

Project Title	ICT Standardisation Observatory and Support Facility in Europe
Project Acronym	StandICT.eu 2023
Grant Agreement No	951972
Instrument	Coordination and Support Action
Call	ICT-45-2020 <i>Reinforcing European presence in international ICT standardisation: Standardisation Observatory and Support Facility</i>
Start Date of Project	01.09.2020
Duration of Project	36 Months
Project Website	www.standict.eu

D3.1 – CALL MONITORING REPORT - 1

Work Package	WP3, Management facility for EU experts in ICT standardisation, the 'Standardisation Fellowship Programme'
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Due Date	31.03.2021 (M7)
Date	31.03.2021 (M7)
Version	1.0

Dissemination Level

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Versioning and contribution history

Version	Date	Author	Notes
0.1	15.03.2021	Francesco Osimanti (Trust-IT)	ToC
0.2	19.03.2021	Francesco Osimanti (Trust-IT)	Section 2 and Section 3
0.3	24.03.2021	Francesco Osimanti (Trust-IT)	Conclusions and Lessons Learned
0.4	29.03.2021	Patricia Nugent (Trust-IT)	Section 4
0.5	30.03.2021	Stefano Ingallina (Trust-IT)	Formatting
0.6	30.03.2021	Mona Marill (AUSTRALO), Ray Walshe (DCU)	Overall check of the document
1.0	31.03.2021	Francesco Osimanti, Silvana Muscella (Trust-IT)	Consolidated Version and Submission

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Glossary

AUS	Australo Interinnov Marketing Lab Srl (<i>Project Partner</i>)
DCU	Dublin City University (<i>Project Partner</i>)
EAG	External Advisory Group
EPE	External Pool of Evaluators
EUOS	European Observatory for ICT Standardisation
OC	Open Call(s)
PMB	Project Management Board
SDO	Standard Developing Organisations
TGP	Trust Grant Platform
TRUST-IT	Trust-IT Srl (<i>Project Leader</i>)
WP	Work Package

1. Executive Summary

This Report “*Call Monitoring Report – No 1*” represents the first of a series of 5 reports that cover the main outcomes, statistics and relevant facts of the 10 StandICT.eu 2023’s Open Calls, the process of the EPE recruitment and performed work, the OC’s priorities and selection and the promotional activity carried out for their promotion.

The document provides a detailed overview on the selection procedure and rationale behind the choice of each OC’s priorities, the support given to applicants during both the pre-proposal and submission phases, the coaching provided to the pool of Evaluators to ensure a seamless, efficient, and timely assessment of the received proposals and, finally, how the Grants Platform was enhanced to guarantee a streamlined and easier call management process.

The Open Call process, through which the first group of External Pool of Evaluators (EPE) were recruited is also described, including the process adopted to onboard and train them, an assessment of their work and some recommendations as to how to improve the overall evaluation process for future open calls. For the sake of transparency, a record of all financial transactions made to the EPE is also documented.

The project also set up an External Advisory Group (EAG)¹ made of 20 esteemed experts from a broad spectrum of ICT standardisation areas, EC Policy officers, member of renowned SDOs and EU national Standard Bodies, representative of SMEs organisations and professional ICT networks with the principal role of to foster the project in each of its main phases, identify fundamental ICT priorities and advocate the initiative through different contexts and events.

The StandICT.eu consortium has provided proactive assistance to applicants through the continuous updating of FAQs and provision of hands-on support, when requested, during the entire OC process. This degree of assistance was needed, on one side, to guarantee the complete accuracy and fairness of the Evaluation cycle and, on the other side, to help applicants to submit timely and eligible proposals aligned with the scope of the project.

¹ <https://www.standict.eu/eag>

2. Purpose and Scope

The scope of the present document – having public dissemination level – is to provide a detailed view of the outcome of the StandICT.eu 2023 Open Calls, in terms of received submissions, funded initiatives and applicants, and other relevant information at the date of writing, such as outcomes of the calls in terms of the SDOs and standards addressed by the funded proposals. The evidence of impact generated by such projects will be better highlighted in the next Reports, since (to date) all the grantees need yet to start their activities.

The main objectives of this deliverable are:

- To provide information on the Open Calls released to date.
- To provide an overview on the Open Calls, inclusive of details on the undertaken promotional campaign, the contract template in use both for applicants of the “*Fellowship Programme*” and for the EPEs.
- To adequately present processes and procedures around the Open Calls.
- To describe the online facility (Grants Platform), the overall infrastructure and the enhancements that have been carried out.

2.1 Relation with other Project Deliverables and Working Group(s)

This report mainly deals with the activities and project deliverables managed under WP3, “*Management facility for EU experts in ICT standardisation, the ‘Standardisation Fellowship Programme’*”, which involves the set-up and maintenance of the Trust Grants Platform (TGP) to manage the cascading grant processes and procedures, as well as the plan and roll-out of the Standardisation Fellowship Programme.

These “*Call Monitoring*” series of deliverables present, for different periods of the project, the consolidation of the outcome of all calls, the SDOs and standards with experts assigned to contribute, the achievement made during the expert’s participation in the standards development, and an overview on contracts and funding. To be stressed that, as regards the actual methodology and set of actions carried out for the promotion of the Call(s), this was addressed separately under D4.1 “*Plan for the Communication & Stakeholder engagement strategy & Plan and promotion of the Open Call*”, (submitted in M3 – November 2020).

2.2 Structure

The document is organised as follows:

- Executive Summary
- Section 2 - Purpose and scope.

- Section 3 - The First Open call in Numbers and Grants Platform.
- Section 4 - EPE Process and a detailed report on the composition and management of the pool of External Evaluators contractualised by StandICT.eu 2023.
- Section 5 - Status and updates on the 2nd Open Call (at the moment of writing) and launch of 3rd Open Call.
- Section 6 – Key takeaways and conclusions.
- Annexes (Contract's templates, Open Call text etc..).

3. First StandICT.eu 2023 Open Call Introduction

The first of the 10 OCs series was launched on the 2nd of November 2020 and closed on the 04th of January 2021. The StandICT.eu 2023 team has chosen to focus each of the ten calls around macro-areas of the key strategic orientations of the **Strategic Plan In The Horizon Europe Framework Programme**². The extremely relevant for 2020 “*ICT for Healthcare*” was picked as the priority topic for the first StandICT.eu Open Call. Nonetheless, applications have been considered equally valid, eligible and scored accordingly when they addressed any of the priority topics, as taken from the Rolling Plan for ICT Standardisation³ (more details below).



Figure 1 – Promotional Banner used for the 1st StandICT.eu 2023's Open Call

The eligible topics of the 1st OC are summarised as follows:

² https://ec.europa.eu/research/pdf/horizon-europe/ec_rtd_orientations-towards-the-strategic-planning.pdf

³ <https://joinup.ec.europa.eu/collection/rolling-plan-ict-standardisation/rolling-plan-2021>

Accessibility of ICT products and services, Advanced manufacturing, Agri-food, Artificial Intelligence, Blockchain and Distributed Digital Ledger Technologies, Building Trust, Broadband infrastructure mapping, B2B Platform economy (for digital manufacturing industry), Circular Economy, Citizen centric digital public services, Clean Planet, Cloud computing, Cloud Federation, Cobots, Construction - building information modelling, Common Information Sharing Environment (CISE) for the EU maritime domain, Cross Domain Technologies, Cultural Heritage, Cybersecurity / network and information security, Digital Twins, eCall, Electronic identification and trust services including e-signatures, eGovernment, eHealth, healthy living and ageing, e-Invoicing, e-Infrastructures for research data and computing intensive science, Electromobility, EMC Radiation, European Global Navigation Satellite System (EGNSS), Emergency communications, e-Procurement, European Electronic Toll Service (EETS), Fintech and Regtech Standardisation, Global Standard Governance, ICT Environmental impact, Identity Management and Anonymisation, Industry 4.0, Intelligent Transport Systems - Cooperative, Connected and Automated Mobility (ITS-CCAM), Justice, Language Technologies, Learning and Education, Machine Learning, Management of identities for smart organizations, Open Source, Preservation of digital cinema, Privacy, Privacy protection, Public sector information, open data and big data, Quantum Technology, Quantum Computing, Quantum Key Distribution, Robotics and autonomous systems, Semantic Interoperability, Single European Sky, Smart grids and smart metering, Smart City Covid+, Smart cities and communities/ technologies and services for smart and efficient energy use, Trusted Information, Water Management Digitalisation, 3D Printing, 5G.

Promotional phase

During the pre-launch and release stage of the first call, there were several mechanisms to reach out the widest spectrum of applicants to receive information about the StandICT.eu 2023 open calls.

Website – The portal was and remains the main hub of information thorough a comprehensive [FAQ section](#) to clarify eligibility, timing of the proposals and evaluation criteria as well as a sliding Visual Banner in the Home Page to redirect users straight to the application area.

Social Media – A continuous online campaign was carried out through the most important social networks (LinkedIn and Twitter) to inform, guide and solicit ICT standards specialists and standards organisations to prepare and submit applications on the one hand, and share opportunities for participation/contributions on the other. Tailored messages have been released in conjunction both with the launch and the imminent deadline of each Open Call to keep the community thoroughly abreast.

On top of this a direct messaging campaign through LinkedIn was carried out to reach out to all the 1st-degree connections with a customised message in their inbox.

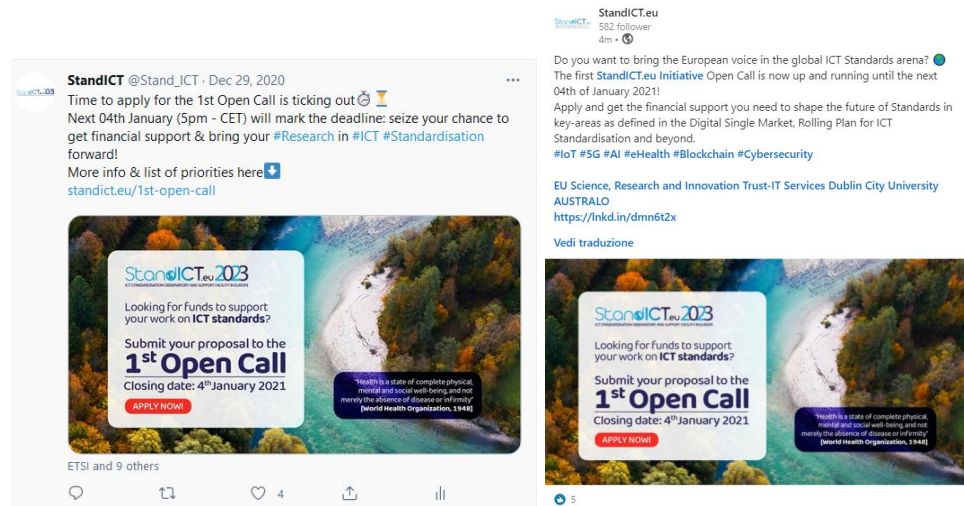


Figure 2 – Example of Twitter & LinkedIn messages to promote the first StandICT.eu 2023 OC

Via email - A dedicated email address (info@standict.eu) and a contact form (<https://www.standict.eu/contact>) was set up for collecting and to respond to inquiries. Averagely, query(ies) were addressed to within 24-48 hours, and if the question was already addressed in the FAQ, this was pointed out to the person asking for help. If the question was not already in the FAQ area, this question and response was collected by the PMB for further discussion and clarifications and then published in the FAQ site. If the question was particularly difficult to answer by email alone, the requestor was offered a coaching call to discuss the question in more detail.

Newsletters - Regular newsletters have been sent to subscribers to inform them of the project's activities and status of the Open Calls, to engage them, to share future events and dissemination material. Newsletters proved to be a very efficient way to remind about Open Call's approaching deadline(s) as we could witness a spike in the overall amount of incoming applications in the hours following the release.

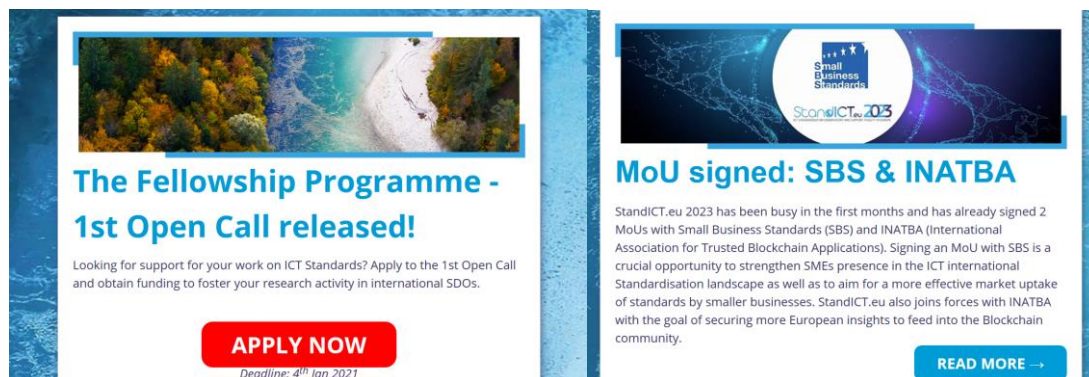


Figure 3 – Snapshot of StandICT.eu 2023 Newsletter advertising the first OC and other related news

Webinars – StandICT.eu run two dedicated Webinar to uphold the promotional campaign

of the OC:

1. “1st StandICT.eu Walk & Talk Webinar”⁴ – 24.11.2020 (105 registrants, 88 participants)
2. “2nd StandICT.eu Walk & Talk Webinar”⁵ – 22.12.2020 (138 registrants, 98 participants)

Those webinars served as a strategical appointment to showcase the new features and methodology of the OCs, to underline the critical role and linkage between StandICT.eu and current European policy and legislation on ICT Standards and to bring the first-hand experience of former grantees that could benefit of the project's aid during the pilot initiative.

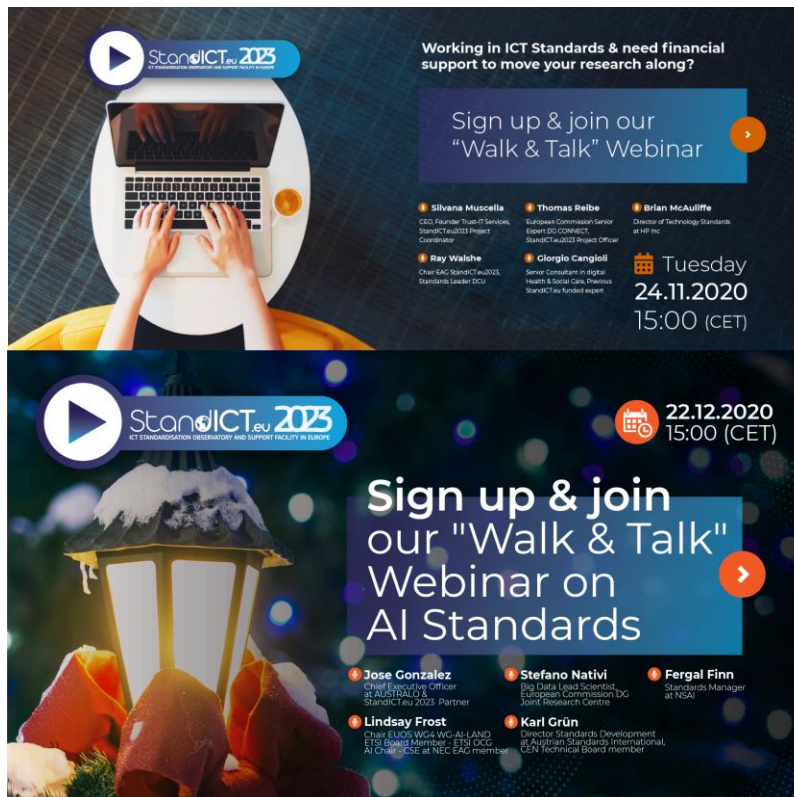


Figure 4 – Promotional Banner(s) of StandICT.eu 2023's Webinars

⁴ <https://www.standict.eu/events/sign-join-our-walk-talk-webinar-standict.eu-2023-events>

⁵ <https://www.standict.eu/events/2nd-walk-talk-webinar-ai-standards-standict.eu-2023-events>

3.1 Open Call in Numbers & Key Results

The first Open Call totalled 96 eligible applications received, for a total amount of 896,698 Euro in funding requested, with respect to the 300,000 Euro earmarked for each OC. Out of 96 proposals submitted, **36 have been selected for funding** (for an overall 307,000 Euro granted) after the evaluation procedure, with a remarkable average quality score (the minimum threshold to access funding was 8,30 score in a 1 to 10 scoring scale).

The typology of applying projects were for the vast majority **Long-term (86)**, plus **7 Short-term**, **1 One-shot** while 2 applicants withdrew their application.

The funded applications provided good geographical coverage with **16 different EU countries represented** (see Figure 5), with a satisfying balance across the key technologies and priority topics of the first call, and with a wide array of SDOs that will benefit of the competence and expertise of the applicants (8).

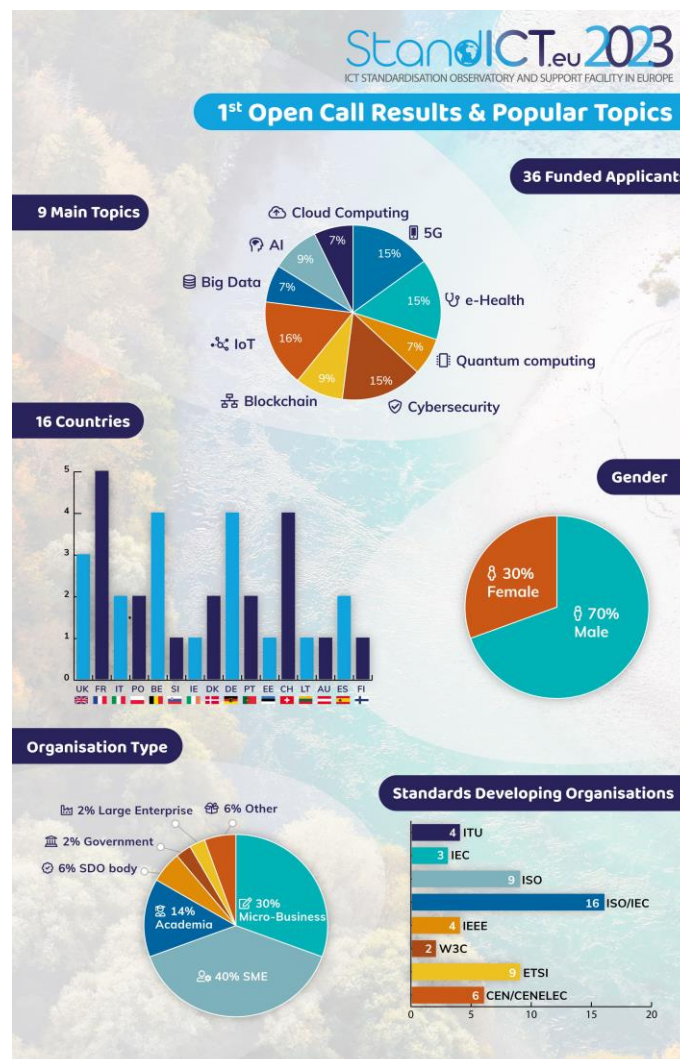


Figure 5 – 1st StandICT.eu 2023's OC: main facts and figures infographics

Internet of Things turned out to be the leading topic accounting for 16% of the funded applications, followed by Cybersecurity, eHealth and 5G (15%). It is noteworthy to underline the increasing submission of applications related to arising ICT domains as Artificial Intelligence (9%), Blockchain (9%) and Quantum Computing (7%).

3.2 Grant Platform improvements

At the moment of the launch of OC #1, the Grants Platform became the main interface and gateway for applicants, as well as being the most immediate tool to communicate between PMB and EPE for exchange of contractual documents and training materials and, of course, to carry out a seamless online evaluation process.

Following the feedback received in the aftermath of the Pilot Project (StandICT.eu) and a general approach of continuous improvement, several modifications were implemented in the Online Platform to enhance the User Experience of the Applicants and the Evaluators.

A purpose-built internal communication system in the form of a message board, accessible via each given user dashboard, was added to the platform with two distinct channels: administrative to address contractual-related issues and exchange the formal documents necessary (this also enabled visibility of any personal data of the EPE to be restricted to a need-to-know basis); and technical, visible across the entire call team and PMB members, to address queries and broader issues related to application to the calls and the subsequent evaluation process.

New feature to enable applications DRAFT saving to improve UX and to allow the status of the applications to be closely monitored by the call team (to send last-minute reminders to those applicants whose proposals was still in “Draft” mode few hours before the actual deadline). As shown in Figure 6, this was implemented for OC #1.

The screenshot displays a web-based form for saving application drafts. At the top, there is a rich text editor with a toolbar. The toolbar includes a 'Paragraph' dropdown, font size and style selectors, and icons for bold (B), italic (I), link (chain), list, image, quote, table, video, and a menu icon. Below the editor is a large empty text area. At the bottom of the form, there are two prominent buttons: a blue 'Save DRAFT' button on the left and a yellow 'Submit your application' button on the right.

Figure 6 – Application draft-saving option

Creation of a tool to automatically pull out required statistics, as opposed to a standard data dump. This is necessary to extract the necessary statistics information requested by the European Commission and for the StandICT.eu 2023’s PMB to more effectively carry

out project's dissemination of results.

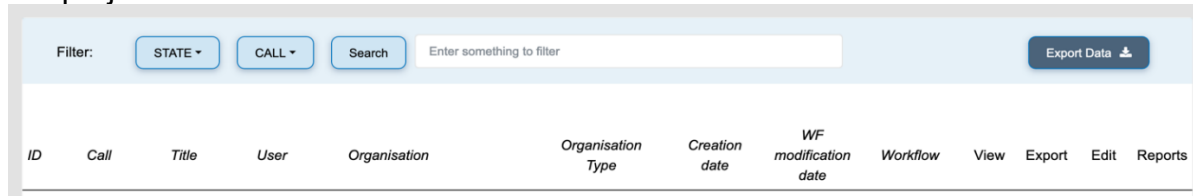


Figure 7 – Data Export Tool

Development of an application download feature after submission as PDF files for printing, inclusion in the Technical Annex of the contracts and easy reading. As depicted in Figure 8, this option was ready from OC #1 and the possibility to make this available in a modifiable file format is also being evaluated to enable any adjustments that may be deemed necessary for the Description of Work, or any other reasons.

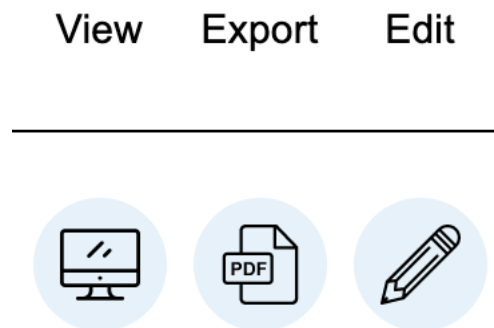


Figure 8 – PDF Application Download feature

The OC Dashboard for Administrators allows an overarching view of the current and past Open Calls (as shown in Figure 9), a streamlined and secure access to each application, a built-in chat feature to quickly address inquiries or forward important documents, and a dedicated space to keep track of the Evaluation lifecycle.

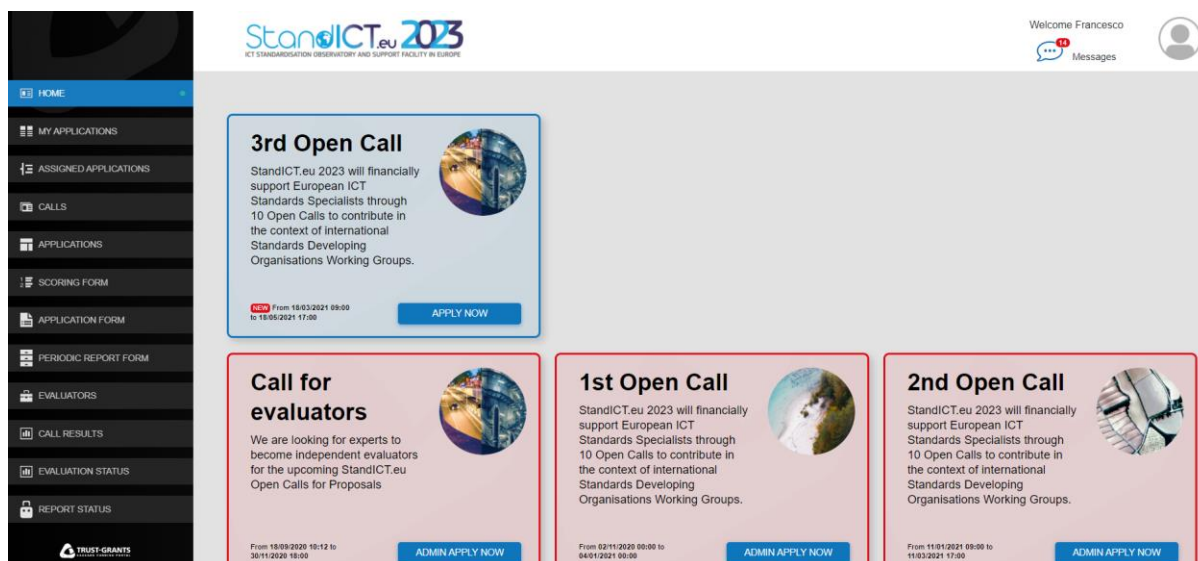


Figure 9 – Dashboard view for Administrators

The platform did undergo few initial issues, which were adequately and quickly rectified, including some attempts to create fake profiles, which could possibly have led to some internal spam. This was solved by installing further security measures and the implementation of a captcha test to determine if an online user is really a human and not a bot. The platform did also encounter some (scheduled) short downtime maintenance that did not however affect the application's submission.

Additional features were implemented pursuant to the feedback of both applicants and evaluators after the 1st OC:

- Possibility for the Rapporteur to independently re-open the Consensus Report procedure whenever needed (e.g. in case of inconsistencies or missing explanation of the given scoring).
- Implementation of the email notification's alert for any message received through the Grants Platform for applicants and evaluators.
- Capped amount of the available funding in relation to the typology of submitted proposals (e.g. an applicant who did submit a short-term proposals can't ask for an amount exceeding 7,000 euro).

4 EPE Selection

In accordance with the Grant Agreement, the entire evaluation process of the StandICT.eu 2023 Open Calls is outsourced to a mix of ICT Standardisation Experts, who come together as the External Pool of Evaluators (EPE).

The EPE are also selected through an Open Call process via the Grants Management Platform. This was launched on the 01st October 2021 and closed on the 30th November 2020, with a reserve call due to take place in month 18 of the Project.



Figure 10 – Promotional Banner of EPE’s Open Call

One hundred and twenty-four applications were received in response to the Open Call. Very encouragingly, many of the applicants had already been engaged as evaluators for the pre-cursor StandICT.eu project. The applications were evaluated and pre-selected by one senior member per Consortium Partner on a unanimous basis. This list was subsequently ratified by the Project Management Board (PMB).

As a result, 73 applicants were accepted and 9 applicants placed on a reserve pool to which the Project may draw upon for future calls. Following withdrawals, in almost all cases to apply to the Open Calls for funding, 62 applicants are now under contract, reaching the KPI of 50+ and providing good domain-topic and geographical coverage, as well as gender balance (based on the number of applications received). A list of the current EPE is shown in the table below. Given the public dissemination level of this deliverable, this is limited to name, surname, organisation type, country and contract no., with any additional information, such as payments made, available to the European Commission, project reviewers, or auditors upon request.

APPLICATION ID	CONTRACT NO.	NAME	SURNAME	ORGANISATION TYPE	COUNTRY
EPE-020	01/001	Monika	Adamczyk	Academia/Research	PO
EPE-048	01/002	Raluca Maria	Aileni	Academia/Research	RO
EPE-042	01/003	Marios	Angelopoulos	Academia/Research	UK
EPE-022	01/004	Shakira	Bedoya	Large Enterprise	DK
EPE-070	01/005	Abdellatif	Benjelloun Touimi	IT Consultancy/Development	UK

EPE-092	01/006	John	Booth	IT Consultancy/Development	UK
EPE-107	01/007	Piero	Bucci		IT
EPE-029	01/008	Eduardo	Carmona	Government/Public Services	ES
EPE-002	01/009	Angel	Dacal	Academia/Research	ES
EPE-040	01/010	Tasos	Dagiuklas	Academia/Research	UK
EPE-083	01/011	Carina	Dantas	Small and Medium Enterprise	PT
EPE-079	01/012	Marco	de la Feld	Small and Medium Enterprise	IT
EPE-008	01/013	Luca	De Nardis	Academia/Research	IT
EPE-080	01/014	Paola	Di Maio	Academia/Research	UK
EPE-114	01/015	Terence	Eden	Government/Public Services	UK
EPE-026	01/016	Alfredo	Favenza	Academia/Research	IT
EPE-017	01/017	Zaf	Gandhi	Other	UK
EPE-094	01/018	Antia	Fernandez	Academia/Research	ES
EPE-088	01/019	Igor	García Olaizola	Academia/Research	ES
EPE-089	01/020	Sascha	Griffiths	Small and Medium Enterprise	DE
EPE-007	01/021	Josue	Iglesias	IT Consultancy/Development	AT
EPE-091	01/022	Efthymios	Kaliampakas	Government/Public Services	GR
EPE-043	01/023	Ansgar	Koene	Small and Medium Enterprise	UK
EPE-003	01/024	Bastian	Koller	Academia/Research	DE
EPE-099	01/025	Joachim	Koss	IT Consultancy/Development	DE
EPE-062	01/026	Artur	Krukowski	Small and Medium Enterprise	IE
EPE-019	01/027	Filip	Lemic	Academia/Research	BE
EPE-037	01/028	Pedro Manuel	Lopes Branco	IT Consultancy/Development	NL
EPE-038	01/029	Munir	Merdan	Other	AT
EPE-014	01/030	Nikolaos	Nikolaou	Other	DE
EPE-015	01/031	Michael	O'Grady	Academia/Research	IE
EPE-085	01/032	Stavros	Ntalampiras	Academia/Research	IT
EPE-059	01/033	Daith	O'Murchu	Government/Public Services	IE
EPE-045	01/034	Serena	Pastore	Academia/Research	IT

EPE-086	01/035	Philipp	Hoschka	SDO/National Standard Body	FR
EPE-047	01/036	Venkatesha	Prasad	Academia/Research	NL
EPE-116	01/037	Andy	Quested	SDO/National Standard Body	UK
EPE-104	01/038	Nikola	Rendevski	Academia/Research	MK
EPE-027	01/039	Heather	Rogers	Academia/Research	ES
EPE-034	01/040	Laurent	Romary	Academia/Research	FR
EPE-051	01/041	sergio	ruffini	IT Consultancy/Development	IT
EPE-031	01/042	Antonio	Salis	Large Enterprise	IT
EPE-061	01/043	Antoine	Sciberras	Government/Public Services	MT
EPE-039	01/044	Ensar	Seker	Academia/Research	TR
EPE-006	01/045	Jean-Francois	Sulzer	Small and Medium Enterprise	FR
EPE-064	01/046	Luis	Velasco	Academia/Research	ES
EPE-018	01/047	Fridolin	Wild	Academia/Research	UK
EPE-049	01/048	Andreas	Wolf	Large Enterprise	DE
EPE-069	01/049	Bilge	Yigit Ozkan	Academia/Research	NL
EPE-100	01/050	Iraklis	Stamos	Policy/Funding Agency	BE
EPE-041	01/051	Pavlina	Yonchina	Small and Medium Enterprise	BG
EPE-118	01/052	Nineta	Polemi	Academia/Research	GR
EPE-016	01/053	Scott	Cadzow	Small and Medium Enterprise	UK
EPE-121	01/054	Peter	Hodgson	Other	ES
EPE-035	01/055	Simon	Phipps	IT Consultancy/Development	UK
EPE-097	01/056	Pierre-Olivier	Portmann	IT Consultancy/Development	LU
EPE-074	01/058	Valentina	Tageo	Small and Medium Enterprise	ES
EPE-044	01/059	John	Ketchell	Other	FR
EPE-098	01/060	Roseiro	Pedro		PT
EPE-127	01/061	Caroline	Thomas	IT Consultancy/Development	UK
EPE-082	01/062	Nikolaos	Bartzoudis	Academia/Research	ES
EPE-105	01/063	Jan B.	de Meer	Small and Medium Enterprise	DE

Table 1 - EPE Composition

A clear and concise contract was set up with each evaluator, addressing any potential issues that could arise during their engagement, with a strict code of conduct to be observed while carrying out the evaluations, clear provisions as to impartiality, confidentiality and non-disclosure, and Conflict of Interest. A template of the contract is provided in Annex 3. As well as signing the contract, before accepting each individual application to evaluate, the EPE member has to confirm that they have no Col with respect to an individual evaluation.

Upon signature of the Contract, the EPE clear written instructions on how to perform their tasks were provided to each member of the EPE in a briefing pack, provided in Annex 6, as well as a guided, walk-through video of the process. The material was made available via an EPE-reserved space on the Grants Platform.

The scoring process to be followed by the EPE, as further elaborated in the Briefing Pack, was based on the average of three votes to be given by each member, from 1 to 10, on four weighted criteria as shown below, with the respective weighting in brackets:

- Criterion 1: Soundness of the proposal and foreseen impact on European strategy (30%);
- Criterion 2: Technical excellence & adherence to the Open Call topics (30%);
- Criterion 3: Experience and qualifications of the applicant (20%);
- Criterion 4: Economics of the proposal (20%).

Comments giving the rationale for each score assigned were also requested.

Finally, a coaching webinar was also held for the EPE on the 23rd of March with the highly-engaged participation of 40 members of the Pool, of whom one was an invited speaker to provide feedback from OC 1 and some useful helps and tips for the rest of the pool. A video recording of the coaching webinar was also uploaded to the EPE space.

4.1 Assessment of the work of the EPE

Prior to assigning the evaluations, the EPE were mapped in terms of the areas of competency provided to match them to the applications received with due consideration of geographical and gender balance and approved by the Project partners.

To mitigate any inhomogeneity of the comments provided as feedback to the applicants, or voting resulting in a skewed score, one of the 3 EPE assigned to each application was also assigned the role of Rapporteur, this evaluator was tasked with editing and summarising the individual comments from each evaluator into one succinct piece of text to be provided in the comments box for the score given to each criterion and to propose a new score, where appropriate, via a dedicated discussion panel implemented for the three evaluators involved in evaluating each application.

This became the basis for the Consensus Report (CR), to be shared as feedback to the applicants (as opposed to the separate sets of scores and comments to be made visible

via the platform as was the procedure foreseen under the pre-cursor project) via their dashboard.

Further, a step of Quality Assurance was also introduced and performed by a fourth member of the pool. The Quality Controller was tasked with checking the text and coherence of the Consensus Report, reworking the wording if necessary and to raise any evident inconsistencies still existing after Consensus and raise this with the Call Team. This occurred in the case of 6 applications which were re-opened for revision of the comments and/or scores before being frozen into the final CR by the Quality Controller.

An overview of the overall process is shown in Fig. 8., while an exhaustive explanation of each step is provided in Annex 6, the Briefing Pack.

On the basis of experience gained during OC 1, and valuable input provided by the EPE, the Project is looking to roll-out a new process for future Calls (and possibly during the OC 2 evaluation) whereby the QC has the rights to refuse the CR in the system in the event of inconsistencies in comments and/or scores and send this back to the Rapporteur for re-editing/re-scoring, and finally, to give the Quality Controller visibility of the comments made in the discussion panel by the individual evaluators during consensus.

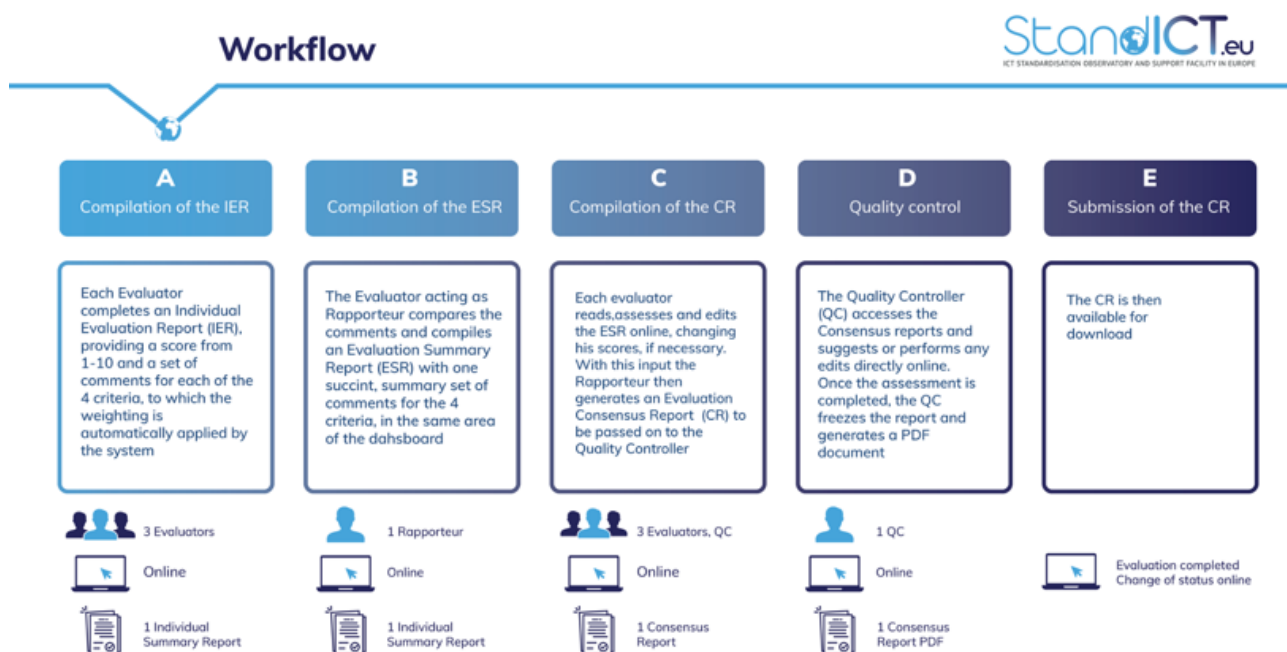


Figure 11 – The Evaluation Workflow

4.2 Applications received and selected for grants

A total of 96 applications were received in response to OC1, of which 2 not eligible as they were devoid of a cv or missing sections of the application form. All eligible proposals were of extremely high quality with 86 passing the threshold of 6, with an average score of 8.05 and an overall average of 7.82.

This resulted in funding of 36 proposals with a score of 8.3 or over for a total of 307, 728 Euro with respect to the 855,076 Euro in total eligible funding requested. A complete list of the application received is provided in Table 2 below.

RANK	SCORE	CONTRACT NO:	NAME	SURNAME	COUNTRY	GRANT TYPE	ELIGIBLE FUNDING
1	9,67	01/20	Alojz	Hudobivnik	SI	LT	€ 10.000,00
2	9,55	01/23	Kate	Grant	UK	LT	€ 9.450,00
3	9,43	01/15	Julien	Bringer	FR	LT	€ 9.900,00
3	9,43	01/24	Giorgio	Cangioli	IT	LT	€ 9.750,00
3	9,43	01/02	Richard	Pitwon	UK	LT	€ 9.900,00
4	9,33	01/34	Andrukiewicz	Elzbieta	PO	LT	€ 5.400,00
5	9,23	01/06	Witold	Jacak	BE	LT	€ 9.600,00
6	9,20	01/22	Amelie	Gyrard	FR	LT	€ 5.000,00
6	9,20		Niall	O'Reilly	IE	LT	€ 7.500,00
7	9,13	01/21	Erik	Andersen	DK	LT	€ 9.100,00
8	9,07	01/01	Peter	Baumann	DE	LT	€ 9.900,00
9	9,03	01/03	Patrick	Bezombes	FR	LT	€ 10.000,00
10	9,00	01/05	João Manuel	Leitão Quintas	PT	LT	€ 9.550,00

10	9,00		Agnieszka	Rządowska	BE	LT	€ 9.600,00
10	9,00	01/29	Michelle	Wetterwald	FR	LT	€ 7.650,00
11	8,94	01/09	Galia	Kondova	CH	LT	€ 9.800,00
12	8,90	01/30	Paulo	Goncalves	PT	LT	€ 9.950,00
12	8,90	01/26	Paolo	Campegiani	IT	LT	€ 8.700,00
13	8,87	01/10	Soumya Kanti	Datta	EE	LT	€ 10.000,00
13	8,87	01/14	Rusne	Juozapaitienė	LT	ST	€ 5.900,00
14	8,77	01/32	Victoria	Menezes Miller	CH	LT	€ 7.812,50
15	8,67	01/12	Robert	Mueller	DE	LT	€ 8.300,00
16	8,64	01/08	Markus	Sabadello	AU	LT	€ 9.150,00
17	8,63	01/07	Adam	Smith	ES	LT	€ 10.000,00
18	8,60	01/33	Ranganai	Chaparadza	DE	LT	€ 10.000,00
19	8,57	01/11	SUNO	Wood	UK	LT	€ 9.900,00
20	8,50	01/31	Andrukiewicz	Elzbieta	PO	LT	€ 8.100,00
21	8,47	01/19	Christine	Perey	CH	LT	€ 10.000,00
22	8,46	01/16	Francisco	Medeiros-Filho	BE	LT	€ 8.850,00
23	8,40	01/25	Erik	Andersen	DK	LT	€ 9.200,00
23	8,40	01/18	Olivier	genest	FR	LT	€ 5.000,00
23	8,40	01/28	Christine	Perey	CH	ST	€ 6.000,00

24	8,30	01/27	Muslim	El Kotob	DE	LT	€ 8.260,00
24	8,30	01/04	JOSE MANUEL	Pulido Carrillo	ES	LT	€ 8.006,00
24	8,30	01/17	Octavian	Popescu	BE	LT	€ 10.000,00
24	8,30	01/13	Tuomas	Nurmela	FI	ST	€ 2.500,00

Table 2 - Complete list of the application received #1 OC

5 Launch of 2nd and 3rd Open Call

The 2nd Open Call was launched as planned on the 11th of January 2021 with the expected deadline of the 11th of March 2021. The chosen leading subject of this call was “*Culture, Creativity and Inclusive Society*”, albeit every application that addressed the listed topics was considered eligible (as stated already in section 3).



Figure 12 – Promotional Banner used for the 2nd StandICT.eu 2023's Open Call

The list of the eligible topics of the 2nd OC takes into account new inputs coming from StandICT.eu 2023's partners and EAG members that have been added to the 1st OC domains (e.g. *Edge Computing, Ontologies, Open Data Standards*). The complete list is summarised as follows:

Accessibility of ICT products and services, Advanced manufacturing, Agri-food, Artificial Intelligence, Blockchain and Distributed Digital Ledger Technologies, Building Trust,

Broadband infrastructure mapping, B2B Platform economy (for digital manufacturing industry), Circular Economy, Citizen centric digital public services, Clean Planet, Cloud computing, Cloud Federation, Cobots, Construction - building information modelling, Common Information Sharing Environment (CISE) for the EU maritime domain, Cross Domain Technologies, Cultural Heritage, Cybersecurity / network and information security, Digital Twins, eCall, Edge Computing, Electronic identification and trust services including e-signatures, eGovernment, eHealth, healthy living and ageing, e-Invoicing, e-Infrastructures for research data and computing intensive science, Electromobility, EMC Radiation, European Global Navigation Satellite System (EGNSS), Emergency communications, e-Procurement, European Electronic Toll Service (EETS), Fintech and Regtech Standardisation, Global Standard Governance, ICT Environmental impact, Identity Management and Anonymisation, Industry 4.0, Intelligent Transport Systems - Cooperative, Connected and Automated Mobility (ITS-CCAM), Justice, Language Technologies, Learning and Education, Machine Learning, Management of identities for smart organizations, Ontologies, Open Data Standards, Open Source, Preservation of digital cinema, Privacy, Privacy protection, Public sector information, open data and big data, Quantum Technology, Quantum Computing, Quantum Key Distribution, Robotics and autonomous systems, Semantic Interoperability, Single European Sky, Smart grids and smart metering, Smart City Covid+, Smart cities and communities/ technologies and services for smart and efficient energy use, Trusted Information, Water Management Digitalisation, 3D Printing, 5G.

At the moment of writing the Evaluation cycle for the OC #2 is on progress. Figure 13 summarises the most relevant details of the applications received (68). In this OC, applications seem to cover a broader distribution of ICT domains compared to the 1st OC (**15 vs 9**) and there was an increase of applicants coming from an Academia/Research background (**14**). To be underlined that, as of this OC, a new field was added in the Application form to understand which proposals aim to support any ongoing activity in an H2020 or other EU funded programme proposal or national initiative.

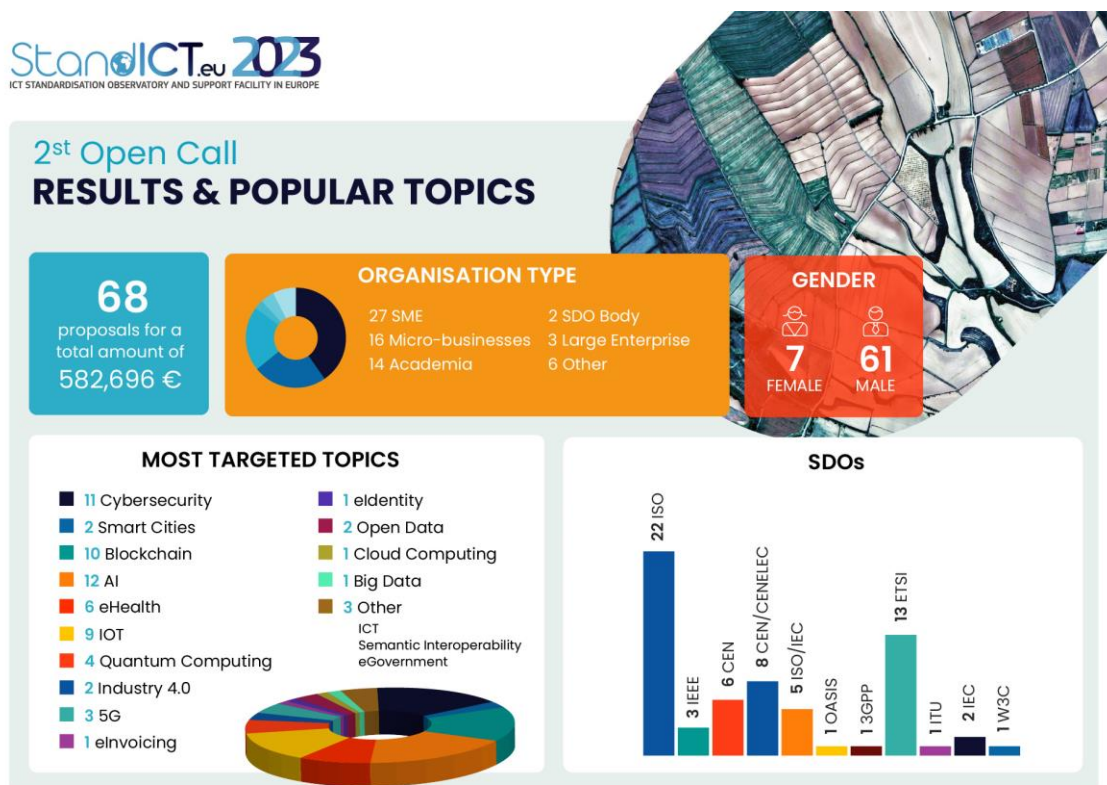


Figure 13 – 2nd StandICT.eu 2023's OC: main facts and figures infographics

On a final note, the 3rd OC was launched on the 18th of March 2021 and will run until the 18th of May 2021. The banner used for promotional purposes across all StandICT.eu 2023's media outlets and forwarded to the entire project's stakeholder network is displayed below in Figure 14.



Figure 14 – Promotional Banner used for the 3rd StandICT.eu 2023's Open Call

6 Conclusions and Lessons learned

On the whole, the Project is pleased with the results of the OC #1, which attracted a lot of attention and resulted in a considerable number of high-quality submissions and the applications selected for funding have all the premises to provide excellent results.

Following the recommendations given at the end of the pilot project (StandICT.eu), some best practices and new features have been considered and implemented as of the beginning of the project:

- Improved visibility of the main results of the Open Calls through more effective outreach and dissemination, highlighting the percentage of the priorities areas involved, arising technologies, gender balance, addressed SDOs and gaps & priorities to be tackled. As a result, a dedicated campaign will be carried out in the coming months (through personalised and thematic Cards on social media) to properly showcase impact and achievements of the StandICT.eu 2023's grantees.
- StandICT.eu 2023 ensured a complete flexibility in terms of potential inclusion of new domains in the ICT priority list for each Open Call, to guarantee that any relevant field shall be taken into account throughout the lifespan of the initiative.
- The establishment of solid synergies with relevant European actors in a wide range of ICT fields (e.g. *INATBA, Small Business Standards, OPC Foundation, OASC, Cen Cenelec, 5GIA Association, ECSO, Digital SME Alliance, several Horizon 2020 ICT projects as well as multiple National Standards Bodies*), proved to be a very efficient way to attract new applicants and bring onboard new members in the StandICT.eu community, in addition to the ones that joined in the former phase of the project.
- Joining sectorial events, as the entire series of European Commission *Roundtables on ICT Verticals & Horizontals for Blockchain Standardisation*⁶, allowed the project to get in touch with a multitude of H2020 initiatives involved in Standardisation at different extent and to widen the dissemination of results as well as the recruitment of prospective applicants.
- An extensive support was given to applicants and evaluators to facilitate proposal submissions or/and to overcome possible technical glitches that could slow down the evaluation process. This assistance was carried out mainly through 1 on 1 messages through the Grants Platform or, if needed in few cases, with short phone calls.

⁶ <https://ec.europa.eu/digital-single-market/en/news/ict-verticals-and-horizontals-blockchain-standardisation>

Annex 1 – Open Call #1 Text

Online text available here: <https://www.standict.eu/1st-open-call>

The StandICT.eu 2023 Open Calls

StandICT.eu 2023 “ICT Standardisation Observatory and Support Facility in Europe” will build on the success and momentum of the precursor 2018-20 StandICT.eu initiative to advance and create a truly consolidated European Standardisation Ecosystem.

At the heart of this objective is the StandICT.eu Fellowship Programme, which through a series of 10 Open Calls, will provide 3 million Euro through a cascade grant process to support and incentivise participation of European standardisation specialists in key international and global SDOs and consortia.

The topics for the StandICT.eu 2023 calls are defined through continuous monitoring and careful analysis of *the international ICT standards landscape through liaison with Standards Development Organisations (SDOs) and Standard Setting Organisations (SSOs), key organisations such as the EU Multistakeholder Platform for ICT Standardisation, and its prestigious EAG- Expert Advisory Group and EUOS Foresight Committee, as well as industry-led groups, to pinpoint gaps and priorities matching EU DSM objectives.*

Find out more about the Open Calls below and join us to really make Europe’s voice heard in the Global Standards Scenario.

1st Open Call Topic Priorities

We have chosen to focus our ten calls around macro-areas of the key strategic orientations of the Strategic Plan in the Horizon Europe framework Programme and have chosen, extremely relevant for 2020 “ICT for Healthcare” as our first priority topic for the first StandICT.eu Open Call.

Other topics where applicants may apply to are listed here and we welcome your applications from the following areas:

- Accessibility of ICT products and services
- Advanced manufacturing
- Agri-food
- Artificial Intelligence
- Blockchain and Distributed Digital Ledger Technologies
- Building Trust
- Broadband infrastructure mapping
- B2B Platform economy (for digital manufacturing industry)
- Circular Economy

- Citizen centric digital public services
- Clean Planet
- Cloud computing
- Cloud Federation
- Cobots
- Construction - building information modelling
- Common Information Sharing Environment (CISE) for the EU maritime domain
- Cross Domain Technologies
- Cultural Heritage
- Cybersecurity / network and information security
- Digital Twins
- eCall
- Electronic identification and trust services including e-signatures
- eGovernment
- eHealth, healthy living and ageing
- e-Invoicing
- e-Infrastructures for research data and computing intensive science
- Electromobility
- EMC Radiation
- European Global Navigation Satellite System (EGNSS)
- Emergency communications
- e-Procurement – pre- and post award
- European Electronic Toll Service (EETS)
- Fintech and Regtech Standardisation
- Global Standard Governance
- ICT Environmental impact
- Identity Management and Anonymisation
- Industry 4.0
- Intelligent Transport Systems - Cooperative, Connected and Automated Mobility (ITS-CCAM)
- Justice
- Language Technologies
- Learning and Education
- Machine Learning
- Management of identities for smart organizations
- Open Source
- Preservation of digital cinema
- Privacy
- Privacy protection
- Public sector information, open data and big data
- Quantum Technology
- Quantum Computing
- Quantum Key Distribution

- Robotics and autonomous systems
- Semantic Interoperability
- Single European Sky
- Smart grids and smart metering
- Smart City Covid+
- Smart cities and communities/ technologies and services for smart and efficient energy use
- Trusted Information
- Water Management Digitalisation
- 3D Printing
- 5G

Open Call for Applications - Process and Timing

StandICT.eu will run 10 Open Call cycles. Each call will be open for 60 days to be followed by a 30-day evaluation period.

1st Call timing:

- Launch: 2nd of November 2020;
- Deadline: 4th of January 2021, 17:00 CET;
- Evaluation: Each proposal will be evaluated by three members of an External Pool of Evaluators;
- Notification of Outcome: Applicants will be notified on the outcome of their proposal and provided with feedback from the External Pool of Evaluators in an Evaluation Consensus Report by the end of January 2021.

If your proposal is successful, you will be contacted within 5-10 business days of notification to take the steps necessary to prepare and sign the contract for the funding. Please note that a deadline of 10 business days from notification will be applied to confirm your intention to take up the contract to enable the funds to be re-allocated to other successful applicants.

Who can receive financial support?

Potential applicants are standardisation specialists, defined as professionals with proven expertise and experience in standardisation activities e.g. previous contributions to standards developments, participation in various SDO groups working, previous or current chairs etc. in the respective priority area.

The StandICT.eu 2023 Calls are open to individuals or natural persons residing in the European Member States Associate Countries from both public and private sectors, industry and service companies including SMEs and start-ups, academia and research, and national and European associations, including NGOs representing consumers

interests.

In particular, the target of StandICT.eu open calls are European specialists who:

- have profound knowledge in one of the priority areas covered by the Open Calls;
- have experience regarding developments of standards, e.g., in SDOs, in groups set-up by the EC, or when creating documentation in open source developments;
- are not receiving support from other instruments (PPPs, EU or national R&I projects) for the proposed activities, and are not being funded from other sources for an identical activity.

Type of Contributions

Three types of proposals can be funded under the StandICT.eu 2023 Open Calls, as shown below.

Proposal type	Description	Maximum Contract duration	Funding range*
LT – Long term contribution (with travel option)	Contribution to ongoing standards development as a chair or member of an SDO WG. E.g. comments on standards development and drafts, attending meetings also as an observer, paying membership or registration fees.	6 months	€5,000 - €10,000
ST – Short-Term contributions (with travel option)	Contribution to standards documentation e.g. liaison to WG, comments on standards drafts, participation at meeting paying membership or registration fees.	3 months	€3,000 - €7,000
OS – One-Shot contributions	Support to ensure participation at workshop or event (e.g., participant, observer, presentation)	3 months	Up to €3,000

Please note that neither the maximum funding per submitted proposal can be higher than indicated in the respective funding range nor can the duration of a proposed activity exceed the duration indicated for the selected proposal type.

Eligible Costs:

- Personal Working Effort (this cannot exceed the EU maximum daily rate of 450 Euro)
- Travel
- Event registration fee(s)
- Membership fee(s) for SDO & SSO organisations

Evaluation Criteria

The proposals will also have to clearly demonstrate:

- Added value to existing SDO activities;
- Impact of work on European interests and the standard in question;
- Expertise of the applicant in the respective priority area;
- Expertise of the applicant in standardisation, e.g. previous contributions to standards developments, participation in other groups working on architectures, APIs, guidelines in the respective priority area

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

- Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%);
- Criteria 2: Technical excellence & adherence to the Open Call topics (30%);
- Criteria 3: Experience and qualifications of the applicant (20%);
- Criteria 4: Economics of the proposal (20%).

The final scoring and ranking will be automatically determined by averaging the scores provided by the three independent members of the External Pool of Evaluators.

Apply here for the StandICT.eu 2023 funding. You will need to upload your CV and compile the online the application fields. Saved applications can be edited as long as the Call is open. To submit the final version, you will have to click on the submit button on your application page. Important note: You will need to be registered to apply.

Any questions regarding the StandICT.eu 2023 Open Calls? Contact us at info@standict.eu!

Annex 2 – Open Call #2 Text

Online text available here: <https://www.standict.eu/standicteu-2023-2nd-open-call>

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Standards Development Organisations (SDOs) and Standard Setting Organisations (SSOs), key organisations such as the EU Multistakeholder Platform for ICT Standardisation, and its prestigious EAG- Expert Advisory Group and EUOS Foresight Committee, as well as industry-led groups, to pinpoint gaps and priorities matching EU DSM objectives.

Find out more about the Open Calls below and join us to really make Europe's voice heard in the Global Standards Scenario.

2nd Open Call Topic Priorities

We have chosen to focus our ten calls around macro-areas of the key strategic orientations of the Strategic Plan in the Horizon Europe framework Programme and have chosen, extremely relevant for 2020 “Culture, Creativity and Inclusive Society” therefore, any ICT standards related to activities that focus on standardization challenges pertaining to democratic governance, cultural heritage and the creative economy, social and economic transformations are welcomed.

Other topics where applicants may apply to are listed here and we welcome your applications from the following areas:

- Accessibility of ICT products and services
- Advanced manufacturing
- Agri-food
- Artificial Intelligence
- Big Data
- Blockchain and Distributed Digital Ledger Technologies
- Building Trust
- Broadband infrastructure mapping
- B2B Platform economy (for digital manufacturing industry)
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- Citizen centric digital public services
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- Cultural Heritage
- Cybersecurity / network and information security
- Digital Twins
- eCall

- Edge Computing
- Electronic identification and trust services including e-signatures
- eGovernment
- eHealth, healthy living and ageing
- e-Invoicing
- e-Infrastructures for research data and computing intensive science
- Electromobility
- EMC Radiation
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- e-Procurement
- European Electronic Toll Service (EETS)
- Fintech and Regtech Standardisation
- Global Standard Governance
- ICT Environmental impact
- Identity Management and Anonymisation
- Industry 4.0
- Intelligent Transport Systems - Cooperative, Connected and Automated Mobility (ITS-CCAM) and Internet of Things (IoT)
- Justice
- Language Technologies
- Learning and Education
- Machine Learning
- Management of identities for smart organizations
- Media
- Ontologies
- Open Data Standards
- Open Source
- Preservation of digital cinema
- Privacy
- Privacy protection
- Public sector information, open data and big data
- Quantum Technology
- Quantum Computing
- Quantum Key Distribution
- Robotics and autonomous systems
- Semantic Interoperability
- Single European Sky
- Smart grids and smart metering
- Smart City Covid+
- Smart cities and communities/ technologies and services for smart and efficient energy use
- Trusted Information

- Water Management Digitalisation
- 3D Printing
- 5G

Open Call for Applications - Process and Timing

StandICT.eu will run 10 Open Call cycles. Each call will be open for 60 days to be followed by a 30-day evaluation period.

2nd Call timing:

- Launch: 11th of January 2021;
- Deadline: 11th of March 2021, 17:00 CET;
- Evaluation: Each proposal will be evaluated by three members of an External Pool of Evaluators;
- Notification of Outcome: Applicants will be notified on the outcome of their proposal and provided with feedback from the External Pool of Evaluators in an Evaluation Consensus Report by mid-april 2021.

If your proposal is successful, you will be contacted within 5-10 business days of notification to take the steps necessary to prepare and sign the contract for the funding. Please note that a deadline of 10 business days from notification will be applied to confirm your intention to take up the contract to enable the funds to be re-allocated to other successful applicants.

Who can receive financial support?

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In particular, the target of StandICT.eu open calls are European specialists who:

- have profound knowledge in one of the priority areas covered by the Open Calls;
- have experience regarding developments of standards, e.g., in SDOs, in groups set-up by the EC, or when creating documentation in open source developments;
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projects) for the proposed activities, and are not being funded from other sources for an identical activity.

Type of Contributions

Three types of proposals can be funded under the StandICT.eu 2023 Open Calls, as shown below.

Proposal type	Description	Maximum Contract duration	Funding range*
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OS – One-Shot contributions	Support to ensure participation at workshop or event (e.g., participant, observer, presentation)	3 months	Up to €3,000

Please note that neither the maximum funding per submitted proposal can be higher than indicated in the respective funding range nor can the duration of a proposed activity exceed the duration indicated for the selected proposal type.

Eligible Costs:

- Personal Working Effort (this cannot exceed the EU maximum daily rate of 450 Euro)
- Travel
- Event registration fee(s)
- Membership fee(s) for SDO & SSO organisations

Evaluation Criteria

The proposals will also have to clearly demonstrate:

- Added value to existing SDO activities;
- Impact of work on European interests and the standard in question;
- Expertise of the applicant in the respective priority area;

- Expertise of the applicant in standardisation, e.g. previous contributions to standards developments, participation in other groups working on architectures, APIs, guidelines in the respective priority area

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

- Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%);
- Criteria 2: Technical excellence & adherence to the Open Call topics (30%);
- Criteria 3: Experience and qualifications of the applicant (20%);
- Criteria 4: Economics of the proposal (20%).

The final scoring and ranking will be automatically determined by averaging the scores provided by the three independent members of the External Pool of Evaluators.

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Any questions regarding the StandICT.eu 2023 Open Calls? Contact us at info@standict.eu!

APPLY HERE FOR THE STANDICT.EU 2023 FUNDING. YOU WILL NEED TO UPLOAD YOUR CV AND COMPILE THE ONLINE APPLICATION FIELDS. SAVED APPLICATIONS CAN BE EDITED AS LONG AS THE CALL IS OPEN. TO SUBMIT THE FINAL VERSION, CLICK ON THE SUBMIT BUTTON ON YOUR APPLICATION PAGE.

Annex 3 – EPE Contract Template

StandICT.eu 2023 Evaluator Contract No. XX/XX

This **Contract** ('the Contract') is entered into **by and between**:

Trust-IT S.r.l. established in Via Bixio, 25, Pisa 56125, Italy, VAT number: IT01870130505 (hereinafter also referred to as “Trust-IT” or “the contracting party”), represented by its Chief Executive Officer, Silvana Muscella

and

Name Surname, Address, Country, Fiscal Code: XXXXXX, email: XXXX@XXXX: (“hereinafter also referred to as “the Evaluator”), also individually referred to as “the Party”, or, collectively as “the Parties”.

WHEREAS **Trust-IT** is one of the three beneficiaries of a European Commission, H2020, Coordination and Support Action (CSA) entitled “ICT Standardisation Observatory and Support Facility in Europe”, hereinafter also referred to as “StandICT.eu 2023” or “the Project”, funded by the European Commission under the Horizon 2020 Programme with Grant Agreement no. 951972 (“Grant Agreement”).

WHEREAS **StandICT.eu 2023** foresees that up to 3 million euro is provided through a cascade funding mechanism to support European ICT Standards experts contributing pragmatically into SDO WG or TCs, through a series of ten competitive Open Calls over the Project lifetime.

WHEREAS **StandICT.eu 2023** will avail itself of a pool of experts, the “**External Pool of Evaluators**”, hereinafter also referred to as the “**EPE**”, to evaluate the eligible proposals received pursuant to the Open Calls.

WHEREAS **TRUST-IT** is the beneficiary of the **StandICT.eu 2023** Grant Agreement authorised to contract those applicants successfully selected from the Open Call for the EPE.

WHEREAS **the Evaluator** has been selected to form part of the EPE to evaluate part of the proposals received and be remunerated for the work to be carried out.

The Parties have agreed to enter into this Contract, of which the above recital forms an integral part.

By signing this Contract, the Evaluator confirms that they have read, understood and accepted the Contract and all of the obligations and conditions set out therein and in its Annexes.

The Contract is composed of:

The Terms and Conditions hereto;

Annex 1 - Terms of Reference;

Annex 2 - Number of working days for remote evaluation;

Annex 3 - Code of Conduct to be observed.

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Terms and conditions

1. Chapter 1 - general

ARTICLE 1 - Subject of The Contract

This Contract sets out the rights and obligations, terms and conditions that apply to the services to be provided upon remuneration by the above-mentioned Evaluator engaged by the TRUST-IT to evaluate proposals received in response to the StandICT.eu 2023 Open Calls.

2. Chapter 2 - work to be provided

ARTICLE 2 - Tasks To Be Accomplished

1. The Evaluator shall participate in the evaluation of proposals submitted in response to the StandICT.eu 2023 Open Calls, hereinafter also referred to as the “assignment” or “assignments”.
2. The Evaluator shall use the electronic evaluation system provided via the StandICT.eu 2023 grants platform, hereinafter also “the platform”, to draft and submit via the platform a report, “the Individual Evaluation Report”, or “IER”, on each assignment allocated including scoring and comments on the scores awarded, carefully following the instructions provided in the Evaluator Briefing Pack and with due attention that comments made are commensurate to the score assigned.
3. The Evaluator may also be called upon to act as **Rapporteur** for the proposals evaluated in accordance with 2.1 above. This role will involve comparing the comments provided in the IER by the other two Evaluators with their own, and summarising these in one succinct text per criterion consonant with the average score per criterion in “the Evaluation Summary Report”, ESR, to be shared with the other 2 EPE members for concurrence on the text proposed and adjustment of any scores, if necessary and agreed between the three, and to freeze this as the “Consensus Summary Report” or “ECR”.
4. The Evaluator may also be called upon to act as **Quality Controller** to run a final overall quality check on one of the ECR for the proposals they have not evaluated.

ARTICLE 3 - Working Arrangements

1. The Evaluator may start work start upon allocation of the first assignment. Under

no circumstances shall the Evaluator start work before the date of Entry into Force of this Contract set out in Article 23.

2. The indicative planning and number of working days to accomplish the evaluation are as follows:

For Evaluation Activities, Chapter 2, 2.2:

- 0.5 working day(s) for briefing and setup on the system as a once off payment;
- 12 proposals per working day (8 working hours) to be carried out at the Evaluator's premises, as specified in Annex 2.

For Rapporteur Activities, Section 2.3:

- 8 reports per working day (8 working hours)

For Quality Control Activities

- 12 reports per working day (8 working hours)

3. This contract will not exceed a maximum of 12 working days.
4. Given the short turnaround to complete the steps of the evaluation process between the Calls, as shown below, and the dependence of completion of each step on the ensuing one, it is imperative that before accepting the assignments the Evaluator verifies that they have sufficient time to submit their Individual Evaluation Reports, the Consensus Reports (if designated as Rapporteur) and the Quality Reports (if designated Quality Controller) to the electronic evaluation system no later than the deadlines given, which will follow the indicative timeline below:

1.1.1 Step 0

One week following call closure for assignment of the proposals and duties by StandICT.eu.

1.1.2 Step 1

One week for completion of the Individual Evaluation Reports (Actors: Individual Evaluators)

1.1.3 Step 2

One week for completion of the Evaluation Summary Reports (Actors:

Rapporteurs)

1.1.4 Step 3

One week for consensus on the Evaluation Summary Reports and freezing of Reports into the Evaluation Consensus Report (Actors: Rapporteurs, Individual Evaluators)

1.1.5 Step 4

5 business days for Quality Control (Actors: Quality Controllers)

1.1.6 Step 5

Notification of the successful and unsuccessful applicants with a copy of the Evaluation Consensus Report (Actors: StandICT.eu 2023)

3. Chapter 3 - fees, allowances and reimbursement of expenses

ARTICLE 4 - Fees

1. Evaluators will be remunerated at a rate of **400** (four hundred) Euro for each full day worked, equating to 12 proposal evaluations per day with an average of 40 mins to be dedicated to each proposal. This includes subsequently providing the Rapporteur of a given proposal with any justification necessary on scores or comments and concurrence with the ESR, as outlined in Chapter 2 Article 2.3.
2. Payments will be made at the end of each Open Call, in accordance with Article 8 below.

ARTICLE 5 - Allowances and Reimbursement of Expenses

1. As the evaluation of proposals is done at the premises of the Evaluator, no travel is necessary. Thus, neither travel expenses nor daily allowances will be reimbursed under this contract.
2. No other expenses other than effort in evaluating proposals will be reimbursed, and, in particular:
 - (a) costs of purchasing equipment or other material needed by the expert to accomplish their tasks;
 - (b) expenses already declared by the Evaluator under another EU or Euratom contract or grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget);

- (c) reckless or excessive expenses;
- (d) deductible VAT;
- (e) currency exchange losses.

4. Chapter 4 - rights and obligations of the parties

ARTICLE 6 - Performance of the Contract

1. The Evaluator must perform the Contract in compliance with its provisions and all legal obligations under applicable EU, international and national law. The Evaluator must do so fully, within the set deadlines and to the highest professional standards. In particular, the Evaluator must ensure compliance with:
 - the Terms of Reference (Annex 1); and
 - applicable national tax and social security law.
2. If the Evaluator cannot fulfil their obligations under the Contract, they must immediately inform the contracting party.
3. In no way do the terms and conditions of this Contract constitute an employment agreement with the contracting party.

ARTICLE 7 - Keeping Records - Supporting Documentation

1. The Evaluator must keep records and other supporting documentation (original supporting documents) as evidence that the Contract has been performed correctly and the expenses were actually incurred. These must be available for review upon the contracting party's request.
2. The Evaluator must keep all records and supporting documentation for a period three years from the date in which the last payment was made. In the event of any on-going verifications, audits, investigations, appeals, litigation or pursuit of claims, the Evaluator must keep the records and supporting documents until these procedures end.

ARTICLE 8 - Request for Payment

1. The Evaluator must make a request for payment for each payment due using the form that will be provided via the electronic exchange system as further described in Article 21.
2. The request(s) for payment must be submitted to the system within 30 days of the date(s) for which submission of the report(s) specified in Article 3 are due.
3. The bank account to which the contracting party shall make payment will be that indicated in the request for payment.
4. Payments will be made following each Open Call evaluation, in accordance with the provisions of Article 4 above and Article 9 below.

ARTICLE 9 - Payments

1. The contracting party will make payments within 30 calendar days of receiving the completed payment request(s), without prejudice to Article 13 below.
2. Payments are subject to the contracting party's approval of the evaluation report(s), and of the payment request(s). Approval does not mean recognition of compliance, authenticity, completeness or correctness of content.
3. Payments will be made in Euros to the bank account specified by the expert in the payment request (see Article 8).
4. Payments will be deemed to have been carried out on the date on which the contracting party bank account is debited.

ARTICLE 10 - Ownership and Use of the Results (Including Intellectual Property Rights)

1. The contracting party must fully and irrevocably acquire the ownership of the results under this Contract including any rights in any of the results listed in this Contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the Contract. The contracting party must acquire all the rights from the moment the results are delivered by the Evaluator and accepted by the contracting party. Such delivery and acceptance are considered to constitute an effective assignment of rights from the Evaluator to the contracting party.
2. The contracting party must acquire ownership of each of the results produced as an outcome of this Contract which may be used, for the following purposes of:
 - granting access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
 - storage of the original and any copies made in accordance with this

Contract;

- archiving in line with the document management rules applicable to the contracting party. The contracting party may use, publish, assign or transfer these results as it sees fit, without any limitations (geographical or other), unless intellectual property rights already exist.

ARTICLE 11 - Processing of Personal Data

1. **Processing of personal data by the contracting party:** The contracting party must process all personal data included in the Contract according to the General Data Protection Regulation 2016/679. Such data must be processed by the contracting party ('data controller') solely to perform, manage and monitor the Contract. The data may also be sent to persons or bodies responsible for monitoring or inspecting the application of EU law.

The Evaluator has the right to access their personal data and to correct it. Any questions about or corrections to the Evaluator's personal data must be sent to the data controller.

The Evaluator has the right of recourse to the European Data Protection Supervisor.

2. **Processing of personal data by the Evaluator:** If the Contract requires the Evaluator to process personal data, the Evaluator may only act under the supervision of the data controller identified above. This is the case in particular for determining why personal data should be processed, what categories of data may be processed, who will have the right to access the data, and how the data subject may exercise their rights.

The Evaluator must put in place appropriate technical and organisational security measures to address the risks inherent to data processing and:

(a) prevent unauthorised people from accessing computer systems that process personal data, and especially the:

- (i) unauthorised reading, copying, alteration or removal of storage media;
- (ii) unauthorised data input, disclosure, alteration or deletion of stored personal data;
- (iii) unauthorised use of data-processing systems by means of data transmission facilities.

(b) ensure that a data-processing system's authorised users can access only the personal data to which their access right refer;

(c) record which personal data have been communicated by the Evaluator, when and to whom;

- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting party;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or deleted without authorisation;
- (f) design its organisational structure in a way that meets data protection requirements.

ARTICLE 12 - Checks, Audits and Investigations

1. The contracting party may — during the implementation of the action or afterwards — carry out checks and audits to ascertain compliance with the proper implementation of the tasks (including assessment of reports) under this Contract and whether the Evaluator is meeting their obligations. It may do so throughout the Contract's validity and up to three years after the last payment is made. The Evaluator must provide — within the deadline requested — any information and data in addition to reports already submitted. The Evaluator must allow access to sites and premises on which the tasks specified in this Contract are performed
2. Under Regulation No 2185/96 and Regulation No 883/2013 (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the Contract or afterwards — carry out investigations including on the spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity under the Contract affecting the financial interests of the EU.
3. Under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 161 of the Financial Regulation No 966/2012, the European Court of Auditors (ECA) may — at any moment during implementation of the Contract or afterwards — carry out audits. The ECA has the right of access for the purpose of checks and audits.
4. Findings in checks, audits or investigations may lead to the reduction or rejection of fees, rejection of claims for allowances and expenses (see Articles 14 and 15), or recovery of undue amounts (see Article 16). Moreover, findings arising from an OLAF investigation may lead to criminal prosecution under national law.

5. Chapter 5 - effects of breaching contractual obligations

ARTICLE 13 - Suspension of the Payment Deadline

1. The contracting party may at any point suspend the payment deadline (see Article 9.1), if a request for payment cannot be processed because it does not comply with the Contract's provisions.
2. The contracting party must formally notify the Evaluator of the suspension, using the means identified in Article 20 below and the reasons for it.
3. The suspension enters into effect from the date in which the notification is sent by the contracting party.
4. If the reasons leading to suspension of the payment deadline referred to in paragraph 1 are resolved, the suspension will be lifted — and the normal payment period shall resume. If the suspension exceeds two months, the Evaluator may ask the contracting party if the suspension will continue.
5. If the payment deadline has been suspended due to non-compliance of the evaluation reports (see Article 3) and the revised evaluation reports, or deliverables, or payment request is not submitted, or was submitted but is also rejected, the contracting party may terminate the Contract in accordance with Article 18).

ARTICLE 14 - Reduction or Rejection of Fees

1. The contracting party may reject or reduce part of the fee(s) if they do not fulfil the conditions set out in Article 4. The contracting party may reject or reduce the fee if the Evaluator is in breach of any of their other obligations under the Contract (including the obligations set out in the Code of Conduct).
2. The contracting party must formally notify the Evaluator via the electronic exchange system of its intention to reject or reduce part of the fee(s), including the reasons why, and invite them to submit any observations within 30 days of receiving notification.
3. If the contracting party does not accept these observations, it will formally confirm of the rejection or reduction via the [TRUST-GRANTS](#) web platform.

ARTICLE 15 - Recovery of Undue Amounts

1. The contracting party retains the right to recover any amount that was paid but was not due under the Contract.

2. The contracting party must formally notify the Evaluator of its intention to recover said amount via the means of communication set out in Article 20 hereto, including the reasons why, and invite them to submit any observations in this respect within 30 days of notification. If the contracting party does not accept these observations, it will confirm recovery by formally providing a 'debit note' specifying the payment terms and date.
3. The Evaluator must repay the amount specified in the debit note to the contracting party.
4. If the Evaluator does not repay the requested amount by the date specified in the debit note, interest for late-payment will be added to the amount to be recovered. The interest rate used will be the same as the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the payment deadline specified in the debit note expires, as published in the C series of the Official Journal of the European Union.
5. If the Evaluator does not repay the requested amount by the date specified in the debit note, the contracting party may recover the amounts due by offsetting them against any amounts owed to the Evaluator by the EU institutions or an executive agency (from the EU or Euratom) budget without the Evaluator's consent.

ARTICLE 16 - Suspension of the Contract

1. The contracting party may suspend implementation of the Contract or any part of it, if the Evaluator is not able to fulfil their obligation to carry out the work set out in Chapter 1, Articles 2 and 3 above.
2. The contracting party must formally notify the Evaluator of its intention to suspend the contract, providing the reasons behind said suspension and using the means of communication set out in Article 20 hereto. The Evaluator shall be invited to submit any observations in this respect within seven days of receiving notification. If the contracting party fails to accept any observations received, it will formally confirm suspension of the Contract with the Evaluator.
3. The suspension will enter into force from the date on which the notification is sent by the contracting party.
4. If the reasons for suspension of the Contract are no longer valid, the suspension may be lifted and execution of the Contract resumed. The contracting party will formally notify the Evaluator if and when the suspension is lifted and the Contract may be amended, if necessary, in accordance with Article 21, unless it has been terminated under the terms of Article 17 below.

ARTICLE 17 - Termination of the Contract

1. The contracting party may at any moment terminate the Contract if the Evaluator:
 - (a) is not performing their tasks or is performing them poorly; or
 - (b) has committed substantial errors, irregularities or fraud, or is in serious breach of their obligations under the selection procedure, or under the Contract, including false declarations, or any obligations of the Code of Conduct that they have failed to respect.
2. The contracting party must formally notify the Evaluator of its intention to terminate the Contract, using the means of communication set out in Article 20 below including the reasons why, and invite them to submit any observations they have to make in this respect within 30 days of receipt of notification. If the contracting party does not accept these observations, it will formally notify the Evaluator of termination of the Contract.
3. The termination will enter into effect on the date in which the formal notification of termination is sent by the contracting party.
4. The Evaluator may at any moment terminate the Contract if they are no longer able to fulfil their obligations with respect to the work to be carried out.
5. The Evaluator must formally notify the contracting party of their intention to terminate the Contract, giving 15 days advance notice and their reasons why they are no longer able to carry out the work.
6. The termination will enter into effect on the date in which the contracting party formally confirms said termination.
7. Only fees for the days actually worked before the termination will be paid. The Evaluator must submit the payment request for the tasks executed up to the date of termination of the Contract within 30 days of termination.

ARTICLE 18 - Liability For Damages

The contracting party cannot be held liable for any damage caused or sustained by the Evaluator or a third party during or as a consequence of performing the Contract, except in the event of the contracting party's wilful misconduct or gross negligence.

ARTICLE 19 - Force Majeure

1. A 'Force majeure' event is defined as any situation or event that:

- prevents either party from fulfilling their obligations under the Contract;
 - was unforeseeable, exceptional and beyond the parties' control;
 - was not due to error or negligence on their part (or on the part of third parties involved in implementing the action in accordance with Article 6; and
 - proves to be inevitable despite taking all measures of due diligence.
2. A force majeure event must be immediately and formally notified to the contracting party. Notification must include details of the situation's nature, likely duration and expected effects.
 3. The party faced with a force majeure event will not be held in breach of its contractual obligations if said event has prevented it from fulfilling them.

6. CHAPTER 6 - FINAL PROVISIONS

ARTICLE 20 - Communication Between the Parties

1. Any communication under the Contract (e.g. information, requests, submissions, formal notifications, etc.) must:
 - be made in writing (in electronic form); and bear the Contract number;
 - be made through the electronic exchange system, or as otherwise specified within said system, or herein, or via e-mail (see below). If the electronic exchange system is temporarily unavailable, instructions will be given on the project's website.
2. **Communications through the electronic exchange system** shall be considered to have been made when they are sent by the sending party (i.e. on the date and time they are sent through the electronic exchange system).
Communications by e-mail shall be considered to have been made when they are sent by the sending party to one of the addressees listed below, unless the sending party receives a message of non-delivery.
Formal notifications through the electronic exchange system will be considered to have been made when they are received by the receiving party (i.e. on the date and time of acceptance by the receiving party, as indicated by the time stamp). A formal notification that has not been accepted within 10 days after sending shall be considered as accepted.

If this is deterred due to the electronic exchange system being down or the non-deliverability of e-mails to all addresses indicated below, the sending party cannot be considered in breach of its obligation to send a communication by a specific deadline.

3. The electronic exchange system must be accessed via the following URL:

<https://www.standict.eu/>

The Project Coordinator will formally notify the Evaluator in advance of any

changes to this URL.

4. Communications to the contracting party that the Evaluator is unable to send through the electronic exchange system must be sent to the following address:

Evaluators@standict.eu

5. Communications to the Evaluator that are not to be sent through the electronic exchange system (only for the communications not listed above) must be sent to the e-mail address specified in the recital of this Contract.

ARTICLE 21 - Amendments to The Contract

1. In certain justified cases — and providing that the amendment does not entail any changes to the Contract which would call the selection procedure into question — either party may request an amendment to the contract.
2. The party requesting the amendment must formally notify the other party together with the reasons for change and the requested amendment be signed in the electronic exchange system described in Article 20 above. The party receiving the request must provide formal notification of its agreement or disagreement, within 30 days of receipt of the request
3. An amendment must be in place following the procedure described in Article 21.1 and 21.2 above before any changes are implemented with respect to the contractual obligations set out herein.

ARTICLE 22 - Applicable Law and Settlement of Dispute

1. This Contract shall be governed by EU law, supplemented, where necessary, by the laws of Belgium.
2. Any disputes concerning the Contract's interpretation, application or validity that cannot be settled amicably must be brought before Brussels courts, Belgium.

ARTICLE 23 – Language Entry Into Force

This contract is drawn up in the English language and shall enter force upon the latest date of signature by the Parties to it.

SIGNATURES:

Date:

Evaluator Name

The Evaluator

Date: 16/12/2020

Trust-IT Srl.

Silvana Muscella

Chief Executive Officer

7. Annex 1 – terms of reference for evaluators

1 EPE working conditions

1.1 EPE Performance

The Evaluator shall work independently in a personal capacity and not on behalf of any organisation.

In particular, the Evaluator shall:

- (a) evaluate each proposal in a confidential and fair way, in accordance with the StandICT.eu 2023 guidelines for the evaluation of proposals;
- (b) assist StandICT.eu 2023 to the best of their abilities, professional skills, and knowledge;
- (c) follow any instructions and time-schedules given by StandICT.eu 2023 and deliver consistently high-quality work.

The Evaluator may not delegate another person to carry out the work, nor be replaced by any other person.

1.2 Obligations of Impartiality

The Evaluator

must perform their work impartially. To this end, the expert is required to:

- (a) inform StandICT.eu 2023 of any conflicts of interest arising in the course of their work;
- (b) confirm there is no conflict of interest for each proposal they are evaluating by signing a declaration in the electronic evaluation system.

A conflict of interest exists if an expert:

- (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 or any named subcontractor;

(f) has submitted a proposal in response to a StandICT.eu 2023 Open Call.

In the event of a situation of conflict of interest arising, the expert must not evaluate the proposal concerned and will be assigned a replacement proposal, if possible.

1.3 Obligations of Confidentiality

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 with StandICT.eu 2023.

The Evaluator undertakes to observe strict confidentiality relation to their work. To this end, the expert:

(a) must not use confidential information or documents for any purpose other than fulfilling their obligations as an expert under the contract with StandICT.eu 2023;

(b) must not disclose, directly or indirectly, confidential information or documents relating to proposals or applicants.

In particular, the expert:

1. Must not discuss any proposal with others, including other experts;
2. Must not disclose:
 - any detail of the evaluation process and its outcomes, or of any proposal submitted for evaluation;
 - their advice on any proposal to the applicants, or to any other person (including, for the mere sake of example, colleagues, students, etc.).
3. Must not communicate with applicants on any proposal during the evaluation and after the evaluation.

The proposals will be made available electronically to the expert who shall then work from their own or other suitable premises; they 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 completion of the evaluation, as instructed by the contracting party.

8. Remuneration of epe members

Three types of proposals may be funded under the StandICT.eu 2023 Open Calls: Long Term with a maximum duration must duration of six months and funding envelope of 5,000to 10,000 Euro, Short Term with a maximum duration of three months and a funding envelope of 3,000 to 7,000 Euro and One-Shot contributions for participation in meeting and events with a maximum duration of three months and maximum funding of 3,000 Euro.

Evaluators will be compensated at a rate of 400 (four hundred) Euro per day, equating to 12 proposal evaluations per day. Evaluation will be carried out remotely with an average of 40 mins to be dedicated to each proposal, given the concise structure of the proposals and the lean evaluation procedure.

Consequently, compensation for proposal evaluation will be remunerated at an average of 100 (one hundred) Euro per 2 hours (2 hours for each 3 proposal evaluations).

9. Membership

The EPE will initially consist of 50+ domain experts, who will be assigned to evaluate proposals for experiments to be carried out in one of the priority topics within the StandICT.eu 2023 initiative received in response to one of the Open Calls. The EPE may be extended and reviewed over the project lifecycle.

10. Duration

The EPE shall enter into effect at the end of the 60 (sixty) day period following the first Open Call and shall remain in place until completion of the evaluation of the last call.

11. Non-Disclosure

The EPE member shall maintain in confidence –for 5 (five) years following



termination of this Agreement - all "Information", i.e. all knowledge, documents, tasks and business transactions of StandICT.eu 2023 which become known under this Terms of Reference, as well as the Results obtained, unless the Information has come into the public domain by no breach of this present Terms of Reference, or unless both parties have waived confidentiality in writing.

The EPE member shall take all necessary steps to ensure that StandICT.eu 2023 requirements in respect of confidentiality and security of information, the protection of intellectual property and copyright arising from this Contract are observed by their staff, employees or any other person who may have the opportunity of acquiring information.

The above confidentiality clause acknowledges that any foreground and background provided by the EPE members remains with the relevant member.

Annex 2 - number of days for remote evaluation

For remote evaluation of proposals, the expert will be paid EUR 400/working day, based on the expected average time needed for each evaluation, which equates therefore to 12 proposals per day (and not the actual number of days taken).

The expected average time of evaluation is 40 mins for each proposal including liaison with the rapporteur during the Consensus phase. The following type(s) of proposal will be evaluated:

- OS – One Shot contributions;
- ST – Short-Term contributions;
- LT – Long term contributions.

The number of days to be taken into account for calculating the fees will be determined as follows:

- **one half-day**, reading and assimilating briefing documents, including webcast briefing;
- a number of days (based on the number of hours related to the number of proposals for which the expert has completed an **individual evaluation**, where a day has 8 hours). Days with less than 8 hours are paid per hour used for the evaluations.

For a proposal to be included in the calculation of the fees:

- the contracting party must have allocated the proposal to the Evaluator;
- the Evaluator must have evaluated the proposal remotely.

If there is a case where there is a large discrepancy found between the scores amongst individual evaluators on the same proposal(s), the contracting authority has the right to examine the results in detail; if and when necessary, the contracting authority will take remedial action, such as assigning a new EPE member(s) to evaluate the proposal(s) in question. Should a case emerge where the scores did not reflect the required norms, and additional costs are required for these remedial measures, the remuneration for these individual cases will be reviewed on a case by case basis by the contracting authority.

ANNEX 3 - CODE OF CONDUCT FOR THE STANDICT.EU 2023 EXTERNAL POOL OF EVALUATORS

1 ARTICLE 1 - PERFORMANCE OF THE CONTRACT

1.1 Each Evaluator forming a part of the External Pool of Evaluators (EPE) of StandICT.eu 2023 shall work independently, in a personal capacity and not as a part of, or on behalf of, any organisation.

1.2 The Evaluator must:

(a) evaluate each proposal in a confidential and fair way, in accordance with the StandICT.eu 2023 guidelines for submission of proposals and the related Terms of Reference, evaluation, selection and award procedures;

(b) assist the contracting party to the best of their abilities, professional skills and knowledge and apply the highest ethical and moral standards;

(c) follow any instructions and time-schedules given by the contracting party and deliver consistently high-quality work.

1.3 The Evaluator may not delegate any other person to carry out the work, or

be replaced by any other person.

- 1.4 If a legal entity involved in a proposal approaches the Evaluator during the evaluation of a proposal, they must immediately inform the contracting party or relevant service.

2. ARTICLE 2 - OBLIGATIONS OF IMPARTIALITY

- 2.1 The Evaluator must perform their work impartially. To this end, the Evaluator is required to:

(a) inform the contracting party or relevant service of any conflicts of interest arising in the course of their work including of any proposal competing with the proposal where the Evaluator may have a conflict of interest;

(b) confirm there is no conflict of interest for each proposal they are evaluating by signing a declaration in the electronic evaluation system.

- 2.2 **Definition of the conflict of interest:** for a given proposal, a conflict of interest exists if an Evaluator:

(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 or any named subcontractors;

Further, 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 any management structure (e.g. member of management or advisory board etc., whether in a paid or unpaid capacity), or research collaboration with an applicant legal entity, or the fellow researcher, or has been so in the last three years, or has collaborated on a project, or on a book, article, report, paper, or conference proceedings within the same timeframe;
- (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 be so in the eyes of an external third party.

Consequences of a situation of conflict of interest

- 2.3.1 If a conflict of interest is reported by the Evaluator or established by the contracting party, the Evaluator must not evaluate the proposal in question.
- 2.3.2 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 expert must stop evaluating the proposal concerned. Any comments and scores already given by the Evaluator will be discounted. If necessary, the expert will be replaced.
- 2.3.3 If it is revealed during an evaluation that an expert has knowingly concealed a conflict of interest, the expert will be immediately excluded, and sanctions will apply.

3 ARTICLE 3 - OBLIGATIONS OF CONFIDENTIALITY

- 3.1 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.
- 3.2 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.

In particular, the Evaluator:

- i. must not discuss
 - any proposal with others, including other Evaluators or contracting party 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 responsible contracting party or relevant service staff;
- 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, for the mere sake of example, colleagues, students, etc.)
 - the names of other experts participating in the evaluation.
- iii. must not communicate with applicants on any proposal:
 - during the evaluation;
 - after the evaluation.

3.3 The proposals will be made available electronically to the expert who then works from their own or other suitable premises, s/he will be held personally responsible for maintaining the confidentiality of any documents or electronic files downloaded or sent, and for returning, erasing or destroying all confidential documents or files upon completing the evaluation as instructed.

3.4 If the expert seeks further information (for example through the internet,

specialised 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.

3.5 These confidentiality obligations are binding on:

- (a) the contracting party;
- (b) the expert during performance of the Contract and for five years starting from the date of the last payment made to the expert unless:
 - i. the contracting party agrees to release the expert from the confidentiality obligations earlier;
 - ii. the confidential information becomes public through other channels;
 - iii. disclosure of the confidential information is required by law.

Annex 4 - Contract Template – Grantee

Contract No. 01/XX

between

Trust-IT Services Ltd

and

Name Surname

**For financial support to third parties
under Article 15 of Grant Agreement No.
951972 StandICT.eu 2023**

This **Contract** ('the Contract') is entered into **by and between:**

Trust-IT S.r.l. (hereinafter also referred to as “TRUST-IT” or “the contracting party”), with registered offices in via Nino Bixio 25, 56125 Pisa, Italy, VAT number: IT01870130505, represented by its Chief Executive Officer, Silvana Muscella, or by another representative duly delegated by her to the purposes of signing this Contract

and

Name Surname, Address, National Tax identification code xxxxxxxx (“hereinafter also referred to as “the European Specialist” or “Specialist”),

also individually referred to as “the Party”, or, collectively as “the Parties”.

WHEREAS:

WHEREAS TRUST-IT is the coordinator of project entitled ‘ICT Standardisation Observatory Commission under the Horizon 2020 Programme with Grant Agreement no. 951972 (“Grant Agreement”), and

WHEREAS StandICT.eu 2023 has reserved funds to provide financial support to third parties under Article 15 of Grant Agreement⁷ number 951972 through an open call process, and

WHEREAS TRUST-IT is the one of 3 beneficiaries in Grant Agreement number 951972 – StandICT.eu 2023 authorised to contract the third parties who are successful in the StandICT.eu 2023 open call process, and

WHEREAS the Calls foresees three types of contribution for which European specialists can apply via the platform and namely, Long Term (LT), Short Term (ST) and One Shot (OS), each with a respective financial cap as to the contribution to be provided, as set out in the Grant Agreement and clearly identified on the web platform, and

WHEREAS The Specialist presented an application (“**The Application**”) to the first of these Calls which, pursuant to meeting the eligibility criteria and successful evaluation by an independent pool of evaluators, has been retained for funding of the

⁷ Article 15 of Grant Agreement number 871582 — NGIatlantic.eu is equal to the Article 15 of the Model Grant Agreement. The MGA is available at http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf

first (**Long Term**) of the aforementioned types of financial support foreseen in accordance with the conditions set out herein, and

WHEREAS the Application that has been retained for funding is an integral part of the present Contract, and

WHEREAS the Specialist is a third party receiving financial support for services critical to the success of the delivery of the work performed under the aforementioned Grant Agreement and the work of this project must be performed within the timeframe and deadlines of StandICT.eu 2023's 1st Open Call and

WHEREAS the Specialist acknowledges that, in accepting the funding they will abide by the terms and conditions of this Contract for the work to be carried out in the Project and are further bound by the obligations of Article 35 (conflict of interest), Article 36 (confidentiality), 38 (communication obligations) and 46 (liability for damages) of the Grant Agreement, as per the Annotated Model Grant Agreement for the H2020 Programme of the EC in so far as they relate to this Contract and that it has certain obligations to the Project with respect to the administration and reporting of the technical progress of the Project and will maintain and provide such necessary documentation as required and.

The Parties have agreed to enter into this Contract, of which the above recital forms an integral part.

By signing this Contract, the Specialist confirms that they have read, understood and accepted all of the obligations and conditions set out therein.

1. Article 1 – Scope of the Work

- (1) The scope of the work to be carried out regards services and activities to be rendered as a European specialist in the framework of ongoing ICT standards development activities in support of the StandICT.eu 2023 Project for which they shall provide the deliverables listed in Art. 4 of the present Agreement.

2. Article 2 – physical location of the activities

- 2.1. The services and activities to be provided by the Specialist shall be carried out exclusively at the Specialists' premises.

2.2. In the case of attendance to SDO meetings in the relevant ICT standardisation domain, the services and activities shall take place at the premises of said meeting.

3. Article 3 – entry into force - duration of the ACTIVITY

3.1. The Contract shall enter into force on the latest date of signature by both parties, with retroactive effect to the date in which the Specialist is instructed to start work via formal notification of Contractor, should this take place at a sooner date.

3.2. All activities must be carried out in the period specified in the call terms and conditions (up to 6 months for Long Term proposal, up to 3 months for Short term proposal, and up to 3 months for event participation for a One Shot proposal). For the avoidance of doubt the term of this agreement shall come to an end no later than 31/08/2023.

3.3. The contract shall remain in place until the work has been completed in its entirety and all deliverables have been accepted by the Contractor, with the exception of Article 8 (Confidentiality), the terms of which shall survive the duration of the Contract.

4. Article 4 – deliverables

7.1 In the case of Long-term and Short-term grants, the Specialist shall provide formal, regular reports of the work carried out, outlining the effort employed and the contribution made in adherence with the following schedule:

- LT grant, monthly reports
- ST grant, fortnightly reports

In both cases, the specialist will also provide a Final Report on the results achieved.

7.2 In the case of a One-shot grant, a report on the event attended with the objectives achieved.

7.3 All reports shall be uploaded via the StandICT.eu 2023 web portal following the instructions provided thereon.

5. Article 5 – payment

5.1 The Specialist shall receive a financial contribution up to a maximum amount of:

EUR XX,XX (XXXX/00 Euro)

The above-mentioned contribution is recognised for the following cost categories, as declared on the application:

XXX EUR for effort

XXX EUR for travel

XXX EUR for SDO membership

The Specialist will receive the contribution upon termination of the Contract and provision of all deliverables foreseen under Article 4..

- 5.2 Payment shall be made to the bank account indicated on the Payment Request Form also to be provided by the Specialist via the StandICT.eu 2023 web portal and following the instructions thereon.
- 5.3 In case of early termination of the present Agreement, only acceptable costs will be paid in accordance with Article 9.
- 5.4 In the case of partial completion of the services and activities foreseen, an amount commensurate to the part of the work which is incomplete shall be deducted from the total amount due, following formal notification from the Contractor of its intention to apply said reduction.

6. Article 6 – intellectual property

6.1 For the purposes of this contract:

- “Background” means any intellectual property rights, data, software, know-how or information, whatever its form or nature (tangible or intangible), that is held by any Party prior to the signature of this Contract, which is needed to perform the work;
- “Results” mean any tangible or intangible output such as data, software, know-how or information, that is generated during the work, whatever its form or nature, whether or not it can be protected, including any intellectual property rights or other rights therein.

6.2 Background shall remain the property of the Party contributing it for the execution of the project (or, as the case may be, its licensor(s)). Save as expressly granted in this Article, no license to use any intellectual property is granted or implied by this Contract.

6.3 Subject always to pre-existing obligations concerning the same, the Specialist hereby grants the Contractor a royalty-free, non-exclusive license to use its

Background for the purpose of executing this Contract, but for no other purpose. This license does not include any entitlement to grant a sub-license.

- 6.4 Results shall be owned by StandICT.eu 2023 and shall be treated by the Specialist as confidential information in accordance with Article 8 below.
- 6.5 The providing Party provides no warranty, in respect of its Background and Results made available by it under this Contract, to the receiving Party.
- 6.6 The Specialist hereby also grants the European Union Institutions, bodies, offices or agencies a non-exclusive, royalty free and perpetual license to use its Results for developing, implementing or monitoring EU policies or programs, it being understood that such use is limited to non-commercial and non-competitive use.
- 6.7 Any use of the Contractor's Background shall be for non-military purposes only.

7. Article 7 – confidentiality

- 7.1 The Specialist shall treat as confidential any information provided by StandICT.eu 2023, or of which they have come to knowledge in the course of the work to be carried out, designated as confidential, or of which its confidential character should reasonably be understood. Except as agreed otherwise in writing, this confidentiality obligation shall continue for a period of three (3) years from the date of termination of this Contract. The Specialist shall not use confidential information for any other purpose than the execution of their work and shall not disclose it to any third party without prior written permission of the disclosing Party.
- 7.2 No confidentiality obligation shall apply to information which the Specialist demonstrates was in the public domain prior to its communication by the disclosing Party; became part of the public domain after such communication, but not through any fault of the receiving Party; was already in possession of the Specialist at the time of signature of this contract; has been lawfully received by the Specialist from a third party without any confidentiality obligation; or has been developed by the Specialist independently and outside the scope of this Contract.

8. Article 8 – liability

- 8.1 Each Party is solely liable for any loss, damage or injury it causes arising out of the performance of the Contract.

- 8.2 TRUST-IT agrees that no guarantee of the outcomes of the Submission is expected or requested from the Specialist, as long as the Deliverables envisaged by Article 4 are produced.
- 8.3 To the extent that any Party has any liability to the other Party in contract, tort (including negligence) or otherwise under or in connection with this Agreement, including any liability for breach of warranty, that Party's aggregate liability shall be limited to the amount of the financial contribution set out in Article 5.

9. Article 9 – termination of the contract

- 9.1 TRUST-IT may at any moment terminate the Contract if the Specialist:
- (a) is not performing their tasks or is performing them poorly; or
 - (b) has committed substantial errors, irregularities or fraud, or is in serious breach of their obligations under the Contract, including false declarations.
- 9.2 TRUST-IT shall formally notify the Specialist via the web platform of its intention to terminate the Contract, including the reasons why, and invite them to submit any observations they have to make in this respect within 30 days of receipt of notification.
- 9.3 The Specialist may at any moment terminate the Contract if they are not able to fulfill their obligations with respect to the work to be carried out set out in Article 1.
- 9.4 The Specialist must formally notify the contracting party of their intention to terminate the Contract, giving 15 days advance notice and their reasons why they are no longer able to carry out the work.
- 9.5 Only payment commensurate to the amount of work carried out the days prior to the termination will be paid. The Specialist must submit the payment request for the amount agreed upon with the Contractor for the work carried out up to the date of termination within 30 (thirty) days of agreement upon said amount.
- 9.6 Upon termination of the contract, the contracting party may hire another Specialist to carry out or finish the work indicated in the Submission.
- 9.7 The above shall not affect the Contractor's right to seek remedy for any additional damages caused as a result of willful negligence or gross misconduct.

10. Article 10 – entire agreement

10.1 This Contract constitutes the entire agreement between the Parties and it supersedes and replaces any prior written or oral agreement, representation, understanding or commitment thereon. Modifications or amendments shall only be valid if made in writing and signed by duly authorized representatives of both.

11. Article 11 – applicable law and settlement

11.1 This Contract shall be governed by EU Law, supplemented where necessary by the Laws of Belgium.

11.2 Any disputes concerning the Contract's interpretation, application or validity that cannot be settled amicably shall be finally settled under the rules of Conciliation and Arbitration of the International Chamber of Commerce ("ICC Rules") by one arbitrator appointed in accordance with the said ICC Rules. Arbitration proceedings shall take place in Brussels, Belgium, and the language of the proceedings shall be English.

12. Article 12 – severability

If any term of this contract shall be held to be illegal, invalid or unenforceable by a court of competent jurisdiction, it is the intention of the Parties, that the remaining terms hereof shall constitute their agreement with respect to the subject.

SIGNATURE

This Contract is written and signed in the English language and the English language text of this Contract is the only authentic text hereof.

Date: XXX

Trust-IT s.r.l.

Ms. Silvana Muscella

Chief Executive Officer

Date: XXXX

The Specialist

Annex 5 – Third Party Contract template (grantee)

Contract No. 01/XX

Between

Trust-It Services S.r.l

And

University organisation name

**For financial support to third parties
under Article 15 of Grant Agreement No.
951972 StandICT.eu 2023**

This **Contract** ('the Contract') is entered into **by and between:**

Trust-IT S.r.l. (hereinafter also referred to as "TRUST-IT" or "the contracting party"), with registered offices in via Nino Bixio 25, 56125 Pisa, Italy, VAT number: IT01870130505, represented by its Chief Executive Officer, Silvana Muscella, or by another representative duly delegated by her to the purposes of signing this Contract

And

University/Organisation Name (hereinafter also referred to as "XXXX", or "PARTNER"), *University/Organisation address* represented by *legal representative name*, also individually referred to as "the Party", or, collectively as "the Parties".

WHEREAS:

- TRUST-IT is the coordinator of project entitled 'ICT Standardisation Observatory and Support Facility in Europe that receives European Union funding Commission under the Horizon 2020 Programme with Grant Agreement no. 951972 ("Grant Agreement"), and
- WHEREAS StandICT.eu 2023 has reserved funds to provide financial support to third parties under Article 15 of Grant Agreement⁸ number 951972 through an open call process, and
- WHEREAS TRUST-IT is the one of 3 beneficiaries in Grant Agreement number 951972 – StandICT.eu 2023 authorised to contract the third parties who are successful in the StandICT.eu 2023 open call process, and
- WHEREAS the Calls foresees three types of contribution for which European specialists can apply via the platform and namely, Long Term (LT), Short Term (ST) and One Shot (OS), each with a respective financial cap as to the contribution to be provided, as set out in the Grant Agreement and clearly identified on the web platform.
- **Name Surname** ("the European Specialist" or the "**Specialist**") has presented an application (the "**Application**") to the first Open Call which, pursuant to meeting the eligibility criteria and successful evaluation by an independent pool of evaluators, or "External Pool of Evaluators", has been retained for funding of the first (**Long Term**) of the aforementioned types of financial contribution in accordance with the conditions set out herein and
- WHEREAS the Specialist is a third party receiving financial support for services

⁸ Article 15 of Grant Agreement number 871582 — NGIatlantic.eu is equal to the Article 15 of the Model Grant Agreement. The MGA is available at http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf

critical to the success of the delivery of the work performed under the aforementioned Grant Agreement and the work of this project must be performed within the timeframe and deadlines of StandICT.eu 2023's 1st Open Call and

- WHEREAS the Application that has been retained for funding is an integral part of the present Contract and
- WHEREAS the Specialist is under contract with the PARTNER, which prevents them from undertaking a direct contractual relationship with TRUST-IT to carry out the Project and to directly receive the funding to be provided for the Project and
- WHEREAS PARTNER has agreed to enter into this Contract for the activities to be carried out exclusively by the Specialist and to receive the funding for these activities which shall be transferred subsequently exclusively and in their entirety to the Specialist and
- WHEREAS PARTNER acknowledges that, in accepting the funding it will abide by the terms and conditions of this Contract for the work to be carried out in the Project and is further bound by the obligations of Article 35 (conflict of interest), Article 36 (confidentiality), 38 (communication obligations) and 46 (liability for damages) of the Grant Agreement, as per the Annotated Model Grant Agreement for the H2020 Programme of the EC in so far as they relate to this Contract and that it has certain obligations to the Project with respect to the administration and reporting of the technical progress of the Project and will maintain and provide such necessary documentation as required and
- WHEREAS, PARTNER shall make any and all necessary arrangements to ensure that the above obligations, apply mutatis mutandis to the aforementioned Specialist.

The Parties have agreed to enter into this Contract, of which the above recital forms an integral part.

By signing this Contract, PARTNER confirms that they have read, understood and accepted all of the obligations and conditions set out therein.

Article 1 – Scope of the work

1.1 The scope of the project to be carried out, as detailed in the Application, regards services and activities to be rendered by the European Specialist in the framework of ongoing ICT standards development activities in support of the

StandICT.eu 2023 Project, for which they shall provide the Results mentioned in Art. 4 of the present Contract (“the Project”).

2 Article 2 – Physical Location of the activities

- 2.1. The Project-related services and activities to be provided by the Specialist shall be carried out exclusively at PARTNER or the specialist’s premises.
- 2.2. In the case of attendance to SDO, SSO, or industry-led group meetings in the relevant ICT standardisation domain, the services and activities shall take place at the premises of said meeting.

3 Article 3 – Entry into force – duration of the activity

- 3.1. The Contract shall enter into force on the latest date of signature by both Parties, with retroactive effect to the date in which the Specialist is instructed to start Project via formal notification of contracting party, should this take place at a sooner date.
- 3.2. The Contract shall remain in place until the Project has been completed in its entirety and all deliverables have been accepted by the contracting party, with the exception of Article 8 (Confidentiality), the terms of which shall survive the duration of the Contract. The confidentiality obligation shall survive the termination of the Contract for the time stated in the Article 8.
- 3.3. All activities related to the Project must be carried out in the period specified in the call terms and conditions. For the avoidance of doubt, the term of this Contract shall come to an end on 30/08/2023.

4 Article 4 – Deliverables

- 4.1 In the case of Long-term and Short-term grants, the specialist shall provide formal, regular reports of the work carried out related to the Project as detailed in the Application, outlining the effort spent and the contribution made, in adherence with the following schedule:
 - LT grant, monthly reports

- ST grant, fortnightly reports

In both cases, the Specialist will also provide a Final Report on the Results achieved.

- 4.2 In the case of a One-shot grant, a report on the event attended with the objectives achieved.
- 4.3 All reports shall be uploaded via the StandICT.eu 2023 web portal following the instructions provided thereon.

5 Article 5 – Payment

- 5.1 PARTNER shall receive a financial contribution up to a maximum amount of :
EUR XX.000,00 (XXX thousand Euro)

The above-mentioned contribution is recognised for the following cost categories, as declared on the application:

XXX EUR for effort

XXX EUR for travel

XXX EUR for SDO membership

PARTNER will receive the contribution upon termination of the Contract and provision of all deliverables foreseen under Article 4.

- 5.2 Payment shall be made to the bank account indicated on the Payment Request Form also to be provided by the Specialist via the StandICT.eu 2023 web portal and following the instructions thereon.
- 5.3 In case of early termination of the present Contract, only acceptable costs will be paid in accordance with Article 9.
- 5.4 In the case of partial completion of the Project, an amount commensurate to the part of the Project which is incomplete shall be deducted from the total amount due, following formal notification from the contracting party of its' intention to apply said reduction.
- 5.5 PARTNER shall promptly transfer all amounts received to the Specialist.

6 Article 6 – Intellectual Property

- 6.1 For the purposes of this contract:

- “Background” means any intellectual property rights, data, software, know-how or information, whatever its form or nature (tangible or intangible), that is held by any Party prior to the signature of this Contract, which is needed to perform the Project;
 - “Results” mean any tangible or intangible output such as data, software, know-how or information, that is generated during the Project, whatever its form or nature, whether or not it can be protected, including any intellectual property rights or other rights therein.
- 6.2 Background shall remain the property of the Party contributing it for the execution of the Project (or, as the case may be, its licensor(s)). Save as expressly granted in this Article, no license to use any intellectual property is granted or implied by this Contract.
- 6.3 Subject always to pre-existing obligations concerning the same, PARTNER may grant the contracting party a user-right to the Background if agreed in writing. This license does not include any entitlement to grant a sub-license.
- 6.4 StandICT.eu 2023 reserves the right to use the Results from the Project carried out for reporting and dissemination purposes.
- 6.5 The providing Party provides no warranty, in respect of its Background and Results made available by it under this Contract, to the receiving Party.
- 6.6 PARTNER also grants the European Union Institutions, bodies, offices or agencies a non-exclusive, royalty free and perpetual license to use the Results for developing, implementing or monitoring EU policies or programmes, it being understood that such use is limited to non-commercial and non-competitive use.
- 6.7 Any use of the contracting party’s Background shall be for non-military purposes only.

7 Article 7 – Confidentiality

- 7.1 All information received by a Party from another Party whether orally, in writing, or in electronic or any other form shall be deemed confidential provided, that such information is clearly marked as confidential. The Party disclosing oral information intended as confidential information shall, at the time of disclosure, state that the information is confidential and within fourteen (14) days provide confirmation in writing of its confidential nature (hereinafter ‘Confidential Information’). The Parties shall not exchange or transfer to another Party any personal data as defined in the EU general data protection regulation (2016/679), unless otherwise agreed in writing by the Parties.
- 7.2 The Parties undertake to treat Confidential Information confidential, undertake

not to disclose Confidential Information to third parties and undertake not to use Confidential Information for purposes other than the fulfilment of their rights and obligations under this Consortium Agreement. The Parties shall have a right to disclose Confidential Information to such experts and individual members of the steering group and to subcontractors, who are under a confidentiality obligation according to law or who have agreed in writing to comply with the confidentiality obligations of this Consortium Agreement, if such disclosure is required to fulfil their obligations under this Consortium Agreement.

7.3 The confidentiality obligation does not, however, apply to information that:

- (a) was in the public domain or generally available to the public at the time of disclosure,
- (b) has become part of the public domain or generally available to the public subsequent to disclosure of the Confidential Information through no fault of the receiving Party,
- (c) was known to the receiving Party before receiving the information from the disclosing Party,
- (d) was obtained from a third party without any confidentiality obligations,
- (e) has been developed independently or together with a third party without breach of the confidentiality obligations of this Consortium Agreement, or
- (f) has to be disclosed or made public under law or other statute or order of a court of law or other authority.

7.4 The obligations of Section 7 shall remain in effect for a period of five (5) years from the disclosure of Confidential Information, however no more than three (3) years from the termination of this Contract.

8 Article 8 – Liability

(2) The Parties shall perform the duties assigned to them in the Contract with due care. The Parties make no warranties concerning the Results, data or Background, and the use thereof shall take place at the user's own risk.

(3) Each Party is liable to the other Party or to third parties for any damages or loss that the Party claiming compensation may prove to have been caused wilfully or due to negligence of another Party. Notwithstanding the above, the Parties shall not be liable for indirect or consequential damages or losses caused in the execution of the Project towards the other Parties, with the exception of

damages arising from the breach of the confidentiality obligations of this Consortium Agreement. Indirect loss refers to damage caused by: the reduction or interruption in production or turnover; other loss arising because the Results cannot be used as intended; loss of profit arising because a contract with a third party has been lost or breached; loss due to damage to property other than Results, or other similar loss that is difficult to foresee. The aggregate liability of a Party under the Contract shall be limited to the value of this Contract.

- (4) A Party is not liable for any delay or non-performance of its obligations due to force majeure. Any event, which prevents or renders the performance of the Project unreasonably difficult within the time specified, shall be considered force majeure. Such events include, but are not limited to, war, insurrection, natural disaster, interruption in the general energy supply, fire, strike, embargo, the termination of employment, serious illness or accident of a person who is essential for the execution of the Project, or other equally significant and uncommon reason beyond a Party's control. A delay on the part of a subcontractor for the above reason shall also be deemed to constitute force majeure.
- (5) The Parties shall not be responsible for any defects or delays caused by another Party nor for any delays or damages by a subcontractor that are due to force majeure.
- (6) A Party is entitled to postpone its performance or terminate the Contract, if an event of force majeure results in delay. The Contract may be terminated only if the delay is essential.

9 Article 9 – Termination of the contract

- 9.1 Trust-IT may at any moment terminate the Contract if the Specialist:
- is not performing his/her tasks; or
 - has committed substantial errors, irregularities or fraud, or is in serious breach of their obligations under the Contract, including false declarations.
- 9.2 TRUST-IT shall formally notify PARTNER through the Specialist via the web platform of its intention to terminate the Contract, including the reasons why, and invite them to submit any observations he/she has to make in this respect within 30 days of receipt of notification.
- 9.3 PARTNER may at any moment terminate the Contract if the Specialist is not able to fulfil his/her obligations with respect to the Project to be carried out set out in Article 1.

- 9.4 PARTNER must formally notify TRUST-IT of its intention to terminate the Contract, giving 15 days advance notice and its reasons why the Specialist is no longer able to carry out the Project.
- 9.5 Only payment commensurate to the amount of work related to the Project carried out the days prior to the termination and documented in the Deliverables (see Art. 4) will be paid. PARTNER must submit the payment request for the amount agreed upon with TRUST-IT for the work carried out up to the date of termination within 30 (thirty) days of contract upon said amount.
- 9.6 Upon termination of the Contract, Trust-IT may hire another Specialist to carry out or finish the Project indicated in the Submission.

10 Article 10 – Entire Agreement

This Contract constitutes the entire agreement between the Parties and it supersedes and replaces any prior written or oral agreement, representation, understanding or commitment thereon. Modifications or amendments shall only be valid if made in writing and signed by duly authorized representatives of both.

11 Article 11 – Applicable Law and Settlement

- 11.1 This Contract shall be governed by EU Law, supplemented where necessary by the Laws of Belgium.
- 11.2 Any disputes concerning the Contract's interpretation, application or validity that cannot be settled amicably shall be finally settled under the rules of Conciliation and Arbitration of the International Chamber of Commerce ("ICC Rules") by one arbitrator appointed in accordance with the said ICC Rules. Arbitration proceedings shall take place in Brussels, Belgium, and the language of the proceedings shall be English.

12 Article 12 – Severability

Project No. 951972
Dissemination level RE
StandICT.eu 2023 Evaluator Briefing Pack

If any term of this Contract shall be held to be illegal, invalid or unenforceable by a court of competent jurisdiction, it is the intention of the Parties, that the remaining terms hereof shall constitute their agreement with respect to the subject.

SIGNATURE

This Contract and is written and signed in the English language and the English language text of this Contract is the only authentic text hereof.

Date:

Signature:

Annex 6 - EPE Briefing Pack

Project Title	ICT Standardisation Observatory and Support Facility in Europe
Project Acronym	StandICT.eu 2023
Grant Agreement No	951972
Instrument	Coordination Support Actions
Call	H2020-ICT-2018-20
Topic	H2020-ICT-45-2020
Start Date of Project	01.09.2020
Duration of Project	36 Months

Project
Website

<https://standict.eu/>

STANDICT.EU 2023 EXTERNAL POOL OF EVALUATORS BRIEFING DOCUMENT

Work Package	1 Project coordination & management of external experts
Task	1.4
Lead Author (Org)	Patricia Nugent (Trust-IT)
Contributing Author(s) (Org)	Francesco Osimanti (Trust-IT)
Date	18.01.2021
Version	1.0

Dissemination Level

<input type="checkbox"/>	PU: Public
<input type="checkbox"/>	PP: Restricted to other programme participants (including the Commission)
<input checked="" type="checkbox"/>	RE: Restricted to a group specified by the consortium (including the Commission)
<input type="checkbox"/>	CO: Confidential, only for members of the consortium (including the Commission)

Versioning and Revision History

Version	Date	Author	Notes
0.1	13.01.2021	Patricia Nugent (Trust-IT)	Initial outline and contributions
0.2	19/01/2021	Francesco Osimanti (Trust- IT)	Contributions
1.0	19/01/2021		Consolidated version for issue
Issue 2 V1	25.03.2021	Patricia Nugent	Revisions and additions throughout

Disclaimer

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6.1 Background

StandICT.eu 2023, whose full name is “ICT Standardisation Observatory and Support Facility in Europe” is primarily carried out through a series of Open Calls which will provide 3 million Euro in funding to support and incentivise the participation of European standardisation specialists in key international and global SDOs and consortia.

The Project will also ultimately provide an organisational framework, the ICT Standardisation Observatory – (EUOS), giving an exhaustive mapping of the global Standards arena in a variety of important technological domains attained through reinforcement of EU presence in international ICT Standardisation via the aforementioned Fellowship scheme and strengthened synergies with ongoing programmes at an EU and national level.

The project will also contribute to shaping “the next generation of European Standards experts” through education initiatives and training aiming to become a key reference point for engagement in ICT Standards activities both for industry and Academia

The applications for cascade funded projects in the lifetime of StandICT.eu will be gathered from 10 Open Calls running until month 25. The priority topics for each call are defined through continuous monitoring and careful analysis of the international ICT standards landscape via liaison with Standards Development Organisations (SDOs) and Standard Setting Organisations (SSOs), key organisations such as the EU Multi-stakeholder Platform for ICT Standardisation as well as the Project’s own External Advisory Group (EAG).

The evaluation of the applications for projects received in response to an Open Call are outsourced to a mix of ICT Standardisation experts, covering the priority topics defined for each Open Call, which come together in the StandICT.eu External Pool of Evaluators (EPE).

The EPE is recruited on a personal basis through a continuously Open Call, ensuring that competence, geographical and gender coverage is correctly respected. The project aims to have a pool of 50+ evaluators with different expertise to allow adequate coverage of the priority topics, flexibility when assigning applications and to ensure that no conflict of interest exists, in performance of the evaluator duties.

In this respect, each evaluator is required to sign a standard contract including a Terms of Reference and general Code of Conduct to be observed in the evaluation process, before being accepted to perform their duties as part of the EPE.

The Management of the EPE is under the remit of Trust-IT under the terms of Grant Agreement. The EPE is briefed on the basic principles guiding the calls and the criteria to be used for selection. The documents which form the StandICT.eu briefing pack are:

- Evaluators briefing (present document);
- Individual contract;
- Terms of Reference (Annex 1 to the Contract);
- Code of Conduct to be observed (Annex 3 to the Contract).

Members of the EPE will be remunerated by objectives (no. of applications evaluated) at a daily rate of 400 Euro. All evaluations are to be carried out remotely, using the StandICT.eu. Open Call facility. An average of 40 mins have been estimated for the evaluation of each proposal, 40 mins for Rapporteur duties and 1 hour for Quality Control, given the concise

StandICT.eu 2023

<https://standict.eu/>

structure of the proposal. Three evaluators will be assigned per proposal, one of whom shall have the responsibility to act as Rapporteur and a fourth member selected from the Pool to carry out Quality Control on the Consensus Report resulting from the evaluators.

If there are any questions during the evaluation process, you are requested to make contact with our team via email at evaluators@standict.eu and/or the message function of the dashboard.

The present document provides the guidelines for the steps to be followed on the StandICT.eu web platform to carry out the evaluations.

6.1.1 Guiding Principles of the Evaluation

- ✓ **Independence:** You are evaluating in a personal capacity. You represent neither your employer, nor your country!
- ✓ **Impartiality:** You must treat all proposals equally and evaluate them impartially on their merits, irrespective of their origin or the identity of the applicants;
- ✓ **Objectivity:** You evaluate each proposal as submitted; meaning on its own merit, not its potential if certain changes were to be made;
- ✓ **Accuracy:** You make your judgment against the official evaluation criteria and the call or topic the proposal addresses, and nothing else;
- ✓ **Consistency:** You apply the same standard of judgment to all proposals.
- ✓ **Confidentiality: as below**

You must:

- **Not discuss evaluation matters**, such as the content of proposals, the evaluation results or the opinions of fellow experts, with anyone, including:
 - Other experts or Commission/Agencies staff or any other person (e.g., colleagues, students...) not directly involved in the evaluation of the proposal;
 - *The sole exception:* your fellow experts who are evaluating the same proposal in a consensus group or Panel review.
- **Not contact partners in the consortium, sub-contractors or any third parties**
- **Not disclose the names of your fellow experts**
 - The Commission publishes the names of the experts annually - as a group, no link can be made between an expert and a proposal.
- **Maintain the confidentiality of documents**, paper or electronic, at all times and wherever you do your evaluation work (on-site or remotely)

- Return, destroy or delete all confidential documents, paper or electronic, upon completing your work, as instructed.

6.1.2 Conflicts of interest (COI)

You have a COI if you:

- ✓ were involved in the preparation of the proposal;
- ✓ stand to benefit directly/indirectly if the proposal is successful;
- ✓ have a close family/personal relationship with any person representing an applicant legal entity;
- ✓ are a director/trustee/partner of an applicant or involved in the management of an applicant's organisation;
- ✓ are employed or contracted by an applicant.

In the following situations, the call management team will decide whether a COI exists if you:

- ✓ Were employed by an applicant or sub-contractor in the last 3 years;
- ✓ Were involved in a grant agreement/decision, the membership of management structures or a research collaboration with an applicant in the last 3 years;
- ✓ Are in any other situation that casts doubt on your impartiality or that could reasonably appear to do so.

COI conditions are spelled out in the Code of Conduct of your contract.

You must inform the call management team as soon as you become aware of a COI:

- ✓ Before the signature of the contract;
- ✓ Upon receipt of proposals; or
- ✓ During the course of your work.

If there is a COI for a certain proposal, you cannot evaluate it:

- ✓ Neither individually;
- ✓ Nor in any consensus group;
- ✓ Nor in any quality control group;
- ✓ Nor in any panel review;
- ✓ The call management team will determine if there is a COI on a case-by-case basis and decide the course of action to follow.

If you knowingly hide a COI, you will be excluded from the evaluation and your work declared null and void. The expenses you claimed may be reduced, rejected or recovered and your contract terminated.

6.1.3 Evaluation workflow and roles

The image below shows the workflow to be applied for each eligible application submitted to the Open Calls. Each application is assigned 3 Individual Evaluators, 1 Rapporteur and 1 Quality Controller selected from the EPE based on their individual expertise. The Rapporteur is the Individual Evaluator designated from the three assigned to a given application, while the Quality Controller is a fourth EPE member.

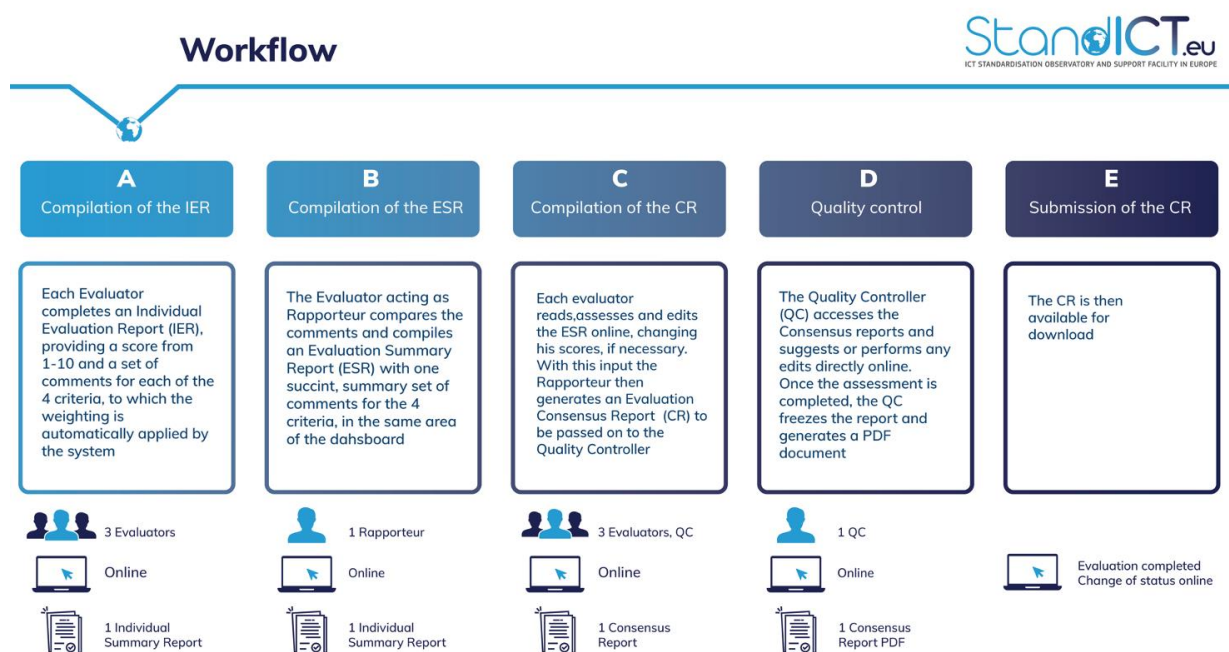


Figure 2 - StandICT.eu proposals evaluation workflow

6.1.4 Role of the Individual External Evaluator

The following sections briefly describe the role of the Individual Evaluator.

- ✓ You are responsible for carrying out the evaluation of the proposals on a personal basis - You are not allowed to delegate the work to another person;
- ✓ You must close reports in the electronic system within a given deadline - This is part of your contractual obligations;
- ✓ Funding decisions will be made on the basis of your assessment - please be fair, objective and clear in your score/comments;
- ✓ Align the score and be precise in the evaluation text you provide in a clear and concise way;
- ✓ If you suspect any form of misconduct (e.g., plagiarism), please report this to our team ASAP, and we will assist in how to deal with this in the report.

- ✓ As you will have access to funded-only projects already submitted to an Open Call, please also report on any possibility of overlap on funding granted under another of the StandICT.eu Open Calls;
- ✓ If you are unclear about anything while evaluating, please ask us!

6.1.5 Role of the Rapporteur

- ✓ You have been assigned this role by the StandICT.eu Consortium for an evaluation you have performed.
- ✓ You are the only evaluator with rights to compile and modify the Evaluation Summary Report (ESR).
- ✓ You should create the Evaluation Summary Report (ESR) by merging and summarising the individual comments for each evaluation criterion into one succinct piece of text reflecting the opinions of the three evaluators (please note that no changes to the scoring can be made at this point which is an average of the 3 scores from 1-10 allocated to the four criteria – with the overall weighted average calculated by the system).
- ✓ You are also responsible for guiding the Consensus Report phase (see section 4.6 for further details).

6.1.6 Role of the Quality Controller

- ✓ You have been assigned this role by the StandICT.eu Consortium for an overall check of the Consensus Report.
- ✓ Your role is not to evaluate the proposals, rather to check the clarity and coherence of the text in the Consensus Report and adjust the wording or polish the text as necessary.
- ✓ Once you have completed the Quality Check, you will freeze the final version of the Consensus Report for feedback to the applicants (see section 4.7 for further details).

6.1.7 Evaluation criteria

The applications must clearly demonstrate:

- ✓ Added value to existing SDO activities;
- ✓ Impact of work on European interests and the standard in question;
- ✓ Expertise of the applicant in the respective priority area;
- ✓ Expertise of the applicant in standardisation, e.g., previous contributions to standards
- ✓ developments, participation in other groups working on architectures, APIs, guidelines in the
- ✓ respective priority area.

Evaluations will be performed using the following 4-criteria principles (score 1 to 10 with the weighting indicated below)

Criterion 1: Soundness of the proposal and foreseen impact on European strategy (30%);

- ✓ *The extent to which the outputs of the project would contribute to each of the **expected impacts** for the relevant topic mentioned in the work programme;*
- ✓ *Quality and effectiveness of the proposed work plan, including extent to which the resources assigned are in line with their objectives and deliverables.*

Criterion 2: Technical excellence & adherence to the Open Call topics (30%);

- ✓ *Clarity and pertinence of the objectives to the Open Call topics (please note that applicants are welcome to also cross-over some of the Open Call topics and that **all topics included in the Open Call text are equally valid**);*
- ✓ *Quality and effectiveness of the proposed work plan, including extent to which the resources assigned are in line with their objectives and deliverables.*

Criterion 3: Experience and qualifications of the applicant (20%);

- ✓ *Qualifications, level of experience and expertise of the applicant needed to carry out the Workplan proposed;*
- ✓ *Appropriate skills to manage the processes and procedures involved, including risk and innovation management.*

Criterion 4: Economics of the proposal (20%);

- ✓ *Does the work described in the proposal and its eventual impact to the StandICT.eu programme upon completion adequately and economically match the requested overall budget for this project?*
- ✓ *Commitment and ability of the applicant to balance the funds granted in terms of person months, and to coordinate the funding in a resourceful and pragmatic way.*

The final scoring of an application and the relevant ranking in the Call results will be automatically determined by averaging scores provided by the 3 independent evaluators and then applying a weighting process among the 4 criteria as per the percentages indicated above and in the call.

6.1.8 Scores and Ranking

A Score from 1 to 10 should be given for each criterion. The following guidelines are provided as a reference for the scores.

Rating	Score
Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.	0

Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.	1-2
Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.	3-4
Good. The proposal addresses the criterion well, but a number of shortcomings are present.	5-6
Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.	7-8
Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	9-10

Table 1 - Scoring Table

Complete the comments section to **validate the scoring and clarify your score**. These comments will form the basis of the Consensus Reports given to the applicants (no link can be made between an expert and a proposal). Therefore, please ensure that the comments are **precise, accurate, and commensurate** to the scoring given. Please note you should also include positive comments along with the information about the weaknesses for each criterion being scored.

Example 1: if a score given is “6”, comments should be given as to why it isn't excellent or very good.

Example 2: if you mostly use 'good' comments to describe a criterion, you shouldn't give it a score of 9, as a score of 9 is typically 'Excellent'.

Make sure you save the score sheet when completed. Further edits will not be possible once this is saved.

6.2 How to perform your role on the Grants Platform

6.2.1 Introductory explanation

This section provides the step-by-step guidelines to be followed on the StandICT.eu 2023 web platform to perform the evaluations.

Please keep in mind that both the slides and the recording are confidential.

Each application is assigned 3 Individual Evaluators, 1 Rapporteur and 1 Quality Controller selected from the EPE based on their individual expertise. The Rapporteur is the Individual Evaluator designated from the three assigned to a given application, while the Quality Controller is a fourth EPE member.

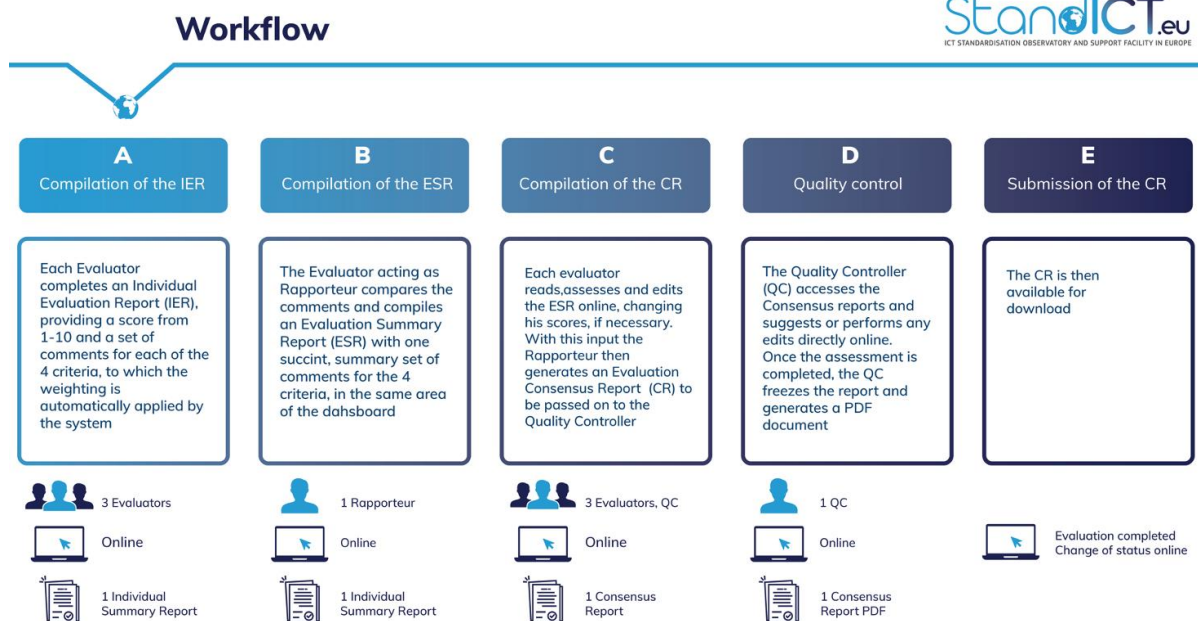


Figure 3 - StandICT.eu proposals evaluation workflow

6.2.3 Access to the platform

It is assumed that if you are reading this document, you have already logged in and have access to your evaluator dashboard.

For future reference to login using your StandICT.eu credentials, username (not email) and password, please visit <https://grants.standict.eu/dashboard>.

6.2.4 Your dashboard

From your main profile, access your dashboard



Figure 4 - Access to the Grants Platform

6.2.4.1 Messages

You can access your message board by clicking on the Messages icon in the service menu on the upper right-hand side under welcome. Note that the messaging function also works as a file exchange system. The team will communicate with you via this channel. The messaging function includes two boards; one technical for any questions on the proposals and one administrative to be used for all communications relevant to your Evaluator contract and the relative payments.

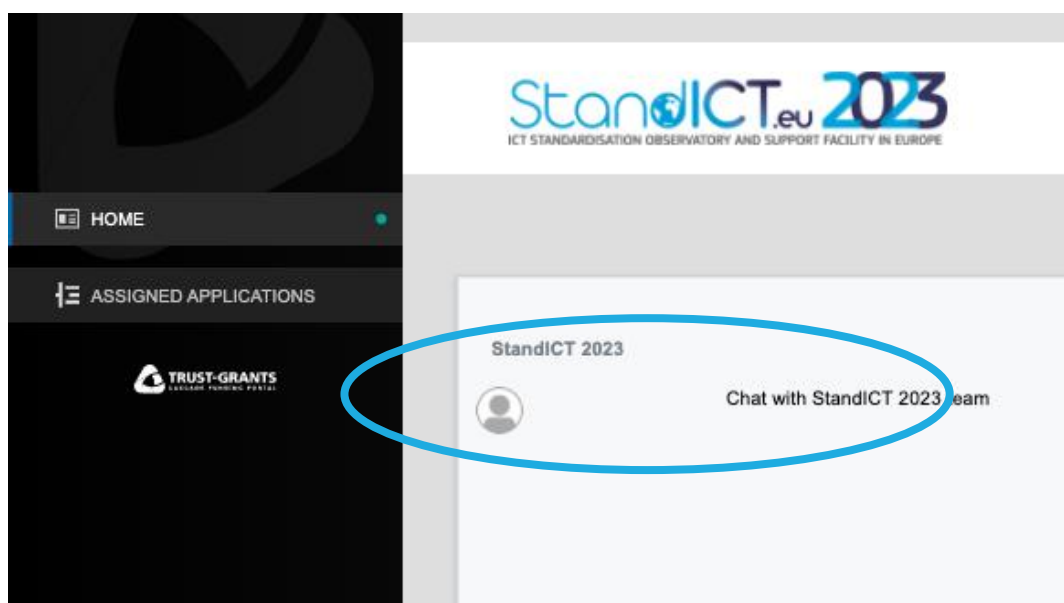


Figure 5 - The message board

You will be able to reply to any messages received from the platform administrators and upload any documents, such as signed contracts and payment forms.

1. **Assigned Applications**

Click on **Assigned Application** on the black panel: under this tab, you can view the applications assigned to you for evaluation. The list covers details like the application status but also provides easy access to the complete view of the application or editing functions.

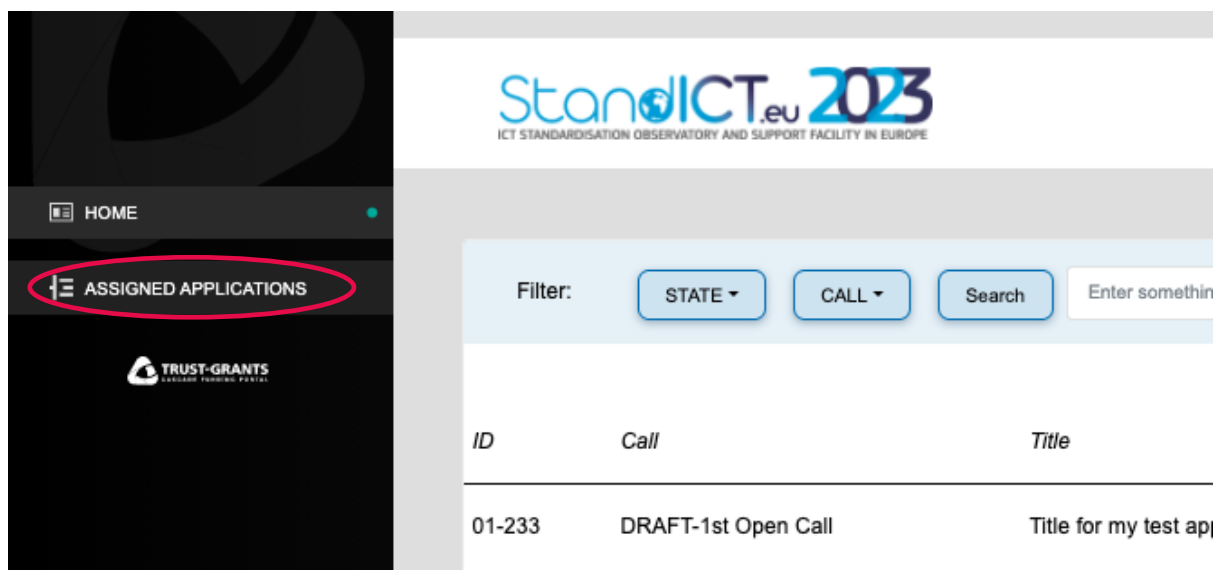


Figure 6 - How to access your assigned applications

The Assigned Application page will appear as in the image below: to open the list of applications relevant to the current call only, please click on the **Call** tab, where you can see the list of calls and filter accordingly.

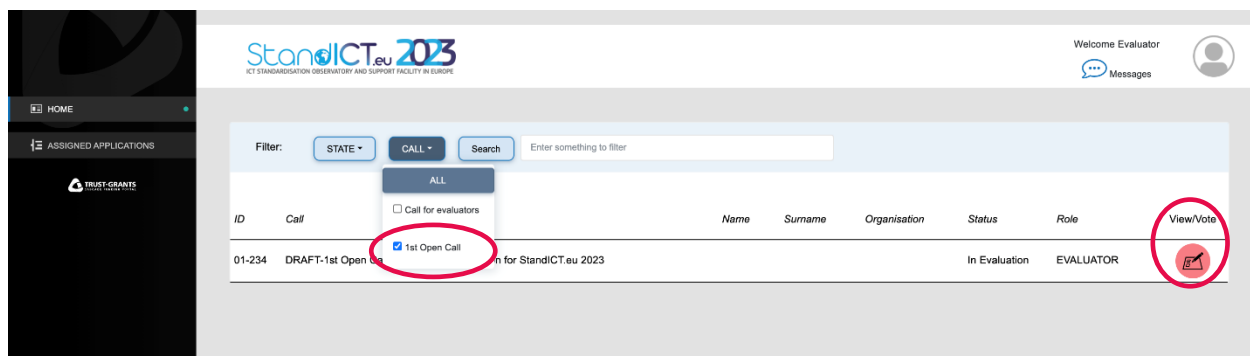


Figure 7 - Selecting the open call and opening an Individual Evaluation Report form

ii. Individual Evaluation Reports – Actor: Individual Evaluator

6.2.5.1 Accepting your assignments

Please note that the evaluator contract and its **Annexes 1 - Terms of Reference** and **3 - Code of Conduct** signed contain both non-disclosure as well as non-conflict of interest clauses that cover your activities as a StandICT.eu evaluator. In addition, when accepting a given assignment, you will be prompted to check if any given specific application raises any conflict of interest before acceptance, as shown below.

If no conflict of interest or any other impediment exists, please click on the Accept button. Otherwise, please click on Refuse and make sure feedback is

Each section of the evaluation panel on the right corresponds to one criterion and has to be filled with:

- Score from 1 to 10 (whole numbers only) for each of the 4 criteria;
- A comment to clarify your score: please make sure the comments are precise, accurate, and commensurate to the given scoring. Please **include both positive and negative** comments that resulted in the score given as **these can be used effectively by proposers to improve for future proposals**, if they are not successful in this call. **Please review the suggested guidelines for scoring in section 3.1. Always bear in mind that the Rapporteur has to edit and summarise the comments – so do try to be concise and to the point.**

6.2.5.3 Submitting your Individual Evaluation Report

Please click on Submit **only when the evaluation is complete**. Your evaluation will be now passed on to the Rapporteur for the compilation of the Evaluation Summary Report (ESR). You will receive a notification in your messaging dashboard once the ESR is complete for you to access this, confirm it, or raise any comments you may have. **New! A notification will also be sent to all 3 evaluators when one of them posts to the message board.**






Please note: your comments will be used by the rapporteur to compile the Evaluation Summary Report: the clearer they are, the better and more useful they will be for the Consensus Report.











Criteria 4: Economics of the proposal (20%)

Criteria 4 score (1 to 10) *

10

Comments *

Paragraph    **B** *I*  

Excellent

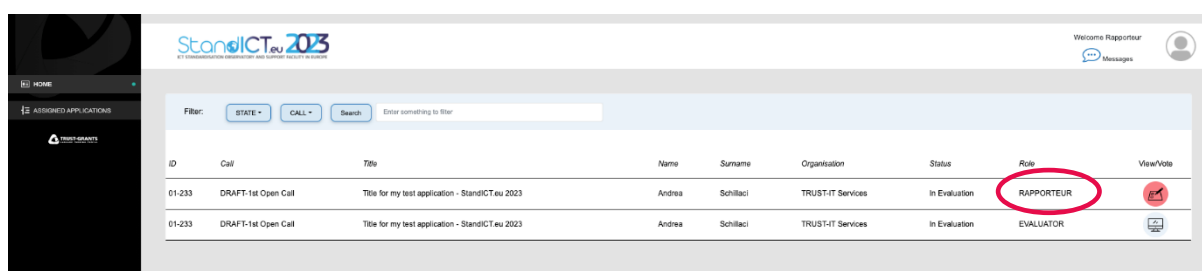
Submit

Figure 10 - IER Submission

6.3 Evaluation Summary Report – Actor: Rapporteur

6.3.1 Accessing the Evaluation Summary Report

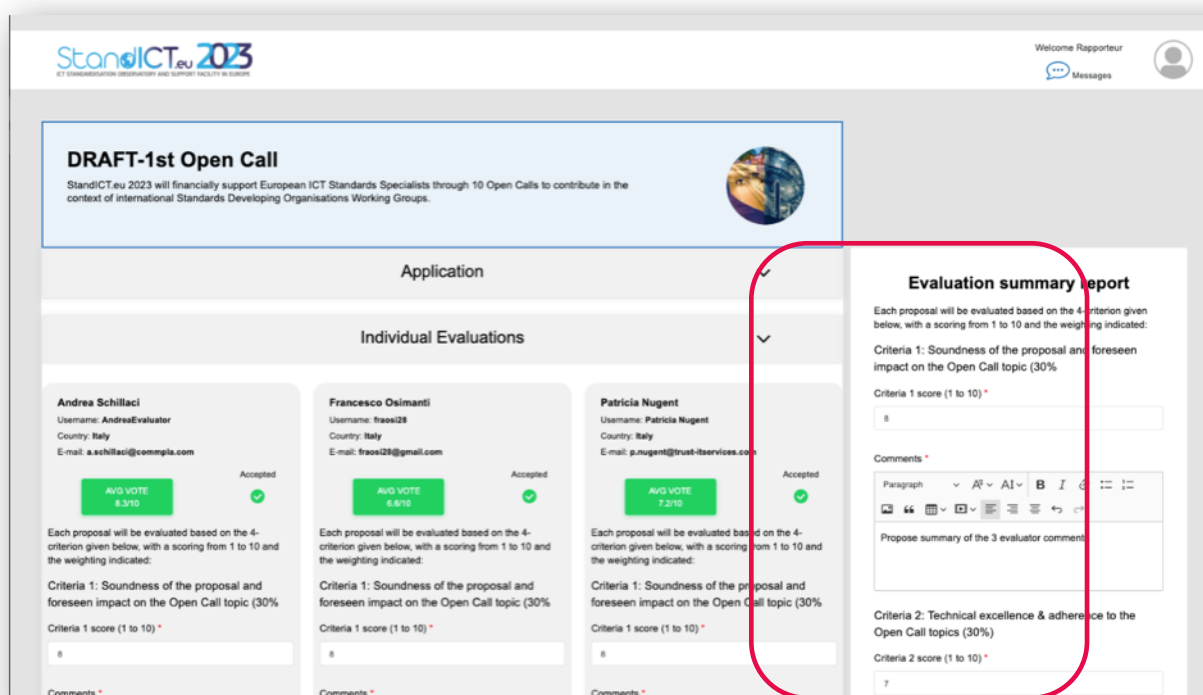
If you are reading this section, it is assumed that you have already logged in and have access to your evaluator dashboard and to your assigned applications. Go to the Assigned Applications menu and this time select the “Rapporteur” as opposed to the “Evaluator” role:



ID	Call	Title	Name	Surname	Organisation	Status	Role	View/Vote
01-233	DRAFT-1st Open Call	Title for my test application - StandICT.eu 2023	Andrea	Schillaci	TRUST-IT Services	In Evaluation	RAPPORTEUR	
01-233	DRAFT-1st Open Call	Title for my test application - StandICT.eu 2023	Andrea	Schillaci	TRUST-IT Services	In Evaluation	EVALUATOR	

Figure 11 - Opening the Evaluation Summary Report form

You will see a page containing each Individual Evaluation Report (including yours), and the Evaluation Summary Report form to be completed on the right-hand side of the screen, as shown in the image below.



DRAFT-1st Open Call
StandICT.eu 2023 will financially support European ICT Standards Specialists through 10 Open Calls to contribute in the context of international Standards Developing Organisations Working Groups.

Application

Individual Evaluations

Andrea Schillaci
Username: AndreaEvaluator
Country: Italy
E-mail: a.schillaci@comptia.com

Accepted

AVG VOTE: 8.3/10

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Criteria 1 score (1 to 10) *

8

Comments *

Francesco Osimanti
Username: frasco28
Country: Italy
E-mail: frasco28@gmail.com

Accepted

AVG VOTE: 8.8/10

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Criteria 1 score (1 to 10) *

8

Comments *

Patricia Nugent
Username: Patricia Nugent
Country: Italy
E-mail: p.nugent@trust-it-services.com

Accepted

AVG VOTE: 7.2/10

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Criteria 1 score (1 to 10) *

8

Comments *

Evaluation summary report

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Criteria 1 score (1 to 10) *

8

Comments *

Paragraph

Propose summary of the 3 evaluator comments

Criteria 2: Technical excellence & adherence to the Open Call topics (30%)

Criteria 2 score (1 to 10) *

7

Figure 12 - Evaluation Summary Report sample

Compare the comments and merge them “ESR” panel to reflect the three individual evaluations for each criterion. Please remember that the scoring pre-compiled for each criterion is the average of the score from 1-10 of the three evaluators, while the overall score is the average with the weighting applied. This Score can be changed during the Consensus phase upon

agreement between the evaluators but only the Rapporteur has the rights on the platform to change a score.

- Pay attention to any inconsistencies that may occur when reading the comments; if you think a comment is inconsistent, you should raise this with the other evaluators during the Consensus Report phase.
 - Some examples of inconsistencies:
 - A score that is not consonant with the comments inserted for that criterion by an evaluator;
 - A score and/or comments that differ greatly when compared to the other two EPE members.
- Do not change the scoring that appears in the ESR before the Consensus Report phase; if you accidentally change it, please copy your comments and refresh the page.

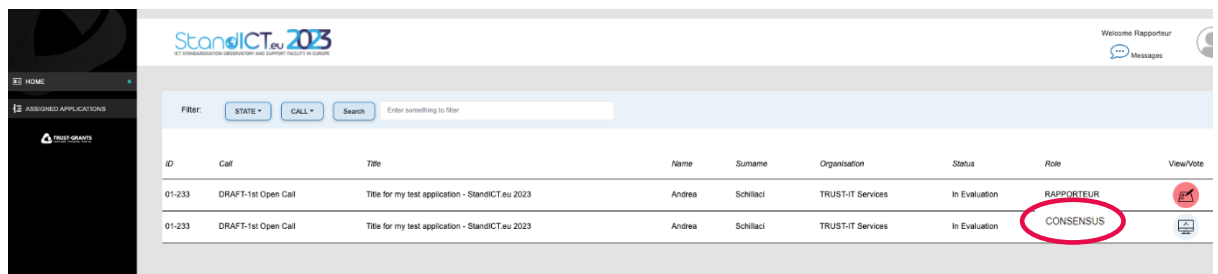
6.3.2 Submitting your Evaluation Summary Report

Once completed, click on Submit: the ESR is now ready to go through the **Consensus Report** phase and a **notification** is sent to the other evaluators of the proposal.

6.4 Consensus Report – Actors : Rapporteur, Individual Evaluators

6.4.1 Accessing the Consensus Report

It is assumed that if you are reading this section, you have already logged in and have access to your evaluator dashboard and to your assigned applications. Go to the Assigned Applications menu this time, selecting the Consensus Role:



ID	Call	Title	Name	Surname	Organisation	Status	Role	View/Note
01-233	DRAFT-1st Open Call	Title for my test application - StandICT.eu 2023	Andrea	Schilaci	TRUST-IT Services	In Evaluation	RAPPOREUR	
01-233	DRAFT-1st Open Call	Title for my test application - StandICT.eu 2023	Andrea	Schilaci	TRUST-IT Services	In Evaluation	CONSENSUS	

Figure 13 - Opening the Consensus Report form

6.4.2 Consensus Report phase: Using the discussion panel to reach a consensus

Once the Rapporteur Submits the ESR, they can share it with the other two evaluators in order to have their concurrence and produce a Consensus Report (CR).

Both the rapporteur and the other evaluators will see a page containing the ESR on the left, and the CR form to be filled in, on the right-hand side, highlighted in the image below.

- The evaluators use this phase to reach **agreement using the discussion panel**, where the Rapporteur may leave an annotation for the other evaluators if they notice any issues or inconsistencies in the scores or comments for a given criterion;
- If requested, the Evaluators may motivate their scores or comment in the discussion panel (as shown below)
- Agreement reached through consensus may result in a changed score; however, **only the Rapporteur has the role on the system to manually change the ESR and the score**;
- Once the agreement has been reached, the Rapporteur freezes the ESR into the **Consensus Report**.
 - **Note:** In the event that the three Evaluators fail to reach consensus, a member of the StandICT.eu Consortium assigned to the Consensus Process will be designated to mediate and resolve the situation on a case-by-case basis.

Please provide any comments on the ECR for the Evaluators on the right-hand side of the screen by adding your comments in the chats below

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%) ▼

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Type your comment here...

Consensus Report

Each proposal will be evaluated based on the 4-criterion given below, with a scoring from 1 to 10 and the weighting indicated:

Criteria 1: Soundness of the proposal and foreseen impact on the Open Call topic (30%)

Criteria 1 score (1 to 10) *

4.8

Comments *

Paragraph ▼ A^B I A | I ▼ B I @ : = > < >

99999

Figure 14 - Consensus Report form and comment box

Once the three Individual Evaluators have reached consensus, the rapporteur submits the Consensus Report for Quality Control.

6.5 Quality Control - Actor: Quality Controller

It is assumed that if you are reading this section, you have already logged in and have access to your evaluator dashboard and to your assigned applications. Go to the Assigned Applications menu and select the Quality Check Role:



Figure 15 - Opening the Quality Control form

You will see a page containing the Consensus Report on the left, and the Quality Check form to be filled, on the right, highlighted in the image below.

Please note that we are rolling out a process for the Quality Controller to refuse the Consensus Report if they still find notable inconsistencies. If this is not operative during the second Open Call Evaluation, the Quality Controller should raise this with the Call team using evaluators@standICT.eu or via the dashboard so that it is visible across the team.

Figure 16 - Quality Control form

Once the Quality Control is complete, click on “Submit” to freeze the Consensus Report.

Please note: after submission, it will no longer be possible to modify the Consensus Report.

6.6 Some final points to consider

We do hope that we have explained the process clearly but please do reach out to us if there is anything of which you are unsure. Some final recommendations:

- ✓ Make sure your comments paint a clear and consistent picture of their given score.
- ✓ Be precise and to the point and avoid factual mistakes i.e. If you give precise information regarding the proposal e.g., reference to specific elements, double-check that your statement(s) is/are correct;
- ✓ Don't just focus on the negative comments in your scoring. You can also include some positive elements to encourage the applicant to try again - and remember it will be your feedback that will help reconfigure the application!

In relation to COVID-19 planning:

- ✓ Due to its uncertainty, we have taken the view that the applicants can still apply as if COVID-19 will be clear by the time their projects will start. Therefore, it hasn't been requested nor expected they will address this in their applications; however, they are entitled to do so if they want, and they shouldn't be scored on how they do this (or likewise, if they don't do it);
- ✓ We will address the situation such as impossibility to travel, where travel budget has been requested at the time that this occurs after contract signature

Please don't forget to contact us if you have any questions while evaluating, before submitting the evaluation results, when it will be too late!