

## Letter of Appointment for Independent Experts

I. Ministry of Science, Education and Sports (MSES) represented by the NEWFELPRO Selection Committee would like to thank you for agreeing to help as an independent expert in the evaluation of proposals received in response to the calls under the NEWFELPRO project.

II. Evaluation work includes formulating recommendations on the proposals submitted in order to find best projects in sense of the aims of the NEWFELPRO project, in line with mission and goals of MSES. You should act impartially, independently and confidentially, in your personal capacity. You are expected to apply your best professional skills, knowledge and ethics, in accordance with the guidelines and time schedules provided. You should provide the NEWFELPRO Secretariat with any information you may need for the successful evaluation.

III. Evaluation work involves completion of forms and providing of comments on proposals and submitting these to the NEWFELPRO Secretariat. To this end, you will be required to perform the evaluation work at your own place no later than one month after accepting this engagement.

IV. If you fail to provide all appropriate forms and comments by this date, the MSES reserves the right not to pay all or part of the payment entitled to you as indicated below.

V. In accordance with the NEWFELPRO 2013 Guidelines for Evaluators and Evaluation Procedure, the NEWFELPRO Selection Committee has to avoid situations of conflict of interest on which you are required to give an opinion. To this end, you are required to read and accept the Code of Conduct for Experts Appointed as Evaluators and the Conflict of interest and Confidentiality Declaration as a compulsory part of the online registration process, where you state that no such conflict of interest exists at the start of your duties and that the NEWFELPRO Secretariat will be immediately informed if such a situation should arise in the course of your duties.

VI. You are required to read accept this Letter of Appointment for Independent Experts and the accompanying Code of Conduct for Experts Appointed as Evaluators and Conflict of Interest and Confidentiality Declaration before you download any proposals to be evaluated. You will undertake not to make use of and not to disclose any facts, information, knowledge, documents or other matters brought to your attention due to the evaluation work or any results arising therefrom.

VII. You may claim a compensation of 130,00 EUR gross per call for proposals you are entitled to evaluate. If you wish to claim this payment, you have to sign the contract that you will receive meanwhile and send it back to our address. If you have not submitted the signed contract within the period of 60 days after receiving of contract, it is presumed that no claim for payment or for reimbursement of expenses will be requested.

VIII. When accepting to evaluate a proposal by registering in the NEWFELPRO 2013 Web Application, you are obliged to send personal data related to financial compensation.



IX. In the case of a serious failure to fulfil your obligations from evaluation work or in respect of the terms of this Letter of Appointment for Independent Experts, the Code of Conduct for Experts Appointed as Evaluators or the Conflict of interest and Confidentiality Declaration, the NEWFELPRO Selection Committee may terminate your appointment immediately without payment of any compensation.



Ministry of Science, Education and Sports

