

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

April 2018

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 “2018 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 through the ELSA review in the 2018 Calls are: 2 for EDT, 2 for EF 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

- 15-03-18 - Publication of call for ELSA experts.
- 15-03-18 – 28-08-18 – Appointment of ELSA experts
- 15-03-18 – 28-08-18 – Appointment of independent observer (including ELSA)
- 15-03-18 – 07-11-18 – Communication with ELSA experts/observers
- 15-03-18 – 07-09-18 - ELSA Panel composition
  - 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:
  - 17-10-18 –04-12-18 - PADR-EDT-2018
    - 17-10-18 – 31-10-18 - ELSA Review of proposals - Individual Report (remote)
    - 06-11-18 - ELSA Review of proposals - Consensus Meeting & ELSA review Summary Report (in EDA)
    - 04-12-18 - Inform Commission of ELSA conclusions
  - 17-10-18 – 04-12-18 - PADR-EF-2018
    - 17-10-18 – 31-10-18 - ELSA Review of proposals - Individual report (remote)
    - 07-11-18 - ELSA Review of proposals - Consensus Meeting & ELSA review Summary Report (in EDA)
    - 04-12-18 - Inform Commission of ELSA conclusions
  - 17-10-18 – 04-12-18 - PADR-STF-2018
    - 17-10-18 – 31-10-18 - ELSA Review of proposals - Individual report (remote)
    - 06-11-18 - ELSA Review of proposals - Consensus Meeting & ELSA review Summary Report (in EDA)
    - 04-12-18 - Inform Commission of ELSA conclusions