



S&T INTERNATIONAL COOPERATION NETWORK FOR EASTERN EUROPEAN AND CENTRAL ASIAN COUNTRIES

The European Union Seventh Framework Programme for Research and Technological Development

The “People” Programme

The European Commission operates a database of experts. The registration service for FP7 is [available on CORDIS](#).

EC requests for highly-qualified persons (also from third countries) to register in the experts' database of the EU's Seventh Framework Programme for Research & Technological Development (FP7), and in particular and for “People” programme. From the data base individuals are regularly chosen by the European Commission to act as independent evaluators for research proposals submitted to FP7.

Interested individuals have to register themselves via the following link: <https://cordis.europa.eu/emmfp7/>.

If selected to serve as an expert, the person will be sent an appointment letter with all the terms and conditions (including a declaration on confidentiality and conflicts of interest) before he/she is allowed to start work.

Remuneration will be in the form of a payment per day worked, plus travel and subsistence expenses.

A daily payment of €450 may be claimed, if required. The expert is informed that the appointment letter is neither a public procurement nor a service contract. The payment the expert may receive, if requested, is an ex gratia payment, under a specific support action of FP7. It is not a payment for the supply of services to the Commission. Therefore, it is not subject to VAT and the Commission does not provide the expert with a VAT exemption on supplies of goods and services.

Evaluations usually take place in the context of short sessions lasting a maximum of around 10 days a year. These may be in Brussels - or Luxembourg for some innovation actions - or carried out remotely (i.e. at the evaluator's home or place of work). The number of proposals which an expert deals with depends very much on each area.

If person has fully completed his/her application form detailing personal professional experience and registered in the database as a prospective expert, the European Commission will inform him/her in due course if he/she has been selected. This will be on the condition that there are proposals requiring person's particular expertise to evaluate or projects to review. This could be at any time during the duration of the FP7 (i.e. up to the end of 2013).

Registration as an expert in the experts' database does not guarantee automatic selection. The selection, which is made by the Commission services, not only depends on the skills of an individual expert but also on the Commission's requirement to match these skills to the proposals received or projects to review.

Experts can be selected to provide:

- Evaluation work requires the experts to examine (i.e. peer review) proposals for funding against published criteria and provide comments and recommendations to the Commission.

- Reviewing work involves assisting the Commission's project officers by supervising the progress of ongoing RTD projects already funded by the European Commission.
- Monitoring experts assist the Commission with the monitoring and follow-up of programmes, i.e. their work is much less concerned with the technical issues of individual proposals and projects but with assessing the implementation and results of a whole programme of activities at a more strategic level.

Interested individuals may choose between becoming an evaluation (including reviewing) expert or a monitoring expert by ticking off the relevant box(-es).

When an expert is appointed, he/she is asked to sign a declaration stating exactly which proposals he/she has a link with and which may create a conflict of interest. He/she also undertakes to inform the Commission should he/she have a conflict of interest with any proposal he/she is asked to examine. The European Commission takes all the necessary steps in order to remove such conflicts of interest. While an expert could not be an evaluator of his/her own proposal or of proposals competing with it, he/she could be an evaluator of other proposals.

When the expert receives the appointment letter of the European Commission and for some reason he/she is not able to attend during some or all of the days proposed for the evaluation, he/she must contact the Commission's services immediately.

Experts are expected to have language skills appropriate for reading and understanding the proposals and/or project reports in the language in which they are submitted. In reality, this means that a good knowledge of English is absolutely essential and a good knowledge of other European languages is welcome.

Registration and further information is available at <http://cordis.europa.eu/emmfp7/>. If you need any additional question, please look at Frequently Asked Questions section at <https://cordis.europa.eu/emmfp7/index.cfm?fuseaction=wel.faq>

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