



# AIRISE Call for Evaluators

Call Identifier AIRISE CfE  
Document Guide for Evaluators  
Version 1.1

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# 1 Abstract

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The aim of AIRISE is to accelerate the uptake of Artificial Intelligence (AI) in the context of manufacturing throughout the European Union. AIRISE is offering services that support SMEs in this uptake by means of assessing challenges, creating implementation concepts, recommending tools and running experiments and is creating offerings to provide impartial access to the best European AI knowledge and resources to support this adoption. To receive support from AIRISE, SMEs need to submit their proposals in a series of open calls that will be launched during the project.

To ensure openness, fairness and impartiality in proposal evaluation and selection, AIRISE will utilize the assistance of external experts in evaluating the proposals; each proposal will be evaluated by 2 external experts based on the criteria laid out in the call for proposals. This document summarizes the process and conditions applicable for becoming an AIRISE external expert.

AIRISE is co-funded by the European Union's Horizon Europe research and innovation programme under grant agreement No 101092312. Further information about AIRISE is available through the project website (<https://www.airise.eu/>) and Cordis portal.

## 2 Call Aim and Topic

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AIRISE aims to conduct so called “experiments” to support European SME’s and mid-caps to develop their idea of using artificial intelligence at their manufacturing shop floor. This will be implemented through the provision of Financial Support to Third Parties (FSTP) applying for the aforementioned “experiments” through submitting their proposals in multiple Open Calls. To ensure impartiality upon selecting FSTP applications, AIRISE appoints external experts to assist in the evaluation process.

## 3 Conditions and Eligibility

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### 3.1 Selection procedure

To work as an expert assisting in the evaluation of FSTP applications, you must declare your interest by registering through the AIRISE website ([airise.eu/calls](http://airise.eu/calls)). Once we have received proposals, we will assign evaluations to available evaluators based on the best match on AI expertise and manufacturing knowledge. We will then contact you and check your availability. At that moment, we will also need to verify your identity and bank account and check compliance with the mandatory legal requirements laid down in the EU Financial Regulation 2018/1046. Please note that registration does nothing more than declare your interest in working for us. We do not check your eligibility or any other conditions at that moment and registration does not entail any entitlement to receive assignments.

Selection of experts will be made (as and when needed) from the database of registered experts, on the basis of selection criteria such as professional expertise and experience on the field of AI in manufacturing, language skills, geographical and business-sector balance, gender balance, regular rotation, and absence of conflict of interest. Very good language skills (in English) are mandatory. The procedure will be objective and follow the principles of non-discrimination and equal treatment.

If you are selected, we will sign a contract with the details relating to your assignment (e.g., tasks and working arrangements, remuneration and payment arrangements). By replying to this call and signing the contract, you agree to perform the assignments to the highest professional standards and in compliance with the conditions set out in the contract.

### 3.2 Cost claims

The reimbursement for your work is set to a fixed amount of 100EUR per proposal evaluated. Payments will be made in euro, after completion of the evaluation procedure.

The contracting authority may reject or reduce the remuneration or costs (fees, honoraria, allowances, reimbursement of expenses, etc.) and recover undue amounts, if:

- the work was not implemented in accordance with the contract
- the expert has committed substantial errors, irregularities or fraud or serious breach of obligations under the contract or during its award (including noncompliance with the call conditions, false declarations or breach of the Expert Terms of Reference or Code of Conduct).

The granting authority cannot be held liable for any damage caused to the expert (or any third party) as a consequence of performing the Contract.

Please note that all EU contracts may be subject to checks audits and investigations (not only by the contracting authority, but also by the European Commission, and the European Anti-Fraud Office (OLAF), European Public Prosecutor's Office (EPPO) and European Court of Auditors (ECA), as provided for under their constitutive acts) — both during and after the end of the contract.

### 3.3 Eligibility

This call is limited to natural persons that are EU citizens. Applicants should not have any employment relationship with any of the AIRISE consortium partners.

Experts will be refused if it turns out that:

- they are in a conflict of interest.
- during the contract award procedure, they misrepresented information required as a condition for participating or failed to supply that information.

Persons who are subject to EU administrative sanctions (i.e. exclusion or financial penalty decision) or in one of the following exclusion situations that bar them from receiving EU funds can NOT work as experts:

- bankruptcy, winding up, court-ordered administration, arrangement with creditors, suspension of business activities or similar procedures
- in breach of social security or tax obligations
- guilty of grave professional misconduct
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking – shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95
- have created an entity under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin.

Similarly, it is not possible for us to contract persons that are excluded from receiving EU funds on other legal grounds (e.g., entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU), etc.).

### 3.4 Data protection

Personal data of experts will be processed under the responsibility of the data controller of the contracting authority. If personal data is processed by the expert, this must be done in accordance with the written instructions of the data controller.

### 3.5 Publication

The call for evaluators will be published on the AIRISE website and will remain constantly open. The primary source for documents remains at the URL of the AIRISE web site ([www.airise.eu](http://www.airise.eu)).