## Contract for Peers

### Subject of the Contract

Contract concluded between

<name>, <address>,<country>, hereinafter called the "Contracting Institution"

and

<name>, <address>,<country> hereinafter called the "Contractor" for carrying out a European Peer Review.

|  |  |  |
| --- | --- | --- |
|  | | |
| Quality areas to be reviewed: |  |
|  |  |
| Date of Peer Visit: | dd-mm-jjjj |
| Date of Peer Review Report due | dd-mm-jjjj |

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

Peer Coordinator  Evaluation Expert  
 Gender Mainstreaming 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.

### 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 week 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.

### 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 1 day,

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.

### 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.

Done at <place>, dd-mm-jjjj

For the Contracting Institution The Contractor

<name> <name>

<function> <function>