

ADRESTIA OPEN CALL HUB

Code of Conduct and Declaration of Honour for External Evaluators

Part I: Code of Conduct for External Evaluators

Article 1. Performance of the Contract

1. The Evaluator works independently, in a personal capacity, and not on behalf of any organization.
2. The Evaluator must: a) Evaluate each proposal in a confidential and fair way, in accordance with the Guide for Applicants (or similar document, based on each specific project's vocabulary) and the evaluation documents provided by the Contracting Party (Adrestia and, where applicable, a relevant cascading funding coordinator) in each Open Call/project they are selected to evaluate. b) Assist the Contracting Party to the best of their abilities, professional skills, and knowledge, applying the highest ethical and moral standards. c) Follow any instructions and time schedules given by the Contracting Party and deliver consistently high-quality work.
3. The Evaluator may not delegate another person to carry out the work or be replaced by any other person.
4. If a legal entity involved in a proposal approaches the Evaluator during the evaluation of this proposal, they must immediately inform the Contracting Party.

Article 2. Obligations of Impartiality

1. The Evaluator must perform their work impartially. To this end, the Evaluator is required to: a) Inform the Contracting Party of any conflicts of interest arising in the course of their work. b) Confirm in a specific Open Call evaluation case that there is no conflict of interest for each proposal they are evaluating by signing the Declaration of Honour included in Part II of this document.
2. **Definition of the conflict of interest:** For a given proposal, a conflict of interest exists if an Evaluator (but not limited to): a) was involved in the preparation of the proposal. b) stands to benefit directly or indirectly if the proposal is accepted. c) has a close family or personal relationship

- with any person representing an applicant legal entity. d) is a director, trustee, or partner, or is in any way involved in the management of an applicant legal entity. e) is employed or contracted by one of the applicant legal entities. f) is a member of any of the Beneficiaries of the Consortium/Project Team within which an Open Call is being conducted.
3. *In the following situations, the Contracting Party will decide whether a conflict of interest exists, taking account of the objective circumstances, available information, and related risks when an Evaluator:* I. was employed by one of the applicant legal entities in the last three years. II. is involved in a contract or grant agreement, grant decision, or membership of management structures (e.g., member of management or advisory board, etc.) or research collaboration with an applicant legal entity or fellow researcher, or had been so in the last three years. III. is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially, or that could reasonably appear to do so in the eyes of an external third party.
 4. **Consequences of conflicts of interest:** a) If a conflict of interest is reported by the Evaluator or established by the Contracting Party, the Evaluator must not evaluate the proposal concerned and shall immediately inform the Contracting Party about the situation. b) If a conflict becomes apparent at any stage of the evaluation, the Evaluator must immediately inform the Contracting Party. If a conflict is confirmed, the Evaluator must stop evaluating the proposal concerned. Any comments and scores already given by the Evaluator will be discounted. If necessary, the Evaluator will be replaced. c) If it is revealed during an evaluation that an Evaluator has knowingly concealed a conflict of interest, the Evaluator will be immediately excluded, and sanctions will apply, subject to a separate decision.

Article 3. Obligations of Confidentiality

1. The Contracting Party and the Evaluator must treat confidentially any information and documents, in any form (i.e., paper or electronic), disclosed in writing or orally in relation to the performance of the Contract.
2. The Evaluator undertakes to observe strict confidentiality in relation to their work. To this end, the Evaluator: a) must not use confidential information or documents for any purpose other than fulfilling their obligations under the Contract without prior written approval of the Contracting Party. b) must not disclose, directly or indirectly, confidential information or documents relating to proposals or applicants, without prior written approval of the Contracting Party.

3. *In particular, the Evaluator:* I. must not discuss any proposal with others, including other Evaluators, the Contracting Party, or any other entity involved in any form on the given Open Call activity, not directly involved in evaluating the proposal, except during the formal discussion at the meetings moderated by or with the knowledge and approval of the Contracting Party to this purpose. II. must not disclose:
- any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation for any purpose other than fulfilling their obligations under the Contract without prior written approval of the Contracting Party.
 - their advice to the Contracting Party or relevant service on any proposal to the applicants or to any other person (including colleagues, students, etc.).
 - the names of other Evaluators participating in the evaluation. III. must not communicate with applicants on any proposal during the evaluation.
4. The Evaluator will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent, and for returning, erasing, or destroying all confidential documents or files upon completing the evaluation as instructed.
5. If the Evaluator seeks further information (for example through the internet, specialized databases, etc.) to complete their examination of the proposals, they: a) must respect the overall rules for confidentiality for obtaining such information, b) must not contact applicants, c) must not contact third parties without prior written approval of the Contracting Party.

Part II: Declaration of Honour

The undersigned **[Name Surname]** in his/her own name:

1. Declares that they are not in one of the following situations: a) is bankrupt or being wound up, is having his/her affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations; b) has been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; c) has been guilty of grave professional misconduct proven by any means which the contracting authority can justify, including by decisions of the European Investment Bank and international organizations; d) is not in

compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed; e) has been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests.

2. Declares that he/she: a) is not subject to a conflict of interest as per Article 2 of the Code of Conduct for Evaluators; b) has not made false declarations in supplying the information required as a condition of being eligible as an Evaluator for the review of the applications received during the open call(s) and does not fail to supply this information; c) is not in one of the situations of exclusion referred to in the abovementioned point 1; d) is either European (EU nationals, Member States (MS) of the European Union (EU), including their outermost regions, as well as Overseas Countries and Territories (OCT) linked to EU Member States) as well as nationals of Horizon Europe associated countries, or is a resident/taxpayer in one of these countries.

Full name: _____

Passport or ID number: _____

Done at: _____ **on** _____

Signature: _____