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Climate Impact Research Coordination for a Larger Europe

Deliverable IV a-1

Management framework document for CIRCLE joint calls

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CIRCLE
Climate Impact Research Coordination for a Larger Europe

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1 Management framework – "Manual for CIRCLE joint calls"

In reference to CIRCLE "Description of Work", the aim of the Management framework is to define how national programmes create the operative mechanisms of trans-national research funding initiatives. The management framework has been planned and created based on the assumption that instead of one-size-fits-all trans-national research funding initiatives there will be smaller and doable initiatives which will be complementary counterparts to both national funding activities and to the Commissions Framework Programme.

General acceptance of this document by CIRCLE partners is important, because it demonstrates the commitment of all CIRCLE participants in creation of forthcoming and common funding initiatives. This sort of plan and agreed frame is needed to help participating partners commit funds for a common call. General acceptance also means that the framework should have enough flexibility.

Creation of this document started in the CIRCLE Executive Board Meeting (November 2006) held in Toulouse, France. The result of one of the sub-sessions in that meeting was a raster management framework i.e. an overview, which includes the first list of issues that should be taken into account when creating the Management framework for CIRCLE. This raster table has been used as a basis for this document. Eventhough CIRCLE management framework aims to facilitate joint calls with common pot, it also serves as a framework for smaller bi- and multilateral funding initiatives. According the latter purpose the CIRCLE Management framework will be developed further in tandem with the first two CIRCLE pilot calls and their experiences.

2 Preparation and Launching of the call

Well planned is half done. In the pre-stage of a joint call careful preparation and planning is needed. In general, the starting point for creation of a CIRCLE joint call is that the joint call should have clear added value over existing funding initiatives both at the national and international level. Following issues ought to be considered and solved when creating joint activities between partners.

2.1 Definition of topics

- *Both research community and stakeholders should be taken into account, when defining topics for a joint call.*

  When defining topics it is useful to collect ideas from a wide range. Firstly there is a need to identify possible gaps in scientific knowledge, despite the fact that some of the existing gaps have already been defined within CIRCLE-reports. Secondly it is recommendable to identify the possible policy-related knowledge gaps and their relevance for the science field. Different kinds of working groups, workshops or questionnaires (as in MED call) are options to be considered for partners, who are taking their first steps towards a joint call. In addition national funding institutions and their representatives should also be involved at the early stage of a call.

- *Added value of the joint call and position of the call in the CIRCLE landscape should be clearly defined, when planning a joint call.*

  In order to identify existing gaps of knowledge CIRCLE reports (e.g. Extended Country Report, Scientific Content Report, Position and Mission Papers etc.) and suitable CIRCLE bodies (Advisory Board) should be utilised as early as possible when defining topics. Real proof for added value of a joint call is, if participating funding institutions manage to fund via transnational joint activities something that would not be funded otherwise.

2.2 Decision making process on topics

- *Determination of the call topics should be transparent for all partners.*

  Partners contributing to the call should discuss and make decisions on topics together and make sure that the respective national decision-making processes are taken into account properly.

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- *CIRCLE should be involved when making decisions on topics.*

To emphasise the strategic and future-oriented co-operation between CIRCLE partners a suitable CIRCLE decision making body (Contractors Committee / Programme Owners Committee) should give their consent to the call topics. This procedure should be synchronised with the national decision-making process.

2.3 Definition of the funding scheme and decision on type of funding

- *Partners who plan joint activities should define both possible funding sources and (estimated) available funding as early as possible.*

This kind of definition will help partners to recognise the financial needs and sources of new trans-national funding initiatives.

- *Partners should decide what type of funding initiative (i.e real common pot, virtual common pot, etc.) will be used in that joint activity.*

Definition of the funding scheme will help national partners to decide on the form of co-operation and the type of funding they are going to use in their joint call. For the funding initiatives at least three different schemes can be identified for trans-national calls:

1) Trans-national call with open competition (i.e. "True common pot")

2) Trans-national call with a common pot but with a geographical return of funds

3) Trans-national call with each partner funding only its own national researchers

- *Partners should also define the necessary terminology to be used when planning the call.*

Definition of the common "language" is worthwhile and will save time and energy in all phases of the process (partners should clearly define what they mean e.g. with two-stage application procedure or two-step evaluation scheme).

2.4 Possibilities for co-funding outside CIRCLE consortium

- *Partners, who plan a joint call, should be aware of possibilities for co-funding outside CIRCLE-consortium.*

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It is recommendable that national partners check and consider different possibilities for co-funding (e.g. CIRCLE-reports and co-operation agreements between different ERA-Nets).

2.5 Rules for participation

- *A CIRCLE joint call should combine at least three national funding institutions represented in CIRCLE.*

  In order to establish a CIRCLE joint call and to give that joint activity added value over bilateral agreements, a minimum of three national programmes/organisations from two different countries should be represented.

2.6 Administration of the call

- *Agreement on application, evaluation and selection procedures*

  Partners contributing to a joint call should agree beforehand on these procedures. The aim of agreeing over these procedures is that contributing partners will accept the outcome of this common procedure. It is recommendable to harmonise these procedures among the partners involved as much as possible.

  A proposal for Application, Evaluation and Selection procedures, which could be used in CIRCLE joint calls, can be found in chapter 3. However it is important that the procedures used in forthcoming CIRCLE joint calls are streamlined for the needs and offers of each call.

  In larger CIRCLE joint calls with higher number of participating institutions and presumably greater number of applications, a two-stage application system with two separate submission steps (i.e. letters of intent –step and a full proposal –step) can be considered.

- *Temporary administrative units*

  There are different options to administer applications. One of the most promising and least resource-consuming alternatives is to use a 'virtual' Call Secreteriat. The representatives of national funding institutions (i.e. National Contact Persons) contributing to the joint call are supported by their own institutions and facilities in processing the applications, etc. Another option is that contributing call partners agree that one organisation takes responsibility for the application administration.

  In both of these cases mentioned above, part time staff exchange systems between partners may be used to share the duties and increase openness of administration.

With the development of the CIRCLE webpages it has become an option to submit call proposals online via the CIRCLE pages (since Nordic pilot call in Oct 2007). This interactive way of proposal submission with the application repository included should be commonly encouraged and further developed also in the upcoming calls. In future calls, also an on-line evaluation tool may already be available as well as a platform for submitting project reports.

In order to maintain the "CIRCLE label" in each call as well as to streamline the procedures of application and project evaluation it has now become necessary to create the basic application and evaluation forms for CIRCLE calls. Included in Annex 2 is a draft for a CIRCLE application form. Annex 3 represents a draft for a common CIRCLE evaluation form, which can be adopted and edited to serve each call.

2.7 Ex ante & post ante -evaluation of the joint call

- *Both ex ante project evaluation (i.e. scientific evaluation preceding the funding decisions) and post ante project evaluation (i.e. progress evaluation of funded projects) must be agreed by call partners planning a joint CIRCLE call, before the actual call is launched.*

A common project evaluation system is designed for the needs of trans-national CIRCLE calls with common pot funding initiatives. However, no matter which system will be chosen for each joint call, it always has to be accepted by all CIRCLE partners taking part in that particular call.

A proposal for common CIRCLE ex ante project evaluation is described more precisely in chapter 3 of this management framework.

2.8 Call text

- *The following issues should be taken into account, when developing a call announcement for a CIRCLE joint call.*
  - o *Publication forum(s) for the call announcement*

    In addition to national forums, call announcements for a CIRCLE joint call are published on the CIRCLE webpage and newsletter.
  - o *Opening date and deadline for the applications.*

    CIRCLE joint call should have a similar opening date and deadline for the applications in all of those countries that participate in the call. The duration from the opening of a call to the deadline for the applications should be sufficient. According to CIRCLE Project Evaluation and Selection report, the average duration for this is 3 months.
  - o *Min. and Max. duration of funding and the total funding available*

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It is advisable to mention the duration of funding as well as the total amount of funding that is available for applicants in that call.

o *Language of the call (call text, proposals and reviews)*

For organisational reasons in all CIRCLE joint activities, the call text should be published and proposals and reports submitted in English. English should also be used during the evaluation and selection procedures. If national programmes participating in the call want to translate the call text to some other national language, it has to be done on the partners' own expense.

o *Eligibility criteria (i.e. who can submit proposals)*

Eligibility depends on the intention of the call (i.e. funding for post docs, scientific seminars, etc.). Therefore, these criteria should be defined for each call separately. General CIRCLE criteria should be that the principal investigator of the project should have a doctoral degree (or similar qualification i.e. professorship). Contributing institutions should also define and agree how many institutions and countries one proposal has to include. In EU projects the minimum is three partners from two partner countries.

According to CIRCLE reports (Del 1 c-1 and Del 1 d-1) it is recommended that in addition to university institutions and governmental research institutes also private research institutes and private companies are eligible to submit proposals.

o *Application forms*

In CIRCLE joint calls application forms should be as consistent as possible, though different circumstances and possible restrictions should be taken into account. The template of the common CIRCLE application form is added to Annex 2 (Proposal for Application form to be used in CIRCLE joint calls).

o *Instructions for structure of the research plan*

Call text should also include detailed section/annex of guidelines and instructions for the structure of the research plan attached to the application. Partners planning a joint call should agree this before publishing a call announcement.

o *Description of the application, evaluation and selection process and criteria*

Application, evaluation and selection processes and criteria should be clearly clarified to applicants when launching a call. Common flowchart of the CIRCLE application, evaluation and selection procedures (Annex 1) may be used as a model.

o *Instructions for reporting procedures*

Instructions should also be drafted regarding the forthcoming reporting duties of funded projects. CIRCLE partners should clearly identify the official body for accepting/checking the upcoming reports before

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launching the joint call (whether it is a call related body such as CSC or the respective national funding organisations). Reporting should be conducted in proper fashion according to the instructions described in chapter 5.2 Reporting procedures. Instructions should be published by the time of decision-making the latest.

o *Contact information*

Call partners should agree beforehand on the National contact persons for the call related questions. In a CIRCLE joint call it is recommended that National Contact Persons (i.e. national representatives of the contributing partners in the Call Secretariat) take care of the questions from the applicants.

o *Respective national representatives should check and confirm Call text*

After national partners have confirmed the call text, the call text is final and binding. CIRCLE partners taking part in the call will keep the CIRCLE Coordination (UBA-A) and the EBM informed of all the final decisions made, concerning each call.

2.9 Agreement on basic principles of the call (Memorandum of Understanding)

- *Partners who plan the joint call should have a written agreement (e.g. Memorandum of Understanding) on the principles and procedures of the common trans-national activities.*

This kind of agreement is needed to confirm the involvement of each partner in a specific call. Memorandum of Understanding (MoU) is recommendable also from the funding point of view. At least an estimation of the amount of funding from each contributing partner allocated to the joint call should be agreed beforehand.

Special attention to MoU should be paid when developing larger CIRCLE joint call or programme with a real common pot, in which case the national funding institutions agree that final funding decisions are made by a suitable CIRCLE body (i.e. Executive Board, Contractors Committee or Programme owners Committee). In smaller trans-national calls these decisions are made by the CIRCLE partners participating in a call, forming a call-related Call Steering Committee.

Draft proposal for a common CIRCLE MoU can be found in Annex 5 of this Management Framework.

3   Common project evaluation and selection procedures for CIRCLE joint calls - introduction

This section is part of CIRCLE's Management Framework for joint calls (deliverable IV a-1) and establishes a set of rules for the **evaluation**, **selection** and **award** procedures of collaborative research project proposals under the scope of CIRCLE ERA-Net Applications for funding support under CIRCLE's framework are expected to be in the form of proposals submitted to any of CIRCLE open calls for transnational research projects on **Climate Change Impacts**, **Adaptation** and **Vulnerability** (CCIAV). CIRCLE partners shall consider and evaluate proposals submitted to these calls and will identify those that prove to have a sufficiently high quality standard to be funded.

Some well-established principles (i.e. adapted from European Commission's own set of rules) will govern the rules presented in the present document:

(i) **Excellence**. Projects selected for funding must demonstrate a high quality in the context of the topics and criteria set out in the calls.

(ii) **Transparency**. Funding decisions must be based on clearly described rules and procedures, and applicants should receive adequate feedback on the outcome of the evaluation of their proposals.

(iii) **Fairness and impartiality**. All proposals submitted to a call are treated equally. They are evaluated impartially

(iv) **Confidentiality**. All proposals and related data, knowledge and documents communicated to the Commission are treated in confidence

(v) **Efficiency and speed**. Evaluation, award and grant preparation should be as rapid as possible, commensurate with maintaining the quality of the evaluation, and respecting the legal framework.

(vi) **Ethical considerations**. Any proposal which contravenes fundamental ethical principles may be excluded at any time from the process of evaluation, selection and award.

The work programmes of each joint call may set out further evaluation principles that have to be reflected in the text of the call for proposals. The call text for applicants may spell out in more detail the way in which these rules and procedures will be implemented and, where relevant, which options are to be followed, as long as it does not contradict the general principles stated here.

The present **Project Evaluation System** as well as the overall call Management Framework should be agreed by all partners, regardless of their involvement in a particular funding initiative. There are two main issues in the management framework that are extremely important to the present evaluation system: the size and budget available to the call and the type of call funding scheme.

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Regardless of the funding scheme that is chosen for a specific call, project proposals have to be selected and evaluated in a transparent, equal, coherent and widely accepted way, ensuring the highest level of quality. The funding scheme is, however, a management problem that transnational calls often face and so it can have quite some influence on the size and budget of a research call.

With this in mind the Project Evaluation System presented here can be applied to the funding scheme that will most probably be used in future CIRCLE calls for CCIAV research projects: the **transnational call with own national funding** - but also to a more complex, yet more desirable in terms of the European Research Area (ERA) perspective: the **transnational call with open competition** (i.e. true common pot).

Management differences between funding schemes need to be considered at the time a new call is proposed or it's setting up initiated.

3.1 Project Evaluation System framework

After the participating organizations have reached an agreement regarding the general nature and scope of an upcoming call (i.e. management framework principles) and signed a Memorandum of Understanding they need to set up a joint **project evaluation system**.

Taking into consideration the agreed size of the call (i.e. budget and number of participating institutions) and its funding scheme, CIRCLE's project evaluation system needs to contemplate the following (please refer to chapter 3.3 for definitions):

⇒ Nomination of the **Call Secretariat** (CS);
⇒ Nomination of a **Call Steering Committee** (CSC);
⇒ Definition of a standard **framework of operations** and responsibilities between call bodies;
⇒ Definition of **procedures** between call bodies and applicants;
⇒ Nomination of a **Scientific Advisory Board** (SAB), if necessary.

Since all call bodies are, in fact, dependent on each National Funding Institution a timely definition of responsibilities and nomination of the person(s) that will handle the call management is essential to a smooth running of call procedures (e.g. the correct definition of a call secretariat is crucial to give feedback to applicants).

In order to create a flexible mechanism among CIRCLE partners that allows a quick and robust setting up of each call, the following recommendations are applied:

a) After the topical/geographical scope of the call is decided (see chapter 2.1) there must be, for each National Funding Institution taking part in the call, the **nomination** of one person (two if necessary) to the **Call Steering Committee**.

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This should be someone with higher decision-making clearance within each institution (e.g. project manager or science advisor that has an open channel to higher hierarchy decision-making person or council).

b) In parallel the funding institutions must also nominate one (two if necessary) **National Contact Point** for the call. This person will take part of the **Call Secretariat** for the whole duration of the call procedure and preferably will remain in charge of the management of approved projects, for their entire duration (i.e. someone national researchers working for a CIRCLE funded project can contact).

c) Preferably, the same person should not be nominated for both these call bodies (i.e. one person for CSC and one for CS) but if the funding institution has the need to nominated only one person for both bodies it should be someone with sufficient availability to deal with all call-related issues (e.g. replying to applicants but also taking part in project evaluation decision meetings).

d) The national representatives to the Call Secretariat should jointly decide (in a call meeting or by e-mail exchange if possible) about the **Scientific Advisory Board** composition and size. This procedure is only needed for small/medium calls since in large calls the panel of experts convened to reach a consensus on the scientific ranking will act as a SAB.

e) Although dependent on the size and scope of the call, all procedures between the bodies managing the call and also between these and the applicants should be flexible enough to respond to common set-backs on the call running operations (e.g. delays) but should also have a clear set of rules agreed prior to the launching of the call. This document will try to give indications on this set of rules.

3.2 CIRCLE joint call evaluation framework

CIRCLE's framework for the selection of submitted proposals is a **single-stage transnational joint evaluation system**. Its general procedures are described bellow:
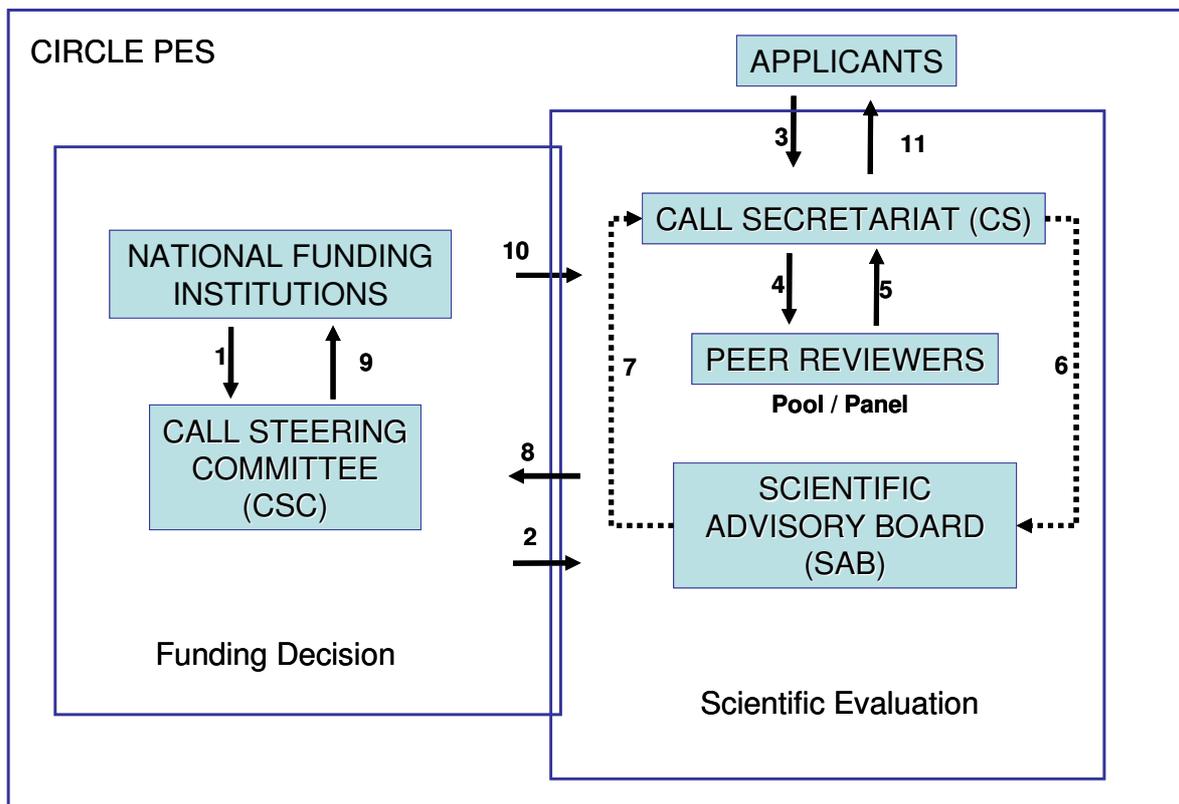
Figure 1 - CIRCLE Project Evaluation System Framework

Steps to be undertaken for the scientific evaluation and funding decision of research project proposals submitted to a CIRCLE call:

1. National Funding Institutions that take part of the call nominate the joint Call Steering Committee (CSC);

2. The CSC appoints 1 person per country to be its national contact point and its representative to the Call Secretariat (CS). The CS then appoints (when deem necessary) 1 person to be part of the call Scientific Advisory Board (SAB);

3. CS issues the call and receives all proposals submitted by the applicants;

4. After the eligibility check, the CS sends all eligible proposals to be evaluated by the appointed experts;

5. CS receives peer-reviews back and checks them for completeness;

6. All reviewed proposals are sent by the CS to the SAB in order to be rated and ranked by its scientific merit (i.e. in case a SAB is set up by partners);

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7. The SAB board sends its consensus ranking back to the CS (i.e. in case a SAB is set up by partners);

8. The scientific ranking of all evaluated proposals is sent to the CSC by the CS;

9. The CSC produces a final ranking of all evaluated proposals based on their relevance for European and national research agendas on CCIAV and forwards it to each National Funding Agency for approval and financing;

10. The final ranked list of proposals to be funded and their respective negotiations mandates is elaborated by each National Funding Institution and sent to the CS;

11. CS contacts all applicants (i.e. the proposals to be funded as well as the rejection list) and negotiates the grants to be awarded with each of the successful proposal.

3.3 Definitions and call management bodies

Call Steering Committee (CSC): consists of 1-2 representatives from each national funding institution participating in the joint call. The CSC is responsible for ranking the proposals on the basis of scientific ratings and other science policy related aspects. The CSC makes a funding recommendation to the national funding institutions by taking peer reviews into account. CSC has to be nominated before the call is launched. CSC members need to have sufficient expertise and delegated authority to commit their organisations to the funding of projects.

Call Secretariat (CS): consists of representatives from those national programmes and/or institutions that are establishing a CIRCLE joint call. These representatives will also act as national Contact Points for the applicants during that call. The purpose of CS is to support the activities of the Peer Reviewers, Call Steering Committee and possible Scientific Advisory Board. Call Secretariat is responsible for checking the eligibility of the applicant. Via its national representatives Call Secretariat has practical and constant link to national funding institutions. The Call Secretariat has to be nominated before the joint call is launched.

Peer Reviewers: will be responsible for evaluating and rating the proposals according to their scientific quality and scientific relevance to the call. The Call Steering Committee in cooperation with the Call Secretariat will choose to use either a pool or a panel of Peer Reviewers. A possible preliminary pool of potential experts can be established before the evaluation process, but final selection of reviewers will not be made until applications have been received. To ensure that Peer Reviewers are eligible to execute the scientific evaluation, each Peer Reviewer will be required to sign a declaration that there are no conflicts of interest between reviewer and applicants.

Scientific Advisory Board (SAB): will be appointed by the Call Secretariat and will consist of 1 scientific representative of each partner country. The SAB is responsible for harmonizing the scientific ratings of the pool of Peer-Reviewers. In the case of a

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scientific evaluation panel, it will be the panel itself to reach a consensus and so no scientific advisory board is needed.

National Funding Institutions: will make final decisions on funding of national projects based on CSC funding recommendation.

Stage: refers to the proposal submission. A single-stage process involves the submission of a full proposal by the applicants (even if just part of it is initially evaluated). A 2-stage system involves just the initial submission as part of the proposal (e.g. abstract, project idea, letter of intent) and in a second stage the submission of the full proposal by the selected projects.

Step: part of the evaluation and selection procedure. Usually if an evaluation system as an initial eligibility check, this is considered to be the first-step in the evaluation procedure.

3.4 Eligibility check

Proposals must fulfil all of the eligibility criteria if they are to be retained for evaluation. These criteria are to be rigorously applied. The completeness and quality of the information contained in the proposal will be evaluated by the experts while this eligibility check will only review and confirm the presence of the appropriate parts of the proposal.

The following eligibility criteria will apply to all proposals submitted to any CIRCLE call:

- ‣ **Reception** of the proposal by the CS **before the deadline date** and time established in the call text;
- ‣ **Minimum conditions** (e.g. number of CIRCLE partners) as referred to in the call text;
- ‣ **Completeness** of the proposal (i.e. the presence of all requested administrative forms and the proposal description);
- ‣ **Scope of the call**: the content of the proposal must relate to the topic(s) and funding scheme(s) set out in the call work programme. A proposal will only be deemed ineligible due to falling outside the call's scope in clear-cut cases.

If a proposal is declared ineligible by the CS it shall be withdrawn from any further examination. The applicants will be informed of such decision by the CS.

Where there is a doubt on the eligibility of a proposal, the CS reserves the right to ask the CSC for guidance and proceed with the evaluation, pending a final decision on the proposal eligibility. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility. In case of late proof of ineligibility or misconduct of scientific practice the CS reserves the right to withdraw the proposal from the evaluation process.

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The CS may decide to contact the applicants at any time to clarify any particular point related to the proposal eligibility.

3.5 Appointment of experts

In order to evaluate submitted proposals, **independent scientific experts** must be appointed (i.e. not representing any of the CIRCLE partners that funded the call). This appointment will be made by the CS after consultation with the CSC. Appointed Peer-Reviewers should have the **appropriate working skills** and **language knowledge** required for the correct evaluation of the proposals.

A common pool of international experts can be established if required necessary. This pool can then be used as a basis for searching evaluators to forthcoming CIRCLE joint calls. However, it is recommended that the pool of experts is seen only as preliminary source of evaluators and that final selection of peer reviewers should not be made until the applications have been received. All efforts to find external evaluators outside contributing call partners are strongly recommended.

CIRCLE CSC may at any time include in the expert pool, any expert with the appropriate skills and knowledge that is considered an added value to the call. Experts may be invited to assist CIRCLE ERA-Net in relation to activities other than the evaluation of research proposals, if they have the willingness to be considered for such tasks.

To **evaluate the proposals** submitted in response to a call, appointment of experts (including, if necessary, a reserve list) should be considered using the following criteria (drawn from FP7 rules):

> ‣ **High level of expertise**;
> ‣ **Appropriate range of competencies**.

Providing the above conditions can be satisfied, other criteria might also be taken into account:

> ‣ Appropriate balance between academic and/or industrial expertise and users;
> ‣ Reasonable gender balance;
> ‣ Reasonable distribution of geographical origins.

The number of experts to be appointed per call is dependent on the size and budget of the call as well as on the expected number of proposal to be evaluated. The number of Peer-Reviewers has to ensure that all proposals are properly evaluated and should be previously agreed by all partners represented in the CSC. **Each proposal shall be evaluated by a minimum of three experts**. All proposals must be evaluated by the **same number** of experts.

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3.6 Terms of appointment, code of conduct and conflict of interests

When appointing experts, the CS must take all necessary steps to ensure that they are not faced with a **conflict of interest** in relation to the proposals on which they are required to give an opinion. To this end, it is recommended that the experts are required to sign a declaration of impartiality that no such conflict of interest exists at the time of their appointment and that they undertake to inform the CS if one should arise in the course of their duties.

If it's is discovered during the evaluation that a conflict of interest exist, the particular expert will be excluded from the evaluation process. Any review or consensus group in which he or she has participated will be declared null and void, and the proposal(s) concerned will be re-evaluated.

All other issues related to potential or factual conflict of interests will be dealt by each partner represented in the CSC, through the application of its own national ruling.

The same rules apply for the CSC members.

3.7 Reviewers fees

It is **recommended** that the **evaluation costs** are **shared** by the call **funding institutions**.

Should the sharing of the evaluation costs **prove impossible**, each reviewer fees will be paid according to their **own national rules**.

3.8 Evaluation criteria

All proposals that are eligible (i.e. passed the eligibility check) will be evaluated with the assistance of the appointed experts. The **detailed evaluation criteria** as well as thresholds have to be **agreed beforehand**. Applicants have the right to know which criteria will be used in the evaluation and therefore all criteria **must be part of the call text** to be published. CIRCLE's evaluation system must at all times aim at the highest possible quality of the funded projects. All submitted research project proposals are **recommended to be evaluated against the following criteria**, unless the CSC decides that they are not enough to correctly evaluate the proposals:

1. **Scientific quality/excellence**;
2. **Relevance**;
3. **Consortium quality/excellence**;
4. **Feasibility and prospects to success**;

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5. **Dissemination**/**communication plan quality**;

6. **Potential Impact**;

7. **Management quality** (optional);

8. **International cooperation** (optional).

Because of the different interpretations each criterion might cause among applicants and/or reviewers each criterion must always be accompanied in the call text or framework, by a **short description** (e.g. bullet points) of its main implications and desired goals in terms of evaluation.

3.9 Evaluation scoring

Experts shall be asked to examine all points and issues comprised in each one of the **evaluation criterion**, and **score** these on a **scale from 0 to 5**. Half point scores may only be given if previously agreed by the CSC.

For each criterion under examination, score values indicate the following assessments:

0: No score

The proposal fails to address the scientific scope under examination or cannot be judged due to missing or incomplete information

1: Very poor

The criterion is addressed in a very unsatisfactory manner.

2: Poor

There are serious weaknesses in relation to the criterion in question.

3: Fair

Although the proposal broadly addresses the criterion, there are significant weaknesses that need correcting.

4: Good

The proposal addresses the criterion well, although improvements are possible.

5: Excellent

The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

3.10 Thresholds

Thresholds can be set for some or all of the criteria, accordingly to what is agreed by the CSC prior to the launch of a CIRCLE call. Any proposal **failing to achieve the threshold scores** will be **rejected** and shall not follow trough the remaining evaluation process. Such proposals may immediately be categorised as rejected. In addition, an overall threshold may also be set. All CIRCLE partners represented in the CSC have to **decide beforehand** which thresholds to apply. Consultation with the SAB may be requested if necessary. These thresholds can reflect particular aspects that are aimed at by a call and should always contribute to guarantee the excellence of the evaluation results.

3.11 Evaluation forms

The **common evaluation forms** to be used in any CIRCLE joint call will have to be agreed by partners prior to the launching of the call. Whenever there is the need to use a specific national form this should always be stated out in the call framework.

Please refer to annex 2 for an example of a CIRCLE evaluation form.

3.12 Evaluation process

CIRCLE's evaluation procedures aim at a flexible commitment that fits the transnational nature of this ERA-Net. Like described in CIRCLE's deliverable Id-1, different partners involved in CIRCLE have different approaches to research project evaluation and selection that range from the topic definition to the way they conduct the actual evaluation process. In order to introduce a real transnational process that can be used in all future CIRCLE joint calls, independently of its topical or geographical nature, **the funding scheme should not be** an obstacle to the evaluation process of received proposals (i.e. transnational call with own national funding and transnational call with open competition - true common pot).

Another important factor that needs to be considered when choosing the type of call and funding scheme is the expected size of the call (i.e. including number of funding institutions involved and available budget). CIRCLE calls can be divided into two types according to their size (see table 1). Topics should be decided prior to call set up. The **number of National Funding partners** is the **main criteria of distinction** between types of call.

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Table 1 – Overview of CIRCLE's types of joint trans-national calls

Size	Small/medium joint call	Large joint call
Number of National Funding Institutions	≤ 3	> 3
Funding scheme	TBD by the CSC	TBD by the CSC
Proposal applications	Via CIRCLE's online submission tool. Extra means (e.g. e-mail) can be applied if decided by CSC	Via CIRCLE's online submission tool. Extra means (e.g. e-mail) can be applied if decided by CSC
Project min.(max.) duration	To be decided by CSC	To be decided by CSC
Duration of evaluation process	To be decided by CSC	To be decided by CSC
Expert appointment	Pool. Remote evaluation (+ panel if decided necessary by CSC)	Panel. Remote evaluation + panel meeting. (Unless decided otherwise by CSC)
CS	Yes	Yes
SAB (scientific rating/ranking)	Yes. Ranking is made by CSC	No. (Unless decided otherwise by CSC)
Relevance ranking	CSC	CSC
Project monitoring	National institutions (except for true common pot)	National institutions (except for true common pot)
Project reporting	Report to each National Institution via CS	Report to each National Institution via CS
Programme (call) evaluation	No	Yes, if previously agreed by NFI. (could be carried out by a nominated body)

Although in the small/medium calls the use of an expert consensus panel meeting is not mandatory, it is **highly recommended** that the reviewers meet and work as **panel**. That way the members will get a chance to reach a solid and common understanding of the evaluation criteria and a more coherent view on the proposals.

3.13 Decision making procedures

Proposals shall be **ranked by the CSC** according to the evaluation results. **Funding decisions** shall be made on the basis of this ranking. CSC draws up the final list of proposals for possible funding from those that passed the evaluation thresholds, on the basis of the results of the evaluation by experts. **Due account is taken of the scores received and of any advice from the experts**. It will also take account of the available budget, the strategic objectives of the programme, the community policies, as well as the overall balance of proposals to be funded. The number of proposals in the list depends upon the available budget. Proposals are **ranked in priority order**, unless there is sufficient budget to fund all proposals having passed the necessary thresholds. Financial contribution is determined for each of these proposals, based on the comments of the experts, and on the CSC ranking. Budget cuts are possible, but will not be made for the purpose of supporting additional projects that would not otherwise be funded.

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4 Contractual issues for funded projects

Contractual issues will become current after final funding decisions are made. Variations in these procedures have to be taken into account, depending on what type of funding initiative is used. The most important issue is to ensure that contracts are synchronised both in time and content, so that the research group can deliver its transnational outputs.

4.1 Payment procedures

Depending on the funding scheme used in the call, also the payment procedures need to be agreed on already at the very beginning of the joint call. Participating organisation/programmes should clearly express their own requirements and methods of payment in order for the call administration to go smoothly.

In the case of the trans-national calls where each participating country funds only researchers of their own nationality, the payment procedures follow the national rules and legislation. National contact persons should be responsible for informing their own national candidates of any particular procedure related to the payments. In order to avoid any possible misunderstandings, applicants should be well informed of the size of the possible yearly payments and of any formal requirements related to receiving the funds (possible filling of national forms, etc.) as well as of all the possible restrictions regarding the use of the funds.

After the funding decisions have been made, the national contact persons establish contacts with all the researchers/institutions receiving funding, resolving in an agreement between the funding organisation and successful applicant regarding the upcoming payments (see chapter 4.4. Administration of contract between funded researchers and the funding organisations involved).

In the case of the trans-national call with a true common pot funding scheme, the agreement on common payment procedures becomes more relevant. In the common pot, the possible legal barriers and issues related to the transfer of funds to and from the common pot, all need to be resolved. Due to the fact that this procedure may require changes in the administrative as well as even legislative rules of some participating organisations, this issue should be taken into consideration already from the very beginning of planning the call (closely related to the type of funding scheme).

4.2 Intellectual property rights

- *Intellectual Property Rights are to be taken into account and concluded by researchers, when entering the Consortium Agreement*

  CIRCLE consortium encourages scientists/researchers and their institutions to enter into agreements to ensure the effective protection and correct distribution of intellectual properties resulting from projects funded under a

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CIRCLE joint call. In possible conflicting situations the EU rules governing the IPR issues also apply to all CIRCLE projects.

4.3 Consortium agreement

- *CIRCLE consortium recommends that the funded research consortia will enter a Consortium Agreement between the participating organisations of each consortium.*

Consortium Agreement is important to ensure the working relationships, responsibilities, liabilities and IPR provisions between members of each research consortia. Agreement should be established and preferably signed between the partners before the research project commences.

4.4 Administration of contract between the funded researchers and the funding organisations involved

After the funding decisions have been made, the research consortia should enter into an administrative contract with the organisation/programme funding the particular consortium. The national rules and legislations always apply.

In the case of trans-national call where each funding organisation only funds researchers of their nationality, this means that a joint agreement (or an official contract if necessary) needs to be accomplished between each member organisation of a consortium and their respective funding organisation.

The rules of the funding as well as the possible reporting responsibilities of each individual project need to be clearly defined in the contract. Also any restrictions applying on the use of the funding should be visible in the contract. Contracts can also include information on the number and size of the payments to be made by the funding organisation during the programme/ project duration.

In the case of a true common pot the administrative questions need to be clarified separately. In the case of a common pot there will usually be only one body/organisation responsible to establish an agreement with the whole funded consortia. In this case however it is recommendable that the joint body/organisation representing the whole call enters into a separate contract with each funding organisation taking part in this joint conglomerate.

5 Monitoring and progress evaluation procedures for funded projects

In order to follow the progress of funded projects, specific monitoring procedures are needed especially when performing multinational calls. Call Secreteriat, Call Steering Committee or other fundamental bodies of the call management have to be involved in these procedures.

In addition to follow up of the funded project during their lifetime, also project results should be reported and evaluated in proper fashion. Along with each call, the relevance of the possible Programme Evaluation (evaluating the coherence and accomplishments of the call and the funded projects as an entity) also has to be considered. The bigger the contents (large budget resulting to several funded projects) of a call, the more important and necessary is the Programme Evaluation.

5.1 Financial control

- *In first CIRCLE joint calls financial control of the projects is executed by using the rules of the national funding institutions. Use of funds will also be followed via mid-term (in programmes/calls with duration of more than two years) and final-reports of each funded research consortia.*

  For joint calls with common pot, specific CIRCLE procedures have to be developed. Otherwise national rules regarding the funding will be applied.

5.2 Reporting procedures (final report and a mid-term report)

- *In CIRCLE joint calls all projects funded within the research programme will be monitored and assessed over the course of their lifetime.*

  The monitoring of projects within the programme will comprise of a review of the reports and deliverables that the projects are to generate. Additional requirements and reports due to national rules may be added to the general CIRCLE requirements described in Annex 4.

- *In CIRCLE joint calls all projects funded within the research programme will have to produce at least one final report and also a mid-term report should be generated, when the project last more than two years.*

  The main applicant, i.e. the project leader of the research consortia is responsible for submitting the reports to the Call Secretariat and the Call Steering Committee. Especially in larger calls the final reports should also be sent to a suitable CIRCLE body (Programme Owners Committee?) for approval.

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Regarding multinational research consortia, the members of the consortium have the responsibility to contribute to the reporting of the results of the consortium as a whole. However, besides reporting to the Call Secretariat, projects funded by several different funding organisations may also have a separate reporting duty to their own national organisation, if required by the national legislation.

5.3 Checking project plan against results

- *To certify the proceedings and financial situation of the project, mid-term assessment of the funded research projects is recommended for projects lasting more then two years.*

- *At the end of the project the Call Secretariat will assess and the Call Steering Committee will approve the final report of each funded research consortia and control the fulfilment of formal criteria.*

  A check-list for the contents of the final and mid-term reports is included in Annex 4. For future purposes of streamlining the dissemination of CIRCLE project results, it would be useful to develop a possible on-line submission tool and a specific CIRCLE reporting form also for the final reports.

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6 Dissemination of the results of the call

6.1 Publication rules

Publications are expected to arise from the funded CIRCLE projects. Since CIRCLE funding is a contributing factor in these publications, the researchers should clearly indicate this within their articles.

In CIRCLE there should be an agreement on the proper way of the researchers to acknowledge and give reference to the CIRCLE background funding in their publications. The funded researchers should be clearly informed of a particular corporate design to be used when referring to CIRCLE funding.

When presenting the results of their projects in seminars and work shops, the CIRCLE logo should be clearly visible.

6.2 Conferences and seminars

- *Conferences are recommended both during the projects and at the end of the projects to develop the projects further and disseminate the results outside research consortias.*

- *The Secretariat of each call is warmly recommended to take on the responsibility of organising a Kick-of as well as a Final Meeting for the funded projects of the call. These meetings would also serve as public relations events for reaching the public and other interested science communities.*

    The Call Secretariat has a responsibility to uphold the unity and cooperation between funded projects. In order for the CIRCLE calls to have a synergy value beyond normal national calls, it is important to encourage the funded consortia to interact and network during the programme duration as much as possible. The participating countries/ funding organisations are recommended to take part in the costs of these meetings by taking turns in hosting a programme conference. Another option would be to have each funded consortia to hosting a meeting at its turn. All this should again be agreed on before the funding decisions have been made.

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7 ANNEX

7.1 ANNEX 1 Proposal for a joint CIRCLE Application form to be used within trans-national calls

Proposal Number:

(Allocated by call secretariat)

COMMON APPLICATION FORM

Name of the call:

Project title

I. Administrative details and project summary

Applicant/ Leader – Partner 1					
Research institute/ Company					
Status: Private or public?					
Street name and number					
PO Box		*Postal code*		*Cedex*	
Town			*Country*		
Person in charge					
Family name			**First name(s)**		
Title			*Gender*	Female	Male
Date of birth	*(DD/MM/YYYY)*		*Nationality*		
Phone			*Fax*		
adress					
E-mail					
Web site					

Applicant – Partner 2					
Research institute/ Company					
Status: Private or public?					
Street name and number					
PO Box		*Postal code*		*Cedex*	
Town			*Country*		
Person in charge					
Family name		**First name(s)**			
Title		*Gender*	Female		Male
Date of birth	**(DD/MM/YYYY)**	*Nationality*			
Phone		*Fax*			
E-mail					
Web site					

Applicant – Partner 3					
Research institute/ Company					
Status: Private or public?					
Street name and number					
PO Box		*Postal code*		*Cedex*	
Town			*Country*		
Person in charge					

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Family name		First name(s)		
Title		Gender	Female	Male
Date of birth	(DD/MM/YYYY)	Nationality		
Phone		Fax		
E-mail				
Web site				

Applicant – Partner 4 (if applicable)				
Research institute/ Company				
Status: Private or public?				
Street name and number				
PO Box		Postal code		Cedex	
Town		Country		
Person in charge				
Family name		First name(s)		
Title		Gender	Female	Male
Date of birth	(DD/MM/YYYY)	Nationality		
Phone		Fax		
E-mail				
Web site				

Please make copies of the table above if there are more applicants

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Summary

(Please describe briefly objectives, work planning and expected exploitation of results of the suggested collaborative project; max. 2000 characters)

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Work packages (WP)	
No. of WP	Title
1	
2	
3	
4	
5	
6	

(Use as many lines as needed)

	Leader	Partner 2	Partner 3	Partner 4 (if applicable)
WP 1				
WP 2				
WP 3				
WP 4				
WP 5				
WP 6				

(Use as many lines as needed). Following table has be modified to account for subcontracting

Costs per partner and requested funding budget (in EURO)				
Partner	**A - Total own (costs/expenses [1])**	**B - Requested funding budget**	**Funding rate (B/A)**	**C- if budget is requested through another partner, please specify which one**
Project coordinator			%	
Partner 2			%	
Partner 3			%	
Partner 4 (if applicable)			%	
Total				

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Total project costs per partner and per year (in EURO)				
Partner	**Costs year 1**	**Costs year 2**	**Total costs**	**Applied to**
coordinator			%	
Partner 2			%	
Partner 3			%	
Partner 4 if applicable			%	

1) Total costs/expenses comprise costs or expenses for personnel, travelling, consumables, overhead (if applicable) etc.; the cost calculation has to be based for each partner on its national/regional funding rules; for questions, please contact your national/regional funding organisation   (Use as much lines as needed)

Duration of the project:	DD/MM/YYYY - DD/MM/YYYY

CHECKLIST for Proposers

	The proposal conforms to the guidelines for project description.	☐
	Every project partner has checked that their collaboration and their project contribution is <u>eligible</u> for funding.	☐
	All partners who are not eligible for 100% funding are able to provide financial resources for their own contribution.	☐

Guidelines for project description:

Please provide a detailed project description, jointly filled by all applicants, max. 10 pages of A4 excluding annexe; minimum type size 11 (Arial) or 12 (Times Roman), which addresses the following:

Title of the proposal
General information (name, institute, country) on the
      Project leader (coordinator)
      Partners involved
Project description:
Research plan
- Scientific objectives with detailed account of their relationship to the themes of the call
- Theory and methods (innovation and new approaches)
- Division of work packages between the partners including management plan
- Proposed exploitation of future project results
- Communication plan for the project (seminars, conferences, publications etc.)
- Detailed schedule for the project
- Breakdown of budget per year by each partner
- References

ANNEXES I-III
      CVs and publication lists of each principal investigator involved (incl. current topics on related research projects), sharing of work and cooperation with external organisations contributing to the project (if applicable) and for each partner of the consortium: Letter of intent signed by authorised institution involved in the consortium

7.2 ANNEX 2 Proposal for a joint CIRCLE Evaluation form (scientific evaluation of individual projects within a call) to be used in trans-national calls

Evaluation scores:

Please refer to chapter 3.9

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DECLARATION OF IMPARTIALITY

Name of reviewer:

Name of the consortium leader:

Project title:

* The composition of the panel will be released to the applicants after the decision of funding has been made

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Before undertaking this evaluation, we would like to ask you to accept the following **confidentiality agreement**: I herewith declare that I will keep all information with respect to the review procedure confidential.

Furthermore, we should be grateful if you could take a few moments to reflect whether you have any **conflict of interest** regarding this application, and the partners involved, such as:

- past or present collaborations (e.g., manuscripts, publications) or other interactions with the applicants within the timeframe of the last 5 years
- expecting benefit in a professional, financial or personal manner from the success or failure of this application
- personal or familiar ties with any of the applicants or any other condition that may impair confidence in your impartiality

If you feel that such a conflict of interest might be the case, please inform the Nordic secretariat on this issue immediately.

I herewith declare that I will keep all information with respect to the review procedure confidential.

I also certify that I have no conflict of interest regarding this application

Date   **signature**

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EVALUATION FORM

1. Scientific quality		
Originality, clearly formulated goals and hypotheses, appropriate use of relevant theory and methodologies		
Comment:		
Score:		1 to 5 (5 is best)

2. Qualifications of project leader and consortium

Relevant scientific competence, qualifications for project leadership, complementarities of skills, qualifications and expertise of the consortium partners

Comment:

| **Score:** | | 1 to 5 (5 is best) |

3. Feasibility

Adequate work plan and time frame, realistic financial resources to achieve the goals of the project

Comment:

| **Score:** | | 1 to 5 (5 is best) |

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4. International cooperation

Added value of Nordic cooperation beyond coordinating separate projects

Comment:

Score: | | 1 to 5 (5 is best)

5. Communication plan

Dissemination of results and communication activities with stakeholders, policy makers and the public

Comment:

Score: | | 1 to 5 (5 is best)

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6. Relevance

Relevance in relation to the aims and objects of the call for proposals

Comment:

Score:		1 to 5 (5 is best)

7. Overall evaluation.

Strengths and weaknesses

Comment:

Overall Score:		1 to 5 (5 is best)

7.3 ANNEX 3. Check-list for the contents of project mid-term report and final report

1. Project information

This section presents the project title, funding period and personnel involved in the project.

2. Short summary of the project

In this section a summary of the results of the project should be presented. The project's general aim and goals should also be included.

3. Introduction

The background to the project, state of the art, general aim and goal should be described.

4. Material and methods

The methods and material used in the project should be presented.

5. Results and discussion

The results from the project should be presented and discussed.

6. Deviation

This section presents eventual deviations from the original research plan. Explanations for the deviations should be given.

7. Short description of future plans (only in midterm report)

This section should emphasise the future of the project and if there are any deviations from the original research plan to expect.

8. Impact

The impact of the research should be described. The future application and/or utilisation should be described.

9. Communication of results.

In accordance with the communication plan presented in the proposal, each project should describe how the results from the project have been disseminated and communicated to the public, end users and the scientific community

10. List of publications and other outcomes

This section includes the listing of scientific publications and other outputs produced by the projects such as PhD degrees and papers in non-scientific publications.

11. Popular scientific summary

In this section a summary of the results of the project should be presented. The project's general aim and goals should also be included.

12. Use of funds

The spending of funds should be indicated and itemised according to the following categories: Salaries, Travel, Equipment, Consumables

13. Self-Assessment

In this section project leader(s) are expected to reflect the success stories and issues that need to be improved in the future.

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7.4 ANNEX 4. Proposal for Memorandum of Understanding (adopted from AKA)

MEMORANDUM OF UNDERSTANDING
BETWEEN XX [PARTY] AND XX [PARTY]
Concerning
Joint Calls for Joint Research Projects

Memorandum of Understanding on Cooperation between the XX, XX and XX etc. [CIRCLE Parties] was signed in XX [year].

XX, XX and XX etc. [CIRCLE Parties], hereafter referred to as the Parties, have concluded the following *Memorandum of Understanding concerning Joint Calls for Joint Research Proposals.*

Article 1

Backround of the joint call

The Parties launch a joint call for joint research proposals of research themes in the fields of XX [name or definition of the research field] in XX [year]. The call will be arranged according to the details listed below.

Article 2

Subject of the Memorandum of Understanding

The Parties of this Memorandum of understanding are committed to participate in the calls and agree with the process and timescale for the calls as defined in the call text (appendix XX) or otherwise between the Parties. The Parties will make any reasonable efforts to fulfil the intents of the calls.

Article 3

Aim of the joint call

CIRCLE ERA-Net Med call /CIRCLE ERA-Net Nordic call aims to…

Article 4

Timetable

- The Parties shall open a joint call on the XX of XX [day, month] XX [year]
- The call shall be closed on the XX of XX [day, month] XX [year]
- The scientific evaluation shall be carried out by XX [month] XX [year]
- The funding decisions shall be made by XX [month] XX [year]
- The joint research projects start in XX [year]

Research field(s) and theme(s) for next joint calls shall be agreed by a letter six months before opening a call.

Article 5

Applications

Scientists/researchers apply for funding in accordance with common rules and application form agreed by XX, XX and XX [Names of the Parties].

Each application shall include at least the following appendices (in English):

- **Joint abstract** (no more than one page in length)
- **Joint research plan** (no more than 15 pages), which shall include
  - a description of the added value to be expected from the collaboration
  - a clear description of the planned research collaboration (distribution of work and methods of implementation)
  - responsibilities of the different partners
  - joint budget of the joint research project including separate budgets for the different partners. A budget may include costs for salaries, researcher mobility, joint meetings, etc. Justification for costs shall be stated in the research plan
  - a description of the project's significance to researcher training and to the development of the research environment
- **Curricula vitae** for the principal investigators of the different partners
- **Lists of publications** of the principal investigators of both partners and those scientists/researchers whose salaries funding is applied for, provided the names of the scientists/ researchers are known.

Article 6

Evaluation

The evaluation criteria and procedures are specified in the call text (appendix XX) and the project evaluation procedure and guidelines document (appendix XX). In XX [name of the call] evaluation will be carried out according these agreed criteria and procedures.

The scientific evaluation of the joint research proposals shall be carried out by using international scientific experts.

The scientific evaluation of the proposals will be organised together by the Parties. The Parties will jointly agree on scientific experts per each joint application. For XX [name of the call] the experts will be recruited and invited by XX [one Party or in co-operation by the Parties].

The most important evaluation criteria:

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- Added value to be expected from the multinational research collaboration.

- Scientific quality and innovativeness of the joint research plan

The other important evaluation criteria:

- Feasibility of the joint research plan

- Competence and expertise of the scientists/ researchers /research teams

- Promotion of young scientists'/researchers' careers

Based on the scientific evaluations and consensus reached through discussions, the Parties will agree on the joint projects to be funded.

Article 7

Funding of the projects

Based on the scientific evaluations of the joint research proposals and consensus discussion between the Parties (ranking of the projects), XX [Party] will fund XX [nationality] researchers and AKA will fund Finnish researchers. The funding decisions will be made independently, but based on the mutual agreement, according to the Parties' respective rules, regulations and practices.
The Parties are prepared to fund up to XX [number of projects] XX [duration] joint projects.

Article 8

Reporting

Reporting on the projects shall be carried out in accordance with the procedures of the Parties. A report clearly indicating the added value of the collaboration shall be submitted by the scientists/researchers.

Article 9

Evaluation of the Programme

Scientific quality and the impacts of the Programme will be evaluated according to the decisions of the PB. The evaluation will be carried out by an external evaluation group appointed by the PB. The costs of evaluation will be covered by the Parties.

Article 10

Intellectual Property Rights
The Parties encourage scientists/researchers and their institutions to enter into agreements to ensure the effective protection and correct distribution of intellectual properties resulting from projects funded under this Memorandum of Understanding.

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Article 11

Miscellaneous

Each Party covers its own administration costs regarding its contribution to the call, unless otherwise jointly decided.

This Memorandum of Understanding (MoU) is subject to the availability of funds in the budget of the Parties and the applicable laws and regulations of their respective countries.

This MoU is drawn up in English and all documents and notices and meetings pertaining to this Memorandum of Understanding shall be in English.

This MoU may only be amended by a document signed by both Parties and identified as an Addendum to this MoU.

Article 12

Confidentiality

Applications, project plans and any information related to them shall be kept confidential in accordance with this MoU and any applicable national legislation and not used to any other purpose than evaluation of the applications, making a funding decision and monitoring of the project. The members of evaluation panels shall be required to commit to this confidentiality obligation.

Consortia with Swedish partners need to be aware of the Swedish laws. The Freedom of the Press Act (SFS 1949:105), The Secrecy Act (SFS 1980:100) and The Secrecy Ordinance (SFS 1980:657) when including any confidential information into the joint project plan.

Article 12

Administration and administration costs of the call

XX [name of the call] will be administered as agreed by Parties (annex XX). Each Party will support administration of the call on its behalf and cover its own administration costs regarding its contribution to the Programme, unless otherwise jointly decided.

Article 13

Term of this Memorandum of Understanding

The term of this Memorandum of Understanding shall be until further notice, unless either Party terminates it earlier by giving six months written notice.

This Memorandum of Understanding has been enacted in duplicate, one for each Party.