

EMPIR FAQ

Call 2020 'Virtual' Evaluation Meetings



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In response to the on-going COVID-19 pandemic, the EMPIR Committee and the EMPIR Programme Manager have agreed the need for 'virtual' evaluation meetings for the EMPIR Call 2020. This is in order to mitigate the impact of current and potential future restrictions on social movement and travel due to COVID-19, to avoid last minute changes and to ensure continued fairness for all applicants.

The purpose of this Frequently Asked Questions (FAQ) document is to provide information on the EMPIR Call 2020 'virtual' evaluation meetings. This information is for the consortia of proposals for Call 2020 and for delegates (i.e. referees and Joint Research Project (JRP) and Joint Network Project (JNP) proposal representatives) who would have otherwise attended the evaluation meetings in person.

PLEASE NOTE: this document may be updated as further information becomes available. Should you have a question that is not addressed below, the most appropriate and expedient form of communication with the EMPIR Management Support Unit (MSU) is by email empir.msu@euramet.org

1. What are 'virtual' evaluation meetings?

The EMPIR Call 2020, 'virtual' evaluation meetings will be very similar to previous EMPIR evaluation meetings, however they will be held remotely via web conferencing facilities instead of in a physical location.

Delegates, such as referees and JRP and JNP proposal representatives will be able to attend the 'virtual' evaluation meetings using web conferencing (please see questions 6, 7 & 8 for more information).

2. Why are 'virtual' evaluation meetings necessary?

The EMPIR MSU organises and hosts annual evaluation meetings (for the evaluation of eligible proposals) following the close of Stage 2 of an EMPIR Call. The evaluation meetings are; 2-day review conferences for JRP and JNP proposals and a 1-day consensus group meeting for Support for Impact Project (SIP) proposals. In previous years these evaluation meetings have been held in hotels (i.e. at a physical location) across Europe with delegates attending in person.

Due to the unprecedented circumstances which have recently occurred across the world regarding the COVID-19 pandemic, entire countries have been forced to enter into 'lockdown'. These government enforced 'lockdowns' have included restrictions on travel and social movement, which are still on-going and might be re-imposed again at a future date.

Such 'lockdowns' and restrictions would prevent the hosting of evaluation meetings (in a physical location) for the EMPIR Call 2020. In the light of this and a possible further wave of COVID-19 cases, the EMPIR Committee and the EMPIR Programme Manager have agreed that the evaluation meetings for the EMPIR Call 2020 should be hosted 'virtually'.

The 'virtual' evaluation meetings are necessary:

- to support the safety and well-being of delegates attending the evaluation meetings
- to conform with restrictions on travel and social movement, that may be in place at the time of the evaluation meetings, due to COVID-19
- to ensure fairness and consistency for delegates attending the 'virtual' evaluation meetings. By allowing delegates to attend the evaluation meetings 'virtually' this should prevent any bias due to different levels of restrictions on travel and social movement due to the status of COVID-19 across different countries at the time of the evaluation meetings
- to ensure that EMPIR Call 2020 proposals can be evaluated as per the EC's requirements and to the same high standard as previous EMPIR Calls

3. Are 'virtual' evaluation meetings different to what is happening in Horizon 2020?

On 30/3/2020 the EC published that it is currently hosting its Horizon 2020 evaluation meetings 'virtually' as either video or web conferences, due to the COVID-19 outbreak.

Expert contract in the context of the COVID-19 outbreak – Are evaluations and monitoring reviews still taking place?

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Call evaluations

Due to the COVID-19 outbreak, until further notice, all evaluations are carried out remotely using video or web-conference facilities. All contracted experts will receive further instructions from the call coordinator or EU services. An amendment of their contract is not necessary.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/13072?type=1;categories=experts;programme=H2020;actions=;keyword=COVID-19%20outbreak>

4. Will EMPIR Call 2020 proposals be evaluated in the same way at the 'virtual' evaluation meetings compared to previous EMPIR Calls?

Call 2020 proposals will be evaluated by independent referees as per previous EMPIR Calls. However, instead of the referees being located together in a single physical location, they will be joining the 'virtual' evaluation meetings using web conferencing facilities (please see questions 6 & 7 for more information).

Call 2020 JNP, JRP and SIP proposals will be evaluated using the same evaluation and marking criteria as used for previous EMPIR Calls. Please see

- [Guide 6: Evaluating EMPIR Projects](#)
- [Form 6c: JRP Evaluation](#)
- [Form 6d: SIP Evaluation](#)
- [Form 6f: JNP Evaluation](#)

Also available at <https://msu.euramet.org/downloads/>

As with previous EMPIR Calls, the evaluation process at the 'virtual' evaluation meetings will be facilitated by EMPIR MSU staff. This is to ensure the same standards of impartiality and fairness, and the same rigorous processes are used, as have been achieved at previous EMPIR evaluation meetings.

The 'virtual' evaluation meetings will also be attended by; an Independent Observer (appointed by the EC) who will produce a report and recommendations on the evaluation meetings; a representative from the EC; the EMPIR Programme Manager; the EMPIR Chair; and the Deputy EMPIR Chair. As per previous EMPIR Calls, all these attendees will review the evaluation process at the 'virtual' evaluation meetings.

For information on the agenda for the 'virtual' evaluation meetings please see question 9.

5. When will the 'virtual' evaluation meetings be held?

The 'virtual' evaluation meetings will be held on the same dates that were originally planned for the evaluation meetings (at a physical location). The schedule of the evaluation meetings will be similar to those for previous EMPIR Calls.

- Support for Networks 'NET' Review Conference: Tues 3rd & Weds 4th Nov
- Pre & Co-Normative 'NRM' Review Conference: Thurs 5th & Fri 6th Nov
- Support for Impact 'SIP' Consensus Group Meeting: Sun 8th Nov
- Metrology for Industry 'IND' Review Conference: Mon 9th & Tues 10th Nov
- Fundamental Metrology 'FUN' Review Conference: Weds 11th & Thurs 12th Nov

6. When do delegates attend the 'virtual' evaluation meetings?

Attendance of **ALL DELEGATES** at the 'virtual' evaluation meetings is by **INVITATION ONLY**.

As with previous EMPIR Calls, referees and JRP and JNP proposal representatives must attend the 'virtual' evaluation meetings as follows:

- **Referees (NET, NRM, IND & FUN)** are required on DAYS 1 & 2 of each review conference
- **Representatives (NET, NRM, IND & FUN)** are required on DAY 1 ONLY of a review conference
- **Referees (SIP)** are required on DAY 1 of the consensus group meeting
- **Proposers (SIP)** are NOT ALLOWED to attend the consensus group meeting

7. How are delegates invited to join the 'virtual' evaluation meetings?

The EMPIR MSU intends to host the 'virtual' evaluation meetings using Microsoft Teams. Microsoft Teams has been chosen for its security, ability to be used with multiple operating systems and widespread access/use. See <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Referees and JRP and JNP proposal representatives will be invited to join the 'virtual' evaluation meetings, via Microsoft Teams, as follows:

- **Referees (NET, NRM, SIP, IND & FUN):** referees will be emailed by the EMPIR MSU confirming their selection to participate in the 'virtual' evaluation meetings by early September. Following this, the EMPIR MSU will email referees further details of the evaluation meetings, including how to join the 'virtual' evaluation meetings, via Microsoft Teams, nearer to the date of the meetings (mid to late October).
- **Representatives (NET, NRM, IND & FUN):** ONLY ONE REPRESENTATIVE (for each eligible proposal) can 'virtually' attend an evaluation meeting. The REPRESENTATIVE MUST BE AN EMPLOYEE at ONE OF THE PARTNERS in the consortium. Ideally, they will be the coordinator for the proposal or an employee from a Funded Partner.

The EMPIR MSU will send email invitations to consortia after the eligibility of submitted proposals has been established (i.e. following the close of Stage 2). Once each JNP or JRP consortium has confirmed its representative, the EMPIR MSU will email details of how the representative can join the 'virtual' evaluation meetings, via Microsoft Teams, nearer to the date of the meetings (late October).

8. How do I prepare to join the 'virtual' evaluation meetings?

As stated in question 7, the EMPIR MSU intends to host the 'virtual' evaluation meetings using Microsoft Teams. If delegates do not already have access to Microsoft Teams, it can be downloaded for free at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

The EMPIR MSU recommends that all delegates familiarise themselves with Microsoft Teams prior to the 'virtual' evaluation meetings. Basic demonstrations from Microsoft on how to use Teams are available at <https://teamsdemo.office.com/#/0/0> and <https://teamsdemo.office.com/ChatsAndMeetings/index.html#/0/0>

In order to support delegates in joining the 'virtual' evaluation meetings, the EMPIR MSU intends to invite delegates to a practice Microsoft Teams session prior to the 'virtual' evaluation meetings.

In addition, on the morning of each 'virtual' evaluation meeting there will be a registration session and delegates are advised to register early so that any issues with joining Microsoft Teams can be identified and resolved before the 'virtual' evaluation meetings begin.

PLEASE NOTE: whilst the EMPIR MSU will try to assist and support delegates with their use of Microsoft Teams for the 'virtual' evaluation meetings, they cannot be held responsible for delegates' use or any issues delegates may encounter when using Microsoft Teams.

9. Is there an agenda for the 'virtual' evaluation meetings?

Similar to previous EMPIR Calls, the agenda for the 'virtual' evaluation meetings will be available on the MSU website <https://msu.euramet.org/calls.html> in October (following the close of Stage 2).

PLEASE NOTE: that agenda timings will be Central European Time (CET).

In the meantime, details of the structure of the 'virtual' evaluation meetings can be found in [Guide 6: Evaluating EMPIR Projects](#)

To ensure consistency between EMPIR Calls, the structure of the 'virtual' evaluation meetings is almost identical to those of previous EMPIR evaluation meetings. The only minor change is the necessary substitution of the face-to-face poster session between referees and JNP and JRP representatives at a review conference, with a presentation session.

Please see [Guide 4: Writing Joint Research Projects \(JRPs\)](#) and [Guide 11: Writing Joint Network Projects \(JNPs\)](#). Also available at <https://msu.euramet.org/downloads/>

10. What is the aim of the pre-recorded video presentation?

The pre-recorded video presentation replaces the usual face-to-face poster session at the review conference.

The video presentation should:

- Present the key aspects of the proposal in a clear and concise manner
- Help the referees evaluate the proposal against the 3 evaluation criteria
- Help to clarify the referees' understanding of the proposal. You may wish to include a diagram of how the work packages fit together.
- If necessary, address any omissions or errors identified by the consortium since the proposal was submitted.

The pre-recorded video presentations will not be used by EURAMET for any other purpose other than the 'virtual' review conferences and will be deleted by EURAMET following the formal announcement of the Call outcomes at the start of January 2021.

Please note that pre-recorded video presentations will not be made available to the referees prior to the 'virtual' review conferences.

11. What overall format is required for the pre-recorded video presentation?

The consortium is free to choose the exact form of the pre-recorded video presentation e.g. PowerPoint with audio, video with audio, a combination of video and PowerPoint, poster with audio or a demonstration with audio etc. However, the **requirements for the pre-recorded video presentation are:**

- The maximum duration of the pre-recorded video presentation is **10 minutes**. Any video presentation exceeding 10 minutes will be stopped at 10 minutes when played to referees i.e. it will not be played for its entire duration.
- The maximum file size for the pre-recorded video presentation is **750 MB**. However, a smaller file is recommended as it is likely to play and be shared more smoothly through MS Teams and will be quicker to upload / download.
- The video presentation should ideally be submitted as an **mp4 file**.
- The video presentation should **clearly indicate** at the beginning **which SRT/SNT it relates to**.
- **ONLY one person** from the consortium may present on the pre-recorded video, but this person does not need to be the coordinator or the representative for the consortium who attends the virtual review conference. The presenter must however talk throughout the majority of the video presentation.
- The pre-recorded video presentation file must be **standalone**, not require access to any other files, hyperlinks, websites etc, and once the video presentation is started it must run without the need for any intervention i.e. without mouse clicks etc.
- The **slide layout** for the pre-recorded video presentation should be **landscape** NOT portrait i.e. to match the orientation of computer screens.
- The **text size and graphics** used for the pre-recorded video presentation **must be legible** and suitable for viewing via MS Teams on laptop sized screens or electronic tablets as well as if the bandwidth or network speed are potentially limited (i.e. EURAMET cannot guarantee the bandwidth of external participants joining the 'virtual' review conferences).
- Organisations' logos **MUST ONLY** be included in the video where (i) the organisation is a partner or (ii) the organisation has specifically supported the project i.e. through a letter of support.
- **EURAMET or EMPIR logos MUST NOT be used** in in the video presentations, this includes EURAMET bodies such as EURAMET Technical Committees (TCs) and European Metrology Networks (EMN).

12. What is the recommended format for a PowerPoint slide show for the pre-recorded video presentation?

The PowerPoint slide show must be recorded so that it will run as a standalone presentation.

Select 'Use Timings', so that each PowerPoint slide is shown for the relevant time.

13. What is the recommended format for presentations having PowerPoint as a starting file, which you wish to convert to a video?

Export your presentation as a video file (File > Export > Create a Video).

Select the video quality - HD (720p) 1280 x 720.

Save as MPEG-4 Video (.mp4).

14. What is the recommended format for video presentations using cameras?

Save the video presentation as MPEG-4 (.mp4) file type.

Use the Standard Definition - (720p)

15. How and when should you submit the pre-recorded video presentation to EURAMET?

Following the call close and once the pre-recorded video presentation has been produced, the consortium should make the video presentation available to EURAMET via a link to a SharePoint site or other accessible folder.

The video presentation should be made accessible to and downloadable by empir.msu@euramet.org

The coordinator should send an email with the link to the pre-recorded video presentation to empir.msu@euramet.org by **11th October @23:59 CEST** at the latest.

Once submitted, EURAMET will check that the files can be accessed and downloaded.

In addition, EURAMET will check that each pre-recorded video presentation can be played and the meets the requirements as per Question 11, i.e.:

- the duration does not exceed 10 minutes,
- the file size does not exceed 750 MB,
- the submitted file is of a suitable file type (ideally .mp4),
- it clearly indicates at the beginning which SRT/SNT it relates to,
- only one person is presenting the proposal,
- it is standalone, and does not require access to any other files, hyperlinks, websites etc,
- the slide layout is landscape,
- the sound quality/clarity is adequate,
- organisational logos are appropriately used,
- no EURAMET or EMPIR logos are included,

If there is a **problem with accessing or downloading the file** EURAMET will notify the coordinator who will have **1 working day to correct** the access/download issue.

If there is a **problem with the pre-recorded video presentation** EURAMET will notify the coordinator who will have **4 working days to upload a new and correct version**.

Please note that unless EURAMET identifies an issue with the pre-recorded video presentation and specifically requests a new version, **resubmissions will not be allowed**.

Important

Please note that each consortium is responsible for ensuring that their pre-recorded video presentation meets the requirements as outlined in this document.

EURAMET will support consortia by checking the pre-recorded video presentations prior to the 'virtual' review conference against the requirements in this document. However, if a suitable pre-recorded video presentation is not provided to EURAMET by the consortium by the required deadline, then EURAMET cannot share this at the 'virtual' review conference.

Please note that EURAMET cannot guarantee the quality of the pre-recorded video presentations when shared and played via MS Teams at the 'virtual' review conference. Therefore, consortia should check that their pre-recorded video presentation can be played and shared easily via MS Teams and that they are satisfied with the overall look of the video presentation in MS Teams prior to submitting it to EURAMET.