



HELLENIC REPUBLIC
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**RULES OF OPERATION FOR THE EVALUATION COMMITTEES OF
THE HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**

1st Amendment

1st Call

for Action “Science and Society”

“200 years from the Greek Revolution”

(1st Amendment)

(REF. NO. 9369/12.02.2019)

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CONTENTS

RULES OF OPERATION FOR THE EVALUATION COMMITTEES OF THE HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION 1

1st Amendment 1st Call 1

1 GENERAL FRAMEWORK 3

2 FORMATION - ESTABLISHMENT - OPERATION OF THE EC 3

3 PURPOSE/WORK OF THE EC AND THE EXPERTS 4

4 CONFIDENTIALITY 5

5 IMPARTIALITY - CONFLICT OF INTEREST 5

6 PUBLICITY 6

1 GENERAL FRAMEWORK

The Rules of Operation for the Evaluation Committees of the Hellenic Foundation for Research and Innovation (henceforth the “Foundation”) establish, as enacted in art. 5 par. 5 of Law 4429/2016, the rules and the functioning process of the Evaluation Committee (“EC”) of experts, which shall evaluate the proposals submitted under the 1st Call for Action “Science and Society” “200 Years from the Greek Revolution” with Ref. No. 1564/27.04.2018 (henceforth the “Call”, the “Proposals”). If deemed necessary due to the specialized scope of the proposals, a non-binding evaluation of one or more Proposals may be requested from one or more independent experts, appointed by decision of the Scientific Council (“SC”). The proper functioning of the Evaluation Committee is supervised by the Foundation’s SC, according to article 8, par. 9, point c of Law 4429/2016, and is governed by these Rules and complementarily by Law 4429/2016, the Code of Administrative Procedure and the Call.

2 FORMATION - ESTABLISHMENT - OPERATION OF THE EC

2.1 The EC is established by decision of the Foundation’s Scientific Council following a relevant recommendation of the SC members coming from the scientific sectors provided in article 8, par. 1 of Law 4429/2016. These sectors are related to the knowledge scope of the submitted proposals. The EC consists of the Chair, the deputy Chair, the other full members and the secretary. The SC supervises the proper functioning of the EC, guided by the principles of meritocracy and transparency. Within the context of their supervising duty, SC members may participate in the meetings of the EC, without being entitled to vote or express their opinion during the evaluation of the proposals. The EC is assisted in its work by scientific associates or employees of the Foundation. The details of the EC members are published after the evaluation process is completed.

2.2 The members of the EC consist of renowned scientists/experts drawn from the Certified Evaluators Register of the GSRT provided in article 27 of Law N.4310/2014, who possess qualifications related to the scope of the submitted Proposals and act as independent experts.

The EC operates based on the highest reliability standards, so as to ensure impartiality, objectivity and integrity in the evaluation process. If the SC finds out that there are no specialist scientists as required for the evaluation of all Proposals or the existing ones do not cover the needs of a specific evaluation, special scientists from Greece or abroad, not included in the Register of Certified Evaluators are appointed as independent experts and members of the Evaluation Committee by decision of the Scientific Council.

2.3 SC members of the Foundation as well as their spouses or relatives by blood or affinity up to second degree may not be members of the EC or independent experts. EC members, who are spouses or relatives by blood or affinity up to fourth degree may not

participate in the same EC meeting.

2.4 The Chair of the EC determines the day, the time and the location of the EC meetings, invites the members to the meeting and evaluates suggestions and requests aiming at improving the procedures. The secretary of the EC announces the invitation along with the agenda to the members at least forty-eight (48) hours prior to the meeting, using any suitable means (ex. e-mail, fax). The EC meetings are held secretly and may also be conducted by teleconferencing.

2.5 The EC is lawfully convened, when more than half of the appointed full members take part in its composition (quorum). The quorum should be maintained throughout the meeting. If any member, that had not been previously invited, is absent, the meeting is unlawful.

2.6 The EC decides by absolute majority of the present members. If such majority is not possible, the voting is repeated, until an absolute majority is obtained by the accession of those expressing a minority opinion each time to one of the prevailing groups. In any case, if there is equality of votes, the Chair's vote shall prevail. Any member abstaining from voting or casting a blank vote is considered to be absent.

2.7 Voting is done openly. Minutes are taken in the meetings of the EC. The minutes mention in particular the names and the capacity of present members, the location and the time of the meeting as well as the issues discussed. The opinions and the names of the outvoted members are recorded in the minutes. The minutes that include the final evaluation results along with a personalized reference and documentation of the evaluation decision (list of the proposals' scores and detailed justification) are taken by the secretary and are ratified by the Chair. The signature of the Chair or the Deputy Chair is enough to substantiate legal grounds for the acts of the EC.

3 PURPOSE/WORK OF THE EC AND THE EXPERTS

The work of the EC and the independent experts is to evaluate the Proposals based on the criteria provided in Law 4429/2016 and in the Call. Once they accept their appointment and they sign a Declaration of confidentiality and non-conflict of interest, EC members have access to all files of the Proposals. The independent experts may access the files of the Proposal, which their non-binding evaluation was requested for, once they accept their appointment and sign a Declaration of confidentiality and non-conflict of interest.

The Committee decides for the evaluation of the proposals.

4 CONFIDENTIALITY

The evaluation is governed by absolute and full confidentiality throughout the entire process and after its completion. The Evaluation Committee members and the independent experts owe full confidentiality before, during and after the evaluation, as to the entire evaluation process.

5 IMPARTIALITY - CONFLICT OF INTEREST

5.1 The EC members and the independent experts shall avoid any situation, in which conflict of interest could arise, and must guarantee an impartial judgement, when exercising their responsibilities.

EC members and independent experts should refrain from any act or process that suggests participation in a decision making event, if: a) the outcome of an affair is related to the satisfaction of personal interests or b) they are spouses or relatives by blood or by affinity, in direct line to any degree and collaterally up to fourth degree, of any interested party (Project Coordinator, Principal Investigator or Project Team member) or c) they have a special connection or a particular relation with or show hostility towards the interested parties. An EC member or an independent expert is considered to have a special connection or a particular relation with the interested parties or to show hostility towards them, when (for example):

- the Proposal comes from the same Higher Educational Institution Department or the same Higher Military Educational Institution or Research Centre - Institute (RC-I) or University Research Institute (URI), where the EC member / independent expert serves.
- the member or the independent expert or their spouses or their relatives by blood or by affinity, in direct line to any degree and collaterally up to fourth degree, are Project Coordinators, Principal Investigators or members of the Proposal's Project Team.
- the EC member or the independent expert is a member of the administration in the Host Institution or the Collaborating Organisation or the institution, where the Project Coordinator or the Principal Investigator or any member of the Proposal's Project Team is employed.
- they took part in the preparation or the writing of the Proposal.
- during the last five (5) years they made common publications or participated in the same research teams with the Project Coordinator or the Principal Investigator or any member of the Proposal's Project Team.

5.2 A conflict of interest shall arise when EC members / independent experts have private or personal interests, which may or seem to affect the impartial and objective performance of their duties. Private or personal interests are any possible benefits provided to them, their spouses or their relatives up to second degree.

5.3 In case the EC member or the independent expert estimates any time during the evaluation process that they have reasons to refrain from decision making activities because one or more situations of those referred in par. 5.1

and 5.2 of this document or in the “Declaration of confidentiality and non-conflict of interest” apply, they have to declare this immediately to the Chair or the Deputy Chair of the EC and refrain from any act. In such cases, the Chair of the EC informs immediately the SC of the Foundation and the Council decides as soon as possible.

5.4 All interested parties are entitled to submit an exemption application for an EC member / independent expert in all stages of the evaluation process. The application is submitted to the Foundation’s Scientific Council, which decides as soon as possible. The SC may also decide about the exemption proprio motu.

6 PUBLICITY

The evaluation results as well as the details of the independent experts and the EC members are published after the completion of the evaluation process.

The Chair of the SC

Professor Emeritus Xenofon Verykios