

# The principles of recruitment of expert candidates at the Foundation for Polish Science under Measure 4.4 of the Smart Growth Operational Programme

## I. Purpose and scope

- 1) The purpose of these Principles is to establish a transparent system of rules for the recruitment of experts under Priority Axis IV of the Smart Growth Operational Programme 2014-2020 for Measure 4.4 “Increasing the human potential in R&D sector” implemented by the Foundation for Polish Science acting in this regard as the Implementing Authority.
- 2) The scope of these Principles includes the procedure for the recruitment of expert candidates at the Foundation for Polish Science within Measure 4.4 of the Smart Growth Operational Programme 2014-2020 for the purposes of:
  - a) evaluating grant applications (including verification of any submitted objections),
  - b) implementing the IA's activities resulting from the project financing agreements concluded under Measure 4.4. of the SG OP (e.g. mid-term reviews, requests for project amendments, final reports and other kinds of opinions).

## II. Definitions

- 1) **Expert** – an expert candidate with whom the FNP has concluded an agreement under Article 68a (6) of the Act,
- 2) **FNP** – the Foundation for Polish Science,
- 3) **IA** – the Implementing Authority,
- 4) **Expert candidate** – the person referred to in Article 68a of the Act,
- 5) **Non-resident** – a person who is a resident of a country other than Poland and files annual tax returns in a country other than Poland
- 6) **SG OP** – the Smart Growth Operational Programme 2014-2020,
- 7) **Resident** – a person who is a resident of Poland and files annual tax returns in Poland,
- 8) **Act** – the Act of 11 July 2014 on the principles of implementation of the Cohesion Policy programmes, financed under the 2014-2020 Financial Perspective (Journal of Laws of 2017, item 1460, as amended),
- 9) **List** – a list of expert candidates as part of the SG OP, as referred to in Article 68a (11) in connection with (12) of the Act,
- 10) **Principles** – these principles of recruitment of expert candidates at the Foundation for Polish Science under Measure 4.4 of the Smart Growth Operational Programme 2014-2020.

### III. General provisions

- 1) The recruitment of expert candidates at the FNP under Measure 4.4 of the SG OP is ongoing, with recruitment rounds selected by the FNP and lasting until the conclusion of the recruitment indicated in a notice.
- 2) The recruitment round may be ended early due to the urgent need to recruit additional experts, resulting from the implementation of the IA's tasks by the FNP under Measure 4.4 of the SG OP.
- 3) Subsequent rounds of recruitment of candidates for SG OP experts are announced each time the number of expert candidates in a given field is not enough to cover the needs resulting from the implementation of the IA's tasks by the FNP under the SG OP.
- 4) Persons from Poland (residents) and abroad (non-residents) can participate in the recruitment.
- 5) An applicant for the expert candidate status shall apply for inclusion in the List, and perform the following activities:
  - a) register in the electronic system provided by the FNP at [www.wnioski.fnp.org.pl](http://www.wnioski.fnp.org.pl)
  - b) fill in the electronic application form for inclusion in the List and submit the required declarations; the electronic system allows amending the electronic application forms until the application data is closed for edition;
  - c) attach to the electronic application form an *Expert candidate's statement*, the template of which should be downloaded from the FNP's website, and then filled out, printed, signed, scanned and attached in the electronic system.
- 6) An applicant for the status of an expert candidate shall specify the field(s) of the SG OP in which he/she has the knowledge, skills, experience or required qualifications.
- 7) An applicant for the status of an expert candidate may, depending on his/her knowledge, skills, experience or qualifications, apply to be an expert candidate in the field of science or business, or both fields at the same time.
- 8) **The scientific expert** performs the tasks consisting in particular in:
  - a) making substantive evaluations in the process of selecting projects for financing under Measure 4.4 of the SG OP implemented by the FNP – in line with the project selection criteria adopted by the SG OP Monitoring Committee,
  - b) making assessments of implemented projects, at the stages of: mid-term review, requests for project amendments, final reports, etc. in respect of the degree of novelty and originality of the conducted and/or planned research & development work in the project, the development of R&D personnel, etc.
- 9) **The business expert** performs the tasks consisting in particular in:

- a) making substantive evaluations in the process of evaluating grant applications under Measure 4.4 of the SG OP implemented by the FNP – in line with the project selection criteria adopted by the SG OP Monitoring Committee,
  - b) making assessments of implemented projects, at the stages of: mid-term review, requests for project amendments, final reports, etc. in respect of project management, the novel nature of project results, implementation profitability, market demand for project results, and analysing the effectiveness of the selected knowledge transfer method, etc.
- 10) The expert may be involved in activities consisting in particular in:
- a) participation in the process of evaluating grant applications – in line with the project selection criteria adopted by the SG OP Monitoring Committee, which includes, for example:
    - performing the substantive evaluation of the project, also including participation in the meetings of the project assessment committee;
    - preparing written opinions during the substantive evaluation;
    - preparing opinions as part of the procedure of verifying the objections lodged, also including participation in the meetings of the appeals committee;
  - b) performing tasks connected with the execution of the FNP’s rights and obligations under the project financing agreement, i.e.:
    - preparing project-related opinions during the performance of the financing agreement;
    - preparing opinions on applications for changes to the project;
    - preparing opinions on applications for specialist equipment;
    - conducting the mid-term review of the project;
    - project implementation monitoring;
    - verifying the beneficiary’s applications for payment.
- 11) the FNP monitors and verifies, on an ongoing basis, the quality of work performed by the expert operating under a cooperation agreement and performing tasks for the IA. After a task is performed for the FNP by the expert, his/her work is evaluated according to the principles and on the basis of the criteria for the experts’ evaluation, specified in the *Principles of cooperation with experts at the Foundation for Polish Science under Measure 4.4 of the SG OP* or in the agreement concluded with the expert.
- 12) Correspondence by e-mail shall be sufficient for the purposes of contacting the applicant for the status of an expert candidate.

#### **IV. Requirements for expert candidates**

- 1) Expert candidates must meet all of the following requirements:
  - a) they must enjoy full civil rights,
  - b) they must have full legal capacity,

- c) they have not been convicted by a legally binding sentence for an intentional offence or an intentional fiscal offence,
  - d) they have the knowledge, skills, experience or required qualifications in the selected area covered by the operational programme, i.e.:
    - candidates for scientific experts must hold at least the academic degree of doktor (PhD) or a higher academic degree/title, and over the last 5 years have had at least three years of documented professional experience as a leader of scientific research projects,
    - candidates for business experts must have at least higher education (with at least the title of mgr (Master's degree), mgr inż. (MSc Eng.) or equivalent, and over the last 5 years have had at least three years of documented professional experience in conducting R&D work or knowledge transfer in the enterprise sector, or enterprise management.
- 2) An applicant for the expert status shall submit a declaration on having met the conditions referred to in point 1 (a-d). This declaration forms part of the application form for inclusion in the List. The declaration is filed under penalty of perjury, pursuant to Article 68a (4) of the Act in conjunction with Article 233 § 1 of the Act of 6 June 1997 – The Penal Code (consolidated text, Journal of Laws of 2017, item 2204, as amended).
  - 3) In order to confirm that the conditions referred to in point 1 (d) are met in respect of one's education or professional experience, the FNP may request documents corroborating the declaration, at any stage of reviewing the application for inclusion in the List or before entering into an agreement with the expert.
  - 4) the FNP may also waive the requirement of confirming compliance with the condition referred to in point 1 (d) by means of relevant documents, where such confirmation can be obtained by other means, for example based on information in the publicly available Ludzie Nauki (People of Science) database; recognised databases for scientific publications, such as Scopus or Web of Science; business and company registers, etc. The application of specific tools and information sources is documented in a note prepared by the FNP Programme Coordinator.
  - 5) The expert candidate promptly informs the FNP of any circumstances which may result in the conditions referred to in point 1 not being met.

## **V. Verification of applications for inclusion in the List and the selection of expert candidates**

- 1) Filing an application for inclusion in the List does not equal being granted the status of an expert candidate. The status of an expert candidate is obtained only by the person whose application has been approved.
- 2) The verification of applications for inclusion in the List is made by the FNP employees.

- 3) The applications for inclusion in the List may be supplemented on the basis of a notification sent by e-mail by an FNP employee.
- 4) In the verification process, an applicant for the status of an expert candidate shall not be discriminated against on any grounds, in particular on the basis of his/her place of residence, disability, race, religion, nationality, political views, trade union membership, ethnic origin, denomination, sexual orientation or gender.
- 5) Applicants for the status of an expert candidate will be informed of the manner of application examination by e-mail, and in the case of their application being denied, also of the reasons for not including them in the List.
- 6) Applicants for the status of an expert candidate whose applications for inclusion in the List have been denied, may not appeal against the result of application verification. They may, however, reapply for inclusion in the List, provided that they can determine the reasons for the previous denial.
- 7) The data of persons who have obtained the status of an expert candidate will be published in the List, including:
  - a) **full name** of the expert candidate,
  - b) **e-mail address** of the expert candidate,
  - c) **indication of the field(s)** of the SG OP in which the expert candidate has the knowledge, skills, experience or required qualifications.
- 8) The List is available to the public and can be found on the FNP website [www.fnp.org.pl](http://www.fnp.org.pl).
- 9) After entering the data of the expert candidate in the List, the FNP concludes a framework cooperation agreement with the candidate, in line with the *Principles of cooperation with experts at the Foundation for Polish Science under Measure 4.4 of the Smart Growth Operational Programme*.
- 10) Obtaining the status of an expert candidate and being entered into the List shall not result in the FNP becoming obliged to place any orders with the candidate to perform any tasks. If not orders for tasks are placed, the candidate shall not be entitled to any claims.
- 11) The verification of applications received during the recruitment shall be made at least once in 45 days, starting from the date of announcing continuous recruitment, or more frequently, depending on the needs of the FNP and as the applications are submitted.

## VI. Updating the data of expert candidates

Expert candidates shall update their data. The FNP updates the data of expert candidates, including information on their knowledge and experience, based on information provided by the candidates.

## VII. Removal of expert candidate data from the List

- 1) An expert candidate shall be removed from the List under any of the following circumstances:

- a) the candidate can no longer fully exercise his/her civil rights,
  - b) the candidate no longer possesses full legal capacity,
  - c) the candidate has been convicted of an intentional offence or an intentional fiscal offence by final judgment,
  - d) the candidate has lost the required qualifications in the field of the SG OP in relation to the role referred to Article 68a (2) of the Act,
  - e) the candidate has filed in writing for removal from the List,
  - f) the circumstances specified in the *Principles of cooperation with experts at the Foundation for Polish Science under Measure 4.4 of the SG OP* or in the agreement concluded with the expert, have occurred.
- 2) The FNP shall inform the person removed from the List of such removal by e-mail.
  - 3) The expert candidate who has been removed from the List may reapply for inclusion in the List no earlier than after a year of such removal.

### VIII. Final provisions

- 1) These Principles have been prepared pursuant to the regulations resulting from the Act of 11 July 2014 on the principles of implementation of the Cohesion Policy programmes, financed under the 2014-2020 Financial Perspective (consolidated text, Journal of Laws of 2017, item 1460, as amended).
- 2) The content of these Principles is prepared by the Programme Division of the FNP and approved by the Board of the FNP.
- 3) In the case of subsequent editions of recruitment (not rounds of continuous recruitment), a new version of the Principles shall be passed by the Board of the FNP.