



TECHNOLOGICKÉ
CENTRUM PRAHA

MODUL 9 JAK SE STÁT HODNOTITELEM

Veronika Korittová, TC Praha
Lenka Švejcarová, TC Praha
Iva Walterová, hodnotitelka, CEO v EPMA, z.s.p.o.

14. dubna 2023



KOMUNIKACE

- Dotazy nám pište průběžně do SLIDA
- Nebo se ptejte přímo

SLIDO ANKETA



AGENDA

1
—

Program
Horizont
Evropa

2
—

Registrace
a výběr
hodnotitelů

3
—

Evaluace žádostí
a projektů
- pohled experta

4
—

Hodnoticí
proces

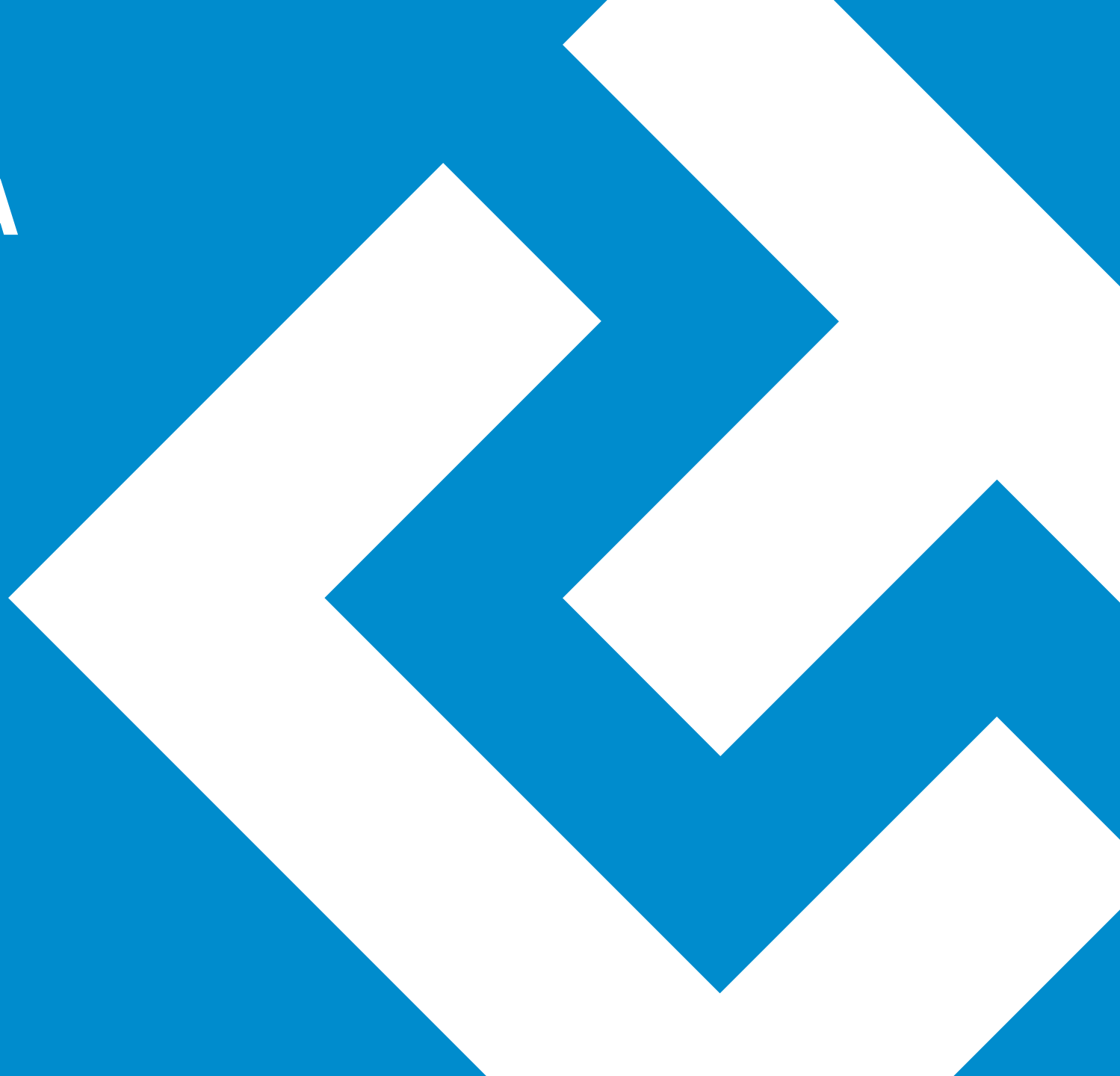
5
—

Příprava
hodnotící
zprávy

6
—

Pravidla
odměňování
hodnotitelů

**PROGRAM
HORIZONT EVROPA
2021 - 2027**



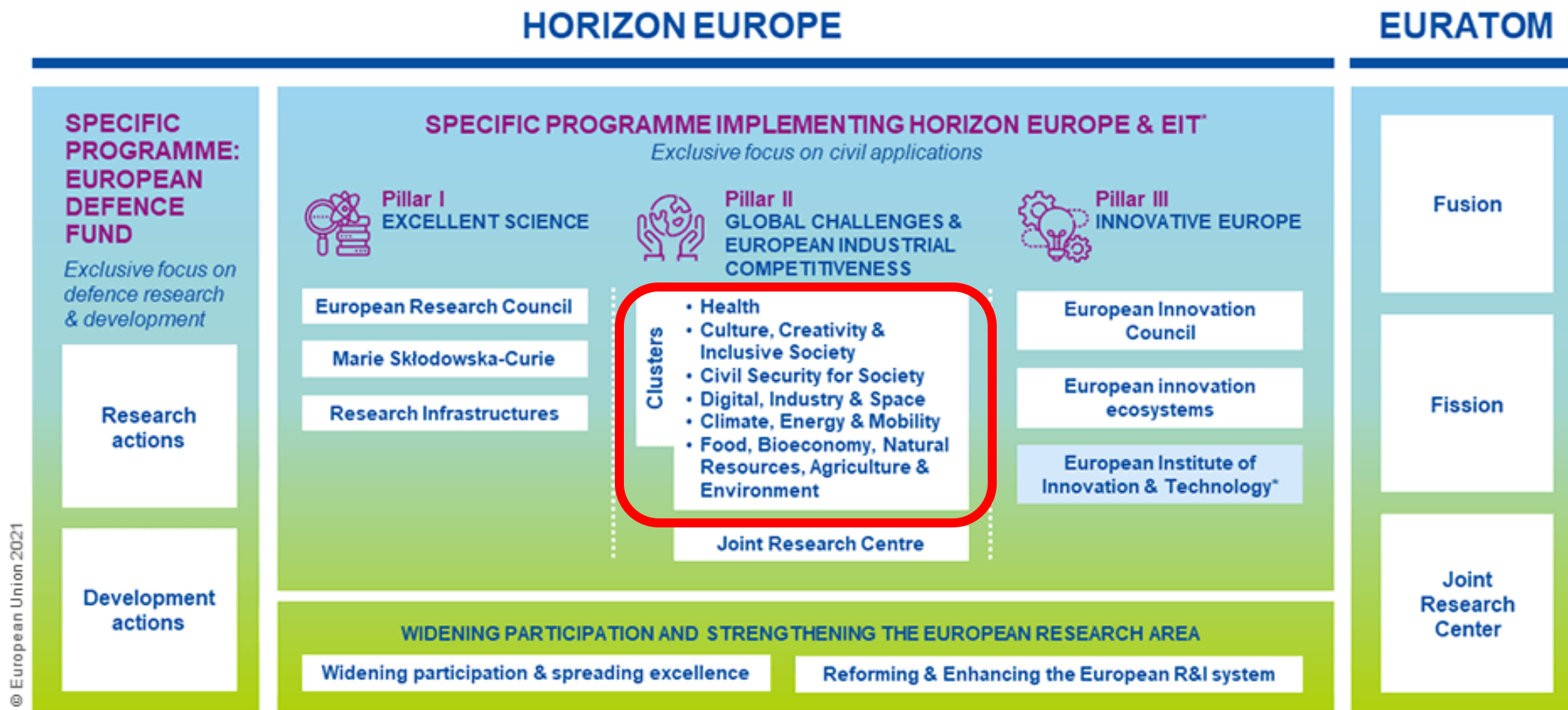


NÁŠ WEB

www.horizontevropa.cz

- Web Národního informačního centra pro evropský výzkum TC Praha
- Adresář národních kontaktů
- Aktuality, kalendář akcí, výzvy, úspěchy
- Právní a finanční aspekty
- [e-learning](#), [youtube kanál](#)
- Odběr Zpravodaje, Novinek
- CZ/EN verze

PROGRAM HORIZONT EVROPA, KLASTRY



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* The European Institute of Innovation & Technology (EIT) is not part of the Specific Programme

PRACOVNÍ PROGRAMY

Funding and Tenders Opportunities Portal – filter by programme (Horizon Europe)– How to participate – Reference documents – Work programme and call documents – 2023–2024 – HE main work programme – název klastru (např. Climate, energy and mobility je pod číslem 8)

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

The screenshot shows the European Commission's Funding & tender opportunities portal. The page is titled "Reference Documents" and is part of the "How to participate" section. The main navigation menu includes "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". The current filter is "Horizon Europe (HORIZON)".

The "Reference Documents" section is divided into two main categories: "Grants" and "Procurement". The "Grants" section includes a note that the page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions. It also states: "Please select the programme to see the reference documents."

The "Procurement" section includes a note that reference documents related to tendering opportunities are published on TED eTendering in the calls for tenders.

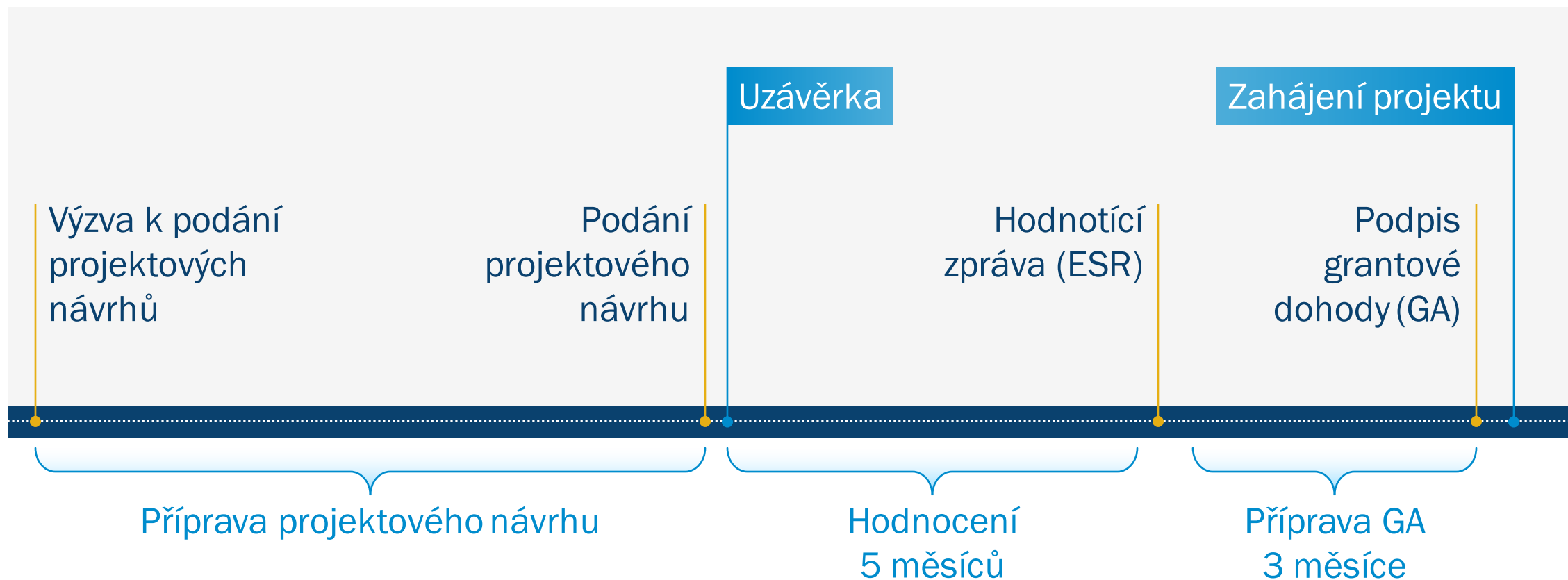
The "Reference Documents" list is filtered by "Horizon Europe (HORIZON)" and "2021-2027". The list is organized into a tree structure:

- Legislation
- Work programme & call documents
 - 2021-2022
 - HE Main Work Programme 2021-2022
 - HE and Euratom Work Programme on Horizontal Expenditure 2021-2022
 - 1. General introduction v2.0
 - 2. Marie Skłodowska-Curie Actions v1.0
 - 3. Research Infrastructures v2.0
 - 4. Health v2.0

KONTEXT PROJEKTOVÝCH NÁVRHŮ

- Jde o **přímý kontakt** s Evropskou komisí a jejími agenturami.
- Není zde zprostředkující role národních grantových agentur nebo státní správy.
- Předkládání návrhů může probíhat
 - ❖ **jednokolově** (one stage procedure)
 - ❖ **dvoukolově** (two stage)
- Typy projektů
 - ❖ **RIA – výzkumná a inovační akce; spíše základní výzkum, nižší stupně TRL**
 - ❖ **IA – inovační akce; spíše aplikovaný výzkum; vyšší stupně TRL**
 - ❖ **CSA – koordinační a podpůrná akce; propojování evropského výzkumu**
 - ❖ **další typy**

ČASOVÝ RÁMEC



REGISTRACE A VÝBĚR HODNOTITELŮ

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VÝZVA EK POTENCIÁLNÍM HODNOTITELŮM

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/experts/call-for-expression-of-interest_en.pdf

- Výzva Evropské komise pro potenciální hodnotitele
- Pro celé období 2021 - 2027
- Základní informace
- Zhuštěná podoba – 10 stran
- Postup pro zájemce o činnost experta



EU Experts

Call for Expression of Interest

Funding & Tenders Portal Expert Database

2021-2027

Version 1.0
22 March 2021

Work as an expert

The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.



In particular, experts assist in:

- **Evaluation** of proposals, prize applications and tenders
- **Monitoring** of actions, grant agreements, public procurement contracts

In addition, experts provide opinion and advise on:

- **Preparation, implementation and evaluation of EU programmes and design of policies.**

In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.

Interested? Please join the database of external experts!

[Register as expert](#)

As new expert, you will be first requested to create your EU login account and register your profile.

Registered experts can update the profile via the My Expert Area after [login](#).

Calls for expressions of interest for experts

- [Calls for expressions of interest for experts \(2021-2027\)](#)
- [Calls for expressions of interest for experts \(2014-2020\)](#)

News

20 Jun, 2022

Hotel Guide for evaluations in 2022 published

If you are an expert taking part in an evaluation in Brussels this year and are wondering where to stay, the 2022 REA Hotel Guide is for you! The guide contains...

24 Feb, 2022

Research Fund for Coal and Steel (RFCS) - Call for experts!

The Research Fund for Coal and Steel is looking for expert evaluators. A call for experts for RFCS has been published on the RFCS website. IMPORTANT: Interesse...

[All news >](#)

Quick Links

- [Standard briefing slides for experts \(HE\)](#)
- [Briefing videos for experts on how to evaluate specific policy aspects in HE proposals](#)
- [FAQ for Experts](#)
- [Experts dashboard](#)
- [Lists of contracted experts](#)
- [EU Grants - Model Contract for Experts](#)
- [EU Grants - Expert Model Contract](#)
- [EU Grants - Expert Code of Conduct](#)
- [EU Grants - Expert Terms of Reference](#)
- [Methodology for expert fees for remote evaluation and ethics review](#)
- [Rules for experts evaluating tenders](#)

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

- FAQs
- Helpdesk & Support Services
- Support videos**



How to evaluate Ethics aspects (additional questions)

How to evaluate Ethics aspects (additional questions) in Horizon Europe proposals



How to evaluate Dissemination, Exploitation and Communication

How to evaluate Dissemination, Exploitation and Communication in Horizon Europe proposals



How to evaluate Open Science

How to evaluate Open Science in Horizon Europe proposals



How to evaluate Social Sciences & Humanities (SSH)

How to evaluate Social Sciences and Humanities in Horizon Europe proposals



How to evaluate Strategy for Intellectual Property Management

How to evaluate the Strategy for Intellectual Property Management in Horizon Europe proposals

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/videos>

REGISTRACE EXPERTŮ

- Personal details
- Contact details
- Area of expertise
- Work
- Education
- Languages
- Profile availability

REGISTRACE EXPERTŮ

Who can see my profile

This can be modified at anytime

Institutions I agree to work with:

- EU institutions and bodies
- Other EU Institutions (European Parliament, European Council, Court of Justice of the European Union, European Central Bank, European Investment Bank, European Court of Auditors, European Committee of the Regions, European Economic and Social Committee, ...)
- Research funding bodies with a public service mission, based in the EU/EEA countries (other than EU institutions and bodies) or in third countries, associated to Horizon 2020 or to other EU funding programmes, for which the Commission has adopted an adequacy decision
- Research funding bodies with a public service mission, which are based in third countries, associated to Horizon 2020 or to other EU funding programmes, for which the Commission has not adopted an adequacy decision¹

1. An 'adequacy decision' recognises that a third country offers data protection standards equivalent to the ones in the EU/EEA countries. In principle, the transfer of personal data to non-adequate third countries is much more risky compared to EU/EEA countries and adequate third countries. Therefore, given the risks, in the absence of an 'adequacy decision', your data may be transferred to a third country if you have provided your explicit consent

I agree to work on :

- All programmes and sub-programmes of the above selected EU and non-EU institutions.

If you are contacted for tasks that are beyond your competences, you can always decline to work on these tasks with no further consequences.

Save & Close

- My Expert Area
- Dashboard
- Personal Data
- CV
- Bank Account
- Contracts and Invitations
- Payments
- Help



Your profile is 100% complete
Only experts with complete profiles are contracted. Complete all sections to increase your visibility.










 Delegations

Active Tasks (0)
You have no tasks at the moment

Contracts and Invitations
You have no contracts or invitations at the moment.

Payments
You have no payments at the moment.

Profile

 Personal data ✓	 CV ✓	 Expertise ✓
 Current Employment ✓	 Education ✓	 Languages ✓
 Data Protection <small>Who can see my profile</small> ✓	 Publications	 Additional information

Adding details to your profile

VÝBĚR EXPERTŮ (1)



- Skills, experience and knowledge
- Geographical diversity and gender (at least 40% of the under-represented sex)
- Private - Public sector balance
- Rotation: max. 200 days paid in 4 consequent years, at least 25% newcomers

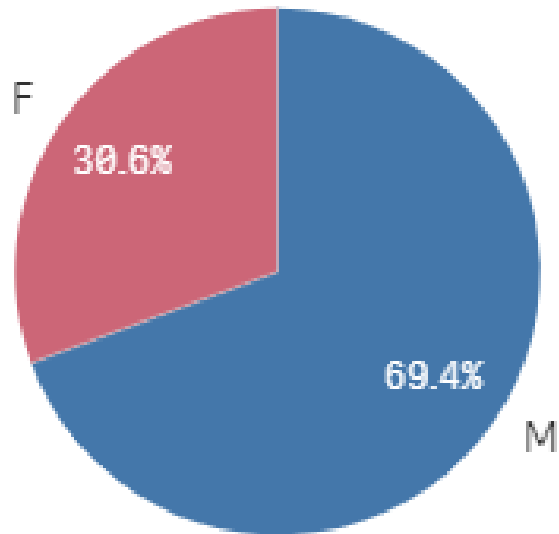
for each call

VÝBĚR EXPERTŮ (2)

- Expertise – most important aspect
Specialist vs Generalist
- Number of proposals can vary:
From 1 (specific top-down calls) to 20+ (bottom-up calls)
- Balance:
Nationality, gender, private – public, experienced/new
- Complexity of projects – based on the calls
Number of pages – from 10 to 45 – page limit in all calls ([General Annexes](#))
Exceptions can be indicated under a topic (e.g. 70 for IA in cluster 5)



HODNOTITELÉ Z ČR - DASHBOARD



- Počet všech expertů v databázi (k 30. 3. 2023): 236 939
- Počet CZ expertů v databázi: 2 248 (<1 %)
- Počet kontrahovaných CZ expertů: 528
- Pouze počty, nikoli jména
- [External expert dashboard](#)

Jména všech hodnotitelů v Horizontu Evropa – [Expert List 2021](#)

Jména všech hodnotitelů v H2020 – [Expert List 2020](#)

EXPERTI – HLAVNÍ ZÁSADY

- Nezávislost
- Nestrannost
- Objektivnost
- Přesnost
- Konzistence

DOBRY EXPERT

- Timely in delivering reports and during consensus meetings
- In case of problem informs ON TIME
- Reliable
- Flexible
- Able and willing to learn and accept European Commission process
- Written and spoken English of good quality
- Able to judge and evaluate the project, not to copy/paste
- If comments are negative – WHY?
- If comments are positive – WHY?

ZACHOVÁNÍ MLČENLIVOSTI

The evaluator must:

- Not discuss evaluation matters
- Not contact partners
- Not disclose names
- Maintain confidentiality of documents



**„WE DO NOT LOOK FOR
EXPERT-SUPERMAN,
EVERYBODY CAN LEARN IT...“
EC**



PŘESTÁVKA 5 MINUT





SLIDO ANKETA

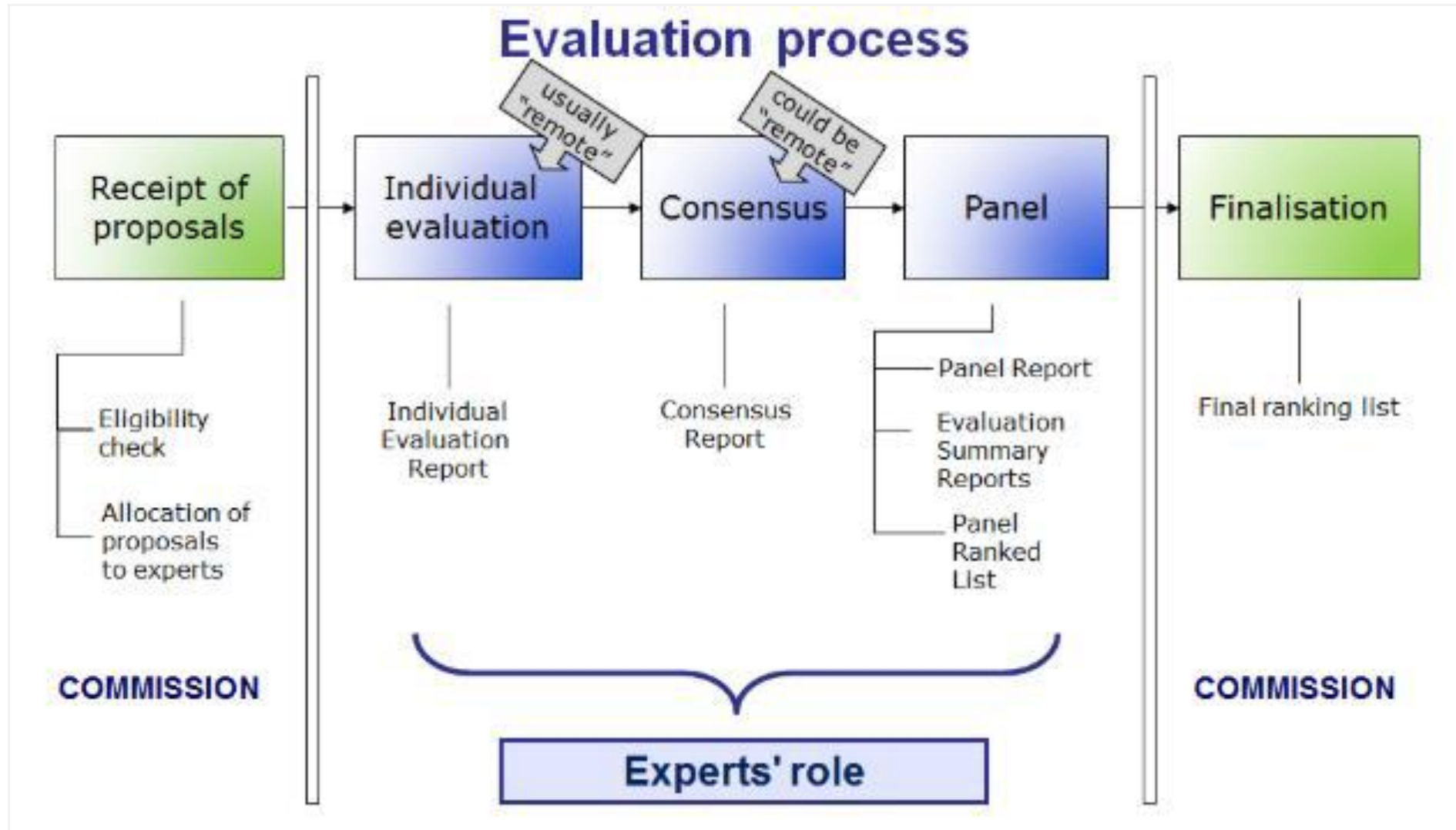
*„Jaké jsou Vaše největší obavy
z hodnocení projektů Horizontu Evropa?“*

HODNOTICÍ PROCES

—



PROCES HODNOCENÍ



PRŮBĚH HODNOTICÍHO PROCESU

INDIVIDUÁLNÍ ČÁST HODNOCENÍ

- Výsledkem činnosti experta je Individuální hodnoticí zpráva (IER – Individual Evaluation Report).

DOSAŽENÍ SHODY MEZI EXPERTY (CONSENSUS PHASE)

- Projekt hodnotí minimálně tři hodnotitelé.
- Etika se hodnotí samostatně.
- Výsledkem je Zpráva o shodě (CR – Consensus report)

REVIZE V PANELU (PANEL REVIEW)

- Schvaluje konečné bodové hodnocení a komentáře pro každý návrh projektu.
- Doporučuje seznam návrhů v pořadí podle priority a priority návrhů se stejným konečným bodovým hodnocením – „**a single ranking list**“ (pořadník), kde jsou projekty nad prahovou hodnotou rozděleny:
 - ❖ main list – navržené k financování,
 - ❖ reserve list,
 - ❖ below available budget.

PŘÍKLAD HODNOCENÍ - GENERALISED FEEDBACK

- Veřejně dostupná část hodnocení projektů – ve **dvoukolových výzvách** po prvním kole, dostupné na portále FTOP
- Doporučení pro žadatele, kteří postoupili do druhého kola (po prvním kole nedostávají souhrnnou hodnotící zprávu – ESR)

Příklady:

- ❖ In general, proposals did not sufficiently demonstrate how they will be able to secure the long-term financial commitment to ensure the implementation and monitoring of the proposed solutions.
- ❖ In general, the contribution to some of the expected impacts of the topic and the pathways to reach them or quantitative targets were not adequately considered. For example, there was a lack of details on the benefits (e.g. Economic, green jobs, etc.) that can be derived from the implementation of the nature-based solutions.
- ❖ The extent to which conventional and newly developed supply chains is covered was not clearly addressed in most of the proposals.
- ❖ Příklad u tématu [LC-SC3-RES-14-2019](#) (Conditions and documents – Additional documents)

TVORBA HODNOTÍCÍ ZPRÁVY (ER)



ŠABLONY

- APPLICATION FORMS
- EVALUATION FORMS



Horizon Europe Programme
Standard Application Form (HE RIA, IA)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 6.0
15 November 2022

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-ria-ia_en.pdf



Horizon Europe

Evaluation Form (HE RIA and IA)

Version 2.0
26 April 2022

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/ef/ef_he-ria-ia_en.pdf

TVORBA HODNOTÍCÍ ZPRÁVY (ER)

- Criteria
- Scores
- Threshold
- Comments

KRITÉRIA, SKÓRE A PRAHOVÉ HODNOTY *

EXCELLENCE

- ✓ Clarity and pertinence of the **project's objectives**, and the extent to which the proposed work is ambitious, and goes beyond the state-of-the-art.
- ✓ Soundness of the proposed **methodology**, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the **gender dimension** in research and innovation content, and the quality of **open science practices** including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.



Score 0-5,
treshold **3/5.00**

IMPACT

- ✓ Credibility of the **pathways** to achieve the expected **outcomes and impacts** specified in the work programme, and the likely scale and significance of the contributions due to the project.
- ✓ Suitability and quality of the **measures to maximize expected outcomes and impacts**, as set out in the dissemination and exploitation plan, including communication activities.



Score 0-5,
treshold **3/5.00**

QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

- ✓ Quality and effectiveness of the **work plan**, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.
- ✓ Capacity and role of each **participant**, and extent to which the **consortium** as a whole brings together the necessary expertise.



Score 0-5,
treshold **3/5.00**

You provide a score in the range from 0-5 to each criterion based on your comments.

Use steps of 0.5. **Maximum score for a proposal is 15.**

The default threshold for individual criteria is 3 and the **default overall threshold is 10.**


SKÓRE

- 0** The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1** **Poor.** The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2** **Fair.** The proposal broadly addresses the criterion, but there are significant weaknesses.
- 3** **Good.** The proposal addresses the criterion well, but a number of shortcomings are present.
- 4** **Very Good.** The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5** **Excellent.** The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

VÁŽENÍ SKÓRE U KRITÉRIÍ, DOPLŇKOVÁ KRITÉRIA

- For the first stage of a **two-stage procedure** you only evaluate the criteria Excellence and Impact. The threshold for both individual criteria is **4**.
- **Weighting:** scores are normally NOT weighted. Weighting is used for some types of actions – and only for the ranking (not to determine if the proposal passed the thresholds).
- Specific calls or topics may have different rules regarding thresholds and weighting.
- For **innovation actions (IA)**, the criterion IMPACT is given a **weight of 1.5** to determine the ranking.

UKÁZKA HODNOTÍČÍ ZPRÁVY

Proposal Evaluation Form						
	EUROPEAN COMMISSION Horizon Europe (HORIZON)	Evaluation Summary Report Research and innovation actions				
Call:	HORIZON-CL5-2021-D1-01					
Type of action:	HORIZON-RIA					
Proposal number:	[REDACTED]					
Proposal acronym:	[REDACTED]					
Duration (months):	[REDACTED]					
Proposal title:	[REDACTED]					
Activity:	HORIZON-CL5-2021-D1-01-07					
N.	Proposer name	Country	Total Cost	%	Grant Requested	%
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Abstract:

[REDACTED]

POŽADAVKY NA KOMENTÁŘE V HODNOTÍCÍ ZPRÁVĚ

- Specific to the relevant criterion
- Clear and substantial
- Your comments should state facts, not opinions, and be precise

and final: ✘ "We think that..." ✔ "This proposal is... "

POŽADAVKY NA KOMENTÁŘE V HODNOTÍCÍ ZPRÁVĚ

- Fair reflection of the comments, balancing strengths and weaknesses
- Adequate length
- Judge the proposal, do not summarise it
- Evaluate the quality of the proposal only, do not provide advice on improving

PŘÍKLADY FORMULACÍ



Poor comments merely echo the score

*For example,
“The innovative aspects of the research
programme are poor”.*



Good comments explain it

*For example,
“This proposal is not innovative in X or
Y, and it does not take Z into account”.*

PŘÍKLADY FORMULACÍ



Poor comments are ambiguous

“The resources for the project are unrealistic”



Good comments are clear

“The resources in WP 4 and 6 are seriously underestimated given the complexity of the activity proposed”.

PŘÍKLADY FORMULACÍ



Poor comments are vague, subject to interpretation

“We think the management plan is probably inadequate given the duration of the project and the number of partners”.



Good comments are precise and final

“The management plan is inadequate. It does not include clear overall responsibility for the training activities; it lacks a problem-solving mechanism in the event of disputes between partners”.

PŘÍKLADY FORMULACÍ



Poor comments are inaccurate and provide an opening for a complaint

*“There is only one SME partner in the consortium.”
When there were actually 2.*

“The coordinator is not adequately experienced.”



Good comments close the question

“The consortium lacks sufficient SME participation.”

“The coordinator does not demonstrate in the proposal an adequate level of experience in this field.”

PŘÍKLADY FORMULACÍ



**Poor comments
include words like...**

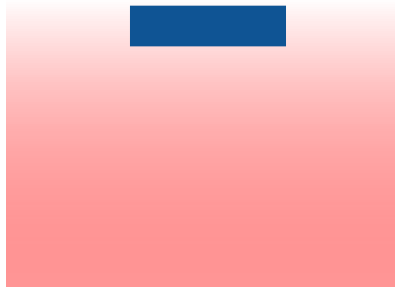
Perhaps
Think
Seems
Assume
Probably



**Good comments
include words like...**

Because
Percent
Specifically
For example

PŘÍKLADY FORMULACÍ



For weaknesses, you might use

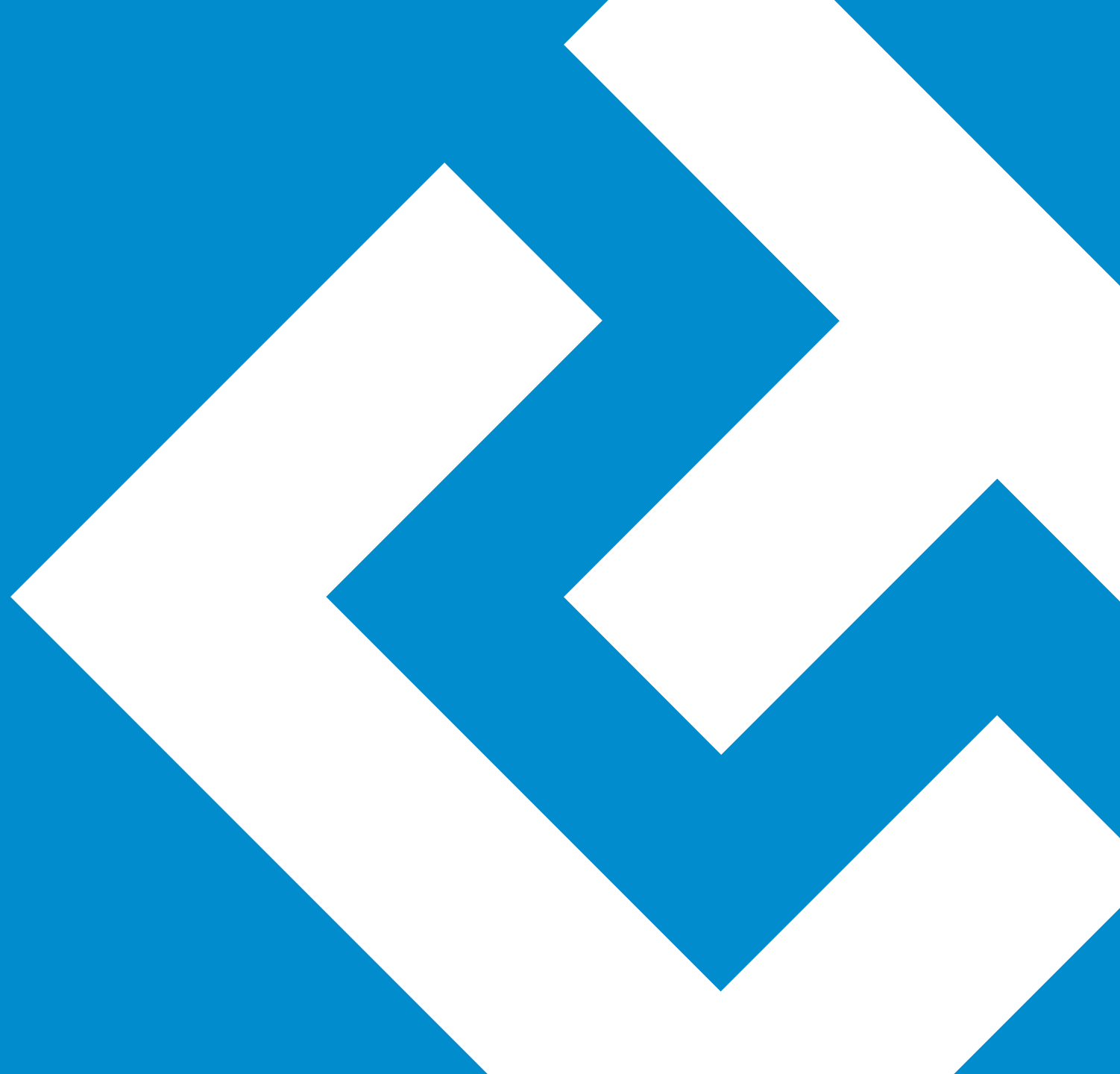
Insufficient, very generic, not evident, unfocused, limited, unclear, no significant impact, overestimated ...



For strengths

Extremely relevant, credible, comprehensive, high quality, highly effective, well-formulated, well balanced, clear advances, ...

**PRAVIDLA
ODMĚŇOVÁNÍ
HODNOTITELŮ**



PRAVIDLA ODMĚŇOVÁNÍ HODNOTITELŮ (1)

- Reimbursement rules
- Model Contract for Experts – i pro jiné programy
- Expert Model Contract
- Code of Conduct
(Kodex chování)
- Experts terms of reference
Kontext, doplňující informace



EU Experts
Model Contract for Experts
Funding & Tenders Portal Expert Database

Version 1.2
15 January 2013

PRAVIDLA ODMĚŇOVÁNÍ HODNOTITELŮ (2)

- Metodika pro stanovení sazeb pro experty při hodnocení na dálku:

https://ec.europa.eu/research/participants/data/ref/h2020/other/experts_manual/methodology-for-expert-fees_en.pdf

- Tabulky činností
- Na jednu jednotku práce připadá 45 €.
- 10 jednotek odpovídá pracovnímu dni, tj. částce 450 €.
- Úkoly a platby pro jednotlivé experty jsou stanoveny předem.

KONFLIKT ZÁJMŮ

- **Conflict of interest**

- V případě konfliktu zájmů je hodnotitel z hodnocení vyloučen (**Exclusion**)
- Hodnotitel musí zachovat důvěrnost informací (**Confidentiality**)

- **Model Contract for Experts – version 2.1, 11 January 2022; ANNEX 1:**

Situace automaticky považované za konflikt zájmů:

- Podíl na přípravě projektu
- Monitorování projektu by expertovi přineslo prospěch/nevýhodu
- Úzké rodinné vazby nebo jiné úzké osobní vztahy s osobami (včetně třetích stran) zapojenými do projektu
- Expert je nadřízený, kurátor nebo partner žadatele, nebo je zapojen do vedení žadatele (nebo třetích stran)
- Expert je zaměstnán jednou ze stran zapojených do návrhu projektu (nebo třetími stranami)

INFORMAČNÍ ZDROJE



Oblast pro experty

- Výzva EK pro potenciální hodnotitele k registraci do databáze expertů, [link](#)
- Standardní instruktážní prezentace pro hodnotitele, [link](#)
- Často kladené otázky hodnotitelů – FAQ, [link](#)
- Formulář pro evaluaci projektů RIA/IA, [link](#)
- Modelová smlouva pro hodnotitele, [link](#)
- Video „Being an expert for the EC“, [link](#)
- Videá a prezentace o hodnocení projektů, síť národních kontaktů „Idealist“, [link](#)
- Přehled českých hodnotitelů, [link](#)

Oblast pro navrhovatele

- Uživatelská příručka pro online předkládání projektových návrhů, [link](#)
- Série čtyř videí Evropské komise pro navrhovatele projektů Horizontu Evropa, linky [1](#), [2](#), [3](#), [4](#)
- Slovník s terminologií v Horizontu Evropa, [link](#)
- Národní portál www.HorizontEvropa.cz



ČAS NA POSLEDNÍ DOTAZY

A NA ZÁVĚREČNOU SLIDO ANKETU



DĚKUJEME VÁM ZA POZORNOST

Iva Walterová, hodnotitelka, CEO v EPMA, z.s.p.o.

Veronika Korittová, Lenka Švejcarová

NCP v TC Praha – oddělení NICER

korittova@tc.cz, svejcarova@tc.cz

<https://horizontevropa.cz/cs/narodni-kontakty>