

Model Contract for Peers

1. Subject of the Contract

Contract concluded between

[Name and address of Guidance Centre, contact information],

hereinafter called the "Contracting Institution"

and

[name and address of Peer] ,

hereinafter called the "Contractor" for carrying out a European Peer Review.

Quality areas to be reviewed: [fill in quality areas]

Date of Peer Visit: [fill in exact dates]

Date of Peer Review Report due

Special role(s) of the Contractor within the Peer Team (if applicable):

Peer Coordinator

Evaluation Expert

Transnational Peer

The Contract is ad personam, i.e. substitution of the Contractor with another person requires prior written agreement by the Contracting Institution.

2. Duties and obligations of the Contracting Institution

During the preparation phase:

- to make available the Initial Information Sheet to the Contractor (if this has not already been done);
- to make available to the Contractor the Self-Report as well as additional information, if necessary, in due time before the Peer Visit (at least 1 month prior to the Visit);
- to furnish any further information required by the Contractor, if possible;
- to attend a pre-review meeting with the Peer Team (recommended);
- to organise the Peer Visit.

During the Peer Visit:

- to ensure the smooth running of the Visit;
- to furnish the Peer Team with further information, if requested;
- to organise an oral feedback session (communicative validation) at the end of the Visit.

After the Peer Visit:

- to comment on the draft Peer Review Report;
- in case there is one single counsellor working in the reviewed Guidance Centre, not to take in consideration the results of Peer Review to his/her professional performance evaluation.

Duties and obligations of the Contractor (Peer)

During the preparation phase:

- to read and analyse the Initial Information Sheet and the Self-Report (and ask for additional information, if necessary);
- to attend a pre-review meeting with the Contracting Institution (recommended);
- to attend peer training of indicate length days;
- to attend a pre-review Peer Team meeting;
- to prepare interview questions.

During the Peer Visit:

- to perform the Peer Visit;
- to carry out an evaluation of the above quality areas during the Visit;
- to take notes during the evaluation;
- to give oral feedback at the end of the Visit.

After the Peer Visit:

- to write a Peer Review Report (Peer Coordinator) or
- to contribute to the Peer Review Report;
- In any case the Peer Review report as well as the oral feedback should focus on the guidance centre and on its processes as a whole and not on individual counsellors. In case there is one single counsellor working in the reviewed Guidance Centre, special precautions must be taken between the Peers and the Guidance Centre so that the standards of fairness and propriety towards the counsellor are maintained.

3. Confidentiality

The Peer must adhere to strict rules of confidentiality. No information on the Peer Review and its results may be passed on to third parties without the prior explicit consent of the Contracting Institution.

4. Remuneration [if any]

The Contracting Institution agrees to pay a remuneration of _____ Euro to the Contractor for services rendered, no later than 30 days after the submission of the Peer Review Report.

The Contracting Institution agrees to pay for travel and subsistence costs up to _____ Euro. Only actual costs will be reimbursed. These must be declared by the Contractor in detail. Tickets (including boarding passes), invoices, bills, etc. must be submitted to the Contracting Institution.

It is the responsibility of the Contractor to declare any taxes resulting from this contract (if applicable) to the relevant national authorities.

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Done at [place and date]

For the Contracting Institution

The Contractor

Name

Name

Position

Position