

CODE OF CONDUCT
FOR THE EVALUATORS OF ERASMUS + PROJECT PROPOSALS

- The task of an evaluator is to participate in a confidential, fair and equitable evaluation of each proposal according to the procedures described in the Guide for Experts on Quality Assessment for Actions managed by National Agencies or any programme-specific evaluation document. He/she must use his/her best endeavours to achieve this, follow any instructions given by the Foundation Tempus to this end and deliver a constant and high quality of work.
- The evaluator shall work as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.
- The independent evaluator **must sign the Declaration on prevention of conflicts of interest and disclosure of information** before starting the work and accepts the present Code of Conduct. Invited evaluators who do not sign the Declaration will not be allowed to work as evaluators.
- The evaluator commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If an evaluator has a direct or indirect link with a proposal, or any other vested interest, is in some way connected with a proposal, or has any other allegiance which impairs or threatens to impair his/her impartiality with respect to a proposal, he/she must declare such facts to the Foundation Tempus official as soon as he/she becomes aware of this. The Foundation Tempus shall ensure that, where the nature of any link is such that it could threaten the impartiality of the evaluator, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.
- Evaluators may not discuss any proposal with others, including other evaluators or the Foundation Tempus 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 Foundation Tempus official.
- Evaluators may not communicate with proposers. No proposal may be amended during the evaluation session. Evaluators' advice to the Foundation Tempus on any proposal may not be communicated by them to the proposers or to any other person.
- Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation. The Foundation Tempus may make public lists of names of appointed evaluators at regular intervals without indicating which proposals/ project reports they have evaluated.
- Where it has been decided that proposals are to be posted or made available electronically to the evaluators, who then work from their own or other suitable premises, the evaluator will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent as well as returning, erasing or destroying all confidential documents or files upon completing the evaluation as instructed. In such instances, evaluators 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 evaluators may not show the contents of proposals or information on proposers to third parties (e.g. colleagues, students, etc.) without written approval of the Foundation Tempus. It is strictly forbidden for evaluators to make contact with the proposers.

- Where the evaluation takes place in an office or building controlled by the Foundation Tempus, evaluators are not allowed to take any parts of proposals, copies or notes, either on paper or in electronic form, related to the evaluation of proposals outside the evaluation building. The evaluators 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 Foundation Tempus staff supervising the evaluation.
- Evaluators are required at all times to comply strictly with any rules and deadlines laid down by the Foundation Tempus 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 evaluation processes, without prejudice to liabilities and penalties that may derive from other applicable Regulations.
- In case of the breach of Code of Conduct, the evaluator will be required to return all the remuneration and fees received for his/her work in the period within which the breach of rules is discovered to have happened, and the evaluator will be permanently excluded from the list of evaluators.
- I hereby declare that I have read the above Code of Conduct for the evaluators of Erasmus+ project proposals working for the Foundation Tempus, and that I am aware of possible legal and other consequences of my engagement as an external evaluator.

• Date:

• Signature: