



Innovative Medicines Initiative

Brussels, **[date]**
Our Ref: [OUT/IMI/.../...]

[**expert name**]
[postal address place of residence]
[e-mail address]

***Model Appointment letter for independent experts,
acting as evaluator***

Subject: IMI-JU-201x_xth Call_Stage x
[Topic number and title]

Dear [**expert name**],

Thank you for agreeing to assist the *Innovative Medicine Initiative Joint Undertaking (IMI JU)* as an independent expert, acting as evaluator, in the evaluation of research proposals in relation to the above mentioned call for proposals.

The terms and conditions of work set out in the annexes to this *appointment letter* form as an integral part of this *appointment letter*.
The description of your work is specified in Annex I of this *appointment letter*.

Upon your signature, this *appointment letter* will constitute an agreement between you and the IMI JU represented by its Executive Director, to contribute to the evaluation of proposals submitted in relation of the above mentioned Call for Proposals.

INITIALS



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SPECIFIC CONDITIONS

1. Entry into force and duration

This *appointment letter* enters into force on the date of the last signature of this letter and will last until [date].

Two original copies of the signed appointment letter together with the Financial Identification form and Legal entities form for individuals (Annex IV) should reach the IMI JU as soon as possible duly completed and signed.

2. Arrangements for the Evaluation session(s)

The maximum number of days assisting the IMI JU will not exceed x days.

This includes:

- [x] **day(s) per [x]** Expressions of Interest that are assigned to you and writing of the individual evaluation reports at home (calculated to the nearest half day). You are requested to submit your individual evaluation reports by [date] at [time] **Brussels time (CET)** at the latest.

- **a maximum of [x] day(s)** to attend a briefing and an evaluation panel in Brussels, starting at [time] Brussels time (CET) on [date].

Venue: [address venue]
[website]

The point of origin for travel under this *appointment letter*, if requested in accordance with the above, is your place of residence as indicated above in the mailing address (or another address to be agreed prior to the signature of the appointment letter with the IMI JU).

3. Applicable law and competent court

This *appointment letter* shall be governed by the terms of the IMI JU Financial Regulation applicable to the general budget and its implementing rules and other *European Community* and *European Union* law and, on a subsidiary basis, by the law of Belgium.

The general Court or on appeal the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the *IMI JU* and any expert concerning the interpretation, application or validity of this *appointment letter*.

INITIALS



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4. Address and contact details

For any correspondence regarding this appointment letter, including for obtaining payment/reimbursement of expenses, or request relating to your personal data, please contact:

Innovative Medicines Initiative Joint Undertaking (IMI JU)
To the attention of [IMI contact point]
TO 56 6th floor
B-1049 Brussels, Belgium
experts@imi.europa.eu
Tel.: xxx
Fax: xxx

Done in two originals

For acceptance, the evaluator, [expert name]

Signature:

Place:

Date:

Please put your initials on page 1 and 2

For the Innovative Medicines Initiative Joint Undertaking

Signature:

Place: Brussels

Date:



Evaluator declaration

1. Code of conduct

I, [expert name], have read and understood the terms of this appointment letter, and undertake to abide by the code of conduct for independent experts acting as evaluators covered in Annex II of this Appointment Letter.

2. Declaration of no conflict of interest

I undertake to inform the IMI JU immediately if I discover any disqualifying or potential conflict of interest with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting in which I participate:

In particular, I declare that I have not submitted, nor am I, to my knowledge involved in any proposal currently under evaluation or submitted for evaluation, under the Call for Proposals (indicated in the subject of this appointment letter);

OR

In particular, I declare that my participation in the evaluation of the following proposal(s) could create a conflict of interest (please indicate whether this would be a "disqualifying" (D) or "potential"(P) conflict of interest; see Annex I for explanation):

.....
.....
.....

3. Declaration of confidentiality

I undertake not to reveal any information of the evaluation process and its outcomes or of any proposal submitted for evaluation without the express written approval of the IMI JU. In case of evaluations carried out outside IMI JU controlled premises, I understand that I will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for returning, erasing or destroying all confidential documents or files upon completing the evaluation, unless otherwise instructed.

For acceptance

The evaluator: [expert name]

Signature:

Place:

Date:

- Annex I** : **General conditions (incl. Conflict of interest issues)**
- Annex II** : **Specific conditions - Code of conduct**
- Annex III** : **Provisions for payment/reimbursement of expenses¹**
- Annex IV** : **Legal entities form for individuals + Financial Identification form**
- Annex V** : **Payment/Reimbursement of expenses forms**

¹ Based on the general principles of the Commission's regulation (C(2007)5858 of 05 December 2007) relating to Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.