



HELLENIC REPUBLIC
MINISTRY OF DEVELOPMENT AND INVESTMENTS
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY

HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION

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Athens 24.03.2020

Ref. No. 23889

**RULES OF PROCEDURE OF HELLENIC FOUNDATION FOR RESEARCH
AND INNOVATION EVALUATION COMMITTEES**

(Decision with Ref. No. 23648/18.03.2020 of the 75th Meeting of the Scientific Council of the Hellenic Foundation for Research and Innovation, OPN: Ψ1ΩΓ46M77Γ-ΘIN)

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1. GENERAL FRAMEWORK

The present Rules of Procedure of Evaluation Committees of the Hellenic Foundation for Research and Innovation (the "Foundation") establish, in accordance with Article 5 (5) of Law 4429/2016, the regulations and procedure of operation of the Evaluation Committees and independent experts evaluating Applications/Proposals of candidate beneficiaries in the framework of the Foundation's Calls. The evaluation of Applications/Proposals is performed by Evaluation Committees, consisting of five (5) to twenty (20) members, and independent experts, if necessary, in accordance with article 5 (5 to 8) of Law 4429/2016, as in force, in each Call.

Depending on evaluation needs and the field of expertise for each Call, one or more Evaluation Committees (E.C.) are established and formed by decision of the Scientific Council (the "S.C.") of the Foundation, following the proposal of the respective Advisory Committees (the "A.C.") according to articles 5(6) and 8(13) of Law 4429/2016. Each E.C. includes distinguished scientists specializing in the field of expertise of submitted Applications/Proposals. If it appears necessary, due to the specialized subject of the submitted Applications/Proposals and depending on the opinion of E.C., a non-binding evaluation of one or more independent experts may be required, designated by decision of the Foundation's S.C. The decision on the evaluation of each Application/Proposal is made by the E.C. The proceedings of each E.C. are surveyed by the Foundation's S.C., in accordance to article 9(8) case 'c' of Law 4429/2016, and is governed by these Rules of Procedure and Law 4429/2016 supplementarily, the Code of Administrative Procedure and the respective Call.

2. COMMITTEE ESTABLISHMENT – FORMATION – OPERATION

2.1 The E.C. is formed by decision of the Foundation S.C. following the proposal of the respective A.C(s).

The E.C. is composed of the President, his alternate, other regular members, the secretary and his/her alternate. The S.C. supervises that all the procedures are being followed properly by each E.C., in line with the principles of meritocracy and transparency. In the framework of conducting proper procedure supervision, S.C. members may attend E.C. meetings, without the right to vote or express an opinion during proposal evaluation. Each E.C. is assisted in its task by scientific personnel or Foundation's employees. The personal details of each E.C. member deemed necessary for their legal establishment and operation, such as their name, surname and capacity, shall be made public and posted on "Diavgeia" Program immediately after the evaluation process has been conducted and completed.

2.2 Distinguished scientists/experts of respective scientific fields are designated as E.C. members. These experts are drawn from the Certified Evaluator Register of par. 11 of Law 4429/2016, until the establishment of which they shall be drawn from the Certified Evaluator Register of article 27 of Law 4310/2014 (A' 258) and shall meet the qualifications required in relation to the subject of the submitted Applications/Proposals. In the event that the S.C. identifies the lack of a field of expertise among the expertise of the specialized scientists required for the evaluation of all Applications/Proposals or that the existing scientists do not fulfil in terms of expertise the need for a specific evaluation, experts from Greece or abroad who are not included in the Certified Evaluator Register, may be appointed as members, pursuant to its decision.

2.3 Each E.C. operates on the highest standards of reliability to ensure the impartiality, objectivity and integrity of the evaluation process.

2.4 Foundation’s S.C. members, as well as their spouses or relatives by blood or in law, up to the second degree, may not be E.C. members. or independent experts. E.C. members who are spouses, or relatives by blood, or relatives in law up to the fourth degree, may not be attending the same meeting.

2.5 The E.C. President sets the date, time and place of its meetings, invites members to the meeting, and evaluates proposals and applications to facilitate process conduct. The invitation and the agenda shall be communicated by the E.C. Secretary to its members at least forty-eight (48) hours in advance prior to the meeting by any appropriate means (indicatively: email, fax). E.C. meetings are held in secret and it is possible for them to be held by teleconference.

2.6 The E.C. shall be convened legally when including more than half of its members (quorum). The quorum must be maintained throughout the meeting. If a non-invited member is not present at the meeting, the meeting is illegal.

2.7 E.C. decisions are reached by the absolute majority of present members. In case that a majority is not formed the vote shall be repeated until an absolute majority is formed, with the mandatory accession of the one / ones forming the weakest opinion, to a more dominant opinion. In any event, if there is a tie in votes, the President's vote shall prevail. A member who abstains from the vote or casts a blank vote, shall be considered as absent.

2.8 The vote takes place in an open ballot. Minutes shall be kept for E.C. meetings, particularly listing the names and capacity of members present, the place and time of the meeting and the topics discussed. The minutes shall contain the opinions and the names of the members who were found in minority. The report, containing the final results of the evaluation along with a personalized report and documentation of the evaluation decision (a list of the proposals in ranking order and detailed justification), is drafted by the secretary and ratified by the President. The signature of the President or his alternate shall be sufficient to legally substantiate any E.C. act.

3. COMMITTEE OBJECTIVE/TASK

The appointed task of the E.C. and independent experts is the evaluation of Proposals/Applications in accordance with the criteria provisioned in each Call and Law 4429/2016. Members to the E.C. are granted access to all Proposal/Application files, after they have accepted their appointment and signed a confidentiality and non-conflict of interest declaration form. Independent experts are granted access to the files pertaining to the Proposal/Application for which they have been asked to provide a non-binding evaluation, after they have accepted their appointment and signed a confidentiality and non-conflict of interest declaration.

4. CONFIDENTIALITY

As a whole, the evaluation process is governed by absolute and complete confidentiality, throughout its duration and after its completion. E.C. members and independent experts owe to full discretion before, during and after the evaluation, as to the whole of the evaluation process.

5. IMPARTIALITY – CONFLICT OF INTERESTS

5.1 E.C. members and independent experts shall avoid any circumstance that a conflict of interests may occur and shall provide guarantees of impartial judgment while performing their responsibilities. E.C. members must abstain from any act or process which constitutes participation to decision making, while independent experts are obligated not to proceed with the

evaluation, when: a) the case outcome is linked to satisfying a personal interest, or b) they are spouse, or blood related, or legally related, related in-line to no limit or in askew to the fourth degree, to any stakeholders (Principal Investigator to a project or Research Team member to a Proposal, or, in the case of a scholarship Application, to a PhD Candidate or the Supervising Professor), or c) have a particular attachment or a singular relationship, or hostility with the stakeholders. The E.C. member/independent expert is considered to have a particular attachment or singular relationship or hostility with the stakeholders, when (indicatively):

- the Application/Proposal originates from the same Higher Education Institution Department (AEI), or research/technical organization, or University Research Institute that the E.C. member/independent expert is employed to,
- he/she is, or his/her spouse is, or he/she is related to by blood or by law, related to in-line to no limit or in askew to the fourth degree, the Principal Investigator/Project Coordinator or the Research Team member to the Proposal, or in the case of a scholarship Application, the Supervising Professor of the PhD Candidate,
- is an administration staff member to the Host Institution or the organization that the Principal Investigator/Project Coordinator is employed in or, in the case of a Scholarship Application, is an administration staff member to the organization where the doctoral thesis is being prepared,
- he/she has participated in the preparation or the drafting of the Application/Proposal.
- he/she has had joint publications or, during the last three (3) years, has participated in a research team with the project Principal Investigator/Coordinator or, in the case of a Scholarship Application, with the PhD Candidate or/and the Supervising Professor.

5.2 A conflict of interest also arises when an E.C. member/independent expert has private or personal interests, that may affect or appear to affect his/her impartial and objective fulfilment of his duties. Considered as private or personal interests, are any possible advantages in his/her favor, his/her spouse or his/her relatives to the second degree.

5.3 In case the E.C. member/independent expert, deems at any time during the evaluation process, that his/her person has commanding reason to abstain due to one or more of instances referred to in paragraphs 5.1 and 5.2 hereof, he/she must report it immediately to the S.C. President or his alternate, abstaining from any further action. In events such as this the issue shall be communicated by the E.C. President to the S.C. of the Foundation without delay, which shall then adjudge as soon as possible.

5.4 An application for the exemption of an E.C. member or an independent expert, can be submitted by any stakeholder at any stage of the evaluation process. The application shall be submitted to the S.C., which shall adjudge as soon as possible. The exemption may also be decided upon by the S.C. of its own motion.

6. PUBLICITY

Evaluation results, along with actions pertaining the expert and E.C. member selection, appointment, out of base travel and remunerations, are issued and posted on “Diavgeia” Program immediately after the evaluation process has been conducted and completed.