1 Scope

This Guide explains how to register as a referee for EMPIR. It does not include:

- the Code of Conduct for Referees, this is in Form 6a: Code of Conduct and Declaration
- Information on evaluating a proposal, this is in Guide 6: Evaluating EMPIR projects, Form 6c: JRP Evaluation and Form 6d: SIP Evaluation
- information on how referees can claim an honorarium and expenses for participation in a review conference or consensus group meeting, this is described in Form 6b: Payment to Referees

2 Refereeing for EMPIR

EURAMET select projects to be funded at a review conference or consensus group meeting in accordance with Guide 6: Evaluating EMPIR Proposals. The core evaluation criteria for EMPIR projects are based on the Rules for Participation in the Horizon 2020 Programme (H2020).

3 How EURAMET Selects Referees for EMPIR

EURAMET select referees from their own Referee Database, which was set up in January 2014 for the new EMPIR Programme. All potential referees for EMPIR are required to register with EURAMET, ensuring they follow these guidelines.

In addition to the use of our own Referee Database, EURAMET has also been granted privileged access to the European Commission's H2020 Expert Database, which we may use in certain circumstances to identify potential referees. These individuals are also required to register with EURAMET, ensuring they follow these guidelines.

Please note that in order to qualify as a referee for EURAMET you will need to have at least four years relevant experience and be prepared to work in English.

EURAMET treats your data in the strictest confidence and in accordance with European data protection laws. EURAMET will not share your data or use it for any other purpose than the selection of relevant experts; however you should note that if you act as a referee EURAMET will publish your name on our website.

4 How to Register

The EURAMET referee registration webpage can be found at: http://msu.euramet.org/ref_register.html

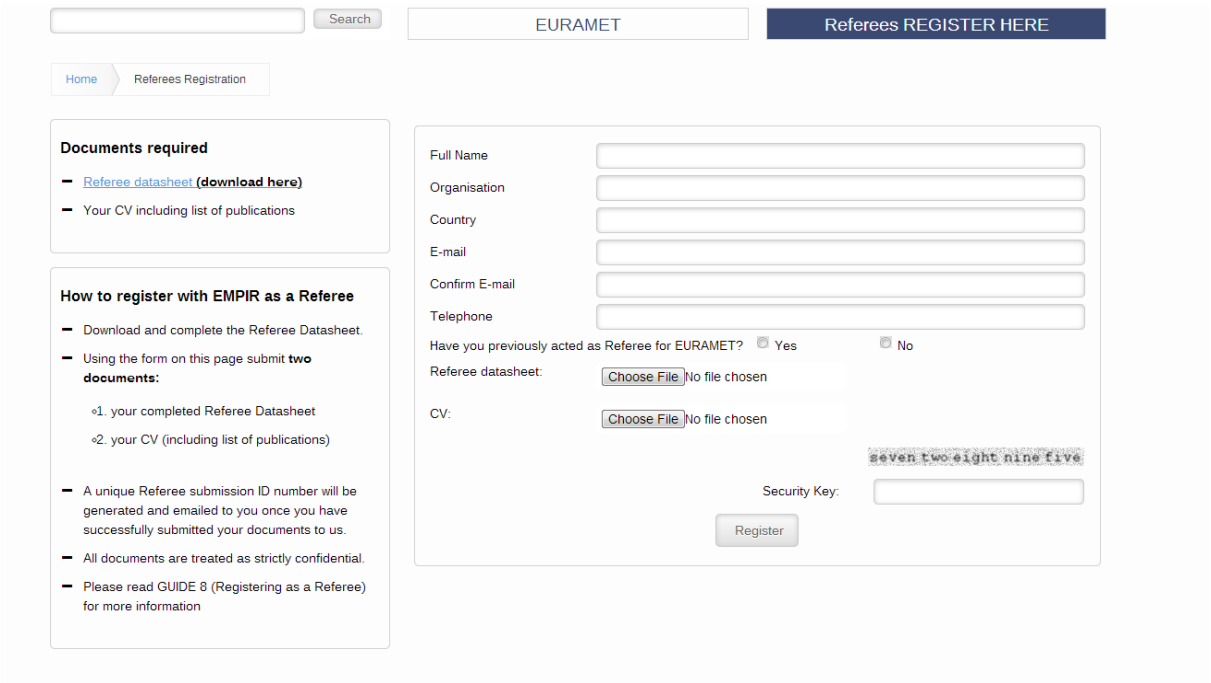
In order to register as a referee you will need to submit two documents;

1. Your completed Referees datasheet
2. Your CV **(preferably in pdf format)** including a list of publications for any relevant specialisms.

4.1 Submitting your documents:

Using the form on the EURAMET referee registration webpage http://msu.euramet.org/ref_register.html, please submit:

1. Your completed Referees datasheet
2. Your CV including a list of publications



A unique Referee submission ID number will then be generated and emailed to you once you have successfully submitted your 2 documents.

IMPORTANT When completing the registration process, please ensure all fields on the datasheet are completed. Any incomplete applications will be ineligible and cannot be added to the referee database and therefore these individuals will not be selected by EURAMET.

Please contact the EURAMET Management Support Unit (MSU) should you need to update your submitted documents.

4.2 Further help with registration

Where your questions are not covered in this guide, please contact the EURAMET Management Support Unit (MSU) by email msu@npl.co.uk or by telephone on +44 20 8943 6666.