on social and political sciences. Economics, sociology, social anthropology and psychology are major disciplines while regional development & public administration are interdisciplinary departments where cross-cutting viewpoints from many disciplines met. <b>Antigone Lyberaki</b> will lead the Greek country team.
Israel	The Hebrew University, IGDC	The Israel Gerontological Data Center at the <b>Hebrew University</b> in Jerusalem facilitates research and dissemination of data on aging, and directs the Israeli participation in the SHARE project. <b>Howard Litwin</b> will lead the Israeli country team. He also serves as area coordinator of the social network area in SHARE.
Italy	University of Padua, Dept. of Economics	Padua's <b>Department for Economics and Management</b> covers the whole spectrum of economics and management science, in particular applied econometrics, public and health economics as well as labour economics. <b>Guglielmo Weber</b> will lead the Italian country team. He also serves as deputy coordinator of SHARE.
The Netherlands	University of Tilburg, Netspar	<b>Netspar</b> is a scientific Network for studies on Pensions, Aging and Retirement connected to the <b>Faculty of Economics and Business Administration of Tilburg University</b> . <b>Arthur van Soest</b> , will lead the Dutch SHARE country team.
Poland	Centre for Economic Analysis, Szczecin	The <b>Centre for Economic Analysis, CenEA</b> , is an independent research institute in Poland in the area of applied microeconomic analysis with a focus on household and firm behaviour and on the effects of economic policy on welfare and economic development. <b>Michał Myck</b> is director and member of the Board of Centre for Economic Analysis, CenEA and leader of the Polish country team.
Slovenia	Institute for Economic Research Ljubljana (IER)	The <b>Institute for Economic Research (IER)</b> is the leading institute for macroeconomic research in Slovenia, which recently focuses particularly on economic, social and health aspects of structural reforms in Slovenia. <b>Boris Majcen</b> will lead the Slovenian country team.

Sweden	Centre for Population Studies (CPS), Umeå University.	<b>CPS</b> directs the Swedish participation in SHARE together with the department of Sociology at Umeå University. CPS is a multidisciplinary centre and includes researchers from social sciences, economics, humanities, medicine and behavioural sciences. The research focuses on population dynamics in relation to ageing including studies on social networks, retirement, life style and health. The centre hosts several large micro-databases. The CPS is represented by Professor <b>Gunnar Malmberg</b> .
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## **Annex 2:**

# **Scientific Monitoring Board**

### **Article 1 Establishment**

The Management Board will constitute an advisory board of at least six eminent, independent and experienced scientists (hereinafter referred to as “the Scientific Monitoring Board”) to provide an external advising role for the benefit of the Survey so as to check the quality of the work of the research consortium and to provide periodic advice to the Council and the research consortium.

### **Article 2 Independence**

The Scientific Monitoring Board shall be independent from the SHARE-ERIC.

### **Article 3 Tasks**

- (1) The main task of the Scientific Monitoring Board is to monitor the scientific quality of SHARE. It should give feedback to the Management Board and the research consortium at least once per year.
- (2) Every two years, the Scientific Monitoring Board shall issue a written report to the Council of the SHARE-ERIC. This report shall also assess the services offered to the users of the SHARE data.
- (3) Initially and after about three years, the Scientific Monitoring Board shall set up a thorough review of the scientific strategy of SHARE, thereby exploring innovative fields and modes of data collection.

### **Article 4 Members**

- (1) The members of the Scientific Monitoring Board select new members as they feel appropriate to sufficiently represent all scientific areas covered by SHARE.
- (2) At least one member shall be an investigator of the English Longitudinal Study of Ageing to ensure close co-operation with this survey and to give additional advice and guidance from their experience.
- (3) At least one member shall be a investigator of the U.S. Health and Retirement Study to ensure close co-operation with this survey and to give additional advice and guidance from their experience.
- (4) The current chairperson of the Scientific Monitoring Board is Arie Kapteyn.
- (5) The other current members and the fields they are representing are  
Orazio Attanasio (income, consumption, savings)

Lisa Berkman (social epidemiology and biomarkers)  
Mick Couper (survey methods, data dissemination methods, and new technology)  
Finn Diedrichsen (public health)  
Michael Hurd (savings and health, data access and quality; harmonization with HRS)  
Anna Lusardi (saving behaviour and financial literacy)  
Daniel McFadden (survey methodology)  
Pierre Pestieau (retirement and labour markets)  
Norbert Schwarz (survey psychology and data access methodology)  
Andrew Steptoe (biomarkers, harmonization with ELSA)  
Arthur Stone (subjective well being)  
Robert Willis (cognition, psychology, economics)

## **Article 5 Budget**

(1) The chairperson of the Scientific Monitoring Board receives a budget according to Article 8 (2) of the Statutes of the SHARE-ERIC for travel expenses and honoraria of Board's members. The Chairperson of the Scientific Monitoring Board has full discretion how to spend the budget.

(2) The current annual budget is €30,000. The technical administration of the budget obliges to the staff of the Management Board.

## **Annex 3:**

### **Preliminary Cost Estimates during Phase I (Wave 4)**

This Annex gives preliminary cost estimates for running wave 4 of SHARE in 2010 and 2011, i.e., during Phase I according to Article 8 (1). The cost categories refer to Article 9 (“Contributions”). This Annex is not the annual spending plan required by Article 6 (5) but serves as a starting point for such a plan which will be set up by the Management Board once the SHARE-ERIC is established.

(A): Preliminary estimates of survey cost estimates have been generated by the SHARE management team based on the 2006 and 2008 survey costs. For new countries, preliminary estimates are based on the costs in comparable countries.

(B): Preliminary estimates of operating costs are based on 2 full-time-equivalent staff in each country with salaries according to the EU Marie-Curie-Program and estimates of travel, subsistence and overhead costs in each country based on the 2006 and 2008 waves.

Preliminary operating cost estimates for Austria, the Czech Republic, France, Germany and Poland were supplied by these countries. Their estimated operating costs may involve more or less personnel than assumed in the estimates provided by the SHARE management.

(C): Coordination costs for Germany have been estimated based on the 2006 and 2008 waves.

(D): The countries' contribution to all other common costs have been estimated based on the 2006 and 2008 waves and allocated to each country according to Article 9 (5). They may, however, be substantially lower or even zero if other funding organisations such as the European Commission or the U.S. National Institute on Aging contribute to these costs via grants or separate contracts.

(E): An annual membership fee to cover the administrative costs of running the SHARE-ERIC.

**Estimated costs for wave 4 (2010-11) by country and source (in thousand euros):**

	(A) Survey costs for a sample of 6000 individuals	(B) Operating costs (staff, travel, and overheads)	(C) Coordination costs	(D) Maximum share of other common costs	Total
Austria	1,006	322		109	1,438
Belgium	778	318		99	1,194
Czechia	338	167		71	576
Denmark	892	409		105	1,406
Estonia	460	243		59	761
France	1,024	327		97	1,448
Germany	784	314	1,887	102	3,087
Greece	602	285		84	971
Hungary	460	243		55	758
Ireland	1,024	339		126	1,490
Israel	602	285		79	966
Italy	782	322		88	1,191
Luxembourg	1,556	358		145	2,059
Netherlands	794	314		117	1,224
Poland	453	226		50	730
Portugal	602	285		66	953
Slovenia	460	243		79	781
Spain	786	300		91	1,177
Sweden	1,024	339		107	1,471
Switzerland	1,556	358		122	2,036
<b>TOTAL</b>	<b>15,983</b>	<b>5,997</b>	<b>1,887</b>	<b>1,851</b>	<b>25,719</b>

(E): The proposed annual membership fee is €10.000.

## **Annex 4:**

### **Restricted Procurement Procedure**

The following restricted procurement procedure shall be applied to all survey research and survey development services where the benefits accrue to the entire scientific community and which are wholly remunerated by the SHARE-ERIC.

Survey research and survey development services include those research and development services that are necessary to maintain and advance the state of the art in survey technology. They include, but are not confined to, the development of survey software, research on survey methodology, and the development of innovative interview techniques and their application in the field.

The description of the services to be procured shall be made publicly available in a contract notice before the beginning of the procurement process. The contracting parties shall indicate in such notice the objective and non-discriminatory criteria or rules they intend to apply, the minimum number of candidates they intend to invite and, where appropriate, the maximum number.

Competition can be limited to three potential providers. If there are three or less providers in the market for the services to be contracted, all providers in the market must be included in the competition.

The selection among bidders shall be based on the lowest offer price and the highest service quality. Service quality shall be defined by the above-mentioned description of the services to be procured.