



DIGITbrain 2nd OPEN CALL

Requirements for Independent Experts

The DIGITbrain consortium is looking for Independent Experts with relevant expertise in **Digital Twins for the manufacturing sector and ICTs advanced technologies** - Artificial intelligence, Edge/Cloud Computing and HPC - to evaluate experiment proposals under the DIGITbrain 2nd Open Call.

BECOME AN EXPERT!



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 952071

Table of Contents

1. What is DIGITbrain?	3
2. Key Call Details.....	3
3. Evaluation Process & Independent Expert’s role	5
4. Who can be an Independent Expert?	5
5. Independent Experts selection’s criteria	6
6. Conditions & responsibilities as Independent Expert.....	7
7. Payments terms	7
8. Contract dates.....	8
9. Procedure and timing	8
10. How to apply.....	9
11. Confidentiality and data protection	9



1. What is DIGITbrain?

[DIGITbrain project](#), funded by EC under the Grant Agreement number 952071, includes Financial Support to Third Parties (FSTP) under two Open Calls.

DIGITbrain project has the ambition to transform the CloudiFacturing Solution and ecosystem (developed in the H2020 [CloudiFacturing Project](#)) towards the requirements of **Manufacturing as a Service (hereafter MaaS)**, utilising the Digital Brain and its underlying technology components as the main innovation of the project. MaaS is a smart business model that aims to democratise the access of advanced digital technologies and advanced manufacturing technologies to manufacturing SMEs.

DIGITbrain project conducts three waves of experiments, which will run over the DIGITbrain Solution.

The first wave included seven internal experiments that have been already executed in the first year of the project. The second wave includes other seven experiments that were selected under the 1st Open all closed in 2021. The second wave kicked-off in October 2021 and will run for 12 months.

Third wave of experiments will be selected under the 2nd Open Call, taking place in 2022, which has been planned to attract new Third Parties (SMEs and mid-caps) to perform experiments to **extend and validate the DIGITbrain Solution** under development and make SMEs and mid-caps more competitive by transferring innovative solutions into the wider manufacturing community.

2. Key Call Details of 2nd Open Call of Experiments

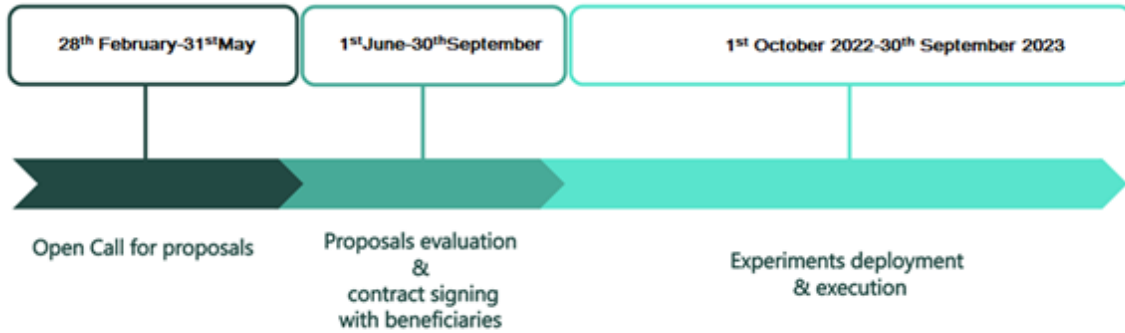
DIGITbrain 2nd Open Call has been launched the 28th of February 2022 and will be open for **3 months** until the **31st of May 2022, 17:00h (CEST)**.

The evaluation and selection process will take **two** months, from 1st June 2022 to 31st July 2022, including the eligibility check process during the first **two** weeks. **August is not eligible to be counted in the evaluation process timeline.**

The contracting process with Third Parties will take **one** month, from 1st to 30th September 2022.

The experiments will start at the beginning of October 2022 and will take **twelve** months, until September 2023.





Seven experiments are expected to be funded under the 2nd Open Call.

Each experiment can request a contribution **up to 97,800 EUR per experiment** and the maximum amount of financial support to be granted for one experiment **must not exceed 60,000 EUR per Third Party**¹.

The following types of organizations and companies can be Third Parties:

- Manufacturing companies acting as end users. These end users will pose the use case to be executed in the experiment proposed via the Open Call
- Independent Software Vendors (ISVs).
- Engineering or software consultants (VARs).
- High-Performance Computing (HPC) providers.
- Other Digital Innovation Hub (DIH).

The minimum number of partners in an experiment consortium must include:

- one **end user** (who will formally lead the experiment) and;
- one **technical partner** (who will be in the first line, interacting with DIHs and technical core partners).

All Third Parties must come from **European Member States**², **Associated Countries** or the United Kingdom.

¹ EC rules about maximum financial support to Third Parties. Besides, according to the EC rules, no Third Party is allowed to have received more than 100,000 EUR from Horizon 2020 I4MS and SAE Open Calls.

² To see Horizon 2020 country profiles, go to: (https://ec.europa.eu/info/research-and-innovation/statistics/framework-programme-facts-and-figures/horizon-2020-country-profiles_en)



3. Evaluation Process & Independent Expert's role

Eligible proposals will be evaluated/assessed **by two Independent Experts** and **one Internal Expert** from DIGITbrain technical core partners team.

The two Independent Experts will oversee the proposals and ensure maximum complementary and impact, as well as economic feasibility.

The internal experts also will check technical feasibility and compliance with the technical capabilities of the DIGITbrain solution.

The three of them must fill the assessment form individually, including justifications for their marks and following the evaluation criteria included in the Open Call documents of the project and requirements presented in the proposal template, considering the range of scores to be used and the weights for each criterion.

Finally, the three Experts (two Independent Experts and one internal Expert) **shall agree on a consolidated single report with the final score per section** and with aggregated comments from all Experts. It will be agreed in a **dedicated Consensus meeting** for each proposal evaluated. Once agreed, the consolidated report and scores will be shared with CTA as 2nd Open Call manager for the final selection.

The work conducted by the Independent Experts is essential in DIGITbrain's Open Calls. Therefore, their selection is an important process to ensure a proper evaluation of the application experiments.

This selection is the responsibility of CTA, and it is conducted in a clear and transparent manner following the criteria established in section 5 of this document.

4. Who can be an Independent Expert?

Independent Experts must be individuals who reside in one of the **European Member States, Associated States or United Kingdom**.

All experts conducting the evaluations must meet the criterion of **independence**, which means that they have not worked in one of the DIGITbrain consortium companies for the last 3 years.

It will be ensured that there is no conflict of interest with the companies submitting the experiment proposals. For that, once the 2nd Open Call is closed and the companies to be evaluated are known, the Experts must sign a **declaration of honor** before starting the evaluation process.



Experts must be **experienced evaluators** with expertise and knowledge in **Digital Twins** and **industrial products** for manufacturing sector. Besides, experts must have knowledge in some of the relevant technologies involved in DIGITbrain project, Edge/Cloud **computing**, **HPC** and **Artificial Intelligence-based tools**.

Please note that the evaluation work is performed entirely **in English**, hence the experts must be able to effectively communicate and write in English.

The selection process for experts seeks to ensure that the profile of those selected meets the minimum requirements established for evaluating the application experiments submitted in the DIGITbrain 2nd Open Call.

5. Independent Experts selection's criteria

For the selection of the experts, the following criteria will be considered:

- **Criterion 1: Technical background experience.** With 60 % of weight over the final score. It will be assessed the experience in the principal areas and technologies covered by the DIGITbrain project. This criterion shall be assessed on a scale from 0 to 3, being one of the following:
 - 0 points: no experience at all.
 - 1 point: less than 5 years of experience in the relevant fields of the DIGITbrain project.
 - 2 points: more than 5 years of experience in the relevant fields of the DIGITbrain project.
 - 3 points: more than 10 years of experience in the relevant fields of the DIGITbrain project.
- **Criterion 2: Previous experience as evaluators.** With 40 % of weight over the final score. It will be assessed the number of years of experience of the evaluator in evaluation processes. This criterion shall be assessed on a scale of 0 to 3, being one of the following:
 - 0 points: no experience at all.
 - 1 point: less than 2 years of experience as evaluator both in a regional, national or EC programs.
 - 2 points: between 2 - 5 years of experience as evaluator both in a regional, national or EC programs.
 - 3 points: more than 5 years of experience as evaluator both in a regional, national or EC programs, and/or experience in Open Calls such as: I4MS, SAE or CloudiFacturing.

0 points in any of these criteria will be cause of rejection.



The scores obtained in both criteria will be multiplied by 10 and weighted according to the 60-40% weight. Minimum score possible is 10 points and maximum 30 points. A ranking list will be done after considering these criteria.

Besides, **in case of ties** other re-awarding criteria will be considered following the EC recommendations regarding gender balance (promoting women to participate as evaluators) and regional representation for those countries which are not represented by consortium members. These criteria will suppose an extra point in case of ties.

6. Conditions & responsibilities as Independent Expert

DIGITbrain partners rely on selected experts regarding their technical and market expertise within their field of expertise to provide objective assessments consisting of scores, comments and recommendations.

The selected experts must:

- **Read carefully all existing documentation** related to the Open Call, prior to the start of the evaluation.
- Sign a contract with CTA as DIGITbrain Open Call manager partner before 31st May.
- **Attend the training webinar** (1h 30 min session) organized by CTA on 2nd June 2022.
- **Assess their assigned proposals** in time. 4 weeks for evaluations from 15th June to 15th of July.
- Attend a **Consensus Meeting per proposal (45 minutes of estimated duration)** and actively contribute to the consolidation of a single report per proposal. The attendance to these Consensus Meetings is mandatory, being those scheduled from 18th to 21st of July 2022. Specific dates and hour to be agreed amongst the three evaluators.
- Ensure **compliance** with applicable national tax and social security law.
- Immediately inform CTA, if she/he cannot fulfil her/his obligations under the Contract or becomes aware of other circumstances likely to affect the contract.

Selected Experts will be added to the DIGITbrain expert's database. The personal information included will be solely used for the purposes of the evaluation of DIGITbrain experiments.

7. Payments terms

Payments are subject to DIGITbrain approval of the evaluation process and will be based on flat rates per proposal evaluation according to EU funding schemes standards.



Payments will be made in euros, within 30 days from finalizing the evaluation process once the expert issues a receipt and send it to CTA. The payments will be made to the bank account specified by the expert in the contract.

Experts will be remunerated **250 € per assessed proposal**, taxes excluded. This amount includes the attendance to the Consensus meetings.

DIGITbrain will pay the Independent Experts **per evaluated proposal**.

It is expected that each expert is assigned **between 2 - 4 evaluations** during the 2nd Open Call. DIGITbrain considers that two proposals can be assessed in one working day (remotely).

The total number of assigned proposals will vary depending on the total number of proposals received and accepted Independent Experts.

DIGITbrain partners reserve the right to refuse to provide a financial contribution in case of non-performance or deficient performance of the work and/or breach of any substantial obligations.

8. Contract dates

Contracts will be signed between CTA and the Independent Experts from 15th May 2022 to 31st May 2022.

Amendments may be made to the contract(s) only in exceptional cases where the amendment is considered by CTA to be necessary for the completion of the project and following the provisions of the draft contract.

9. Procedure and timing

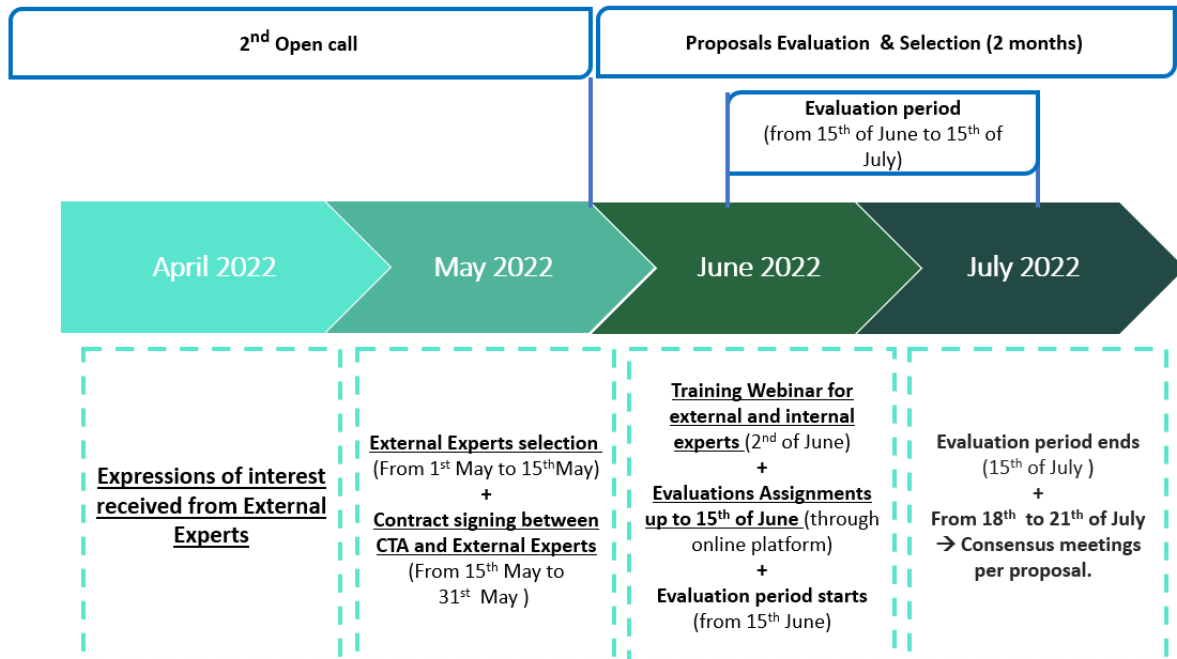
Prior to assigning proposals to external experts, DIGITbrain partners will perform an eligibility check according to criteria defined in the Guide for Applicants.

As above-mentioned, each eligible proposal will be assigned to two Independent Expert and one internal expert from the DIGITbrain consortium. The main deadlines to consider are:

- 1st April to 1st May → Expressions of interest received from External experts (1 month)
- 2nd May to 15th May → External experts' selection (Criteria application and notification)
- 15th May to 31st May → Contract signing between External Experts and CTA
- 1st June to 15th June → Evaluations Assignments (through online platform).
- 2nd June → Training Webinar for external and internal experts
- 15th June to 15th July → evaluation period (1 month). All evaluators made through Funding Box online platform.



- From 18th to 21st of July → All expert will need to be available for Consensus meetings per proposal.



10. How to apply

Expressions of Interest for becoming an independent expert must be sent to opencall@digitbrain.eu until **1st May at 17:00h (CET Time)**.

Email's subject should be: DIGITbrain Call for Independent Experts_EoI_ [*candidate's surname*]

All candidates are required to send us through email (opencall@digitbrain.eu) two attached documents:

- **Updated Curriculum Vitae (CV)** in English version.
- An **Excel file** available on **DIGITbrain's website**. In this excel you need to summarize your technical experience and background as evaluator.

Any clarification or query can be sent directly to the same email address.

11. Confidentiality and data protection

Confidentiality is required for all experts in the performance of tasks following this call for tender, as they might encounter confidential information during their work.





Any breach of confidentiality will be treated as professional misconduct and could lead to the termination of the contract. CTA reserves the right to instigate any legal proceedings for breach of confidentiality necessary. Specific requirements relating to personal data and the protection thereof are set out in the contract. The contractor is responsible for ensuring that all data to which he/she or his/her staff become party during the execution of the contract must be treated confidentially and in conformity with EC regulation No 45/20011.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 952071