

Information Society Technologies In the 6th Framework Programme

Hearings

Evaluation IST Call 1

24 April 2003

Hearings

For IP and NOE proposals, all proposals which are above threshold after the evaluation of the written material are subject to a Hearing stage

Hearings

When preparing the Hearing

- The Commission communicates a date and time to the proposal coordinator
- The Commission also communicates to the proposal coordinator the questions suggested by the Consensus group for that proposal
- The panel as a whole may also have suggested further questions, which were also communicated to the proposal coordinator
- The proposal coordinator selects other members of the consortium to accompany him/her to the hearing, able to answer these question

Hearings

Just before the Hearing

- The Commission shows the proposers a list of names and organisations of the evaluators present
- If the proposers make a substantiated objection to a particular evaluator, the Commission may ask that evaluator to withdraw from the hearing of that proposal
- The list of names is retained by the Commission

Hearings

At the Hearing

- The hearing is chaired by a Commission official, and is recorded on audio tape for record purposes
- The session is “question-and-answer”. The chairman will pose the pre-notified questions (This is to conceal the identity of the Consensus group members)
- The evaluators themselves ask any supplementary questions suggested by the proposers’ answers
- Evaluators who were not in the Consensus group are also encouraged to ask questions
- The questioning is conducted in a formal manner - an evaluator should not expose his/her own personal view of the proposal to the proposers

Hearings

At the Hearing

- The proposal examined should be the proposal as it was originally presented at close of call
- However, the proposers or the evaluators' questions might open up issues which imply possible changes to be considered in contract negotiations. Evaluators will decide whether any modifications the proposers might suggest are within the “envelope” of the proposal as it was originally presented, or else represent an improper change to the proposal

Hearings

At the Hearing

- Proposers may bring support material as PowerPoint slides.
- Any other material they may bring with them is taken away by them at the end of the hearing, it cannot be left for “further study”
- The chairman will ensure all questions are posed, that superfluous material is excluded, and that the time limit for the hearing is respected
- The end of the hearing will close the proposers’ input to the evaluation process – no offer from the proposers to send further material or explanations will be agreed

Hearings

Written submissions

- Proposers have been given the option of submitting written answers instead of attending their hearing
- In these cases the written responses will be shown to evaluators in the timeslot foreseen for the proposal's hearing, and the review of that material will replace the hearing session
- The submission of written comments, in place of attending the hearing, will not prejudice the evaluation of the proposal in any way

Hearings

Immediately after each hearing, the proposal is re-discussed by the panel in the light of what they have heard. The Proposal rapporteur prepares a Hearing Report (HR form)

Hearing Report (HR form)

- Standard form for both IPs and NOEs
- “Free text” for general observations, and recommended changes to the earlier draft scores and comments

Hearings

After completing the Hearing Report form, the Proposal rapporteur also makes the recommended changes to the Evaluation Summary Report of the proposal

- The ESR is “final”, though of course the panel is not forbidden to review an ESR later, for example when reviewing the proposals for the prioritisation discussion
- The ESR agreed by the end of the evaluation will be sent to the proposal coordinator