

CREATIVE EUROPE – MEDIA SUB-PROGRAMME

GUIDE FOR EXPERTS

ON ASSESSMENT OF ACCESS TO MARKETS ACTIONS

managed by the Education, Audiovisual and Culture Executive Agency

Unit B2 - MEDIA

1. INTRODUCTION

The European Commission's Education, Audiovisual and Culture Executive Agency (the Agency) is responsible for the implementation of the Actions of the Creative Europe MEDIA. The Agency is in charge of the selection of projects to be funded, it assesses projects with the assistance of independent experts to ensure that only those of the highest quality are selected for funding. Thus, the final decision on the selection or rejection of applications is taken by the Agency.

This Guide for Experts provides instructions and guidance for experts when assessing applications, in order to ensure a standardised and high quality assessment.

The Guide for Experts provides information on:

- the role and appointment of experts;
- the principles of the assessment;
- the assessment process in practice;
- information on how to assess the award criteria for each action and field.

2. THE MEDIA SUB-PROGRAMME: ACCESS TO MARKETS SCHEME

The general objectives of the MEDIA sub-programme of Creative Europe are to strengthen the competitiveness and distribution of the audiovisual industry in Europe and thus contribute to growth and jobs as well as to cultural and linguistic diversity.

The specific objectives include the aim to support the capacity of the European cultural and creative sectors to operate transnationally and internationally; and to promote the transnational circulation of cultural and creative works and transnational mobility of cultural and creative players, in particular artists, as well as to reach new and enlarged audiences and improve access to culture and creative works in the Union and beyond, with a particular focus on children, young people, people with disabilities and under-represented groups.

The Access to Markets scheme shall encourage business-to-business exchange by facilitating access to markets and business tools enabling audiovisual operators to increase the visibility of their projects on Union and international markets.

The expected results of the Access to Markets scheme are in particular:

- to improve the European/international dimension and effectiveness of existing large industry markets and to increase the systemic impact of smaller initiatives;
- to encourage the deployment of innovative tools taking advantage of the opportunities created by developing digital technologies;
- to increase the visibility of professionals and A/V works from European countries with a low production capacity;
- to encourage the development of networks and increase the number of European co-productions and a greater diversification of talents and sources of funding;
- to improve the competitiveness and circulation of European A/V works on international markets.

3. EXPERTS

3.1 Role of experts

The assessment and selection of grant applications is organised on the basis of impartiality and equal treatment of all applicants.

The role of experts allows providing a fair, impartial, and consistent assessment of project applications according to the objectives and the policy priorities of the Programme.

The assessment is a key part in the selection procedure. Based on the experts' assessment, a list of grant applications ranked in quality order is established, which serves as a basis for the Agency to take the grant award decision, following the proposal of the Evaluation Committee.

Based on the experts' comments, the Agency provides feedback to the applicants on the quality of their application (cf. section 4).

3.2 Appointment of experts, code of conduct and conflict of interest

Experts are appointed on the basis of their skills and knowledge in the areas and the specific field(s) of the audiovisual sector in which they are asked to assess applications.

To ensure their independence, the names of the experts are not made public.

Experts are required to perform the assessment to the highest professional standards and within the deadline agreed with the Agency.

Through the appointment by the Agency experts are bound to a code of conduct as set out in the appointment letter or contract with the expert.

All information related to the assessment process is strictly confidential. Therefore, experts are not allowed to disclose any information about the applications submitted and results of the assessment and selection to the public. They must not have a conflict of interest¹ in relation to the proposals on which they are requested to give their opinion. To this end, they sign a confidentiality and conflict of interest declaration prior to beginning their work and adhere to it during and after the evaluation.

4. ASSESSMENT OF APPLICATIONS

4.1 Preparation for assessment

Before the start of the assessment, the experts are briefed by the Agency on the Programme and the action under assessment, as well as on the assessment process.

Experts are provided with the reference documents for the assessment and get access to the Online Evaluation Expert Tool (OEE), in which they perform the assessment using the standard quality assessment forms.

Before starting the assessment of applications, experts must:

- have a sound knowledge of the Access to Markets Guidelines² which provides all necessary information to potential applicants on the actions for which they can apply for a grant;
- have an in-depth understanding of the award criteria applicable to the applications under assessment (cf. section 3.3);

¹ Financial Regulation Art. 57(2): « ... a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, ..., is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.»

² https://eacea.ec.europa.eu/creative-europe/funding/support-for-access-markets-eacea-172016_en

- be familiar with all the reference documents and tools provided by the Executive Agency.

Experts have to read the whole application carefully before completing the assessment form. It is recommended to read several applications before assessing any one of them in full: this allows experts to benchmark answers in different sections of the applications.

Each expert works individually and independently, gives scores and comments for each criterion and summarises his/her assessment in the quality assessment form.

The eligibility criteria are assessed by the Agency in the first phase of the selection process. Only eligible projects are sent to experts for evaluation. Each eligible project is sent to two experts for an independent evaluation.

4.2 Assessment forms

Experts carry out their assessment in English, using the Online Expert Evaluation Tool (OET). The applications to be assessed as well as the evaluation forms are accessible through OET. Experts are provided with technical instructions for the use of OET by the Agency as part of their briefing.

Experts examine the issues to be considered under each award criterion, enter their scores for each applicable criterion and provide comments on each award criterion and on the application as a whole (cf. section 3.3).

On completion of the assessment, experts validate the individual assessment in the Online Expert Evaluation Tool, thereby confirming that they have no conflict of interest with respect to the assessment of that particular proposal.

4.3 Assessment of award criteria and scoring

Experts assess applications only against the award criteria defined in the Guidelines. These award criteria are listed and further explained in Annex 1 of this Guide.

Each of the award criteria is defined through several elements which must be taken into account by experts when analysing an application. These elements form a list of points to be considered before giving a score for the given criterion. They are intended to help experts arrive at the final assessment of the criterion in question.

In order to give clear guidance to experts as to how individual elements of analysis should be assessed, further information is provided in the above mentioned annex.

When assessing applications against award criteria experts make a judgement on the extent to which applications meet the defined criteria. This judgement must be based on the information provided in the application. Experts cannot assume information that is not explicitly provided. Information relevant for a specific award criterion may appear in different parts of the application and experts take all of them into account when scoring the award criterion.

An application can receive a maximum of 100 points for all criteria relevant for the action. The tables below show the relative marks of each criterion per type of Action:

Action 1

	Criteria	Definitions	Max. points
1	Relevance and European added value	This criterion evaluates the relevance of the content of the action including the innovative aspects and the International and European dimension vis-à-vis the objectives of the call for proposals and the needs of the audiovisual industry including video games, television series, cross media and shorts.	30
2	Quality of the content and activities	This criterion assesses the adequacy of the methodology to the objectives including the format, the target group, selection methods, synergy and collaboration with other projects, the tools including the use of digital technologies relevant to new business models, the feasibility and cost efficiency.	30
3	Dissemination of project results, and impact and sustainability	This criterion assesses the impact of the support on the financing, the international circulation and global audience of the projects and works and/or the structuring effect on the European audiovisual industry.	30
4	Organisation of the project team	This criterion assesses the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action.	10

Action 2

	Criteria	Definitions	Max. points
1	Relevance and European added value	This criterion evaluates the relevance of the online tool with regards to the objectives of the call for proposals and the needs of the industry and its added value in terms of business to business exchanges including innovation in the deployment of digital technologies.	30
2	Quality of the content and activities	This criterion assesses the quality and feasibility taking into account the business model and the relevance to existing and new synergies within the A/V industry, as well as the effectiveness and cost efficiency of the tool including the use of digital technologies relevant to new market opportunities and business models.	30
3	Dissemination of project results, and impact and sustainability	This criterion assesses the systemic impact, the effectiveness in terms of structuring effects on the European audiovisual industry and the added value in reinforcing co-production and international circulation.	30
4	Organisation of the project team	This criterion assesses the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action.	10

Action 3

	Criteria	Definitions	Max. points
1	Relevance and European added value	This criterion evaluates the relevance of the B2B promotional activity with regards to the objectives of the call, the added value in terms of visibility and circulation of European works on European and international markets as well as the innovation and deployment of digital technologies.	30
2	Quality of the content and activities	This criterion assesses the quality and feasibility, the effectiveness of the strategy to reinforce the distribution and circulation of European works on European and international markets and the cost efficiency of the action.	30
3	Dissemination of project results, and impact and sustainability	This criterion assesses the systemic impact in terms of increased visibility, circulation and audience reach, the effectiveness in terms of structuring effects on the European audiovisual industry and the added value to enter new market opportunities.	30
4	Organisation of the project team	This criterion assesses the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action.	10

Within the maximum number of points per award criterion, ranges of scores are defined that correspond to a fixed definition of the expected quality standard so that an as coherent approach as possible is implemented, across experts as well as across actions. The standards on a 10 points scale are as follows:

- 9-10 Very good – the application addresses all relevant aspects of the criterion in question convincingly and successfully. The answer provides all the information and evidence needed and there are no concerns or areas of weakness.
- 7-8 Good – the application addresses the criterion well, although some small improvements could be made. The answer gives clear information on all or nearly all of the evidence needed.
- 5-6 Acceptable – the application broadly addresses the criterion, but there are some weaknesses. The answer gives some relevant information, but there are areas where detail is lacking or the information is unclear.
- 3-4 Fair – the application addresses the criterion, but there are many weaknesses. The answer gives some relevant information, but there are several areas where detail is lacking or the information is unclear.
- 1-2 Very weak – the application fails to address the criterion or cannot be judged due to missing or incomplete information. The answer does not address the question asked, or gives very little relevant information.
- 0 No evidence – the application fails to include a minimum amount of evidence to enable the criterion to be evaluated.

N.B. Although indicated on the scoring scale, experts should avoid "0" which relates to "no evidence". For obvious particular case, experts should contact the Agency staff a priori.

Experts are expected to give comments on each award criterion and, in their comments, refer explicitly to the elements of analysis under the relevant criterion. The comments on each award criterion have to reflect and justify the score given for it. Experts are advised to translate their assessment into a list of explicit "bullet points" (or equivalent) instead of complete sentences in order to save time and facilitate

the consolidation with the other expert. This will allow easy rephrasing of opinions in the consolidated assessment.

At the end of the assessment, experts give overall comments on the application as a whole. In the comments, experts must provide a thorough analysis of the application highlighting its relative strengths and weaknesses.

As their comments will be used by the Executive Agency to provide feedback to applicants, experts must pay particular attention to clarity, consistency and appropriate level of detail. All evaluation reports are to be written in English.

The Executive Agency monitors the quality of expert assessments and can require the expert to revise the assessment should the necessary quality standard not be met.

Experts must assess all applications in full, regardless of the score given to any award criterion.

4.5 Possible problems with applications

Experts are under no circumstances allowed to contact applicants directly. In case of any problems arising during the assessment, experts contact the Agency. The Agency decides whether the applicant will be asked to provide additional information or clarifications or if the application should be assessed in the form it was submitted.

Also, if experts notice during the assessment that the same or similar text appears in two or more applications submitted, as well as any other indications of possible double submissions and overlaps, they inform the Agency about that immediately.

4.6 Panel of experts and consolidated assessment and final score

Once all applications have been assessed by two experts, the experts meet in Brussels to fulfil the following further evaluation steps:

First phase of the Expert panel: Consolidation of each assessment between the two experts.

In this phase, the two experts having assessed the project compare their evaluations and reach to an agreement for a consolidated score. In case the two experts fail to agree on the consolidation, the project will be discussed collectively by the expert panel in the second phase.

Second phase of the Expert panel:

During the second phase of the Expert panel, the following evaluation steps will be carried out by all experts:

- to discuss the projects for which the consolidation has failed, and that need to be discussed further;
- to validate scores of all projects that have been subject to consolidation process;
- to discuss any issues/questions related to projects;
- confirm the ranking of all projects.

The consolidated assessment is considered to be the final assessment of a given application. The consolidated assessment forms the basis for ranking the application on the list of eligible grant applications.

5. Feedback to applicants

As explained in the Guidelines, the Agency notifies the applicant in writing of the selection result once the grant award decision is taken, providing the relevant information on the assessment scores and comments.

In case of a request for further information or appeal by an applicant, the Agency may request the expert involved in the assessment to provide additional elements of information on the assessment as necessary.

Annexes:

- 1.** Access to Markets - Award criteria per type of Action
- 2.** Reference documents on policy priorities in the audiovisual field
- 3.** Template for the Declaration of absence of conflict of interests and of confidentiality

ACTION 1

AWARD CRITERIA	Definition of the award criteria	Elements of analysis of award criteria relevant for all projects	Weighting of the criterion	Aspects to be taken in consideration
Relevance and European added value (maximum 30 points)	1. Relevance of the content of the action including the innovative aspects and the International and European dimension vis-à-vis the objectives of the call for proposals and the needs of the audiovisual industry including video games, television series, cross media and shorts	1a) Is the proposed action in line with the objectives of the call?	10	Clarity and consistency of the business to business action with regards to the objectives of the call including attention to video games, television series, cross media and shorts.
		1b) How well does it meet a need of the industry and include innovative aspects?	10	Adequacy to the needs of the audiovisual industry including the innovative aspects.
		1c) To which extent does it demonstrate a clear added value and a good positioning compared to similar activities and how do you evaluate its European/international dimension?	10	Added value and quality of the positioning of the action compared to similar activities and European/international dimension.
Quality of the content and activities (maximum 30 points)	2. Adequacy of the methodology to the objectives including the format, the target group, selection methods, synergy and collaboration with other projects, the tools including the use of digital technologies relevant to new business models, the feasibility and cost efficiency.	2a) How appropriate is the methodology (choice of format/content/target group/strategy of selection of projects/ invitation of decision makers; tools including the use of digital technologies relevant to new business models; the strategy to facilitate the distribution and circulation and the fostering of talent and creativity)?	10	Adequacy of the methodology to the objectives taking into account the choice of format/content/ target group, the tools including the use of digital technologies relevant to new business models, the strategy of selection of projects/ invitation of decision makers and the strategy to facilitate the distribution and circulation, visibility of low production capacity professionals and/or works, fostering of talent and creativity.
		2b) Is the proposed budget cost efficient? Is it reasonable for the forecast number	10	Cost efficiency of the action taking into account the forecast budget and the co-financing strategy in relation with the number of participants,

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		of participants/projects/days? Is there a strategy to raise co-financing and a business model?		projects and days.
		2c) How do you evaluate the quality and the feasibility taking into account the consistency between the objectives, the proposed content and the budget as well as the synergies and new business models within the A/V industry?	10	Quality and feasibility taking into account consistency between budget, objectives and proposed content as well as relevance to existing synergies and new business models within the A/V industry.
Dissemination of project results, and impact and sustainability (maximum 30 points)	3. Impact of the support on the financing, the international circulation and global audience of the projects and works and/or the structuring effect on the European audiovisual industry	3a) How do you evaluate the systemic impact of the proposed action for the targeted projects and participants, in terms of facilitation of co-production, financing, visibility, international circulation, global audience reach, on the basis of the track record as well as the adequacy and quality of assistance/follow up after the event?	10	Systemic impact for the targeted projects and participants, in terms of facilitation of co-production, financing, visibility, international circulation, global audience reach, based on track record as well as adequacy and level of assistance/follow up after the event.
		3b) What are the prospects in terms of the structuring effect for the European A/V industry? In case of international action, what are the prospects for the European A/V industry within the targeted markets?	10	Structuring effects on the European audiovisual industry and added value to enter the targeted markets / reinforce the co-production/the international circulation.
		3c) How well is demonstrated the impact on the A/V industry/professionals at an International and European level (including low production capacity	10	Impact and structuring effects at European/international level including low production capacity countries or regional level.

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		countries and regional level)?		
Organisation of the project team (maximum 10 points)	4. Distribution of the roles and responsibilities of the team vis-à-vis the objectives of the action	4a) How relevant is the distribution of the roles and responsibilities vis-à-vis the objectives of the action? In case of a multi-beneficiaries proposal: Is the role and added value of each member of the grouping clear and adequate?	10	Relevance of the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action (i.e. event organisation/ international expertise/ audiovisual expertise/digital expertise). In case of multiple applicants: added value and clarity of role of each member of the proposed grouping.

ACTION 2

AWARD CRITERIA	Definition of the award criteria	Elements of analysis of award criteria relevant for all projects	Weighting of the criterion	Aspects to be taken in consideration
Relevance and European added value (maximum 30 points)	1. Relevance of the online tool with regards to the objectives of the call for proposals and the needs of the industry and its added value in terms of business to business exchanges including innovation in the deployment of digital technologies	1a) Is the proposed online tool in line with the objectives of the call?	10	Relevance of the online tool with regards to the objectives of the call.
		1b) How well does it meet the needs of the audiovisual industry and demonstrate added value in terms of business to business exchanges?	10	Adequacy to the needs of the audiovisual industry and added value in terms of business to business exchanges.
		1c) To which extent does it demonstrate innovation in the deployment of digital technologies?	10	Innovation in the deployment of digital technologies.

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<p>Quality of the content and activities (maximum 30 points)</p>	<p>2. Quality and feasibility taking into account the business model and the relevance to existing and new synergies within the A/V industry, as well as the effectiveness and cost efficiency of the tool including the use of digital technologies relevant to new market opportunities and business models</p>	<p>2a) How effective are the tools taking into account the use of digital technologies and the relevance to new market opportunities and business models?</p>	10	<p>Effectiveness of the tools including the use of digital technologies relevant to new market opportunities and business models.</p>
		<p>2b) Is the proposed budget cost efficient taking into account the forecast budget and the co-financing strategy in relation to the impact?</p>	10	<p>Cost efficiency of the action taking into account the forecast budget and the co-financing strategy in relation to the impact.</p>
		<p>2c) How do you evaluate the quality and the feasibility taking into account the business model and the relevance to existing and new synergies within the A/V industry?</p>	10	<p>Quality and feasibility taking into account the business model and the relevance to existing and new synergies within the A/V industry.</p>
<p>Dissemination of project results, and impact and sustainability (maximum 30 points)</p>	<p>3. Systemic impact, the effectiveness in terms of structuring effects on the European audiovisual industry and the added value in reinforcing co-production and international circulation</p>	<p>3a) How do you evaluate the systemic impact of the proposed action for the targeted business to business exchanges in terms of facilitation of co-production, financing, visibility, circulation, audience reach and new opportunities ?</p>	10	<p>Systemic impact for the targeted business to business exchanges in terms of facilitation of co-production, financing, visibility, circulation, audience reach and new opportunities.</p>
		<p>3b) What are the prospects in terms of the structuring effects on the European audiovisual industry and added value to</p>	10	<p>Structuring effects on the European audiovisual industry and added value to reinforce co-production and international circulation.</p>

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		reinforce co-production?		
		3c) How well is demonstrated the impact and structuring at European/international level including low production capacity countries or regional level?	10	Impact and structuring effects at European/international level including low production capacity countries or regional level.
Organisation of the project team (maximum 10 points)	5. Distribution of the roles and responsibilities of the team vis-à-vis the objectives of the action	4a) How relevant is the distribution of the roles and responsibilities vis-à-vis the objectives of the action? In case of a multi-beneficiaries proposal: Is the role and added value of each member of the grouping clear and adequate?	10	Relevance of the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action (i.e. event organisation/ international expertise/ audiovisual expertise/digital expertise). In case of multiple applicants: added value and clarity of role of each member of the proposed grouping.

ACTION 3

AWARD CRITERIA	Definition of the award criteria	Elements of analysis of award criteria relevant for all projects	Weighting of the criterion	Aspects to be taken in consideration
Relevance and European added value (maximum 30)	1. Relevance of the B2B promotional activity with regards to the objectives of the call, the added value in terms of visibility and circulation of European works on European and international markets as well as the innovation and deployment of digital	1a) How relevant is the proposed business to business promotional activity with regards to the objectives of the call?	10	Relevance of the business to business promotional activity with regards to the objectives of the call.
		1b) To which extent does it demonstrate a clear added value in terms of visibility and circulation of European works on European and international markets ?	10	Added value in terms of visibility and circulation of European works on European and international markets.
		1c) To which extent does it demonstrate innovation and deployment of digital	10	Innovation and deployment of digital technologies.

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points)		technologies?		
<p>Quality of the content and activities (maximum 30 points)</p>	<p>2. Quality and feasibility, effectiveness of the strategy to reinforce the distribution and circulation of European works on European and international markets and the cost efficiency of the action</p>	<p>2a) How effective is the strategy and methodology to facilitate the distribution and circulation of European works on European and international markets, impact in terms of visibility of low production capacity professionals and/or works as well as fostering of talent and creativity?</p>	<p>10</p>	<p>Effectiveness of the strategy and methodology to facilitate the distribution and circulation of European works on European and international markets, impact in terms of visibility of low production capacity professionals and/or works as well as fostering of talent and creativity.</p>
		<p>2b) Is the proposed budget cost efficient taking into account the forecast budget and the co-financing strategy in relation with the number of targeted projects and new market opportunities? Is there a strategy to raise co-financing and a business model?</p>	<p>10</p>	<p>Cost efficiency of the action taking into account the forecast budget and the co-financing strategy in relation with the number of targeted projects and new market opportunities.</p>
		<p>2c) How do you evaluate the quality and the feasibility taking into account consistency between budget, objectives and impact as well as relevance to existing synergies and new business models within the A/V industry?</p>	<p>10</p>	<p>Quality and feasibility taking into account consistency between budget, objectives and impact as well as relevance to existing synergies and new business models within the A/V industry.</p>

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Dissemination of project results, and impact and sustainability (maximum 30 points)	3. Systemic impact in terms of increased visibility, circulation and audience reach, the effectiveness in terms of structuring effects on the European audiovisual industry and the added value to enter new market opportunities	3a) How do you evaluate the systemic impact of the proposed action for the targeted projects and participants, in terms of increased visibility, circulation, audience reach, based on track record as well as adequacy and level of follow up?	10	Systemic impact for the targeted projects and participants, in terms of increased visibility, circulation, audience reach, based on track record as well as adequacy and level of follow up.
		3b) What are the prospects in terms of the structuring effects on the European audiovisual industry and added value to enter new market opportunities and reinforce the international circulation of European audiovisual works?	10	Structuring effects on the European audiovisual industry and added value to enter new market opportunities and reinforce the international circulation of European audiovisual works.
		3c) How well is demonstrated the impact and structuring effects at European/international level including low production capacity countries or regional level?	10	Impact and structuring effects at European/international level including low production capacity countries or regional level.
Organisation of the project team (maximum 10 points)	6. Distribution of the roles and responsibilities of the team vis-à-vis the objectives of the action	4a) How relevant is the distribution of the roles and responsibilities vis-à-vis the objectives of the action? In case of a multi-beneficiaries proposal: Is the role and added value of each member of the grouping clear and adequate?	10	Relevance of the distribution of the roles and responsibilities of the team vis-à-vis the specific objectives of the action (i.e. event organisation/ international expertise/ audiovisual expertise/digital expertise). In case of multiple applicants: added value and clarity of role of each member of the proposed grouping.

The Legal basis of Creative Europe:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32013R1295:EN:NOT>

Access to Markets Guidelines:

https://eacea.ec.europa.eu/creative-europe/funding/support-for-access-markets-eacea-172016_en



Education, Audiovisual and Culture Executive Agency

Creative Europe - Media

Declaration of absence of conflict of interests and of confidentiality

Title of Call for proposals:

Reference: Call for proposals

I. Conflict of interests

I, the undersigned [Surname, family name], having been appointed as an expert for the abovementioned call, declare that I am aware of Article 57 of the Financial Regulation, which states that:

"1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union.

Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the authorising officer by delegation who shall confirm in writing whether a conflict of interests exists. The person in question shall also inform his or her hierarchical superior. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient."

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the evaluation that a conflict of interests exists, I will declare it immediately to the Agency.

1/Disqualifying conflict of interests:

- Involvement in the preparation of the proposal;
- Direct benefit in case of acceptance of the proposal;
- Close family relationship with any person representing a participating organisation in the proposal;
- Director, trustee or partner of a participating organisation;
- Current employment by a participating organisation;
- Current involvement in a contract or collaboration with a participating organisation;
- Any other situation that compromises my ability to evaluate the proposal impartially.

2/Potential conflict of interests:

- Employment by one of the participating organisation within the previous three years;
- Involvement in a contract or collaboration with a participating organisation within the previous three years;
- Any other situation that could cast doubt on my ability to evaluate the proposal impartially, or that could reasonably appear to do so in the eyes of a third party (*Ex. Past or current personal relationships, nationality, political affinity, etc.*).

I hereby declare that I fall under one or more of the above circumstances (please specify which and explain)*:

**Ex. In case of employment by a structure including different departments or institutes, please specify the degree of autonomy between them.*

I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.³

II. Confidentiality and personal data protection

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present evaluation. If unnecessary or excessive personal data are contained in the documents submitted by the applicant, I will not process them further or take them into account for the evaluation of the proposal. I will not communicate outside the panel any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

Signed:

Date/Place:

Name (in capitals):

³ In case of false, incomplete or incorrect statements or failure to provide information in an attempt to obtain the contract or any benefit resulting therefrom, or where this was the effect of the action, this constitutes a breach of the contract between the Agency and the expert. The Agency may decide to terminate the contract and to recover any sums paid to the Contractor under the order (cf. Article 8 of the General Conditions).