

Annex I of the MEDAC Internal Rules

MEDAC Project proposal evaluation structure

Background:

Since the adoption of the revised statute of the MEDAC, this AC has had the opportunity to be directly involved in research and cooperation projects that are in line with the scope of its work (art.1.2 of the Statute). MEDAC is an organization composed from members of different interests and it is primarily funded by the EC. Therefore, in order to ensure transparency among members and proper overlook of the budget contribution of MEDAC to projects, MEDAC has set up a proper system to assess proposals and possible MEDAC participation in projects.

Evaluation mechanism:

The project proposal committee is composed by 5 members, 3 from 60% and 2 from 40% and it has duration of 2 years, renewable. The evaluation of the project proposal should be carried out on the basis of the Project Evaluation Form – Part 2 (See Table 1). The Project Evaluation Form is composed of two Parts (Part 1 and Part 2). Part 1 is the information required by an external subject interesting to contact MEDAC for a project. Part 2 is part of the internal assessment and is filled in by MEDAC Project proposal committee-

The analysis should be both qualitative and quantitative. The qualitative analysis would be mainly a series of specific comments to each of the criteria. Also, a score should be assigned to each of the criteria, and then average for a final scoring.

The results of the analysis of the assessment committee would then be submitted to the presidency for a final decision on the proposal. In case of lack of consensus and on specific cases, the Executive Committee should be consulted. The presidency might request additional inputs/analysis to the assessment committee.

Annex II - MEDAC Project Evaluation Form – Part 1 & 2

Part 1) Project Evaluation Form – For external use (to be filled in from the entity requesting the participation of MEDAC in a project proposal)

MEDAC Project Evaluation Form		
For external use:		
Part 1	Information requested	Comments
	Funding Programme (eg. H2020; LIFE etc) Please also add a link	
	Reference of the call	
	Deadline	
	Composition of the Consortium	
	Project Name	
	Overall Objectives	
	Specific Objectives	
	Work Packages (WP) structure	
	Expected Results	
	Does the proposal include a gender equality approach?	
	Does the proposal request a letter of support from MEDAC?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Does the consortium request the participation of MEDAC as partner in the project?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes, please detail in which WP and briefly describe the activities of the project to be implemented by MEDAC	
	Budget contribution requested from MEDAC	
Co-funding requested		

Part 2) Project Evaluation Form – For internal use (to be filled in from the MEDAC evaluation committee)

MEDAC Project Evaluation Form			
For internal use:			
	Technical analysis	Comments	Punctuation
Part 2	Is the proposal relevant to the activities and objectives of MEDAC?		
	Does the proposal fit within the work of a specific WG?		
	Could the expected outcome of the project improve/contribute to MEDAC activities?		
	Administrative & Financial analysis		
	Which are the budget implications?		
	Is there co-funding request?		
	Is the proposed timeline feasible internally?		
	Does MEDAC have the internal expertise to participate in the project?		
	Does MEDAC need to hire external temporary staff for the project?		
	Which are the reporting Requirements?		