



**HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT**

**GENERAL SECRETARIAT FOR  
RESEARCH AND INNOVATION**

Athens, **23-01-2025**

Ref.no: [REDACTED] - **23-01-2025**

**Address** : 14-18, Mesogion Ave.  
**Post code** : 115 27, Athens  
**Tel.** : +302131300069  
**Email** : [k.tzamalidis@gsrt.gr](mailto:k.tzamalidis@gsrt.gr)

**To : Prof.** [REDACTED]

**Subject:** «Assignment letter for expert supporting GSRI in the evaluation of the proposals submitted the 1st phase of the call for expression of interest towards the update of the Multiannual Budgeting Plan (MBP) for Research Infrastructures 2014-2020 and the development of the National Roadmap for 2021-2027 Programming Period»

Dear Prof. [REDACTED],

I would like to express my gratitude for your agreement to assist the General Secretariat for Research and Innovation (GSRI) and contribute as an expert to our efforts in updating the Multiannual Budgeting Plan (MBP) for Research Infrastructures 2014–2020 and developing the National Roadmap for the 2021–2027 Programming Period.

This task is a vital component of our National Strategy for Research and Innovation, as it will facilitate public funding for critical research infrastructures.

The scope of your work is outlined in detail in Annex I of this assignment letter.

Please note that the terms and conditions specified in the Annexes constitute an integral part of this assignment letter.

**SPECIFIC CONDITIONS**

**Duration of the agreements**

The agreement shall be completed by **28.02.2025**.



**Co-funded by  
the European Union**



### Arrangements for the implementation of the work

Following the receipt of your signed *Declaration of Honour*, confirming confidentiality and no conflict of interest, you will be notified that you have been granted access to the dedicated evaluation electronic platform. This platform will contain the proposals assigned to you for evaluation, as well as, relevant documentation and the specified forms to be completed. There will be a manual incorporated in the evaluation sheets to assist you in completing these forms

The proposals assigned to you are the following:

ELECTRONIC PLATFORM CODE	TITLE

You are requested to conclude and submit the required evaluation forms by **05.02.2025**, time **12.00 pm (EET)** on the basis of the following conditions and criteria:

Conditions	RESEARCH INFRASTRUCTURE CONDITIONS		
1	<b>Compliance with the definition of Research infrastructure</b> (Reference to the definition of RI, see page 24 PSF evaluation/assessment report, link provided in Annex I)	ON	OFF
2	<b>Alignment with one or more priority areas of the National Smart Specialization Strategy 2021–2027</b>	ON	OFF
Criteria	RESEARCH INFRASTRUCTURE EVALUATION CRITERIA	Score	Weight
1	<b>Scientific Content / Excellence / Uniqueness</b>	1 - 10	40%
2	<b>Expected Impact</b>	1 - 10	40%
3	<b>Quality of Management</b>	1 - 10	20%

Each proposal will be evaluated by two independent experts, accompanied by a consensus report. The evaluation will consider the above three criteria, with scores ranging from 1 (poor)



Co-funded by  
the European Union



to 10 (excellent), allowing half-point increments (e.g., 4.5 or 6.5). For a proposal to be deemed successful, it must exceed a threshold with an average score of at least 7.5.

**Applicable law and competent court**

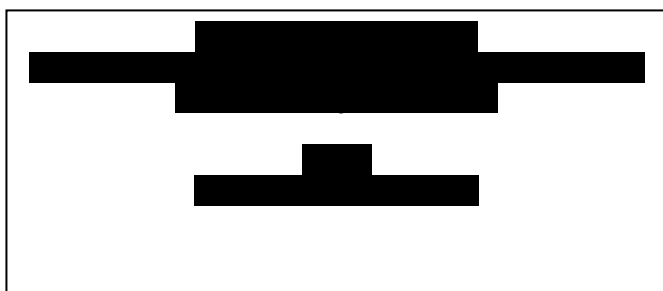
The assignment shall be governed by the terms outlined in this letter, the financial regulations of GSRI and by Greek law.

For any correspondence related to this assignment, including inquiries about your personal data and reimbursement, please refer to the following contact details:

Dr. Antonios GYPAKIS, Deputy Director: [agypa@gsrt.gr](mailto:agypa@gsrt.gr)

Mr. Konstantinos TZAMALIS: [k.tzamalis@gsrt.gr](mailto:k.tzamalis@gsrt.gr)

Mrs. Konstantia GOVARI: [ngko@gsrt.gr](mailto:ngko@gsrt.gr)



The Secretary General  
for Research and Innovation

Dr. Anastasios Gaitanis

**Internal Distribution:**

- General Secretary for Research and Innovation (Secretariat)
- General Secretariat for Research and Innovation (Secretariat)
- Planning and Programming for Research and Innovation Directorate / Department A'



Co-funded by  
the European Union



# Annex I

General Conditions applicable for the assignment of the independent expert

## **Scope**

These general conditions apply to assignment letters for experts assisting GSRI.

## **Description of the work**

Work requires the expert to complete the "Evaluation report" and the "Consensus report" of each assigned proposal and submit these to GSRI by using the forms provided by the dedicated electronic platform as appropriate. The electronic platform can be found at:

<https://webapps.gsis.gr/dsae2/researchinfrastructuresevaluation>

Each proposal will be evaluated by two independent experts. In addition to the two individual "Evaluation report", a brief "Consensus report" will also be required, summarizing the key findings and the integrated score of the proposal. The consensus report is filled by one of the evaluators and cosigned by both. It will be up to the two evaluators to discuss and decide who will submit the "Consensus report" on the platform.

The expert shall apply to the best of his / her abilities, his / her professional skills, knowledge and ethics, in accordance with the guidelines and time schedules provided by GSRI.

## **Implementation of the work**

Information about the Call for expression of interest with the aim of collecting proposals submitted by National Research Infrastructures (RIs) action under the 2021-2027 programming period, web-address can be found at:

[https://gsri.gov.gr/wp-content/uploads/2023/11/Call-for-expressions-of-interest\\_TC\\_final\\_EN\\_24\\_11\\_2023.pdf](https://gsri.gov.gr/wp-content/uploads/2023/11/Call-for-expressions-of-interest_TC_final_EN_24_11_2023.pdf)

Important information on existing Research Infrastructures can be found in the PSF evaluation/assessment report, available at:

<https://gsri.gov.gr/wp-content/uploads/2022/10/Support-to-Greece-for-policies-developing-research-infrastructures-and-the-RI-ecosystem.pdf>

Background information relating to the National Smart Specialization Strategy 2021-2027, can be found at:

[https://gsri.gov.gr/wp-content/uploads/2022/11/Synopsis\\_National-Smart-Specialisation-Strategy-2021-2027.pdf](https://gsri.gov.gr/wp-content/uploads/2022/11/Synopsis_National-Smart-Specialisation-Strategy-2021-2027.pdf)

If for some reason the experts are not able to fulfil their obligations, GSRI should be informed immediately.

The expert may not delegate another person to carry out the work or be replaced by any other person without the prior agreement of GSRI.

## **Payments**

The expert is entitled to a payment of a lump sum of ■■■ Euro calculated on the basis of the workload assigned (as per **Arrangements for the implementation of the work / Specific**



Co-funded by  
the European Union



**Conditions**). Note that the compensation for each assigned proposal is ■■■ € gross. The short consensus reports that may be completed are included in the aforementioned compensation.

GSRI reserves the right to withhold financial contribution in the event of non-performance of the work and/or any breach of substantial obligations, including the submission of the Evaluation and Consensus reports.

For reimbursement, the expert must submit the duly completed and signed forms from Annex II (Financial Identification Form / Legal Entities Form for Individuals) to GSRI, as well as any other necessary document that may be needed, at the address specified in the assignment letter within 30 days of completing the assigned evaluations.

GSRI shall process the corresponding payments within 3 months following the completion of the evaluation process.

Arrangements regarding payment and reimbursement are made directly between the expert and GSRI, even if the expert is employed by an organization. It is the responsibility of the expert and their employer to reach any specific agreement concerning the final destination of payments and reimbursements; GSRI will not intervene in this agreement.

The expert must commit to complying with applicable national legislation regarding any payments or reimbursements received from GSRI, particularly in relation to taxation. Upon request by any competent national authorities, GSRI may disclose information regarding any payment made for the work performed.



Co-funded by  
the European Union



## Annex II

### Financial Identification Form

FINANCIAL IDENTIFICATION DATA	
ACCOUNT NAME	
Account Name	
Address	
Town / City	
Postcode	
Country	
Contact person	
Telephone / Fax	
E-mail	
BANK	
Bank Name	
Branch Address	
Town / City	
Postcode	
Country	
Account number	
IBAN	
BIC	
SWIFT	

*Date and signature of the account holder*

- *Those data will be used solely for GSRT internal procedures related to the assigned work*



Co-funded by  
the European Union



## LEGAL ENTITY FORM

### INDIVIDUAL

<b>Surname</b>	
<b>First Name</b>	
<b>(Name 2)</b>	
<b>(Name 3)</b>	
<b>Official Address</b> <i>i.e. your permanent address</i>	
<b>Postcode</b>	
<b>P.O. Box</b>	
<b>Town / City</b>	
<b>Country</b>	
<b>Passport Number</b>	
<b>Date of Birth</b>	
<b>Place of Birth</b>	
<b>Country of Birth</b>	
<b>Phone number</b>	
<b>Fax Number</b>	
<b>e-mail</b>	

DATE AND SIGNATURE

- THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF YOUR PASSPORT
- Those data will be used solely for GSRI internal procedures related to the assigned work.



Co-funded by  
the European Union

