



ECSEL JOINT UNDERTAKING COORDINATOR'S DAY 2019

Brussels, 25/03/2019



AGENDA

9:00- 9:30	Registration and welcome coffee
9:30- 9:40	Welcome and introduction
9:40- 10:00	ECSEL in a nutshell
10:00- 11:00	Reporting and Payment including Reviews
11:00- 11:30	coffee break
11:30- 12:00	Audits: different types of audits, CFEs, how do we process audits, etc.
12:00- 12:30	Do's and Don't's in Payments, Sygma Compas
12:30- 12:35	Meet the staff
12:35- 13:30	Lunch
13:30- 14:00	Amendments and updates of the GA
14:00- 14:15	Communication -
14:15- 14:45	Dissemination, exploitation (dissemination and exploitation, open access, etc.)
14:45- 15:00	Evaluations
15:00- 16:00	Open discussion, future of ECSEL, free discussion with coffee
16:00	End with possibility to meet your PO after appointment

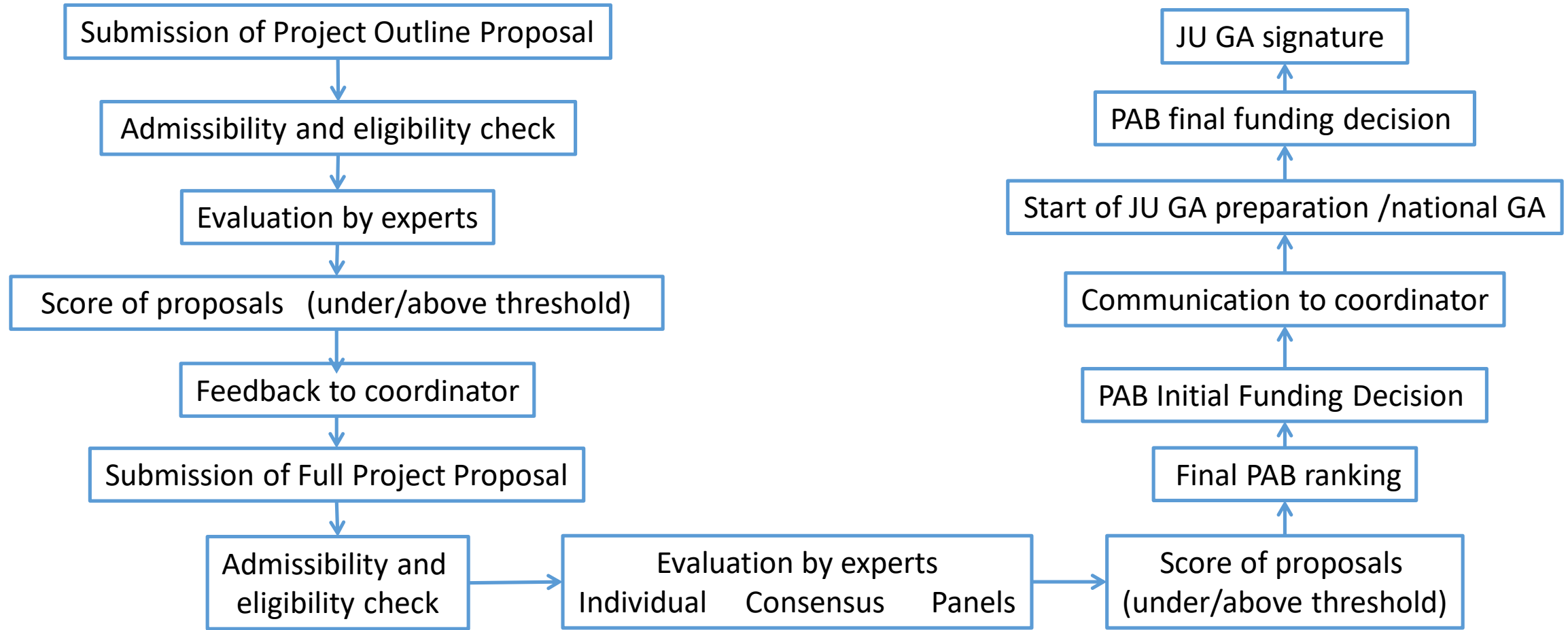


EVALUATIONS

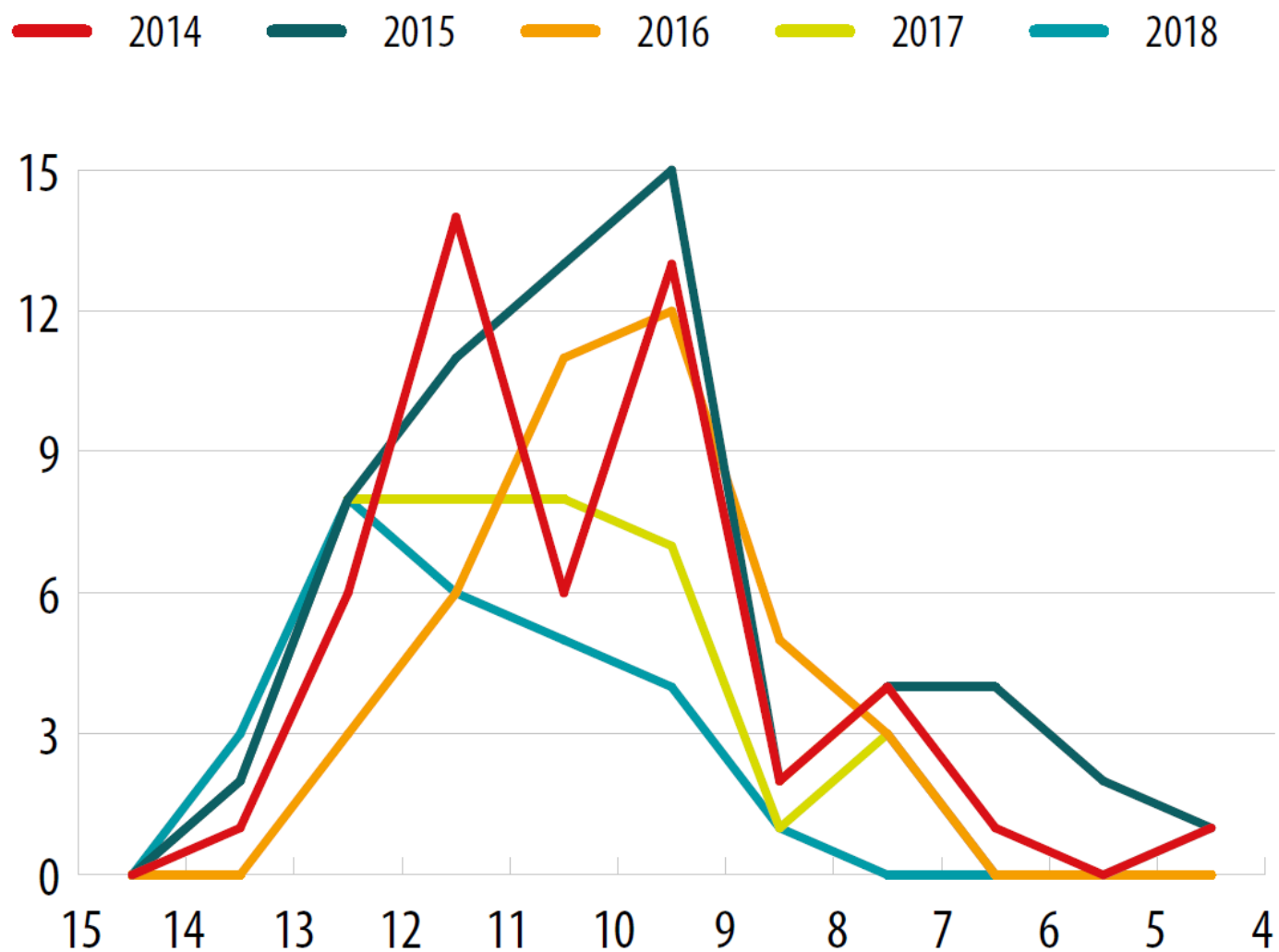
Some background information



From proposal submission to grant signature



Evaluation scores (FPP)



Observers

“On the basis of their independent judgement the Observers confirm that the overall evaluations process was of high quality, due to its excellent preparation and management by the ECSEL JU and dedication of the experts involved. The Observers’ opinion was shared by experts involved in the process.

The Observers found no significant issues or deviations from the standard procedures, and no evidence of unmanaged conflicts of interest.

The evaluation was conducted in a transparent manner and the outcome is fair.

The Observers did not observe cases which could cast serious doubts on impartiality, fairness or confidentiality of the process. Thus, the Observers conclude that the evaluation was conducted fairly, with respect to impartiality and confidentiality principles.



Confidentiality

You (=expert) must:

- **Not discuss** evaluation matters, such as the content of proposals, the evaluation results or the opinions of fellow experts, with anyone, including:
 - Other experts or Commission/Agencies staff or any other person (e.g. colleagues, students...) not directly involved in the evaluation of the proposal
 - *The sole exception:* your fellow experts who are evaluating the same proposal in a consensus group or Panel review
- **Not contact** partners in the consortium, sub-contractors or any third parties
- **Not disclose** the names of your fellow experts
 - The ECSEL JU publishes the names of the experts annually - as a group, no link can be made between an expert and a proposal
- **Maintain the confidentiality** of documents, paper or electronic, at all times and wherever you do your evaluation work (on-site or remotely)
 - Take nothing away from the evaluation building (be it paper or electronic)
 - Return, destroy or delete all confidential documents, paper or electronic, upon completing your work, as instructed

ALSO AFTER THE END OF THE EVALUATION !



Conflicts of interest (COI) (1)

You (=expert) have a COI if you:

- were involved in the preparation of a proposal submitted in the call - **then you are excluded for all proposals of that call (disqualifying COI)**
- stand to benefit directly/indirectly if the proposal is successful
- have a close family/personal relationship with any person representing an applicant legal entity
- are a director/trustee/partner of an applicant or involved in the management of an applicant's organisation
- are employed or contracted by an applicant or a named subcontractor
- are a member of an Advisory Group or Programme Committee in an area related to the call in question
- are a National Contact Point or are directly working for the Enterprise Europe Network



Conflicts of interest (COI) (2)

In the following situations, the ECSEL JU will decide whether a COI exists:

- Were employed by an applicant or sub-contractor in the last 3 years
- Were involved in a grant agreement/decision, the membership of management structures or a research collaboration with an applicant in the last 3 years
- Are in any other situation that casts doubt on your impartiality or that could reasonably appear to do so

If you are in such a situation, contact ECSEL JU first explaining the reasons for the presumed conflict before declining the evaluation

COI conditions are spelled out in your [contract](#), and in the Code of Conduct (Annex 1)



Conflicts of interest (COI) (3)

You must inform the ECSEL JU as soon as you become aware of a COI

- Before the signature of the contract
- Upon receipt of proposals (decline the evaluation in the tool or contact ECSEL JU)
- During the course of your work

If there is a COI for a certain proposal you cannot evaluate it

- Neither individually
- Nor in the consensus group
- Nor in the panel review
- The ECSEL JU will determine if there is a COI on a case-by-case basis and decide the course of action to follow

If you knowingly hide a COI:

- You will be excluded from the evaluation and your work declared null and void
- The allowance/expenses you claimed may be reduced, rejected or recovered
- Your contract may be terminated



QUESTIONS?

