

Annex 4: Declaration on confidentiality and conflict of interest for reviewers

I the undersigned: [insert name NAME]

hereby declare that:

- 1 – I will fulfil my role as evaluator for call [insert call name and id] with the rigor and respect for the **standards of professional ethics** required for this function.
- 2 – I am aware that ‘conflict of interests’ means any situation where the impartial and objective performance of the work is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

I will therefore inform the responsible staff about any **conflict of interests** arising in the course of the work (including proposals competing with a proposal where I may have a conflict of interest) and comply with the measures decided by them.

I will confirm for each project explicitly that there is no conflict of interests, if asked to do so.

- 3 – I will observe strict **confidentiality** in relation to the work to be performed (both during the evaluation and afterwards) and, in particular:
 - treat confidentially any information and documents, in any form (i.e. paper or electronic) that have been disclosed in writing or orally in relation to the work
 - not discuss projects with others (including other experts or staff not directly involved in the work), except during formal discussions in project meetings associated with evaluating project for call [insert call name and id] with the knowledge and approval of the responsible staff
 - not disclose any details about the work, its outcome or the projects for any purpose other than the work itself

- not disclose details about my assessment(s)
- not communicate with the applicants about the work (including team members, and other entities or persons involved), except during formal discussions in meetings, on-site visits or contradictory meetings associated with evaluating project for call [insert call name and id] with the knowledge and approval of the responsible staff
- return, erase or destroy all confidential documents or files after the end of the work as instructed
- not remove from the premises any documents, materials or information relating to the project or the work (including copies or notes on the evaluation), either on paper or in electronic form
- comply with the rules for confidentiality when seeking further information for the work to be performed (for example, through the internet, specialized databases, etc.)
- not disclose the names of other evaluators participating in the evaluation and acknowledge:

Personal data must be processed in compliance with the applicable legislation.

SIGNATURE

[forename/surname]

[signature]

[date]



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IN THE ATLANTIC & ARCTIC



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