

Dear expert,

Horizon 2020 (H2020) is the EU's biggest programme ever in the field of research and innovation. While it is still too early to extrapolate long term trends, the information already available shows the popularity of the programme: **more than 36,700 eligible proposals**, requesting a total EU financial contribution of €80 billion, have been submitted in response to the first 100 calls for proposals¹. The evaluation of these proposals was done with the support of **thousands of experts**, who played a pivotal role in the evaluation process.

Furthermore, **Horizon 2020 has brought about changes** for expert management. These changes – and what they mean in practice for you – are explained below.

Since the publication of the call for expression of interest for Horizon 2020 experts in November 2013, a high number of FP7 experts have confirmed the intention to assist the Commission in the implementation of Horizon 2020. In addition, we have attracted many new experts who registered for the first time in the European Commission central expert database. We see this as a very positive signal from the research community, the industry and the stakeholders regarding their interest in Horizon 2020 activities.

Horizon 2020 experts are selected from the expert database by the European Commission, its Executive Agencies and Joint Undertakings on the basis of their **skills, experience and knowledge**. In addition, **geographical diversity and gender** are taken into consideration to ensure a good balance within the expert groups and the evaluation panels. Where appropriate, a balance between academics and experts with industrial experience is sought.

In this respect, we would like to remind you that **only experts with a valid profile can be considered for selection**. In the registration form, certain fields are marked as compulsory and must be filled in. For instance, **at least one specialist field and two pre-defined themes have to be selected**². During the registration process, a pop-up screen will inform you once your profile is valid. In addition, you will receive an email notification confirming its validity.

Please note that up-to-date and detailed CVs help us identify and select the specific profiles required for a given assignment in Horizon 2020. Therefore, we invite you to **keep your CV up-to-date**. The completion and/or update of the expert profile does not have to be made in one go. Your record remains available at all times but remember to save the changes before exiting the application.

Once you have been pre-selected as a potential expert for a particular assignment, you will be requested to provide any supporting documentation to prove your identity as well as bank account details for the payments³.

From a policy perspective, important **novelties** have been introduced in **Horizon 2020** which need to be considered in the evaluation of proposals and, consequently, in the selection of experts. These include the so-called "cross-cutting issues", i.e. the identification of **social**

¹ The brochure 'Horizon 2020 – first results' presents detailed information on the first 100 calls for proposals. It is available at <http://ec.europa.eu/programmes/horizon2020/en/horizon-2020-statistics>

² Detailed information related to the registration process is available in the [FAQs](#) in the Participant Portal – Expert Management Area

³ Please note all personal data in accordance with Regulation (EC) No 45/2001.

sciences and humanities aspects of each project, the **gender dimension**, the emphasis on **dissemination and exploitation of project results** as well as the project participants' **communication activities**.

What does it mean concretely? For the gender dimension, for instance, it entails the recognition of requiring, where relevant, researchers to conduct sex and gender analysis in the research process, when developing concepts and theories, formulating research questions, collecting and analysing data and using the analytical tools that are specific to each scientific area. Depending on the field of research, an analysis of gender, sex or both can enhance the societal relevance of the research. This gender dimension is reflected under the heading 'Excellence' in the standard proposal form and taken into consideration in the assessment of proposals.

In Horizon 2020, the Commission is also looking for experts who have experience in turning research results into concrete products or services, attracting investment, protecting intellectual property as well as any other relevant skills that can help ensure an optimal dissemination and exploitation of the project results. Moreover, research results can be used in public policies. Thus, experts having experience with such a dialogue between science and policy are encouraged to register this aspect.

In order to better identify relevant expertise for the assessment of ethics matters and these cross-cutting issues, the section 'area of expertise' on the registration platform has been restructured on the basis of the OECD classification. It now includes dedicated subsections on social sciences and humanities, gender issues, dissemination and exploitation of results and communication.

Guidelines explaining how to flag expertise in ethics matters, gender equality and gender dimension as well as dissemination and exploitation of results and communication can be found [here](#).

Another important change for H2020 experts is the definition of a set of rules to **ensure a reasonable rotation of experts** involved in H2020 evaluations. In practice, this is implemented by:

- Making sure that 25% of H2020 evaluators have not been involved in assisting in the implementation of the H2020 and FP7 calls of the previous three years. This helps ensuring that panels are refreshed regularly.
- Introducing the concept of 'brand new' experts, i.e. experts who have never received an evaluator contract under H2020 and the FP7 framework programmes.
- Setting a maximum number of 120 working days for experts in H2020 calculated on the basis of the number of days paid to an expert for any activities (evaluation, project monitoring, participation in expert groups etc.) under H2020. Exceptions have to be duly justified.

Following the adoption of these rules, we have adapted the expert platform so that you can consult the number of days you have been paid for your work under H2020. Please note that this information is not visible for other experts.

We are also pleased to inform you that an upgrade enabling the retrieval of information on publications through the **Digital Object Identifier (DOI)** in the expert database has been

recently deployed in production. This improvement should reduce the length of the expert registration or profile update process since you will no longer have to enter data manually.

In addition, we are working towards providing support in the beginning of 2016 to the issuance, by the contracting authority, of VAT exemption certificates. These certificates may be requested by EU based experts, who are considered as supplying a taxable service under the applicable national legislation, and who have a valid EU VAT number in their expert profile.

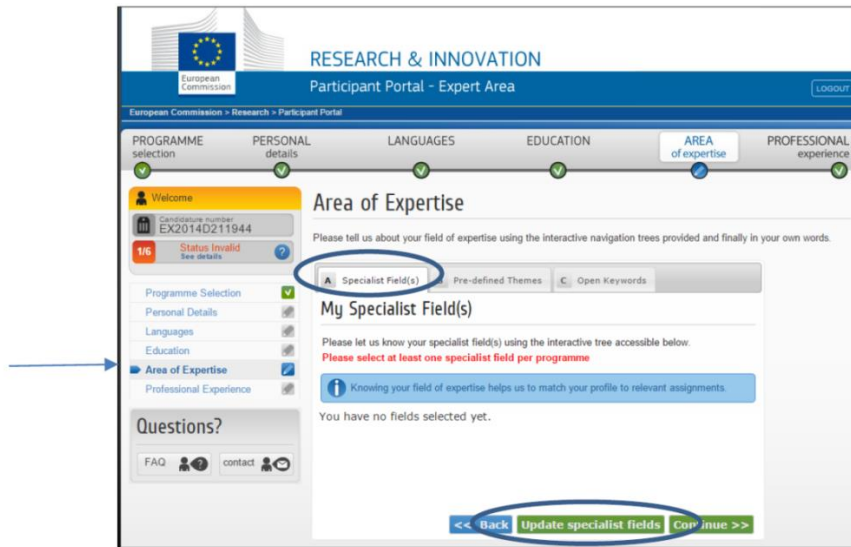
Finally, please note that our IT helpdesk is available at all times for questions and support on IT related matters (<http://ec.europa.eu/research/participants/api/contact>).

Thank you for expressing your interest in Horizon 2020 and rest assured that we will continue working on improving our interaction with you.

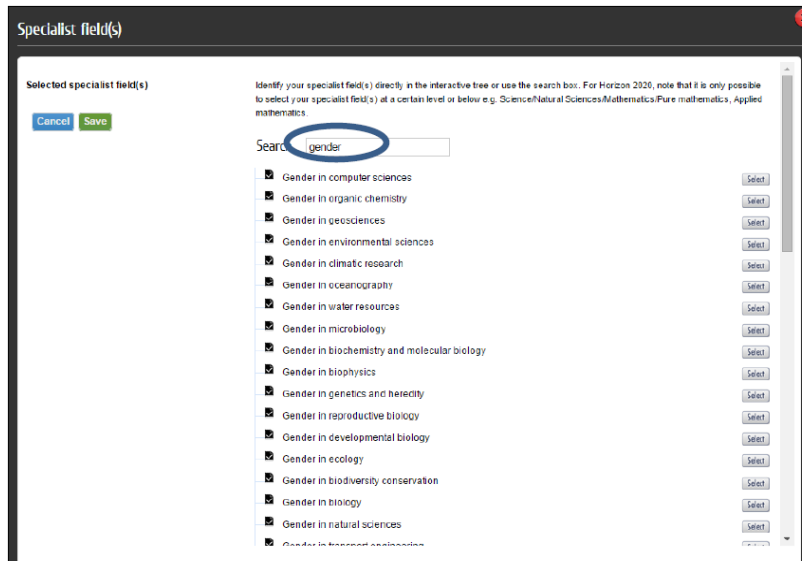
Guidelines on how to flag expertise in ethics matters, gender equality and gender dimension as well as in dissemination and exploitation of results or communication in your expert profile

Step 1 – Flag your expertise in your 'specialist fields'

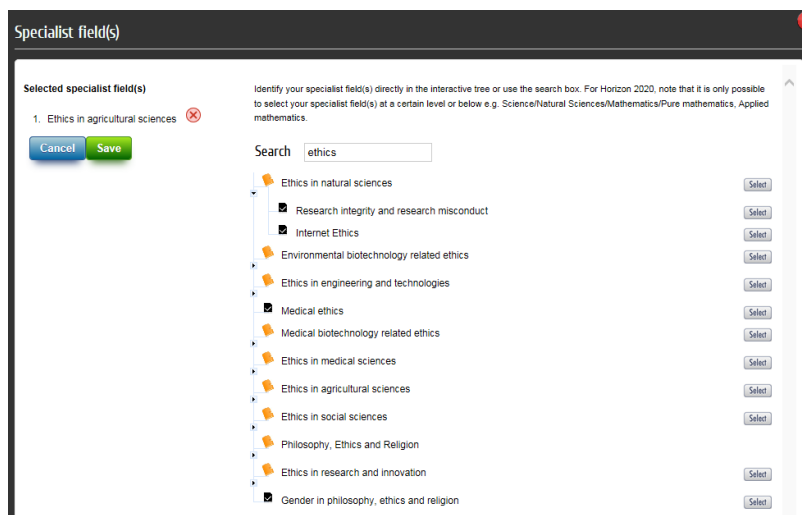
Specialist fields are one of the criteria used to match the expert's profile with the expertise needed for carrying out H2020 assignments such as the evaluation of proposals. Therefore, you should use them to flag your expertise in a given domain. Please note that you have to indicate at least one specialist field for your profile to be valid.



In order to indicate **gender** as one of your areas of expertise, you will be able to identify 60 available fields by entering 'gender' into the search box. From these fields you can select the relevant ones for your profile. Gender expertise can encompass issues as diverse as: gender and women studies, gender in specific research fields (gender in medicine, gender in security, gender in ecology, etc.), gender equality in employment, gender equality in research policy development and in research institutions, statistics and indicators, tools development, gender impact assessment, gender budgeting, monitoring and evaluation.

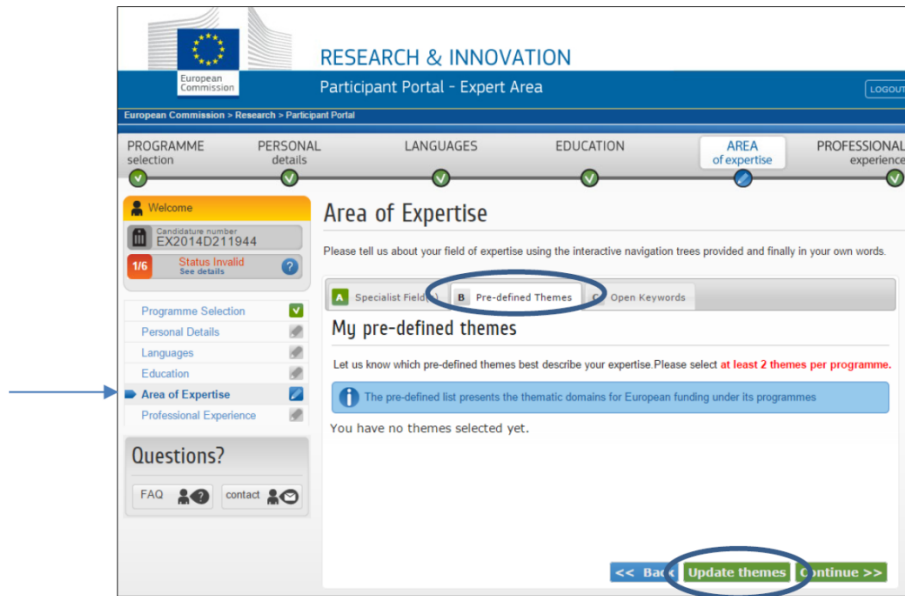


You can flag **ethics** as one of your areas of expertise by entering 'ethics' into the search box and choosing from these fields the relevant ones for your profile.



Step 2 – Select the 'pre-defined themes' that best describe your expertise

The pre-defined themes are the thematic domains of Horizon 2020. You should select the pre-defined themes that best reflect your areas of expertise. Please note that you have to indicate at least two pre-defined themes for your profile to be valid.



You should use the navigation tree under 'Horizon 2020 cross-cutting issues' and **select 'gender equality and gender content of research'** to flag your expertise.

You should **tick 'business management'** and **'use of results of research'** in order to flag your expertise in **'dissemination and exploitation of results'**.

You should **tick 'communication'** in order to indicate your expertise in communication.

You should **tick 'ethics in research'** in order to highlight your expertise in ethics matters.



Step 3 – Use the open keywords

You can also use the open keywords to describe your area of expertise in gender matters and/or dissemination and exploitation of results and/ or communication and/or ethics.

Welcome K DE
 EX2014D188000
 Status Valid

Programme Selection
 Personal Details
 Languages
 Education
Area of Expertise
 Professional Experience

Questions?
 FAQ contact

Area of Expertise

Please tell us about your field of expertise using the interactive navigation trees provided and finally in your own words.

Specialist Field(s) Pre-defined Themes Open Keywords

My open keywords

Please describe your expertise **using at least 3 keywords or phrases**. Type a single keyword or phrase into the field provided and click the **Add keyword/phrase** button. Repeat to add another keyword.

To complete our view of your area of expertise, describe your specialisation using your own keywords or phrases.

Add keyword/phrase (max 2000 characters)

dissemination of research results	<input type="checkbox"/>	<input type="checkbox"/>
exploitation of research results	<input type="checkbox"/>	<input type="checkbox"/>
monitoring and evaluation	<input type="checkbox"/>	<input type="checkbox"/>
national innovation programmes	<input type="checkbox"/>	<input type="checkbox"/>

Step 4 – Indicate your expertise in your CV

You can also document in your CV your experience in a given domain. For instance, expertise in **gender** may include the following aspects that can be documented in your CV:

- Higher Education Degree in a particular scientific field, including specific work on gender issues related to this field;
- Professional qualification in gender matters in a given scientific field, certified by a competent entity (i.e. professional society);
- Higher Education Degree in gender studies or women studies;
- Publication record on gender theories, their historical development and their impact on scientific fields;
- Publication record on sex and gender related issues, in the scientific fields covered by H2020;
- Gender expertise in innovation/technological development;
- Membership of relevant boards related to gender issues (i.e. scientific review boards, editorial boards of journals and gender related scientific societies, university boards focussing on gender issues, etc.);
- Participation as principal investigator or coordinator in research projects related to gender matters;
- Academic, consultancy or practice-based teaching and/or training experience on gender/women studies or gender matters in the scientific fields covered by H2020;
- Work experience in gender equality in HR management;
- Work experience in organisations dealing with gender issues or women rights;
- Training experience in gender impact assessment, gender auditing, gender mainstreaming or gender budgeting;
- Planning, coordination, implementation or evaluation of gender equality actions in a policy field or in organisations.

For **dissemination and exploitation of research results**, this expertise may include aspects that can be documented in your CV such as experience and competences in the fields of:

- Entrepreneurship, like having established a company or working with venture capital or business angels;
- Intellectual property rights;
- Taking research results to applications / demonstrators / first users;
- Standards that help the uptake of a new product or process;
- The market introduction of new products;
- the introduction of new processes in a company, an organisation or in public administration;
- Transfer of new technology and other results from research to users; outreach to professional and commercial organisations;
- The early involvement of potential end-users (other research subjects, customers, businesses further down the value chain, public procurers, public policy makers) in research and innovation projects;
- A dialogue between research, public and policy, like translating policy needs to research questions and translating research results into policy making processes (at local, regional, national or international level).

For **communication**, your expertise may be documented in your CV for example with a:

- Higher Education Degree in communication, Public Relations or related field;
- Professional qualification in communication, Public Relations or related field;
- Academic, consultancy or practice-based teaching and/or training experience on communication, Public Relations or related field;
- Longstanding experience in science communication, Public Relations or related field including planning, coordinating, implementing or evaluating communication/ Public Relations activities in a policy field or in organisations.

Finally you can also indicate your expertise in ethics matters in your CV.