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INDICO-GLOBAL EXTERNAL POOL OF EVALUATORS BRIEFING DOCUMENT

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Dissemination Level

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Table of Acronyms

EUOS	European Observatory for ICT Standardisation
EAG	Expert Advisory Group
EPE	External Pool of Evaluators
ESR	Evaluation Summary Report
EUOS	ICT Standardisation Observatory
IER	Individual Evaluation Report
MSP	Multi-stakeholder Platform
PPPs -	Public-Private Partnerships
SDOs	Standards Development Organisations
TWGs	Technical Working Groups

Background

InDiCo-Global, whose full name is “Global International Digital Cooperation on standards and related policy” is primarily carried out through a series of nine Open Calls which will provide €1,000,000 in funding to enhance international cooperation in ICT standards between the EU and Africa, Latin America and Asia.

The Project also seeks to build bridges between international technical communities, fostering awareness of the European Standardisation System (ESS) and promote EU policies and standards attaining selected ICT areas and key technological domains. The InDiCo-Global Steering Committee brings together all three formal European Standardisation Organisations (ESOs) such as ETSI, CEN and CENELEC. These tap directly into the WGs & TCs of SDOs, such as ISO/IEC/ITU and national standardisation bodies, which will create roadmaps tackling EU priorities, challenges & gaps.

The applications for funded projects in the lifetime of InDiCo-Global will be gathered from 3 Open Calls. The priority topics for each call are defined through continuous monitoring and careful analysis of the international ICT standards landscape via liaison with EC international delegations, InDiCo-Global’s Standardisation Expert Group (SEG), Standards Development Organisations (SDOs) and Standard Setting Organisations (SSOs).

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 InDiCo-Global 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 11+ 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 InDiCo-Global.eu briefing pack are:

- Evaluators briefing (present document);
- The Terms and Conditions of the individual Expert Evaluator contract, “Contract”;
- Terms of Reference (Annex 1 to the Contract);
- Code of Conduct to be observed (Annex 2 to the Contract).

Members of the EPE will be remunerated by objectives (no. of applications evaluated) at a daily rate of 450 euros. All evaluations are to be carried out remotely using the InDiCo-Global. Open Call facility. An average of 2 hours has been estimated for the evaluation of each proposal. Please note that this includes providing the Rapporteur (selected from the two evaluators assigned to each proposal) with any justification necessary for their scores or comments and approval of the Evaluation Summary Report (ESR) prepared by the Rapporteur. The expert designated as Rapporteur will dedicate an additional average of 1 hours and the Quality Controller, a third member selected from the Pool, 1 hour for final Quality Control.

If there are any questions during the evaluation process, you are requested to make contact with our team via email at notifications@indico-global-grants.eu.



The present document provides the guidelines for the steps to be followed on the InDiCo-Global web platform to carry out the evaluations.

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.

1.1 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.

2 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 to 2 Individual Evaluators (one of them being also the Rapporteur) and 1 Quality Controller selected from the EPE based on their individual expertise. The Rapporteur is the Individual Evaluator designated from the two evaluators assigned to a given application, while the Quality Controller is a third EPE member.

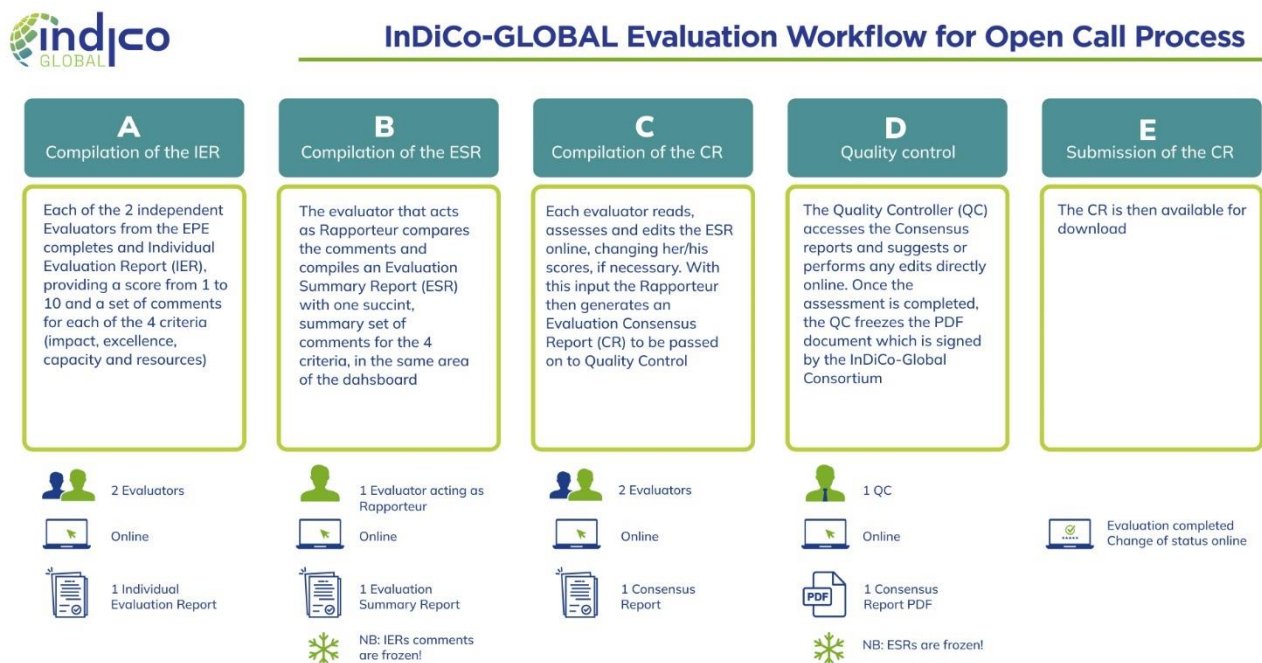


Figure 1 - InDiCo-Global proposals evaluation workflow

2.1 Role of the Individual External Evaluator

The following sections briefly describe the role of the Individual Evaluator. Here some general points that we ask you to read carefully before starting.

- ✓ 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 the **Individual Evaluation Reports** (IER) in the electronic system ***within the given deadline*** - This is part of your contractual obligations.
- ✓ You must be fair, objective and clear in your scores and comments, funding decisions will be made on the basis of your assessment.
- ✓ You must be precise and to the point and **avoid making suppositions of any kind** in your comments
- ✓ Avoid factual mistakes i.e. If you give precise information regarding the proposal or reference to specific elements, please ensure that your statement(s) is/are correct;
- ✓ Avoid using language or tone that may be offensive to the applicant.
- ✓ **Please provide only *whole-number scores* in the IER; no decimals.**
- ✓ Make sure the score is aligned with your comments and be clear and concise in the comments you provide;
- ✓ **Be open to other opinions and constructive during consensus** especially if your individual score differs markedly from the others (see the comments for the Rapporteurs in 2.2 below) and be aware that three evaluators are assigned to each proposal to ensure a fair and balanced evaluation process!
- ✓ 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 InDiCo-Global Open Calls.
- ✓ 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;

2.2 Role of the Rapporteur

- ✓ You have been assigned this role by the InDiCo-Global 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 ESR using the template provided to merge and summarise the comments from the evaluators for each of the four criteria into one succinct piece of text reflecting the opinions of all three evaluators (including your own).
- ✓ Please be aware that the scores you will find in ESR template **are the average of the 1-10 scores given by each evaluator** for the four criteria. These scores are then weighted according to the values indicated in 3.1 to calculate the final score.
- ✓ **Do note that the scores provided in the ESR *may include decimals*. If you choose to make any changes to the scores, you are not obliged to round them to whole numbers unless it is explicitly decided to do so.**
- ✓ Do note that ***no changes to the scoring can be made at this point***. If the summarised comments warrant a change in score, this should be proposed in the consensus chat and the agreed changes implemented in the final report submitted for Quality Control.
- ✓ **Be aware of score/s that differ significantly** (as a rule of thumb, a variance of 25-30%) when compared to the scores of other two evaluators. This could unfairly skew the overall score and must be addressed during consensus. This may lead to a mutual decision for a change in score.
- ✓ **You are responsible for guiding consensus** (see section 4.6 for further details), including follow-up if the report is rejected by the Quality Controller.
- ✓ Please ensure that the comments and score match and are consistent in the Consensus Report and that any doubts have been addressed **before submission to the Quality Controller**.

2.3 Role of the Quality Controller

- ✓ You have been assigned this role by the InDiCo-Global Consortium for the final, overall check of the Consensus Report.
- ✓ Your role is **not to evaluate the proposals**, rather to check the clarity and coherence of the text and scores 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 which will be provided as feedback to the applicants (see section 4.7 for further details).
- ✓ If you should note that:
 - consensus has not been reached by all 3 EPE members, which can be verified via the 'discussion board' (see section 4.6.2), or;
 - there are **marked inconsistencies** between the scores and text provided, or;
 - there are **inappropriate or offensive comments or suppositions** that you cannot directly edit and rectify in the final text

You may reject the Consensus Report following the process described in 4.7.

3 Evaluation criteria

The applications must clearly demonstrate:

- ✓ Added value to existing or emerging SDO activities;
- ✓ Impact of work on European interests and the standard, or standards that are likely to emerge in the domain covered by the application;
- ✓ 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**;*

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 InDiCo-Global 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 of the open call results will be automatically determined by averaging the scores provided by the 3 independent evaluators and then applying the weight attributed to the 4 criteria, as per the percentages indicated above, or applying the weight to any new scores agreed upon for each criterion during consensus.

3.1 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.

4 How to perform your role on the Grants Platform

4.1 Introductory explanation

This section provides the step-by-step guidelines to be followed on the InDiCo-Global grants platform to perform the evaluations.

Please keep in mind that this information is 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.

4.2 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 InDiCo-Global credentials, username (not email) and password, please visit <https://dashboard.indico-global-grants.eu/>

4.3 Your dashboard

From your main profile, access your dashboard



Figure 2 - Access to your dashboard

4.3.1 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.

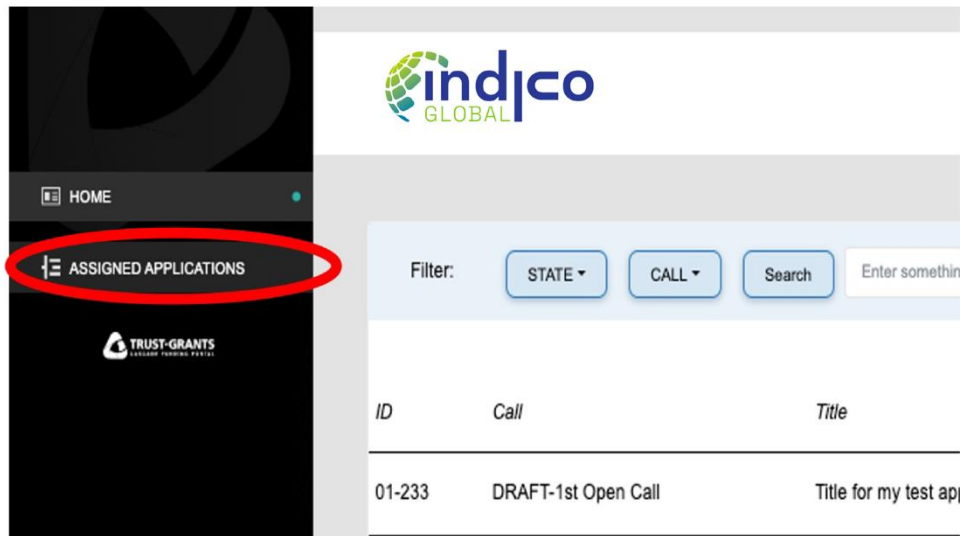


Figure 3 - How to access your assigned applications

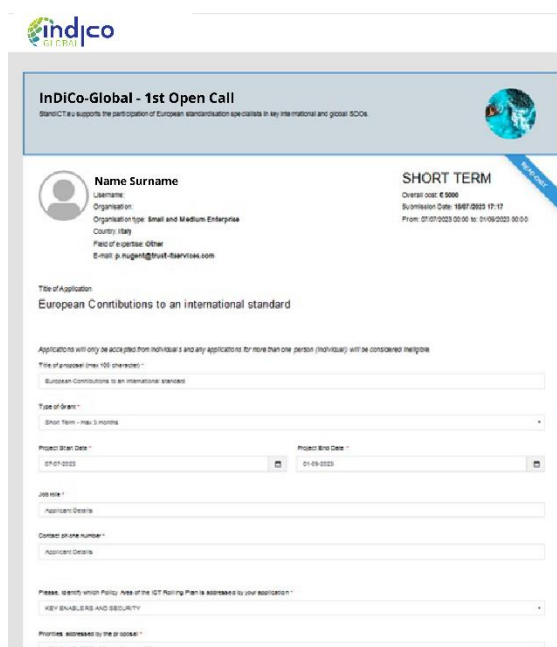
The Assigned Application page will appear as in the image below: to open the list of applications relevant to the current call only, please click on the **Call** tab, where you can see the list of calls and filter accordingly.

4.4 Individual Evaluation Reports – Actor: Individual Evaluator

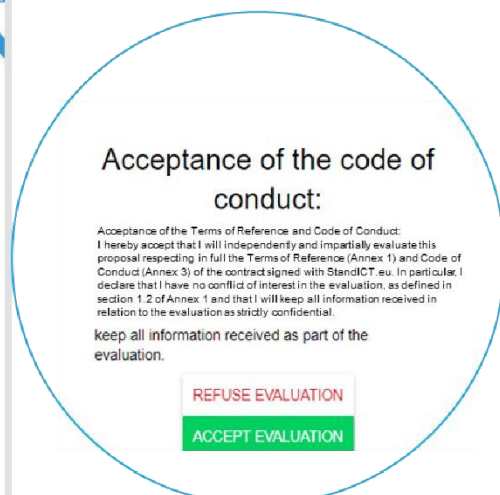
4.4.1 Accepting your assignments

Please note that the evaluator contract and its **Annexes 1 - Terms of Reference** and **2 - Code of Conduct** signed contain both non-disclosure as well as non-conflict of interest clauses that cover your activities as a InDiCo-Global 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 provided to the team via the Administration message board or notifications@indico-global-grants.eu to enable assignment to an alternative evaluator.



The screenshot shows the 'InDiCo-Global - 1st Open Call' application form. The form includes a header with the InDiCo-Global logo and a 'SHORT TERM' label. The main section contains a 'Name Surname' field, a 'Title of Application' field, and a 'Project Start Date' field. Below these are sections for 'Applicant Details' and 'Project Details'. The form also includes a 'Project End Date' field and a 'Project Title' field. The form is titled 'InDiCo-Global - 1st Open Call' and includes a 'SHORT TERM' label. The form is titled 'InDiCo-Global - 1st Open Call' and includes a 'SHORT TERM' label.

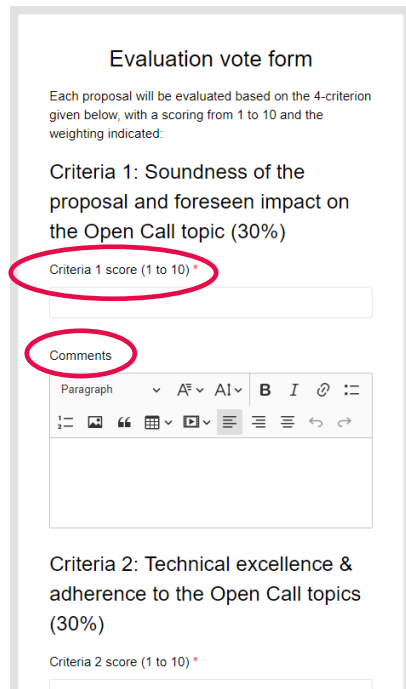


The screenshot shows a circular form titled 'Acceptance of the code of conduct:'. The form contains the following text: 'Acceptance of the Terms of Reference and Code of Conduct: I hereby accept that I will independently and impartially evaluate this proposal respecting in full the Terms of Reference (Annex 1) and Code of Conduct (Annex 3) of the contract signed with StandICT.eu. In particular, I declare that I have no conflict of interest in the evaluation, as defined in section 1.2 of Annex 1 and that I will keep all information received in relation to the evaluation as strictly confidential. keep all information received as part of the evaluation.' Below the text are two buttons: 'REFUSE EVALUATION' and 'ACCEPT EVALUATION'.

Figure 4 – Accepting the Proposal

4.4.2 Performing the evaluation

Once you have accepted the evaluation, you can access the application to read and the Individual Evaluation form to compile the Individual scoring and comments on the four criteria.



The screenshot shows the 'Evaluation vote form' interface. It includes instructions on how proposals are evaluated based on four criteria with a scoring system from 1 to 10. The first criterion, 'Soundness of the proposal and foreseen impact on the Open Call topic (30%)', is highlighted with a red circle. Below it, the 'Criteria 1 score (1 to 10) *' field is also circled in red. A 'Comments' section with a rich text editor is also circled in red. The second criterion, 'Technical excellence & adherence to the Open Call topics (30%)', is visible below.

Figure 5 – Individual Evaluation Report form

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;
- Comment to clarify your score

Please do make sure the comments are precise, accurate, and commensurate to the given scoring. Include both positive and negative comments that resulted in the score given as these can be used effectively by proposers to improve for future applications.

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, factual and to the point.

4.4.3 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).

Please note:

- ✓ Submission of your IER by the deadline is essential to enable the Rapporteur to submit the ESR!
- ✓ A delay on your part will **block the process for everyone involved** in the evaluation of a given application!
- ✓ You will receive a notification both upon submission of your IER
- ✓ You will receive a notification when the ESR is submitted by the Rapporteur and therefore available for you to access and confirm, or raise any comments using the message board.
- ✓ A notification will also be sent to all 3 evaluators when one of them posts to the message board.

Criteria 4: Economics of the proposal (20%)

Criteria 4 score (1 to 10) *

10

Comments *

Paragraph ↕ ↕ ↕ B I 🔗 ☰

🔗 📷 🗒 📅 📺 ☰ ☰ ☰ ↶ ↷

Excellent

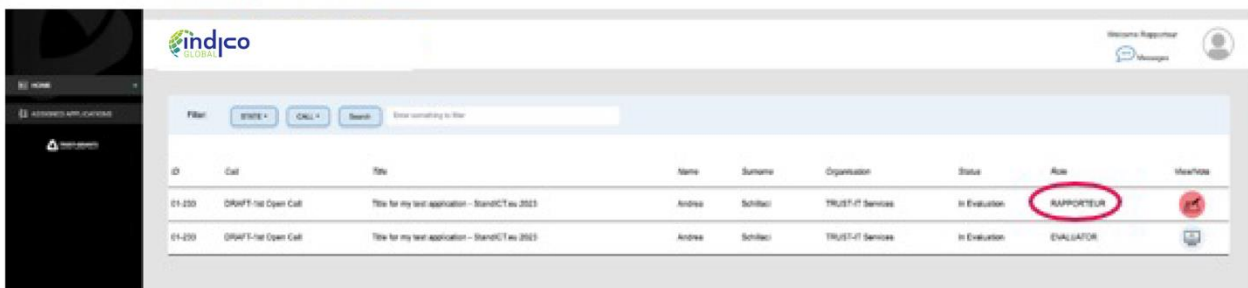
Submit

Figure 6 - IER Submission

4.5 Evaluation Summary Report – Actor: Rapporteur

4.5.1 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/Note
01-230	DRAFT-1st Open Call	Title for my test application – StandCT.eu 2023	Andrea	Schilaci	TRUST-IT Services	In Evaluation	RAPporteur	
01-230	DRAFT-1st Open Call	Title for my test application – StandCT.eu 2023	Andrea	Schilaci	TRUST-IT Services	In Evaluation	EVALUATOR	

Figure 7 - Opening the Evaluation Summary Report form

You will see a page containing each IER (including yours), and the Evaluation summary report template to be completed on the right-hand side of the screen, as shown in the image below.

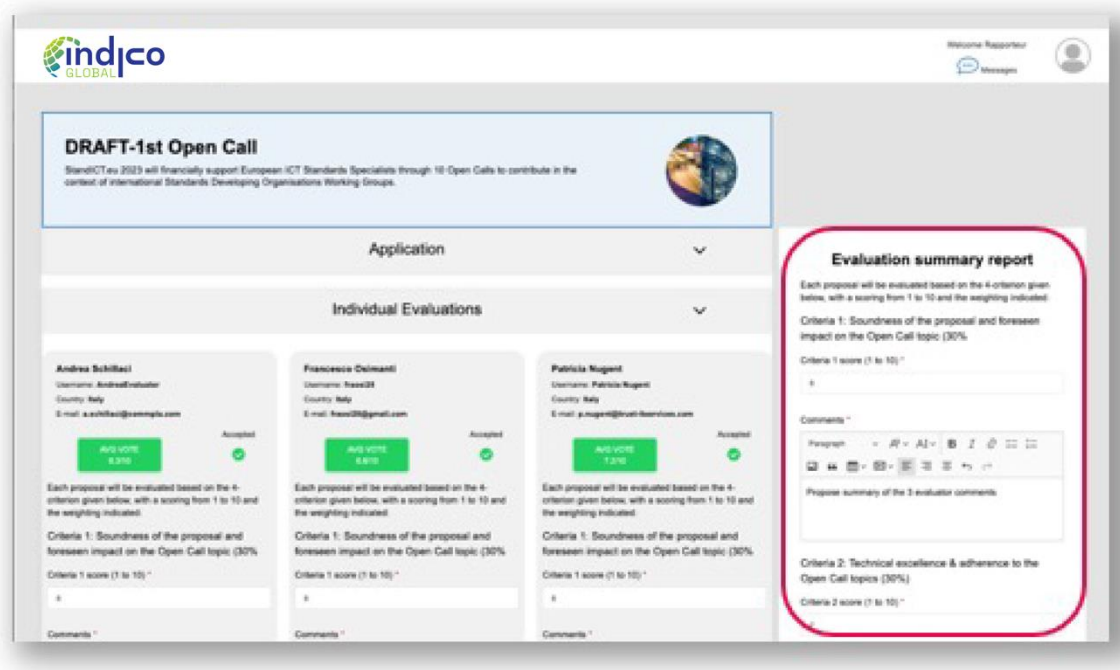


Figure 8 Evaluation Summary Report template

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:
 - **Score/s that do not match comments** provided for that criterion by an evaluator;
 - **Score/s that differ significantly (as a rule of thumb, a variance of 25-30%) when compared to the scores of other two evaluators. This could skew the overall score and should be addressed during the consensus.**
- Do not change the scoring in the ESR before consensus; if you accidentally change it, please copy your comments and refresh the page.

4.5.1 Submitting your Evaluation Summary Report

Once completed, click on Submit: the ESR is now ready to go through the **Consensus Report (CR)** phase and a **notification** is sent to the other evaluators that this has been submitted for comments and consensus between all 3 evaluators involved.

4.6 Consensus Report – Actors : Rapporteur, Individual Evaluators

4.6.1 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:

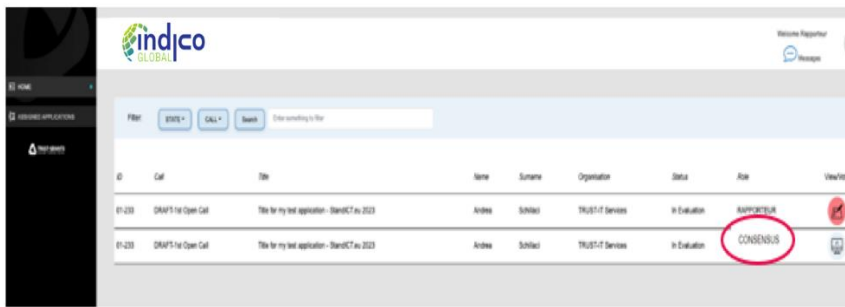


Figure 9 - Opening the Consensus Report form

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

Once the Rapporteur Submits the ESR, this becomes visible to the other two evaluators

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 CR and the score**;
- Once agreement has been reached, the Rapporteur freezes the CR to the system for Quality Control.
- Please note that it is **not part of the Quality Controller role to resolve issues on consensus**. This should be resolved by the evaluators with discussion guided by the Rapporteur.
- In the exceptional event that the two Evaluators fail to reach consensus, a member of the InDiCo-Global Consortium 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

99999

Figure 2 - Consensus Report form and comment box

4.7 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 3 - Opening the Quality Control form

When you click on the edit button in Fig. 11, you will now be able to view the following panel:

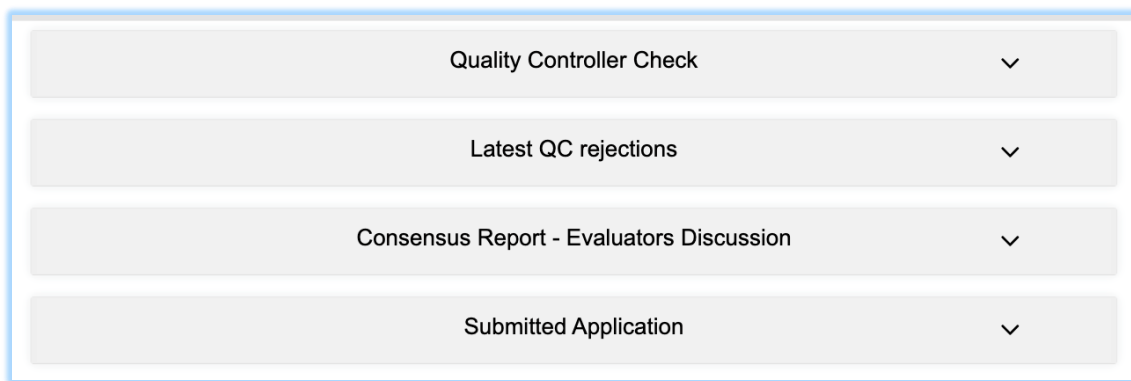


Figure 4 - Quality Controller Panel

By opening the Quality Controller check menu, you will see a page containing the Consensus Report on the left, and the Quality Check form to be filled, on the right, as highlighted in Figure 13.

Figure 5 - Quality Control form

<https://indico-global.eu/>

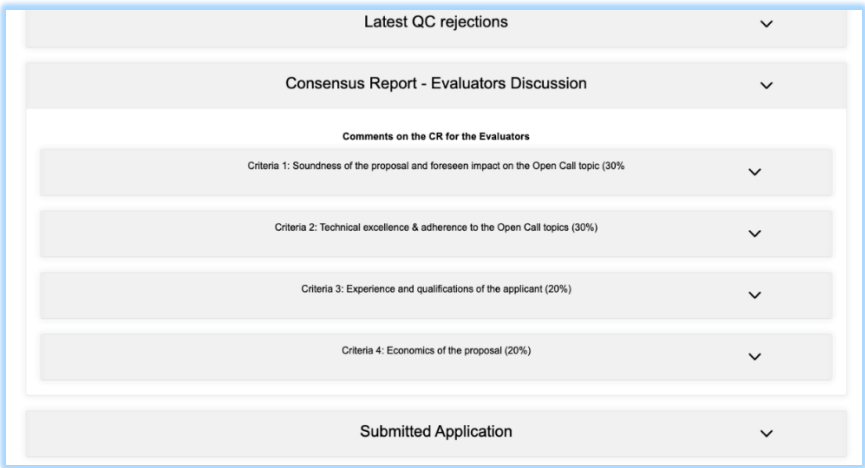


Figure 6 – Preview of the 4 criteria chat

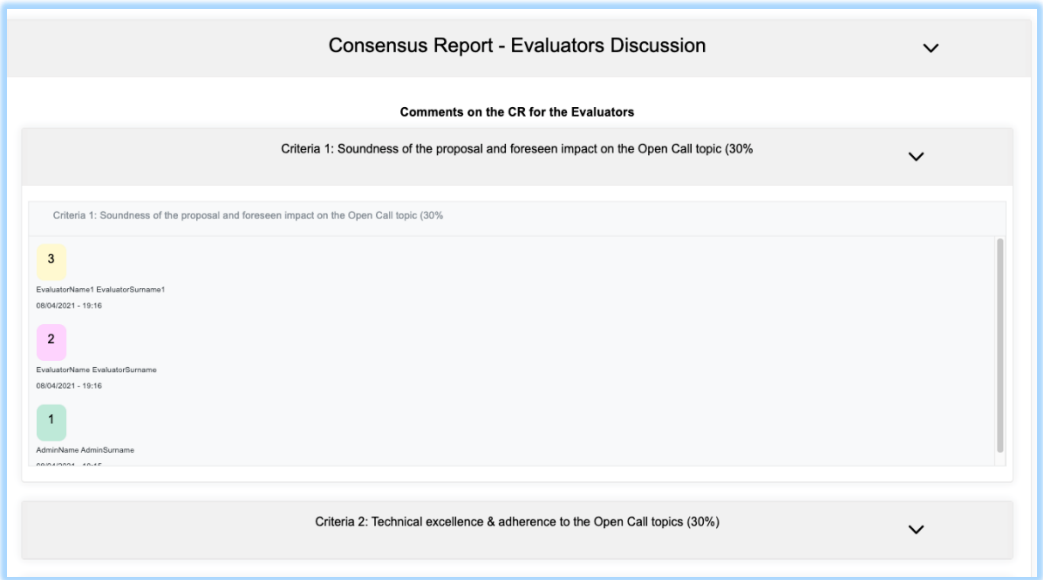


Figure 7 - View of the EPE's Consensus Chat

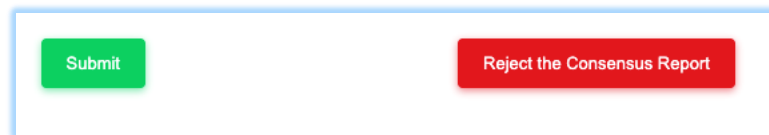


Figure 8 – Quality Check form action buttons

Once the Quality Control is complete, the QC accept the CR with his edits by clicking on the “Submit” button shown in Figure 16 above: Please note: after submission, no further modifications are possible.

In exceptional cases the Quality Controller e.g. if there are still marked inconsistencies between the comments and scores, despite consensus the Quality Controller may reject the Report and justify this as shown in Fig. 17 below

Rejection of the Consensus Report sends this back to the rapporteur in the system.

A pop-up message is provided to justify the rejection

Should a report be rejected, a notification will be sent to the three EPE members and this will be automatically released for editing and re-submission by the Rapporteur, taking into account the QC observations.

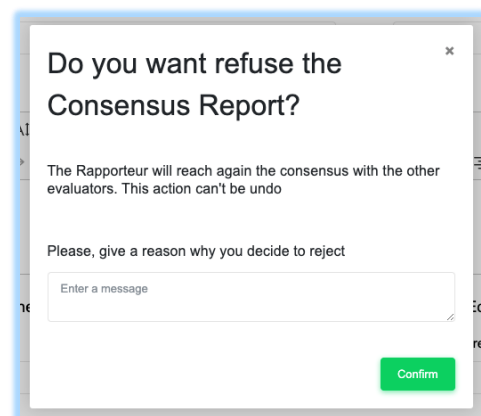


Figure 9 - Pop-up confirmation of rejection

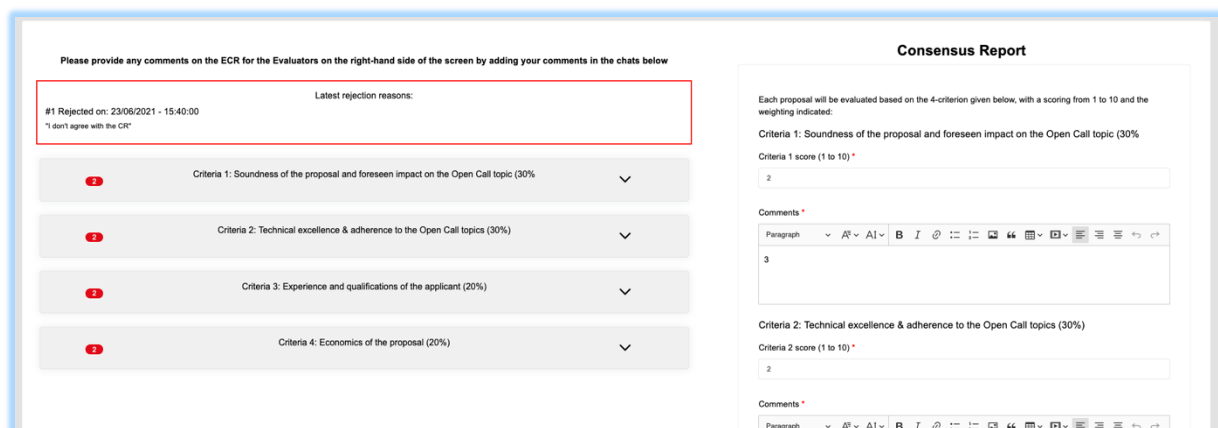


Figure 10 - CR visualisation after the Rejection

5 Round-up of Do's and Don't's!

Please always remember that the purpose of the InDiCo-Global open calls are to fund international standardisation specialists in key **international and global SDOs** in **any of** the priority areas listed on the **open call text** which you may find [here](#)

- ✓ Be sure to score the proposals in accordance with the score card in 3.1
- ✓ Be sure to use ****whole numbers only**** in your Individual Evaluation Report as instructed in 4.4.2
- ✓ Make sure your comments ****paint a clear picture of the scores**** you are giving
- ✓ Do not penalise a proposal more than once for the same weakness i.e. under multiple criteria for the same shortcoming
- ✓ Do not **make statements based on personal suppositions or assumptions**. If you do make reference to specific be absolutely sure that your facts are accurate and can be backed up.
- ✓ In general, **don't downgrade based on rigid definitions and be constructive during the consensus phase** we have three evaluators to ensure a fair and balanced evaluation process
- ✓ if you are in doubt, please refer to the relevant call text, or reach out to the call team
- ✓ The scores which appear in the Evaluation Summary Report template to be compiled by the Rapporteur are the average scores of the three evaluators and ****must not be changed before consensus****
- ✓ **Propose any changes to be made to the score in the consensus chat** then to be frozen in the Consensus Report submitted for Quality Control
- ✓ An individual score which is **notably lower than the other two**, and as a rule of thumb ****has a variance of 25-30% with respect to the other two scores**** must be addressed during consensus. Please remember that **a final score which has been negatively skewed by just one evaluator is not a fair score**
- ✓ Please ensure that the comments left for the applicant clearly match the scores
- ✓ Please ensure that any new scoring **has been agreed upon** during consensus and is **evident in the chat for procedural reasons**