

CODE OF CONDUCT

A fair and unbiased evaluation process depends to a large extent on trust, and requires that everyone involved behaves responsibly and ethically.

Adapting the COPE Ethical Guidelines for Evaluation procedures serves as a base to set out the basic principles and standards of the evaluation process in the frame of the CoRdiNet-project.

Evaluating experts should:

- only agree to evaluate project proposals for which they have the **subject expertise required** to carry out a proper assessment and which they can assess in a timely manner; should they during the evaluation process realize they miss expertise in the required field to fully assess the proposal they are asked to seek advice by the lead partner NEREUS;
- respect the **confidentiality** of the evaluation process and not reveal any details of a project proposal or the evaluation/selection process neither before, during or after the evaluation process;
- not use information obtained during the evaluation process for their own or any other person's or organization's **advantage, or to disadvantage** or discredit others, neither before, during or after the evaluation process;
- in all stages of the evaluation process **declare all potential conflicting interests**, seeking advice from the lead partner NEREUS if they are unsure whether something constitutes a relevant interest;
- decline to evaluate a project proposal if **they have contributed in any way to the proposal, if it is a proposal of their organization, if they might benefit/take advantage, if there are any financial implications (remuneration in EUR or in kind etc.);**
- respond in a reasonable time-frame, especially if they cannot do the evaluation, and without intentional delay; only agree to evaluate a project proposal if they are fairly confident they can return the evaluation results within the proposed or mutually agreed time-frame, informing the lead partner NEREUS promptly if they require an extension. Experts have to be aware that the evaluation process has to be realized in a set **time frame**.
- decline to evaluate if they feel unable to provide a fair and unbiased evaluation outcome; not allow their assessment to be influenced by the origins of a project proposal, by the nationality, religious or political beliefs, gender or other characteristics of the proposers, or by commercial considerations;
- be objective and constructive in their assessment, refraining from being hostile or inflammatory and from making libelous or derogatory personal comments;
- acknowledge that evaluation procedure is largely a reciprocal endeavor and undertake to carry out their fair share of evaluating projects and in a timely manner;
- not agree to assess a project proposal just to gain sight of it with no intention of submitting the evaluation results;

- **read the project proposal and accompanying material thoroughly**, getting back to the lead partner NEREUS if anything is not clear and requesting any missing or incomplete items they need to carry out a proper evaluation;
- not to involve **anyone else** in the evaluation of the project proposal;
- not to contact the applicants directly;