

ANNEX II to the appointment letter

Specific Conditions - Code of Conduct for Independent Experts acting as Evaluators

1. The task of an expert is to participate in a confidential, fair and equitable evaluation of each proposal according to the procedures described in *IMI Call Info-Pack* (see: <http://www.imi.europa.eu>). He/she must use his/her best endeavours to achieve this, follow any instructions given by the IMI JU to this end and deliver a constant and high quality of work.
2. The expert works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.
3. The expert must sign a Declaration of no conflict of interest and the Declaration of confidentiality before starting the work, by which he/she accepts the present Code of Conduct. Invited experts who do not sign the declaration will not be allowed to work as an expert.
4. In doing so, the expert commits him/herself to strict confidentiality and impartiality concerning his/her tasks.
5. If an expert has a conflict of interest with a proposal, he/she must declare such facts to the responsible IMI JU official as soon as he/she becomes aware of this.
6. In addition the expert signs a declaration at the bottom of the individual evaluation report for each proposal that he/she examines for the IMI JU notifying that no conflicts of interest for this particular proposal exist. The IMI JU ensures that, where the nature of any link is such that it could threaten the impartiality of the expert, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.
7. Experts may not discuss any proposal with others, including other experts or IMI JU officials not directly involved in the evaluation of the proposal, except during the formal discussion at the meetings moderated by or with the knowledge and agreement of the responsible IMI JU official.
8. Experts may not communicate with applicants, except in the case of panel hearings between experts and applicants organised by the IMI JU as part of the evaluation process. No proposal may be amended during the evaluation session. Experts' advice to the IMI JU on any proposal is confidential information and may not be communicated by them to the applicants or to any other person.
9. Experts are not allowed to disclose any detail of the monitoring and evaluation processes (including names of other experts participating in the evaluation) and their outcomes or of any proposal submitted for evaluation without the express written approval of IMI JU.
10. Where it has been decided that proposals are to be posted or made available electronically to experts, who then work from their own or other suitable premises, the expert will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and returning, erasing or destroying all confidential documents or files upon completing the evaluation as instructed. In such instances, experts may seek further information (for example through the internet, specialised

databases, etc.) in order to allow them to complete their examination of the proposals, provided that the obtaining of such information respects the overall rules for confidentiality and impartiality. The contents of proposals or information on applicants are confidential information and may not be communicated to third parties (e.g. colleagues, students, etc.) by the experts. It is strictly forbidden for experts to make contact with applicants.

11. Where the evaluation takes place in an office or building controlled by the IMI JU, experts are not allowed to take outside the evaluation building any parts of proposals, copies or notes, either on paper or in electronic form, relating to the evaluation of proposals. Experts may be given the possibility of seeking further information (for example through the internet, specialised databases, etc.) to allow them to complete their examination of the proposals, but they may not contact third parties without the express consent of the IMI JU staff supervising the evaluation.

12. Experts are required at all times to comply strictly with any rules defined by the IMI JU for ensuring the confidentiality of the evaluation process and its outcomes. Failure to comply with these rules may result in exclusion from the immediate and future monitoring and evaluation processes, without prejudice to penalties that may derive from other applicable Regulations.