
CODE OF CONDUCT FOR EXPERT EVALUATORS

1. The task of the expert is to participate in a confidential, fair and equitable evaluation or review.
2. The expert works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.
3. The expert will sign a Declaration of Confidentiality and No Conflict of Interest before starting the work. In doing so the expert commits him/herself to strict confidentiality and impartiality concerning his/her tasks. Invited experts who do not sign the declaration will not be allowed to work as an evaluator or reviewer. If an expert has a direct or indirect link with a proposal or a project, he/she must declare such facts to the responsible Belgian Science Policy Office staff as soon he/she becomes aware of this.

An expert is deemed to have a direct link with a proposal or a project if:

- he/she is currently or has recently been employed by one of the proposing or participating organisations; or
- he/she has been involved in the preparation of the proposal or the project; or
- he/she is related to an applicant or a member of the proposing or participating team; or
- he/she may be knowingly involved in the publication or exploitation of the results.

An expert is deemed to have an indirect link with a proposal or a project if he/she is employed by an organisation which has contractual links with one of the organisations in the field covered by the proposal or the project, or if he/she has any direct link with or works for an organisation submitting a competing proposal or project.

4. Experts should not discuss any proposal or project with others, including other experts or Belgian Science Policy Office staff not directly involved in the evaluation or review, except during the formal discussion at the meetings moderated by or with the knowledge and agreement of the responsible Belgian Science Policy Office staff.
5. Experts may not communicate with proposers, nor should any proposal be amended during the evaluation session. Expert's advice to the Belgian Science Policy Office on any proposal may not be communicated by them to the proposers or to any other person.
6. Experts are not allowed to disclose the names of other experts participating in the evaluation or review with them. The Belgian Science Policy Office may make public lists of names of experts at regular intervals without indicating which proposals or projects they have evaluated.
7. Experts are required at all times to comply strictly with any rules defined by the Belgian Science Policy Office services for ensuring the confidentiality of the evaluation or review process (for distance, regarding communication with persons outside the evaluation sessions). Failure to comply with these rules may result in exclusion from the immediate and future evaluation or review processes.