

## Code of Conduct for Experts Appointed as Evaluators

- I. The task of an evaluator is to participate in the confidential, fair and unbiased evaluation of each proposal according to the conditions of the NEWFELPRO project. The evaluator must invest their best efforts to achieve do so and subsequently deliver a high quality work.
- II. The evaluator works as an independent person. Such a person is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.
- III. The evaluator must use appropriate, non-discriminatory language related to evaluation of project proposals.
- IV. The evaluator commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If an evaluator has a direct or indirect connection with a proposal, or other interest in any way connected with a proposal, or has any other allegiance which may impair his/her neutrality with respect to a proposal, the evaluator must declare such facts to the NEWFELPRO Secretariat as soon as becoming aware of such circumstances. The NEWFELPRO Secretariat and NEWFELPRO Selection Committee will ensure that, where the nature of any relation is such that it could threaten the evaluator's neutrality, he/she will not participate in the evaluation of the respective proposal and, if necessary, competing proposals.
- V. Evaluators may not discuss any proposal with others, including other evaluators.
- VI. Evaluators may not communicate with applicants. No proposal may be modified during the evaluation process.
- VII. Evaluators must only send their evaluations by electronic e-mail to the NEWFELPRO Secretariat.
- VIII. Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation.
- IX. The evaluator will be held personally responsible for maintaining confidentiality of any documents or electronic files sent including the returning, erasing or destroying of all confidential documents or files upon completing the evaluation as instructed. Evaluators may seek further information (for example, on the internet, specialised databases, etc.) for the purpose of completing the examination of the proposals. Evaluators must not disclose the contents of proposals or information on applicants to third parties (e.g. colleagues, students, etc.).



- X. Evaluators are required to comply strictly with any rules defined by the NEWFELPRO Selection Committee to ensure confidentiality of the evaluation. Failure to do so may result in exclusion from the current and future evaluation processes.

