

## Code of Conduct for CLARIN-NL Committee Members

1. The task of an expert is to participate in a confidential, fair and equitable review of (sub)project(s) in accordance with programme-specific review documents. He/She must use his/her best endeavours to achieve this, follow any instructions given by the CLARIN-NL office to this end and deliver a constant and high quality of work.
2. The committee member works as an independent person. He/She is deemed to work in a personal capacity and, in performing the work, does not represent any organization.
3. The committee member must sign a declaration of conflict of interest and confidentiality before starting the work, by which he/she accepts the present Code of Conduct. Committee members who do not sign the declaration will not be allowed to participate in review process.
4. In doing so, the committee member commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If a reviewer has a direct or indirect link with the project(s), or any other vested interest, or is in some way connected with the project(s), or has any other allegiance which impairs or threatens to impair his/her impartiality with respect to the project(s), or if he/she suspects that this may be the case, he/she must declare such facts to the responsible CLARIN-NL office employee as soon as he/she becomes aware of this. The CLARIN-NL Office ensures that, where the nature of any link is such that it could threaten the impartiality of the reviewer, he/she does not participate in the review of the project(s) concerned.
5. A committee member has a direct link with a project if the committee member is a participant of this project, and a committee member has an indirect link with a project if the committee member and one of the project's participants are employees of the same group.
6. Committee members may not discuss any project details with others, including other members of the same committee or CLARIN-NL office employees not directly involved in the review of the project, except during the formal assessment meeting moderated by or with the knowledge of the responsible CLARIN-NL Office employee.
7. Where it has been decided that project details and/or project deliverables are to be posted or made available electronically to committee members, who then work from their own or other suitable premises, the committee members will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and returning or destroying all confidential documents or files upon completing the review as instructed. Committee members may seek further information (for example through the internet, specialized databases, etc.) in order to allow them to complete their examination of the project details and/or deliverables, provided that the obtaining of such information respects the overall rules for confidentiality and impartiality. Committee members may not show the contents of the deliverables or information on the project(s) to third parties (e.g. colleagues, students, etc.) without the express written approval of the CLARIN-NL Executive Board. It is forbidden for Committee members to make direct contact with the project participants.
8. Committee members are required at all times to comply strictly with any rules defined by the CLARIN-NL Board for ensuring the confidentiality of the review process and its outcomes. Failure to comply with these rules may result in exclusion from the immediate and future reviews, without prejudice to penalties that may derive from other applicable regulations.