

DENIS ROGER

European Synergies & Innovation Director



Doc N° EDA201709168/DT/DD

Brussels, 26 September, 2017

To: CE, DCE

PREPARATORY ACTION ON DEFENCE RESEARCH (PADR) - EVALUATION OF PROPOSALS

Annex:

- 1) PADR Note Elements for the evaluation of proposals
- 2) Preliminary Planning for the evaluation
- 3) ELSA Review Procedure
- 4) Draft Letter to the Commission for the submission of the list of experts

1. Background

The Preparatory Action for European Defence Research was officially launched by the Commission Decision 2262 (dated 11 April, 2017), providing a rather complete description of the Call topics.

The implementation of the PA activities are delegated to the EDA by the *Delegation* Agreement on the *Implementation* of a PADR (DA) signed on 31 May, 2017. As such, the EDA is in charge of managing all phases of the lifecycle of grants on behalf of the Commission. EDA published the relevant Call for Proposals on Research and Innovation Participant Portal¹ on 7 June, 2017.

The present note, taking into account the mandate provided in the DA (Annex I, Chapter 4), presents the steps of the evaluation and the selection of the persons involved in the process.

In view of the deadline date for the proposals (28 September, 2017 and 5 October, 2017), it is deemed optimal to start the evaluation at the beginning of October and ending early December, which should allow the signing of the first grant already before the end of the year.

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html



2. Analysis

The evaluation will be carried out for the following calls for proposals:

- PADR-US-2017 Unmanned Systems
- PADR-FPSS-2017 Force Protection and Soldier Systems (3 sub-topics)
 - a) Generic open soldier system architecture
 - b) Tailor-made blast, ballistic and CBRN protection of military personnel
 - c) Adaptive camouflage
- PADR-STF-2017 Strategic and Technology Foresight

a. The evaluation process

For each call, the evaluation process is composed of the following phases to be executed in sequence:

Admissibility and Eligibility check

EDA CSD colleagues and ESI will check whether the admissibility (formal) and eligibility (requirements) criteria are met

Technical Evaluation:

- Individual Evaluation

Independent experts will evaluate individually the proposals

Consensus Meeting

The independent experts will meet in EDA to find a consensus on the evaluation of each proposal, moderated by an EDA PO

Panel Meeting

An Evaluation Committee will consolidate the ranking list of proposals prepared by the experts, moderated by the chair of the Evaluation Committee

EDA/Commission Ranking

EDA will submit to the Commission its ranking list; an approval is needed only if EDA intends to adopt a decision not in line with the recommendations of the Evaluation Committee.

Moreover, an Ethical, Legal, and Societal Aspects (ELSA) review will be performed after the draft ranking list is prepared.

More details on all the steps are provided in the Annexed Note.

Finally, a security screening will be carried out by the Commission.

The call coordinators will ensure an overall coodination of the whole process for the respective calls.

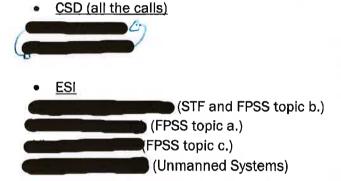


b. Roles and selection of the personnel involved in the evaluation

In accordance with the DA, the following persons are proposed to be part of the evaluation process.

Admissibility and Eligibility check

The <u>Admissibility and Eligibility check</u> will be performed by the following personnel, each one for his/her area of competence:



EDA Moderators

The following POs will act as moderators for the evaluation of the different calls. The moderators must ensure that each proposal is evaluated fairly according to the evaluation criteria and help the experts to come to a consensus. This role is active during the *Consensus Meeting*.

Unmanned Systems			
Force Protection and Soldier Systems:	by:		
Generic open soldier system architecture			
 Tailor-made blast, ballistic and CBRN protection of military personnel 			
 Adaptive camouflage 			
Strategic and Technology Foresight			

Independent Experts

The indendent experts will be active in the <u>Individual Evaluation</u> and in the <u>Consensus Meeting</u> and will be observers in the <u>Panel Meeting</u>. The experts willing to participate in the evaluation are registering their candidatures in the Participant Portal. At the moment more than 650 candidates are present in the database. Due to time constraints it was



possible to evaluate approx. 400 candidates' curricula in detail. Nevertheless, all the registered candidates were screened identifying in particular the persons that had been in contact with EDA relevant research-related working groups (e.g. CapTechs). Most of the candidates are not suitable for the PADR evaluations because they do not have a security clearance.

EDA has prepared and is further augmenting an internal database of suitable candidates on the basis of the skills, experience and knowledge appropriate to carry out the task of evaluator for the specific domain.

A first batch of experts to be possibly involved in the STF, FPSS (calls with shorter deadlines) and ELSA were pre-selected.

EDA is currently verifying that those candidates have a valid Personnel Security Clearance at the level SECRET UE/EU SECRET and are validated by the relevant Member States.

EDA will take appropriate measures to seek a balanced composition within the technical experts group in terms of relevant geographical diversity and gender, taking into account, however, the situation in the Defence field.

In accordance with the Delegation Agreement, EDA has to submit the list of selected evaluators to the Commission for approval (draft letter at annex).

Each expert needs to sign a contract.

For the time being, considering the exiguous number of available experts in the different domains having a valid PSC, it is unlikely to ensure both the criteria of geographical diversity and gender (see annexed letter including the relevant list for the calls FPSS, STF and for the ELSA scrutiny).

Independent Observer (adviser)

EDA has the mandate to select an independent observer in charge of providing recommendations on the overall evaluation process.

The observer, as the other experts, is selected from the database of experts and is requested to have a Personal Security Clearance (PSC) at the level of EU Secret as well.

The person selected must have a long experience as call coordinator or project officer in H2020/FP7 and participated in several evaluations, possibly also in the domain of security.

Two persons were identified, both validated by the relevant national PoC:



Since the PSC of might be expired, it is proposed to select for this role, which will also give a balance of nationality considering the composition of the Evaluation Committee (see below). A contract needs to be signed by the observer.



Quality Check

During the <u>Consensus Meeting</u>, the draft reports will be reviewed by the moderator, who has to ensure that the evaluation criteria have been correctly applied.

The moderator will be assisted by CSD personnel to check the reports for clarity and coherence.

Evaluation Committee and Panel Meeting

In accordance with the DA, the evaluation committee is composed of:

(i.) 2 persons from the bodies which are set up under the TFEU or Euratom Treaty and with no hierarchical link between them (with voting rights)

The following persons have been identified, they have the necessary PSC (which is a significant constraint for the selection) and have confirmed their availability to perform this role).

DG Home ²	IT	Remarkable experience on H2020 calls in the security domain, assists in avoiding possible duplications for the Unmanned Systems call
DG Home ²	FR	Experience in the security related calls, covering the topics of the Soldier System call. Limited availability
EEAS ³	FR	Former military, remarkable experience in space programmes
DG Grow	FR	From Galileo programme, consolidated knowledge security domain
DG Grow	ES	From Galileo programme, consolidated knowledge security domain
DG Grow	IT	From Galileo programme, consolidated knowledge security domain, former military

² Only one person from DG Home would be available since they come from the same unit.

³ It is under verification whether EEAS is a body "set up under the TFEU or Euratom Treaty" in accordance with the DA



It is proposed to consider and since together they will ensure a strong background on H2020 security research and in the military programmes. In case EEAS is not an eligible body in accordace with the DA, either can be selected to replace. It is not possible to consider in order to take into account a balance in nationality.

(ii.) 1 to 3 persons to be selected by EDA – typically call coordinators or relevant project officers (with voting rights)

The following 3 persons from EDA are proposed to be part of the Evaluation Committee:

- (call coordinator)
- (project officer)
- (iii.) Independent Observer without voting rights: See above
- (iv.) 1 moderator from EDA without voting rights

 Proposed

The Evaluation Committee will organize a <u>Panel Meeting</u> for each call after the <u>Consensus Meeting</u>.

3. Timelines

A proposed schedule for the evaluation process is provided at Annex, however the final schedule for the evaluation will be available only after the closing date of the calls for proposals when the final total number of proposals will be available.

4. Conclusions and way ahead

The annexed letter (submission of the list of experts to the Commission) is proposed for approval. The CE decision on the appointment of the Evaluation Committee and observers is annexed to the letter.





PREPARATORY ACTION ON DEFENCE RESEARCH ELEMENTS FOR THE EVALUATION OF PROPOSALS

DATED 21.09.2017

1. Introduction

The Preparatory Action for European Defence Research was officially launched by the Commission's Financing Decision for the PA (Commission Decision 2262 dated 11 April 2017), providing already complete description of the Calls topics.

EDA published the relevant Calls for Proposals on Research and Innovation Participant Portal¹ on the 7 June 2017.

The implementation of the PA activities are delegated to the EDA by *Delegation* Agreement on the Implementation of a PADR (DA). As such the EDA is in charge of managing all phases of the lifecycle of grants on behalf of the Commission, including the evaluation of the proposals and the Ethical reviews as described in Chapter 4 Annex I DA. Taking into account the deadline date for the proposals (28 September 2017 and 5 October 2017), it would be optimal to perform the evaluation starting in mid-October and ending mid-November, which would allow to sign the first grant already before end of the year.

The present note, taking into account the mandate provided in the DA, intends to present all the necessary steps to setup the evaluation.

2. Acronyms and definitions

CC: Call Coordinator
CR: Consensus Report

ELSA: Ethical, Legal and Societal Aspects ESR: Evaluation Summary Report

IER: Individual Evaluation Report

PO: Project Officer

RAO: Responsible Authorising Officer SEP: Submission and Evaluation Tool

3. Documents

3.1. Applicable Documents

- Delegation Agreement

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html



Calls for Proposals 2017

3.2. Reference Documents

- Guide for Applicants
- SEP Evaluation Manual Training for beginners (European Commission)
- Proposal Evaluation Service (SEP) EC staff quick guide (version 2.7)
- goFund Funding Procedures Guide
 https://webgate.ec.europa.eu/fpfis/wikis/display/iknowplus/Grant+Proposals

4. Evaluation Process

The evaluation process is composed of the following phases to be executed in sequence:

- Admissibility and Eligibility check
- Individual Evaluation
- Consensus Meeting
- Panel Review

Moreover, an ELSA review will be performed as an asynchronous process starting after the draft ranking list is prepared for each of the calls

A detailed procedure for the evaluation process is being prepared, it will be consolidated after the evaluation of the first calls is concluded, in order to include the relevant lessons learned/best practices.

Admissibility and Eligibility Check

The EDA administrative / legal staff and the EDA CC/PO is in charge of the Admissibility and Eligibility Check.

The EDA staff must check the submitted proposals for admissibility in accordance with the admissibility conditions set out in the call for proposals.

In case of inadmissible proposals, the EDA staff must flag them as inadmissible in the Electronic System (SEP) and prepare a proposal rejection letter and proposal rejection decision, together with the inadmissible reasons. The RAO validates and signs the decision.

The EDA staff must check the proposals (and applicants) for eligibility in the Electronic System (in SEP) in accordance with the rules set out in the call for proposals.

In case of ineligible proposals (or applicants), the EDA staff must flag them as ineligible (in SEP) and prepare a rejection letter and rejection decision, together with the ineligible reasons (based on the 'admissibility and eligibility review committee report', if any). The RAO validates and signs them.



Proposal rejection letters must be sent to the coordinator of the Consortium, together with the reasons why (copy of the SEP inadmissibility/ineligibility summary report) and the means of redress.

Individual Evaluation

A number of independent technical experts² will perform the individual evaluation remotely.

Each expert must examine and evaluate each proposal individually (by setting out comments and scores for each award criterion) and give a view on the additional elements (i.e. in scope / out of scope; operational capacity).

Each expert is requested to draft and submit an individual evaluation report (IER) for each proposal.

After all the individual evaluations are completed, the rapporteurs (experts in charge of the respective activities) have to prepare a draft Consensus Report taking in duly account the results of the individual evaluations. The draft Consensus Reports will be the starting point of the Consensus meeting.

Consensus meeting

The consensus group consists of the experts who carried out the individual evaluations for a given proposal. The group is assisted by:

- (i.) 1 moderator typically the CC/PO,
- (ii.) 1 consensus group rapporteur one of the experts,

The consensus group must reach, for each proposal, an agreement on the evaluation (i.e. consensus comments for each of the evaluation criteria and appropriate scores reflecting the comments) and a common view on the additional elements (i.e. in scope / out of scope; operational capacity).

The consensus report (CR) is prepared by the consensus group rapporteur (in SEP).

The draft report may be reviewed by the moderator, who has to ensure that the evaluation criteria have been correctly applied.

In addition, the report may be checked for clarity and coherence.

When the experts have reached a consensus view, they must approve the consensus report (in SEP) - within a certain deadline.

² To be selected by EDA from the database of independent experts in defence research or related areas, in possess of the Personnel Security Clearance at the level SECRET UE/EU SECRET and validated by the Member State that has issued their Personnel Security Clearance.



Panel Meeting

The Panel meeting is organized by the Evaluation Committee, which is composed of:

- (i.) 2 persons from the bodies which are set up under the TFEU or Euratom Treaty and with no hierarchical link between them (with voting rights)
- (ii.) 1 or 3 persons to be selected by EDA typically Call Coordinators or relevant Project Officers (with voting rights)
- (iii.) Independent Observer without voting rights
- (iv.) 1 moderator from EDA without voting rights

A draft Evaluation Summary Report (ESR) is automatically produced by SEP on the basis of the approved Consensus Report

The Panel must reach an agreement on the evaluation and the additional questions for each proposal, by comparing it to all other proposals. For each proposal, the panel must examine the draft evaluation summary report (ESR) and:

- check the consistency of the comments and scores given at the consensus phase;
- resolve cases where there were minority views recorded in the consensus report;
- where necessary, propose a new set of scores or revision of comments in the ESR.

After the revision of the scores (if any), the Panel must reach an agreement on the ranking for above-threshold proposals and a priority order for proposals with the same score.

At the end of the panel meeting, the experts adopt the panel meeting minutes (including the panel ranked list and the list of issues and signed by at least a majority of the experts present at the meeting).

Optionally, the ESRs can be checked by a quality controller for clarity and coherence and compliance with the quality standards. If necessary, the quality controller may request or propose changes.

The panel report is prepared (manually, with information from SEP) and signed by the panel rapporteur and by all the participants to the panel meeting, then validated and archived in the EDA archives.

EDA/Commission Ranking

EDA shall submit to the Commission the ranking list, together with the Panel Report and the Evaluation Summary Reports, for information purposes. In addition, in case EDA intends to adopt a decision not in line with the recommendations of the Evaluation Committee, it should receive the approval of the Commission before further action is taken, after which EDA shall be able to start preparations for the grant agreement or contract.

ELSA review

See Annexed Procedure



Procedure on the ethics, Legal and Societal aspects (ELSA) Review for Preparatory Action Defence Research (PADR) calls for proposals

September 2017

The objective of this document is to describe the ethics, legal and societal aspects (ELSA) review procedure for PADR calls.

Per call, there will be an ELSA review after the technical evaluation, which will be followed by the security scrutiny.

The document is complemented with the schedule of the ELSA review, taken from the Gantt Chart "2017-06-09 PA Planning to Grants".

ELSA Procedure

- ELSA review experts will be selected from EMI (Experts Management Tool).
- Communication with ELSA review experts will follow the same procedure as for the selection of the technical evaluation experts.
- A single panel of 3 experts will be selected to perform the ELSA review for the three calls.
- The ELSA review will only be done on the top ranked proposals for each of the calls. The number of proposals to go thought the ELSA review in the 2017 Calls are: 2 for the UnSy, 6 for the FPSS (2 per topic), and 2 for STF.
- The ELSA review will be paper based, although experts will receive the proposal in the Submission and Evaluation of Proposals tool (SEP) (using the task "Read Proposal") and will be able to insert their respective comments in SEP as a plain text, to facilitate the consensus report building.
- Experts of the ELSA panel will perform a remote individual assessment, reflected in the Individual Report (IR). Each expert will insert their respective inputs from the individual report (IIR) in SEP.
- The ELSA review panel rapporteur will develop the Consensus Report (CS), taking into account the comments in the IRs.
- There will be three ELSA review panel meetings, one per call. The meetings will be chaired by the EDA Project Officer (PO) moderating the evaluation of each specific call.
- Taking into account the CS, the EDA PO will prepare the Summary Report (SR) to finalise the ELSA review.
- Ethics IR/CR/SR form templates in annex



ELSA Schedule

- 07-06-17 Publication of call for ELSA experts.
- 08-06-17 19-09-17 Appointment of ELSA experts
- 08-06-17 13-09-17 Appointment of independent observer (including ELSA)
- 01-08-17 21-09-17 Communication with ELSA experts/observers
- 01-08-17 02-10-17 ELSA Panel composition
 - o Invitation of Commission officers to participate as observers in the ELSA evaluation
 - Appointment of ELSA experts and send the contract
- The review of ethics, legal and societal aspects (ELSA) will take place:
 - o 28-11-17 06-12-17 PADR-US-2017
 - 28-11-17 01-12-17 ELSA Review of proposals Individual Report (remote)
 - 04-12-17 ELSA Review of proposals Consensus Meeting & ELSA review Summary Report (in EDA)
 - 06-12-17 Inform Commission of ELSA conclusions
 - o 17-11-17 29-11-17 PADR-FPSS-2017
 - 17-11-17 24-11-17 ELSA Review of proposals Individual report (remote)
 - 27-11-17 ELSA Review of proposals Consensus Meeting & ELSA review Summary Report (in EDA)
 - 29-11-17 Inform Commission of ELSA conclusions
 - o 06-11-17 15-11-17 PADR-STF-2017
 - 06-11-17 10-11-17 ELSA Review of proposals Individual report (remote)
 - 13-11-17 ELSA Review of proposals Consensus Meeting & ELSA review Summary Report (in EDA)
 - 15-11-17 Inform Commission of ELSA conclusions







Brussels, 26 September 2017

Ref. EDA201709169/ESI/DTI



As per Annex 1, paragraph 4 of the Delegation Agreement (DA), EDA has been establishing a database of independent experts for the evaluation of the proposals of the current and future calls of the Preparatory Action on Defence Research.

EDA has prepared an internal database of suitable candidates on the basis of the skills, experience and knowledge appropriate to carry out the tasks of an evaluator for the specific domain. Based on this, I hereby send you for approval the list of experts for the evaluation of the proposals for the calls PADR-FPSS-2017, PADR-STF-2017 and for the ELSA review and is case of unavailability some additional reserve candidates (see Annex 1). The candidates for the call PADR-US-2017 are still under scrutiny.

EDA is currently verifying that those identified candidates have (as they claimed) valid Personnel Security Clearances at the level SECRET UE/EU SECRET and are validated by the relevant Member States.

Although the above security requirements have reduced the choice of the technically qualified experts, EDA has made great efforts to strive for a group of experts reflecting sufficiently technical, geographical and gender balance.

Furthermore, as per Annex 1, paragraph 4 of the DA, EDA has decided on the nomination of the Evaluation Committee and has designated the independent observer to provide recommendations to EDA and the Commission on the overall evaluation process (at Annex 2 the relevant Decision).

With regard to the planning of the evaluation, EDA has scheduled the starting of the evaluation as from October 2017 and foresees to finalise the evaluation process in December 2017 (see Annex 3). A consolidated planning will be made available once the total number of admissible proposals is known.

European Defence Agency Rue d

Rue des Draplers 17-23 B-1050 Brussels

www.eda.europa.eu



The experts will evaluate the proposals individually and remotely, after which they will be invited to a consensus meeting and to a plenary meeting with the Evaluation Committee here in Brussels at EDA premises in order to finalise the evaluation.

EDA would also welcome DG GROW officials to participate in the Consensus meetings and Panel meetings.

As stipulated in the DA, EDA looks forward to your approval of the list of experts in annex 1 within 5 working days.



Annexes:

(1) List of selected experts

(2) DECISION N° 17/10 of 26 September 2017 on the appointment of the Evaluation Committee and observers for the Preparatory Action on Defence Research (PADR) calls 2017

(3) Planning for the evaluation



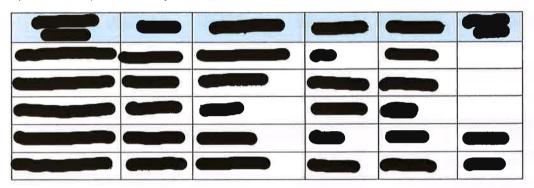
Annex 1

PREPARATORY ACTION ON DEFENCE RESEARCH CALLS FOR PROPOSALS 2017 List of selected experts

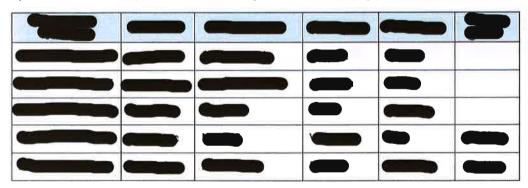
1. PPPA- PADR-2017 - PADR-FPSS-2017 - Force Protection and Advanced Soldler Systems beyond Current Programmes.

To be appointed 3 persons for each sub-topic, 1-2 in a reserve list

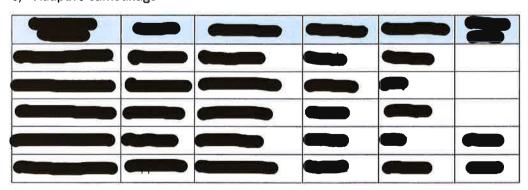
a) Generic open soldier systems architecture



b) Tailor-made blast, ballistic and CBRN protection of military personnel



c) Adaptive camouflage





2. PPPA - PADR-2017 - PADR-STF-2017 - The European Defence Research Runway

To be appointed 3 persons for each sub-topic, 2 in a reserve list

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3. ELSA Review

To be appointed 3 persons for each sub-topic, 2 in a reserve list

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Annex 2

To be annexed once signed:

DECISION N° 17/10 of 26 September 2017 on the appointment of the Evaluation Committee and observers for the Preparatory Action on Defence Research (PADR) calls 2017



EUROPEAN DEFENCE AGENCY DECISION N° 17/10

of 26 September 2017

on the appointment of the Evaluation Committee and observers for the Preparatory Action on Defence Research (PADR) calls 2017

THE CHIEF EXECUTIVE.

Having regard to Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency (hereinafter referred to as "the Council Decision Regulations"), 1 notably Article 10 thereof,

Having regard to the Delegation Agreement between the European Union, represented by the European Commission, and the European Defence Agency on the Implementation of a Preparatory Action on Defence Research (PADR), notably Annex I "Description and Management of Tasks", section 4 on the Evaluation of Proposals – Evaluation Committee, thereof,

Whereas:

- (1) EDA shall establish an Evaluation Committee composed of at least 3 (three) persons, 2 (two) of which coming from bodies which are set up under the TFEU or Euratom Treaty and with no hierarchical link between them,
- (2) an official of EDA in charge of the evaluation shall moderate the Evaluation Committee,
- (3) EDA shall designate an independent observer to provide recommendations to EDA and the Commission on the overall evaluation process.

HAS DECIDED AS FOLLOWS:

Article 1 Appointments

- (1) The members of the Evaluation Committee are appointed as follows:
 - EC DG HOME
 EEAS
 EDA
 EDA
 EDA
- (2) The official of EDA in charge of the evaluation, and moderating the Evaluation Committee will be a second and the evaluation of EDA in charge of the evaluation, and moderating the Evaluation Committee will be a second and the evaluation of EDA in charge of the evaluation, and moderating the Evaluation Committee will be a second and the evaluation of EDA in charge of the evaluation, and moderating the Evaluation Committee will be a second and the evaluation of EDA in charge of the evaluation.
- (3) The independent observer designated to provide recommendations to EDA and the Commission on the overall evaluation process will be EU SatCen.

¹ OJ L 266, 13.10.2015, p.55.



Article 2

Entry Into force

The present Decision shall enter into force on the date of its adoption.

Done at Brussels, on 26 the feetens 2017.

Jorge Domecq

Chief Executive





PREPARATORY ACTION ON DEFENCE RESEARCH CALLS FOR PROPOSALS 2017 Planning for the evaluation (preliminary)

PADR - US - 2017 - Unmanned Systems

Individual assessment	20 Oct - 9 Nov 2017
Consensus meeting	27-29 Nov 2017
Panel Meeting	30 Nov - 1 Dec 2017

- PADR - FPSS - 2017: Force Protection and Soldier Systems

	sub-topic a.	sub-topic b.	sub-topic c.
Individual assessment	5-17 Oct 2017	13-25 Oct 2017	11-20 Oct 2017
Consensus meeting	19-20 Oct 2017	6-10 Nov 2017	24-26 Oct 2017
Panel Meeting	22-24 Nov 2017		

Assuming that there will be no proposals covering more than one sub-topic.

- PADR - STF - 2017: Strategic Technology Foresight

Individual assessment	9-20 Oct. 2017
Consensus meeting	23-25 Oct 2017
Panel Meeting	26-27 Oct 2017