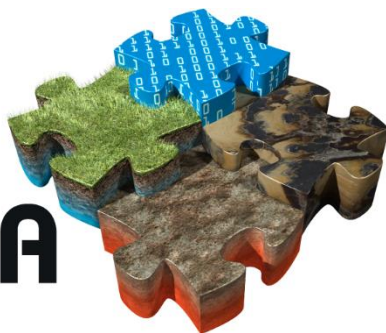


GeoERA



Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

JOINT CALL DOCUMENT NO.8C

PAYMENT TO INDEPENDENT EXPERTS

Stage Two - Project Proposals

Joint Call on applied geoscience in the fields of:

- Geo-energy
- Groundwater
- Raw materials
- Information platform

Version no: 1.0

Last change 31 March 2017 17:07



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731166

TABLE OF CONTENTS

- 1 Scope 2
- 2 Eligible claims 2
 - 2.1 Honorarium 2
 - 2.2 Travel Expenses 2
 - 2.3 Accommodation Expenses 3
- 3 How to claim..... 3



1 Scope

This form explains how independent experts, who are part of the Expert Panel, can claim an honorarium and expenses for participation in the GeoERA evaluation process. This does not account for the Technical Experts, who perform on online evaluation.

2 Eligible claims

Performing the evaluation Expert Panel members are not remunerated but will be entitled to an honorarium for evaluating proposals. This is an ex gratia payment, not a payment for the supply of services to GeoERA. In addition to the honorarium, Independent Experts from the Expert Panel can claim their major travel expense and the cost of hotel accommodation associated with attending the review meeting.

All claims must be received within one month of the review meeting and should be kept to a reasonable minimum. VAT and other taxes where identifiable cannot be reimbursed due to EC funding rules. Please note that for airline tickets; fuel, insurance and security surcharges are not classified as taxes and are reimbursable. However, Air Passenger Duty is classified as a tax and cannot be reimbursed.

2.1 Honorarium

The honorarium is a fixed amount of €250 for evaluating proposals. It is ONLY paid to Independent Experts from the Expert Panel who satisfactorily complete the full evaluation process. The honorarium is offered to the Experts as recognition of their expertise, a reward for their contribution to the review process, and to cover minor expenses such as additional meals and local transport (bus, tram, metro, taxi, parking, petrol costs, etc.).

2.2 Travel Expenses

The major travel expense to the review meeting is reimbursed on the basis of actual expenditure. The most economical means of travelling must be chosen. This is usually an economy train fare or economy flight, non-flexible. Please note that for air travel, the air ticket, e-ticket or receipt are all acceptable as proof of purchase. If travelling by car, mileage must be noted and will be paid at 30 cents per km. Receipts for petrol must be provided.

All additional minor transport expenses are considered covered by the honorarium. In the case of expenses in currencies other than EURO, the GeoERA secretariat will apply the European Commission's monthly accounting rate (for the invoice date). The rates are published at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm



2.3 Accommodation Expenses

A review meeting will be held at The Hague, The Netherlands, chosen by the Netherlands Organisation for Scientific Research (NWO). The accommodation is reimbursed for the duration of the review conference or consensus group meeting. However, please note that GeoERA are unable to reimburse costs for VAT.

In the exceptional circumstance that an extra night's accommodation enables an Independent Expert to obtain cheaper travel (i.e. saving more than the hotel's nightly rate) then this extra night may be claimed. However, in such cases, the GeoERA Secretariat (info@geoera.eu) must be contacted in advance.

3 How to claim

The honorarium is usually paid to individual Independent Experts; however GeoERA recognises that some companies/institutions do not allow this. Therefore, the claim form enables you to indicate if it should be paid to your company/institution rather than your personal account, or if the honorarium cannot be accepted.

Expenses are usually reimbursed to your company, however if you incurred the expenses yourself you may claim these back directly. Proof of expenses is required, and in most circumstances original receipts are required for each item, but, if your company requires the original receipts for their accounts, we will accept photocopies of receipts.

All claims MUST be received on Form 8c (below): Payment to Independent Experts, within one month of the review conference or consensus group meeting, otherwise payment cannot be made.

The completed claim form, with the receipts attached, should be sent to: GeoERA, att. Yvonne Schavemaker, TNO Utrecht, P.O. Box 80015, NL – 3508 TA Utrecht.



BASIC DATA

NAME OF REVIEW MEETING	
DATE AND LOCATION OF MEETING	
NAME OF INDEPENDENT EXPERT	
NAME AND ADDRESS OF EMPLOYER	
EXPERT'S TELEPHONE NUMBER	
EXPERT'S EMAIL	

CLAIM DETAILS:

	AMOUNT CLAIMED (€)	RECEIPT INCLUDED	DATE OF EXPENDITURE	DETAILS (e.g. travel, accommodation)	REIMBURSE (delete as appropriate)
HONORARIUM	250 € or 0 €	n/a	n/a	Honorarium for evaluation	expert/employer
HOTEL COSTS		Yes/No			expert /employer
ECONOMY TRAIN- FARE/FLIGHT		Yes/No			expert /employer
OTHER COSTS		Yes/No			expert /employer
TOTAL (€)					

BANKING DETAILS:

	EXPERT'S ACCOUNT	EMPLOYER'S ACCOUNT
NAME OF ACCOUNT HOLDER (as registered with the bank)		
ADDRESS OF ACCOUNT HOLDER (as registered with the bank)		
CONTACT PERSON FOR THE ACCOUNT HOLDER (e.g. company financial contact)	n/a	Name: Tel: Email:
BANK NAME		
FULL BRANCH ADDRESS		



(P.O. BOX not acceptable)			
UK:	Account number		
	Bank code		
EUROPE:	Swift address code		
	IBAN number		
US:	A.B.A/routing code		

SEND TO: GeoERA, att. Yvonne Schavemaker, TNO Utrecht, P.O. Box 80015, NL – 3508 TA Utrecht.