

# SozialMarie evaluation guidelines

## Non-disclosure

Jury members, evaluators, the jury coordinator, country coordinators and the project manager must not disclose the SozialMarie nominations and prize winners ahead of official announcement by SozialMarie. Also they are not to disclose internal sensitive information regarding evaluation.

## Preselection

Jury members must not be involved in the preselection of project applications. Evaluators create their shortlists independently of the jury, the jury members must not be informed beforehand.

## Conflict of interest

*Conflict of interest – a situation in which financial or other personal, employment or professional considerations have the potential to compromise or bias professional judgment and impartiality and covers actual, potential or perceived conflict of interest.*

It is a conflict of interest, if a jury member, an evaluator, the jury coordinator, a country coordinator or the project manager of SozialMarie has or had personal involvement and/or a close relationship to a submitted project that has applied for SozialMarie, especially when they are or were employed on or have family ties to the project and/or project bearing institution.

In such a case, jury members, evaluators, country coordinators, the jury coordinator and the project manager of SozialMarie have to disclose the nature of their involvement and/or relationship with the respective project and project bearing institution to the jury coordinator and the project manager immediately. The project manager documents such events for potential future review.

### In case of conflict of interest, if it concerns an evaluator:

- The evaluator must immediately inform the jury coordinator and the project manager.
- The jury coordinator informs the jury.
- The evaluator must not evaluate the project.
- The other evaluator's vote serves as an assessment.
- If this rule is broken, the project must be disqualified.

### In case of conflict of interest, if it concerns a jury member:

- The jury member must immediately inform the jury coordinator and the project manager.
- The jury coordinator informs the other jury members.
- The jury member must not evaluate and vote for the project and must withhold his/her vote.
- The average of the other jury members' votes serves as an assessment.
- If this rule is broken, the project must be disqualified.

### In case of conflict of interest, if it concerns the jury coordinator:

- The jury coordinator must immediately inform the jury, the evaluators and the project manager.
- The jury coordinator must not visit the project as part of the evaluation process.
- If this rule is broken, the project must be disqualified.

### In case of conflict of interest, if it concerns a country coordinator or project manager:

- They must immediately inform the jury coordinator and the project manager.
- The jury coordinator informs evaluators and jury members.

Other measures can be decided, if necessary, in accordance with jury and project management.