BDV

CODE OF CONDUCT FOR BADGE ISSUING APPLICATION REVIEWERS*

* Document based on Annex 1 of the Model of Contract for EU Experts
http://ec.europa.eu/research/participants/data/ref/h2020/experts_manual/h2020-experts-mono-contract_en.pdf

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ARTICLE 1 – PERFORMANCE OF THE REVIEW

1. The reviewer works independently, in a personal capacity and not on behalf of any organization.
2. The reviewer must:
   - evaluate each application in a confidential and fair way,
   - assist the BDVe to the best of their abilities, professional skills, knowledge and apply the highest ethical and moral standards
   - follow any instructions and time-schedules given by the BDVe and deliver consistently high quality work.
3. The reviewer may not delegate another person to carry out the work or be replaced by any other person.
4. If an entity involved in an application approaches the reviewer during the evaluation of this application, s/he must immediately inform the BDVe.

ARTICLE 2 - OBLIGATIONS OF IMPARTIALITY

1. The reviewer must perform their work **impartially**. To this end, the reviewer is required to inform the BDVe of any conflicts of interest arising in the course of their work
2. Definition of the conflict of interest: for a given application, a **conflict of interest** exists if an reviewer:
   - was involved in the preparation of the application
   - stands to benefit directly or indirectly if the application is accepted or rejected
   - has a close family or personal relationship with any person representing an applicant
   - is a director, trustee or partner or is in any way involved in the management of an applicant
   - is employed or contracted by one of the applicants or any named subcontractors. However, the BDVe may decide to invite a reviewer who is employed or contracted by one of the applicants or any named subcontractors to take part in the review process, if the reviewer works in a different department/laboratory/institute from the one where the training is to be carried out, and if the constituent bodies operate with a high degree of autonomy
   - In the following situations the BDVe will decide whether a conflict of interest exists, taking account of the objective circumstances, available information and related risks.
     a. when an reviewer:
        i. was employed by the applicant in the last three years

ii. is involved or in collaboration with the applicant, or had been so in the last three years
iii. is in any other situation that could cast doubt on their ability to participate in the evaluation of the application impartially, or that could reasonably appear to do so in the eyes of an external third party.

3. **Consequences of a situation of conflict of interest:**
   - If a conflict of interest is reported by the reviewer or established by the BDVe, the reviewer must not evaluate the application concerned, or take part in any forum where the application is discussed.
   - If a conflict becomes apparent at any stage of the evaluation, the reviewer must immediately inform the BDVe. If a conflict is confirmed, the reviewer must stop evaluating the application concerned. Any comments and scores already given by the reviewer will be discounted. If necessary, the reviewer will be replaced. If it is revealed during an evaluation that an reviewer has knowingly concealed a conflict of interest, the reviewer will be immediately excluded. Any discussions in which s/he has participated will be declared null.

ARTICLE 3 - OBLIGATIONS OF CONFIDENTIALITY

1. The BDVe and the reviewer 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 review.
2. The reviewer undertakes to observe strict **confidentiality** in relation to their work. To this end, the reviewer:
   - must not use information or documents provided by an applicant for any purpose other than fulfilling their obligations as part of the review process without prior written approval of the BDVe
   - must not disclose, directly or indirectly, information or documents relating to applications or applicants, without prior written approval of the BDVe.

   In particular, the reviewer:
   - must not discuss any application with others, including other reviewers or BDVe staff not directly involved in evaluating the application, except during the formal discussion at the meetings moderated by or with the knowledge and approval of the BDVe
   - must not disclose:
     a) any detail of the evaluation process and its outcomes or of any application submitted for evaluation for any purpose other than fulfilling their obligations to provide a review without prior written approval of the BDVe
     b) their advice to the BDVe on any application to the applicants or to any other person (including colleagues, students, etc.)
     c) the names of other reviewers participating in the evaluation.
   - must not communicate with applicants on any application:

d) during the evaluation, except in panel hearings between reviewers and the applicants organised by the BDVe as part of the evaluation process;
e) after the evaluation

3. If the applications are made available electronically to the reviewer 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 sent, and for returning, erasing or destroying all confidential documents or files upon completing the evaluation as instructed.

SIGNATURE

I, the undersigned, hereby agree to adhere to this code of conduct during the review of applications to issue BDV badges.

Name:

Institution:

Signature:

Date: