

EXPERTS STATUS¹

Version 3 - Adopted by the Board on 28/10/2019

The missions assigned to Hcéres by the legislator require the intervention of numerous experts from different backgrounds, cultures and nationalities. This diversity, which is one of the High Council's assets, must not undermine the coherency of the evaluation procedures. Evaluations are collegial and organised by a panel under the authority of a chairperson chosen from among its members.

To guarantee equal treatment of the institutions and study programmes evaluated, it is essential for the experts' legal status to be strictly defined, and for them to be subject to the same obligations and to enjoy the same rights. This is the purpose of these Regulations for Experts.

1 – RECRUITMENT AND APPOINTMENT

Experts are selected from the pool of candidates by the head of the department concerned according to the competencies required for each evaluation mission. They are members of a panel of experts. The chair of the panel is appointed from among its members.

Recruitment comes into effect after approval of the declaration of commitment and publication by the High Council of the official notice of appointment signed by the President of Hcéres.

2 - MISSIONS

With the scientific advisor's support, the panel members shall:

- familiarise themselves with the methodology applying to the evaluation procedure, by consulting the documentation made available and by following the training provided;
- analyse the evaluation file of the entity or study programme to be evaluated;
- participate in all meetings scheduled for the evaluation procedure;
- participate, where applicable, in the entire on-site visit;
- make a written contribution to the evaluation report, supported by justified recommendations, within the specified time frame. This contribution is strictly confidential. It is submitted via Hcéres' electronic document management application (GED) or the online reporting application (SARALI).

In addition to his or her duties as an expert, the chair of the panel shall:

- lead and coordinate the panel's activities;
- ensure that the evaluation is conducted in accordance with the methodology adopted by the High Council's board;
- draw up a draft evaluation report, on the basis of the experts' contributions, in the recommended form and according to the instructions given. He or she shall submit it via Hcéres' electronic document management application or the online reporting application (SARALI), within the specified time frame. This draft report is strictly confidential;
- sign the final report, co-signed by the President of Hcéres.

¹ In the body of the text, the term "expert" applies to both men and women.

3 - ETHICAL RULES

Experts must carry out an objective, impartial and independent evaluation in accordance with the evaluation charter and the ethical rules of the High Council adopted by its Board.

In particular, they undertake to:

- complete the declaration of interests;
- mention, at the time of their recruitment and throughout the entire duration of their missions, any connections of a professional, family, personal or financial nature with the evaluated entity that might give rise, even in appearance, to any doubt as to their independence and impartiality;
- comply strictly with the rules on professional secrecy and discretion before, during and after the evaluation, relating to all or any facts, information or documents that might be brought to their attention in the course of the procedure, which they undertake not to use for personal purposes or in any way other than for the purposes of their activity at Hcéres;
- destroy all the materials (paper or electronic) used to carry out the evaluation at the end of the assignment.

In accordance with the principle of transparency, the experts agree to their name and an updated curriculum vitae being posted on the Hcéres website. They shall be entitled to access their personal data pursuant to the regulations in force.

4 - COVERAGE OF COSTS

The experts undertake to comply with the administrative procedures put in place by Hcéres for the organisation and payment of their travel and accommodation, as mentioned in the document entitled "MISSION EXPENSES REGULATIONS - Experts", provided at the time of their recruitment.

5 - REMUNERATION OF EXPERTS AND THE CHAIR OF THE PANEL

The chair and the experts are remunerated according to the complexity and duration of the evaluation, by decision of the department head and in accordance with the rules in force.