



Deliverable Title	D7.2 FSTP Committee Structure
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Abstract	This Deliverable describes the FSTP Committee structure appointed by the EUROBENCH Steering Committee advised by the Scientific Advisory Board.



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Versioning and Contribution History

Version	Date	Modified by	Modification reason
v.01	25/10/2018	María Prieto Sandra Correas Esperanza Marín	First Version
v.02	31/10/2018	Diego Torricelli	Names of confirmed and pending evaluators included in the deliverable
v.03	08/11/2018	Esperanza Marín Sandra Correas	Final version of the document prepared and submitted for TC's and PC's review
	24/01/2019		Approval by the Coordinator



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1 Executive Summary

The FSTP Committee has been appointed by the EUROBENCH Steering Committee advised by the Scientific Advisory Board. Different experts have been contacted and selected according to the requirements defined during T7.1 (included in D7.1). This Deliverable describes the FSTP Committee structure.



2 Description of work & main achievements

As part of *Task 7.2 Evaluation Panel: creation of the FSTP Committee, experts' assignment and evaluation processes* aiming at providing an impartial evaluation of the proposals submitted to the FSTP-1 Action and supporting internal monitoring and guidance on the conducted activities during the evolution of the funded proposals, a FSTP Committee has been appointed by the EUROBENCH Steering Committee advised by the Scientific Advisory Board.

Different external experts have been contacted and selected according to the requirements defined during T7.1 (included in D7.1) which are:

- Area(s) of expertise: robotics, prosthetics, humanoids, biomechanics, HMI, neurorehabilitation and/or other fields of engineering closely related to the content of the Open Calls.
- Qualification: Engineering degree and at least 7 years of experience in the above-mentioned fields (if coming from industry) or PhD (if coming from academy).
- Nationality: all nationalities are eligible.

In any case, the experts are individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are recognised authorities in the relevant technology areas.

According to the Procedures established in D7.1, the evaluation process will be completed by external experts and internal evaluators (i.e. part of the EUROBENCH Consortium). Two experts, one member of the FSTP Committee and one among the EUROBENCH Consortium, will be assigned to each proposal for its evaluation, avoiding conflicts of interest.

To ensure fairness and impartiality, external evaluators are independent of the organisations involved in any proposal and of the EUROBENCH Consortium. In this sense, the EUROBENCH Consortium has confirmed the selection of these experts after the closure of the call, once discovered who all the proposers are, in order to avoid any risk of conflict of interest.



2.1 FSTP Committee and internal evaluators

The FSTP Committee structure is the following:

#	Expert name	Affiliation name	Email
1	Jan Veneman	Hocoma	jan.veneman@hocoma.com
2	José González	Ottobock	jose.gonzalez@ottobock.de
3	Maximo Roa	DLR	Maximo.Roa@dlr.de
4	Bernd Henze	DLR	bernd.henze@dlr.de
5	Manish Narsipura Sreenivasa	University of Wollongong	manishs@uow.edu.au
6	Olivier Stasse	LAAS-CNRS	ostasse@laas.fr
7	Simona Crea	Sant'Anna Pisa	simona.crea@santannapisa.it
8	Fernando Brunetti	Universidad Católica Ntra Sra Asunción	fjbrunetti@uc.edu.py
9	Antonio José del Ama	Hospital Nacional de Paraplégicos	ajdela@sescam.jccm.es
10	Anselmo Frizera Neto	Universidade Federal do Espírito Santo	frizera@ieee.com

Internal experts belonging to the EUROBENCH Consortium are:

#	Expert name	Affiliation name	Email
1	Luca Marchionni	Pal Robotics	luca.marchionni@pal-robotics.com
2	Katja Mombaur	UHEI	katja.mombaur@iwr.uni-heidelberg.de
3	Jinoh Lee	IIT	Jinoh.Lee@iit.it
4	Roberto Conti	IUVO	roberto.conti@iuvo.company
5	Erik Prinsen	RRD	E.Prinsen@rrd.nl
6	Diego Torricelli	CSIC	diego.torricelli@csic.es
7	Juan Moreno	CSIC	jc.moreno@csic.es
8	Carlos Pérez	ALTRAN	carlos.perezmartinez@altran.com
9	Filipe Barroso	CSIC	filipe.barroso@cajal.csic.es
10	Anthony Remazeilles	TECNALIA	anthony.remazeilles@tecnalia.com

2.2 Performance and Conditions of the Evaluation Service

The external evaluation will be paid (90€ per proposal, and 5 proposals as the minimum). The internal evaluators will not receive any contribution since such tasks are part of their activities in the EUROBENCH Project.

The individual evaluation will be completed between the 20th of November and 7th of December. Once the individual evaluation is completed, the consensus phase begins. The experts will use the online platform and its consensus blog to:

- discuss the evaluation of each proposal, or
- set a Skype call with the other assigned expert.

A consensus report will be the results of this phase (deadline: 14th of December).

These conditions as well as other terms of the Service are included in a "Contract for Work and Services" that will be sent to the external evaluators as soon as the proposals have been assigned, together with the following documents:

- Manual for the Evaluation of Proposals on the Open Calls Platform (annex 2 of the contract),
- List of proposals assigned (annex 3 of the contract),
- A declaration of impartiality and confidentiality, and
- A questionnaire to ensure there are acting as individuals

Internal evaluators will need to sign the declaration of impartiality and confidentiality and the list of proposals assigned.

Concretely, the services specified in the contract are:

(1) Evaluation of the assigned Proposals

In detail, the Services will cover the following activities:

1. **assess the proposal** on the basis of the evaluation criteria set in Section 4.2 of the Guide for Applicants (<http://eurobench2020.eu/wp-content/uploads/2018/07/FSTP-1-Guide-for-Applicants.pdf>)
2. **provide comments for each criterion** and score them between 0 (poor) and 5 (excellent) according to the definitions defined in Section 4.2 of the Guide for Applicants (<http://eurobench2020.eu/wp-content/uploads/2018/07/FSTP-1-Guide-for-Applicants.pdf>)
3. **fill out the template or web form** for individual evaluation as indicated in **Annex 2 – Manual for the Evaluation of Proposals on the Open Calls Platform** for all the proposals assigned to the expert;
4. **active contribution in the consensus-finding phase**, together with the other evaluator of each proposal.

Additionally, internal experts will be also appointed as Rapporteurs including the following activities:

(2) Rapporteur

1. **Leading the consensus phase**, i.e. communication and discussion with the external evaluator assigned to the proposal, through the Consensus Blog for all the proposals assigned to the expert, as indicated in the **Annex 2 – Manual for the Evaluation of Proposals on the Open Calls Platform**.
2. **Fill out the consensus report** (web form) to be submitted according to the results of the consensus-finding phase as indicated in **Annex 2 – Manual for the Evaluation of Proposals on the Open Calls Platform** for all the proposals assigned to the expert.

3. In case that the individual evaluations differ substantially, the rapporteur shall strive to achieve a consensus with the external evaluator and draft the **consensus report**.
4. **If no consensus is reached**, take care of the communication with the EUROBENCH's Steering Committee (using, initially, the address fstp@eurobench2020.eu) in order to find a solution either assigning a third evaluator to the proposal or mediating among the independent expert and the EUROBENCH's internal evaluator.

The consensus report will be the basis for the creation of the final Ranking list of Proposals used by the Steering Committee to perform the final selection.

3 Deviations from the workplan

This deliverable has been completed after the closing of the call, because the experts could not be confirmed before knowing the identity of all the applicants to avoid conflicts of interest.

4 Conclusion

This deliverable is considered complete in every single part according to the requirements established in the EUROBENCH Grant Agreement.

