**Subject: Horizon Europe Cluster 6 Calls – Check of availability to evaluate proposals**

Dear expert,

I am contacting you to enquire about your **willingness and availability to assist us as expert in the frame of the evaluation of proposals** which will be submitted under the **Horizon Europe Cluster 6 Calls** and within the following topics:

* [**HORIZON-CL6-2023-CircBio-01-12- Optimising the sustainable production of wood and non-wood products in small forest properties and development of new forest-based value chains**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl6-2023-circbio-01-12;callCode=null;freeTextSearchKeyword=HORIZON-CL6-2023-CircBio-01-12;matchWholeText=true;typeCodes=0,1,2,8;statusCodes=31094501,31094502,31094503;programmePeriod=null;programCcm2Id=null;programDivisionCode=null;focusAreaCode=null;destinationGroup=null;missionGroup=null;geographicalZonesCode=null;programmeDivisionProspect=null;startDateLte=null;startDateGte=null;crossCuttingPriorityCode=null;cpvCode=null;performanceOfDelivery=null;sortQuery=sortStatus;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState)
* [**HORIZON-CL6-2023-CircBio-01-13- Capturing market trends and societal perceptions for tailor-made forest services**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl6-2023-circbio-01-13;callCode=null;freeTextSearchKeyword=HORIZON-CL6-2023-CircBio-01-13;matchWholeText=true;typeCodes=0,1,2,8;statusCodes=31094501,31094502,31094503;programmePeriod=null;programCcm2Id=null;programDivisionCode=null;focusAreaCode=null;destinationGroup=null;missionGroup=null;geographicalZonesCode=null;programmeDivisionProspect=null;startDateLte=null;startDateGte=null;crossCuttingPriorityCode=null;cpvCode=null;performanceOfDelivery=null;sortQuery=sortStatus;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState)
* [**HORIZON-CL6-2023-CircBio-01-14- Monitoring the multi-functionality of European forests**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl6-2023-circbio-01-14)

The type of action that you will evaluate is an **Research and Innovation Action – “RIA.**

**Confirmation of availability**

**Please confirm your availability and absence of CoI by 18 January 2023. To this end, we kindly ask you to complete this** [**EU Survey**](https://ec.europa.eu/eusurvey/runner/d7757629-2e4b-0c93-e7b0-b05d87dd4cc8)(<https://ec.europa.eu/eusurvey/runner/d7757629-2e4b-0c93-e7b0-b05d87dd4cc8>)**, where you will also be able to indicate your preferred topic(s) and your professional expertise.**

In the meantime, please do not hesitate to contact us should you have any questions: [cristina.paducea@ec.europa.eu](mailto:cristina.paducea@ec.europa.eu) or [Anna-Karin.RUNEMO@ec.europa.eu](mailto:Anna-Karin.RUNEMO@ec.europa.eu)

Please see below for more information related to the evaluation process.

**Role of evaluators:**

Your role as expert evaluator would be to evaluate a set of proposals applying the evaluation criteria and the topic description that are provided in a briefing document.

The evaluation is divided into 2 phases:

**Phase 1 — Individual evaluation (remote phase)**

After final confirmation of the absence of conflicts of interests, each expert evaluator will carry out an evaluation and write an ‘individual evaluation report' (IER), including evaluation comments and scores, for each proposal and submit them electronically.

**Phase 2 — Consensus group (consensus phase)**

The expert evaluators will hold consensus meetings – virtual or on-site(Brussels) – in which each proposal will be discussed in a panel of 3-5 experts (‘Consensus group’). The panel will compose a Consensus Report (CR), drafted by an expert assigned as rapporteur who summarise the evaluation comments and scores. The duration of this phase will be up to 5-6 days, depending on the number of proposals to be discussed.

Please note that you are entitled to travel costs and a standard fee for accommodation (max 168 EUR) and daily allowance (113.00 EUR) if you are asked to attend the consensus meetings in Brussels.

Please note that independently of whether the consensus phase takes place on-site or virtually, you must be fully available to work throughout the working day (Brussels time) during these days (and you will be paid accordingly). In case of a virtual meeting, a stable WIFI connection and a work place where you can ensure the confidentiality of the evaluation process will be essential to participate.

**Evaluation schedule**

* **Individual evaluation (remote phase)** will take place **from 12/04/2023 to 05/05/2023** (indicative).
* **Virtual/on-site Consensus meetings** will be held virtually using WEBEX or an alternative video-conference tool. The consensus phase will be held for a number of days, normally 5-6 days, from **01/05/2023 to 31/05/2023** (indicative).

**Workload and Payment**

You would have **up to 8 proposals** to evaluate, but this can vary depending on the final number of proposals submitted to the topic. Please refer to the table here below for an estimate of the time per task (1 unit = 1 day) and do not underestimate the time needed for the assessment of proposals during the remote phase – especially at the beginning of the process and/or if it would be your first time as expert evaluator.

For the ‘individual remote’ phase, you will be paid an expert fee for each task performed in accordance with the terms of the Horizon Europe expert-evaluator contract (the contract will specify a maximum number of working days).

For the “consensus phase”, the payment will be based on the working days spent in on-site or virtual meetings.

For information purposes only, please see below an estimate of the unit costs per the type of action indicated above.

**For IA/RIA**

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| --- | --- | --- | --- |
| **Nr** | **Tasks** | **Unit Costs** | **Equivalent in Euro** |
| 1 | Reading and assimilating briefing documents including participation in web-cast briefing | 1 day | 450€ |
| 2 | Drafting individual evaluation reports | 0,7 day/proposal | 315€/proposal |
| 3 | Pre-drafting Consensus Report for central consensus meeting (experts acting as rapporteurs)\* | 0,2 day/proposal | 90€/proposal |
| 4 | Pre-drafting Consensus Report for central consensus meeting (experts acting as **dedicated rapporteurs**)\* | 0,4 day/proposal | 180€/proposal |
| 5 | Remote review and quality checks of report(s) (IERs, CRs and ESRs) | 0,3 day/proposal | 135€/proposal |
| 6 | Work performed during the “on site or virtual consensus phase” |  | 450€ per day |

\*You will be informed if you will act as rapporteur in due time.

You might be asked to comment the consensus report before the on-site or virtual consensus phase. If this is the case, you will be paid in addition the corresponding fee that will be stated in your contract.

**Conflict of interest**

Before confirming your availability, please verify that, to the best of your knowledge, you do not have a conflict of interest (CoI).

**CoI exists when you:**

* are and/or were involved in the preparation of any proposal submitted to the topic;
* are a director, trustee or partner or is in any way involved in the management of an applicant legal entity (or third party involved in the action);
* are employed or contracted by one of the applicant legal entities (or third parties involved in the action);
* benefit should any proposal(s) submitted to the topic be accepted or rejected;
* have a close family or personal relationship with any person representing an applicant legal entity (or named third parties) involved in the preparation of the proposal;
* are a member of an Advisory Group set up by the Commission to advise on the preparation of EU or Euratom Horizon 2020 work programmes, or work programmes in an area related to the call for proposals in question;
* are a National Contact Point, or is directly working for the Enterprise Europe Network;
* are a member of a Programme Committee of the HE Cluster 6.

**Potential CoI.** In the following situations, REA will decide whether a CoI exists, if you:

* were employed by an applicant (or third party involved in the action) in the last 3 years;
* were involved in a grant agreement/decision, the membership of management structures or a research collaboration with an applicant (or third party involved in the action) in the last 3 years;
* are in any other situation that casts doubt on your impartiality or that could reasonably appear to do so in the eyes of an outside third party.

Experts will be asked to sign a declaration of absence of conflict of interest and of confidentiality.

**Register to the EU expert database**

We kindly ask you to register to the [EU expert data base](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert), fill out your expert profile and your contact details (i.e. email address, phone number, domicile, and bank account).Having a valid profile (with the ‘Research Funding bodies based in the EU’ option ticked under “Who can see my profile” section) is a necessary pre-condition to act as an evaluator.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

**Update of your CV in the EU expert database (if you are already registered)**

We kindly ask you to make sure that your CV, **in particular your contact** (i.e. email address, phone number and domicile) and bank account details- in the EU expert database are up to date:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

**Having a valid profile (with the ‘Research Funding bodies based in the EU’ option ticked under “Who can see my profile” section) is a necessary pre-condition to act as an evaluator**.

Please be aware that this email does **NOT constitute a binding offer** and that your availability does not mean that you will automatically be selected. The final decision by the Agency will only be taken at a later stage, and will depend on a combination of various parameters set by the legislation (i.e. policy area coverage, nationality, gender balance, industry/academia background, etc)

Best regards,

Cristina Paducea and Anna-Karin RUNEMO

**The European Research Executive Agency**

**Unit REA.Β3 Biodiversity, Circular Economy and Environment**

[**Cristina.Paducea@ec.europa.eu**](mailto:Cristina.Paducea@ec.europa.eu)

[**Anna-Karin.RUNEMO@ec.europa.eu**](mailto:Anna-Karin.RUNEMO@ec.europa.eu)