

## **TERMS OF REFERENCE FOR ECMWF COPERNICUS EXPERTS**

1. ECMWF relies on external experts for the evaluation of the competitive procurements it carries out as Entrusted Entity for the implementation tasks of the Copernicus Atmosphere Monitoring Service and the Copernicus Climate Change Service.

### **Selection for the Panel**

2. Experts are appointed by voluntary application to open expert on-line recruitment campaigns operated by ECMWF ([www.ecmwf.int](http://www.ecmwf.int)).

3. Experts are appointed by ECMWF on the basis of proven expertise in relevant fields for ECMWF Copernicus Services, taking into account the areas covered by previously appointed experts and the foreseen expertise needs. The decision to appoint an individual as expert lies entirely with ECMWF.

4. Applicants are notified by ECMWF whether their application has been successful or not. ECMWF's decision cannot be appealed. No information will be provided on the reason(s) for not accepting an application.

5. Experts are selected *intuitu personae* and in their capacity as expert they do not represent their employer or any other entity they may be affiliated with.

### **Roster of experts**

6. Successful applicants have to sign the Terms of Engagement before being formally listed on the roster of ECMWF Copernicus experts for a duration of 3 years, renewable one time by mutual agreement between ECMWF and the individual.

7. Being on the roster of ECMWF Copernicus experts is a necessary condition for being called by ECMWF for conducting evaluations.

8. Experts on the roster are expected to sign annually a Conflict of Interest Certificate. Having a valid signed Conflict of Interest Certificate is a necessary condition for being called by ECMWF for conducting evaluations. Anniversary dates of the Conflict of Interest Certificates will be monitored by ECMWF, who will contact experts by the time of renewal.

### **Pre-warning and selection for evaluation campaigns**

9. Evaluations will be done remotely (at the expert's place) using ECMWF on-line evaluation system or on-site at ECMWF's premises in Reading, UK or on-site at another place defined by ECMWF.

10. When a campaign of evaluation of proposals is launched, the Tender Evaluation Board at ECMWF identifies a list of experts with appropriate profiles on the roster.

11. The experts are pre-warned by ECMWF with a lead-time of at least one month in the case of remote evaluation and at least of two months in the case of on-site evaluation. It is expected that more experts than actually needed in the end are pre-warned. Experts are told whether the evaluation campaign will take place remotely, on-site or a mix of both as well as the key dates in the process.

12. Pre-warned experts have to confirm to ECMWF their availability for the evaluation campaign.

13. ECMWF invites formally experts to meet the needs of the evaluation campaign, choosing among the list of pre-warned experts who have confirmed their availability. As far as possible, invitations are sent at least two weeks in advance for remote evaluation and at least one month in advance for on-site evaluation.

14. Invited experts have to confirm to ECMWF their acceptance to participate in the evaluation campaign.

### **Evaluations**

15. Upon confirmation of their acceptance, experts receive an information pack about the specific evaluations campaign including the documentation of the relevant Invitation(s) to Tender (ITT) as well as instructions for using ECMWF's online evaluation system.

16. In the case of on-site evaluation, ECMWF helps to arrange the travel of experts, following ECMWF's standard rules for missions.

17. When the campaign starts, the experts receive the proposals to review. It is expected that a single expert will not review more than a dozen proposals per evaluation campaign. However, to ensure that all proposals for one ITT are reviewed by the same evaluators this number may occasionally be exceeded.

18. Experts commit to tell ECMWF immediately if an unforeseen conflict of interest arises due to the specific proposal (contents, bidder...). In that case, the expert will no longer evaluate the specific proposal.

19. Experts carry out the evaluation within the defined timeline by including marks and comments in the ECMWF online evaluation tool.

20. The procurement team of ECMWF provides a "technical" check (completeness, clarity) for each evaluation in liaison with the expert and validates the evaluation.

21. Each proposal will be evaluated independently by three experts.

22. The experts having reviewed the same proposals can be called for a conciliation meeting (on-site evaluation) or a phone/videoconference (remote) in case there are significant discrepancies between the independent evaluations. In case no consensus can be reached, more experts can be called to review the proposal.

### **Post-evaluation**

23. After an expert has completed its contribution to an evaluation campaign, he/she is invited to do a brief survey on the process (for continuous improvement purposes).

24. In the case of on-site evaluation the experts wishing to be reimbursed will send to ECMWF their original travel documents within a month of completing the mission. All experts must provide ECMWF with their banking details for payment purposes.

25. Experts having completed evaluations either remotely or on site are eligible for an allowance. The amount of the allowance is defined annually by ECMWF.

### **Fees for 2015**

As of January 1<sup>st</sup> 2015, experts having evaluated proposals in the context of ECMWF Copernicus Services:

- receive an allowance of 50 (fifty) EUR for each validated proposal evaluation performed remotely.
- OR receive an allowance of 250 (two hundred and fifty) EUR for each half-day of evaluation work (proposals, meetings...) performed on-site. This allowance covers in particular the subsistence expenses as well as local travel. Travel from home to ECMWF (or location of on-site evaluation) and back will be reimbursed in addition to the allowance, based upon original receipts (economy air tickets and boarding passes, train tickets, parking...).