

HCERES

Haut conseil de l'évaluation de la recherche
et de l'enseignement supérieur

Expert status

The missions with which the legislator has tasked the HCERES require it to call on a great many experts from different academic, cultural and geographical backgrounds. This diversity - a source of wealth for the HCERES - should not weaken the consistency of evaluation procedures. In order to ensure that the institutions and programmes evaluated are treated equally, it is essential that the legal situation of experts be defined very precisely. They are therefore subject to the same obligations and avail of the same rights. This is the purpose of the current status of an expert.

1 - Appointment

1.1. *The expert*

The expert is appointed for each mission by the head of the department concerned. He or she is a member of the expert committee.

The appointment comes into force as soon as the HCERES receives the acceptance letter of the evaluation mission duly signed by the expert.

1.2. *The chairman of the expert committee*

The chairman of the expert committee is appointed from among its members by the head of the department concerned.

His or her appointment comes into force as soon as the HCERES receives the acceptance letter of the mission duly signed by him or her.

2 - Tasks of the expert and chairman of the expert committee

2.1. *The expert*

- The expert examines all of the documentation handed out by the HCERES.
- The expert for evaluations of institutions, research units and doctoral schools takes part in on-site investigations, attending the whole of the on-site visit. He or she may, for the requirements of the evaluation, ask the evaluated institution for any document, irrespective of the format, and obtain a copy thereof.
- The expert attends all of the preparatory and post-evaluation meetings mentioned in the mission statement letter.
- The expert writes a contribution to the evaluation report. This contribution is strictly confidential. It is entered in the HCERES electronic document management program within the timeframe stipulated in the mission statement letter.

2.2. *The chairman of the expert committee*

The chairman of the expert committee participates to the evaluation. Furthermore:

- he or she manages and coordinates the committee's work;

- he or she ensures that the evaluation is conducted in accordance with the HCERES methodology guide specific to each type of evaluation;
- for evaluations of institutions, research units and doctoral schools, he or she writes a draft evaluation report based on the experts' contributions that he or she then enters in the HCERES electronic document management program within the timeframe stipulated in the mission statement letter.
This draft report is strictly confidential. It is presented to the department concerned for bringing into line with the HCERES quality standards. After correcting factual errors and attaching the comments from the evaluated institutions, the final report is published along with the experts' names.
- He or she co-signs the final report with the HCERES president.

3 - Ethical rules applicable to the expert

The expert must conduct an impartial, objective and independent evaluation in compliance with the evaluation charter and ethical rules of the HCERES.

He or she particularly undertakes to abide strictly by the obligation of secrecy as well as the confidentiality and professional secrecy requirements, especially by:

- not communicating any information on an evaluation;
- only using the information he or she receives within the framework and for the requirements of the evaluation mission;
- when appointed as expert, reporting any facts - de facto or de jure - likely to be considered as a proximity, community or conflict of interest, with an institution of the evaluated group.

In accordance with the transparency principle, the expert accepts for his or her CV to be put on the HCERES website. He or she has access to his or her own personal data pursuant to the regulations in force. The expert commits herself/himself to fill in the declaration of interests.

4 - Payment of expenses incurred by the expert

The expert undertakes to comply with the administrative procedures set up by the HCERES for organising his or her travel and accommodation and stipulated in the guide to the HCERES' missions. He or she avails of the provisions on accommodation expenses decreed by the HCERES Board pursuant to the French Decree of 14 November 2014. The expert's meal expenses are settled according to the regulations in force. Meals may only be paid by the evaluated institution when they are arranged in order to avoid interruptions to work meetings.

5 - Remuneration of the expert and chairman of the expert committee

The chairman and members of the expert committee are paid on the basis of the type of evaluation and duration of their mission as decided by the head of department and pursuant to the French Order and the French Decree of 15 September 2015.