

Expression of interests – Experts (alternatively Rapporteurs)

Table of Contents

EIT Manufacturing 3

Your role 4

Compensation..... 6

Confidentiality..... 7

Conflict of interests 9

Data privacy..... 10

EIT Manufacturing

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organizations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organizations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting bigdata.

EIT Manufacturing is launching an Open Call for Experts (alternatively Rapporteurs) for updating our database of independent Expert evaluators (alternatively Rapporteur) that are involved in the peer review evaluations of activity proposals submitted in the context of our Calls for Proposals.

We are looking for highly qualified Experts (alternatively Rapporteurs) to support EIT Manufacturing in selecting the proposals with the highest potential to grow Manufacturing in Europe.

Your role

As an Expert (alternatively Rapporteur), you are expected to be highly skilled & experienced in the domain of Manufacturing. If selected to support EIT Manufacturing in the context of a Call for Proposals, you will oversee review and assess proposals submitted by consortia of European organizations.

Following your application:

- Our teams will review the profile submitted (please make sure you are exhaustive in the information provided);
- If you are selected, you will be invited to participate as an Expert evaluator (alternatively Rapporteur) in the context of the specific Call for Proposals, together with further details on the context and timing of the evaluation process.
- If you accept the invitation, you will be requested to sign a cooperation agreement, including confidentiality and conflict of interest declaration.
- If you are selected as an Expert evaluator, then you shall be acquainted with the relevant background document (all call-related documents and guidelines) and attend the online briefing training. Expert evaluators will receive the assigned proposals and shall qualitatively evaluate them according to the pre-defined evaluation criteria. Expert evaluators must appraise each criterion (and each related question) with a score accompanied by a clear qualitative statement in English, strongly justifying the given score as well as providing evaluation conclusions per criterion. If applicable, suggested recommendations/conditions should be included. Expert evaluators are expected to be available to discuss their individual evaluation reports (IER) in consensus meetings with other evaluators, chaired by a rapporteur. Expert evaluators will receive the final minutes to be approved and signed for the final ranking of the reviewed proposals.
- If you are selected as Rapporteur, then you shall be acquainted with the relevant background document (all call-related documents and guidelines) and attend the online briefing training. Rapporteurs will receive the individual evaluation reports (IER) and shall collate the convergent or divergent opinions of experts into a single Summary Evaluation Report v0.1 per proposal. Rapporteurs shall create a list of relevant open issues to resolve from the IERs. Rapporteurs shall attend and chair the Consensus Meeting, take minutes of the discussion and scoring agreements and write up the final version of the Summary Evaluation Report based on the meeting minutes. Rapporteurs sign all Summary Evaluation Reports.

The tasks will be performed 100% remotely and fully in English.

To make sure you are the Expert we are looking for you should have:

- An advanced university degree attested by a diploma (engineering degree preferably).
- A prior participation in the evaluation of EU-funded programs is a plus.
- A strong experience in Manufacturing.
- A proven experience in, at least, one of the thematic areas/topics/segments.
- Fluent in English (written and spoken).
- Academic, researcher, business, and investor profiles are eligible.
- A minimum of 5-10 years of professional activities.

To make sure you are the Rapporteur we are looking for you should have:

- An advanced university degree attested by a diploma (engineering degree preferably).
- A prior participation in the evaluation of EU-funded programs.
- Participation in evaluations as rapporteur (or similar role) is a plus.
- Relevant experience in preparing, organizing, and facilitating workshops or similar.
- A proven experience in, at least, one of the thematic areas/topics/segments is a plus.
- Fluent in English (written and spoken).
- Academic and researcher profiles are eligible.
- A minimum of 5-10 years of professional activities.

EIT Manufacturing values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion, or ethnic background.

[Do you want to be part of it? Then submit your expression of interest Here!](#)

Compensation

The financial compensation is predefined by the table below to cover the effort of the Expert alternatively Rapporteur).

Each Expert (alternatively Rapporteur) will have to provide prior to the payment for the service provided:

- A signed declaration of time, based on the table below.
- The evaluation of each proposal (alternatively a summary evaluation report);
- An invoice to EIT Manufacturing, 2 Boulevard Thomas Gobert, 91120, Palaiseau, France.
- A signature of the minutes for the consensus meeting.

Standard evaluation's tasks and fees		
Type of task	Description tasks	Fee
Briefing	Reading and assimilating briefing documents (including webcast briefings). <i>Meeting, preparation, reading documentation, context of the proposals and guidelines</i>	75
Evaluation Proposals - standard	Drafting of individual evaluation reports. <i>Preparation of an evaluation reports, including comments for each criterion of evaluation. Recommendations on improvement, identification of strengths and weaknesses.</i>	80
Evaluation Proposals - complex	Drafting of individual evaluation reports. <i>Preparation of an evaluation reports, including comments for each criterion of evaluation. Recommendations on improvement, identification of strengths and weaknesses.</i>	150
Consensus meeting – half a day	Active participation in the final meeting for the final review of the proposals. <i>Final decision for the ranking of the proposals, individual presentation of the findings per Expert and consensus on scoring.</i>	150
Consensus meeting – full day	Active participation in the final meeting for the final review of the proposals. <i>Final decision for the ranking of the proposals, individual presentation of the findings per Expert and consensus on scoring.</i>	300

Investment committee's tasks and fees		
Type of task	Description tasks	Fee
Standard Due Diligence	Review and analysis of the documents provided and preparation of a written report to qualify the opportunity. <i>Redaction of a written report, including analysis of the business, recommendations, strengths, weaknesses, risks on the market, new entrants, etc.</i>	1 500
Jury evaluation	Participation as a juror during an event (attendance of the event and evaluation report). Assessment of pitch/presentation, incl. Final review and final scoring for the winner(s).	300
Investment Committee Session	Participation in the Investment Committee (preparation, reading due diligence reports, and rating)	500
Complex Due Diligence	Review and analysis of the documents provided and preparation of a written report to qualify the opportunity, including documentation check, interview with start-up, customer, and investor. <i>Redaction of a written report, including analysis of the business, recommendations, strengths, weaknesses, risks on the market, new entrants, etc.</i>	3 000

Confidentiality

Confidential Information means any data and information, such as but not limited to proposal / technical/financial and/or commercial information that EIT Manufacturing, its Affiliates or representatives may disclose directly or indirectly, whether in writing or any other form, to the Expert (alternatively Rapporteur) for the performance of the Services of evaluating submissions to Calls for proposals. Confidential information will not be considered any information that (i) was known publicly at the moment of the Expert's (alternatively Rapporteur's) appointment or (ii) becomes known publicly through no action or fault of the Expert (alternatively Rapporteur).

The Expert (alternatively Rapporteur) will also treat as confidential and process any personal data contained in the information provided by EIT Manufacturing in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

During the period beginning on the Effective Date of the services contract signed by the Expert (alternatively Rapporteur) and the EIT Manufacturing and continuing for a period of five (5) years thereafter (the "Confidentiality Period"), The Expert (alternatively Rapporteur) agrees not to: (i) use EIT Manufacturing's Confidential Information for any purpose other than for the Service; and (ii) disclose EIT Manufacturing' Confidential Information to any third party. The Expert (alternatively Rapporteur) also agrees to destroy or return any information received from EIT Manufacturing during the performance of the Services, unless and to the extent that is required by law.

Each Expert (alternatively Rapporteur) will have to sign the following declaration by entering into contractual relationship with EIT Manufacturing:

Declaration of confidentiality

- I will treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to the proposed assignment and/or the performance of the contract, and process any personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of

the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

- I am fully aware of my obligations, inter alia in terms of confidentiality and personal data protection arising from my appointment as an Expert (alternatively Rapporteur) by EIT Manufacturing.
- I will undertake to observe strict confidentiality in relation to my services as follows:
 - I will not use or disclose, directly or indirectly, confidential information or documents for any purpose other than fulfilling my obligations under the contract without prior written approval from EIT Manufacturing;

- I will not discuss my work with others, including other Experts (alternatively Rapporteur) or staff not directly involved in the evaluation process;
- I will not communicate outside EIT Manufacturing any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

I shall continue to be bound by these undertakings after completion of my services unless this disclosure of confidential information is required by law.

- If material/documents/reports/deliverables are made available to me either on paper or electronically, I agree to be held personally responsible for maintaining the confidentiality of the documents or electronic files sent and for returning, erasing or destroying all confidential documents or files on completing my services as instructed.

Conflict of interests

As an Expert (alternatively Rapporteur) you have to be independent and without any direct or indirect linkage to any organization participating in the Call for Proposals which you are evaluating in order to ensure the equal and fair treatment of each proposal submitted. More specifically, you have to avoid any circumstance that will put you in a conflict of interest. A conflict of interests exists pursuant to Article 61 FR where the impartial and objective exercise of the functions of an Expert (alternatively Rapporteur), is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

Each Expert (alternatively Rapporteur) will have to sign the following declaration by entering into contractual relationship with EIT Manufacturing:

Declaration of no conflict of interest

- I do not have any conflict of interest in the meaning of para. 3 Article 61 FR¹, personal or professional, that may negatively affect my evaluation and assessment regarding the submissions for the Call for proposals for which I am providing my services.
- I undertake to inform EIT Manufacturing immediately if I discover any potential conflict of interest at any stage of the evaluation procedure for the Call for proposals. In such a case, I will immediately abstain from participating further in the evaluation process and ask for my replacement.

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

Data privacy

The EIT Manufacturing processes the personal data submitted by the applicants as part of the application (names, CVs, professional experience, declarations, addresses, etc.), in any submitted supporting document at any stage in the selection process of the Experts (alternatively Rapporteurs) and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates as Experts (alternatively Rapporteurs) for evaluating submissions for Call for proposals and to administer the documentation related to the selection and the appointment as Experts (alternatively Rapporteurs), if selected. This includes also the processing of the submitted data for related administrative aspects, such as e.g. payments, reimbursements, etc.

During this processing, the personal data will be made available to selected staff working on the specific Calls for proposals, to Finance department, and to the Legal Service. Further, it will be made accessible to the members of the Team who will select the Experts (alternatively Rapporteurs) working for EIT Manufacturing or its subsidiaries. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they internal or by supervisory authorities (for example EIT).

The personal data collected for this purpose will be stored for no longer than 5 (five) years following the financial discharge for the year in which the selection was finalized, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to the selection of an applicant, some of the documentation and personal data contained therein will be carried over into the database for Experts (alternatively Rapporteurs) which is available to EIT Manufacturing personnel working on Call for proposals.

The processing is necessary to select applicants suitable to provide expert consulting to the EIT Manufacturing and to therefore enable it to perform its tasks. The legal basis being implemented and binding on the EIT MANUFACTURING's selection process of Experts (alternatively Rapporteurs) is your consent through the application process and the execution and management of contracts we might have with you if selected and appointed. The applicable legal framework for data protection purposes for this processing of personal data is Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the French data protection act (Loi informatique et libertés).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EIT MANUFACTURING. They also have the right to address themselves to the French data protection authority (CNIL) to lodge a complaint. The controller is the EIT MANUFACTURING, and can be contacted by email at support@eitmanufacturing.eu

The Data Protection Officer can be reached at dpo@eitmanufacturing.eu

The French Data Protection Authority (CNIL) can be contacted at <https://www.cnil.fr/fr/contacter-la-cnil-standard-etpermanences-telephoniques>.