

August 2024

# GUIDELINES FOR EXTERNAL EXPERTS

## IN THE FRAMEWORK OF THE CO-PRODUCTION SUPPORT PROGRAMME

### OF THE EURIMAGES FUND<sup>1</sup>

**(Effective from 1 January 2025)**

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<sup>1</sup> Eurimages may call upon external experts in the framework of the Fund's other activities (for example, the promotion programme or the gender equality strategy).

## 1. Eurimages

Created in 1988, Eurimages is an enlarged partial agreement of the [Council of Europe](#). Founded in 1949, the Council of Europe plays a pioneering role in the process of European integration. The Council of Europe works with its 46 member States to strengthen human rights, democracy and the rule of law throughout the European continent and beyond. It has established an effective system for the protection of rights, the best-known component of which is the European Court of Human Rights.

Eurimages is the Council of Europe's film co-operation fund. The Fund aims to promote the film sectors of the member States by encouraging the co-production and distribution of films and fostering co-operation between professionals.

Eurimages has 39 members as of March 2022 and has been open to countries that are not members of the Council of Europe since 2017<sup>2</sup>.

More information on the Eurimages Fund and its activities is available on its website: <https://www.coe.int/en/web/eurimages>.

The total budget of Eurimages for the year 2023 amounts to just over €27 million, which comes essentially from contributions from the member States. The Fund's own income consists mainly of reimbursements of support granted (in the form of advances on receipts).

## 2. Co-production support programme

95% of the Fund's resources are devoted to the co-production support programme, which is therefore Eurimages' main activity. This programme is open to independent producers from its member States wishing to obtain co-production support. This support takes the form, depending on the amount granted, of a grant or an advance on receipts, repayable according to the income generated by the film.

Eurimages finances feature-length documentaries, fiction and animation films of at least 70 minutes intended for theatrical release. The amounts awarded are up to a maximum of €500,000 within the limit of 17% of the total budget for fiction and animation films and 25% of the total budget for documentaries. Projects submitted for selection must involve producers from at least two Eurimages member States and must meet financial and legal eligibility criteria. Projects submitted to Eurimages are expected to be fully developed. They are at the end of the financing process as at least 50% of the financing must be confirmed by the submission deadline.

Eurimages supports between 70 and 100 films per year through three calls for projects.

## 3. Reform and use of external experts

Following an external evaluation conducted in 2018, the Fund embarked on an in-depth reform of its governance and decision-making process, as well as a review of its working procedures. This reform affects in particular the co-production support programme, the modalities of which changed from 1 January 2022.

The governance and decision-making arrangements of the Fund are structured as follows:

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<sup>2</sup> Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, North Macedonia, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine

The **Board of Management** (1-2 meetings per year), composed of [representatives from each of the member States](#), defines the Fund's policy and strategic orientations, decides on the conditions for granting financial support, and adopts and monitors the Fund's budget.

The **Executive Committee** (6 meetings per year), composed of one third of the national representatives on a rotating basis, is mandated to take decisions on any matter not falling within the remit of the Board of Management, including the adoption of recommendations for financial support made by the working groups of the different support programmes.

**Independent external experts** - from the film, audiovisual and cultural industries - are responsible for assessing applications for support in accordance with the selection criteria and strategy defined by the Board of Management. These experts will be involved in the co-production support programme but may be called upon for other programmes of the Fund<sup>3</sup>.

#### 4. The Eurimages Secretariat

The Eurimages Secretariat, based in Strasbourg, is composed of around twenty staff members, headed by an Executive Director and placed under the responsibility of the Secretary General of the Council of Europe. It is responsible for the administration of the Fund and for implementing the decisions of the Board of Management and the Executive Committee.

The Eurimages Secretariat examines applications for support and monitors support agreements. It prepares the meetings of the Board of Management and the Executive Committee and ensures their follow-up. It monitors the application of eligibility criteria relating to applications for support and examines and analyses these applications in close contact with the applicants. It also monitors the projects supported until the full amount of financial support has been repaid in the case of support granted in the form of an advance on revenue.

Eurimages' activity is governed by different [statutory texts](#), all of which are available on the Fund's website:

- **Resolution (88)15, as amended**, establishing a European Support Fund for the Co-production and Distribution of Creative Cinematographic and Audiovisual Works: this text, voted by the Committee of Ministers, the Council of Europe's main governance body, is the statutory text of the Eurimages Fund.
- **Rules of Procedure of the Board of Management and the Executive Committee** in force as of 1 January 2022 and occasionally updated: these two documents approved by the Eurimages Board of Management set out the operating procedures of the Fund.
- **Regulations for the co-production support programme**: these regulations, approved by the Eurimages Board of Management, detail the terms and conditions for the allocation of financial support for co-productions. The regulations of the other programmes, also approved by the Board of Management, are available online in the corresponding sections.

#### 5. Working languages

The two official languages of Eurimages and the Council of Europe are English and French. Therefore, individual project evaluations are carried out in either English or French. All documents relating to the submitted projects are available in English, and some are also available in French. For this reason, selected external experts must have sufficient written English comprehension skills.

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<sup>3</sup> Guidelines for external experts specific to other Fund programmes will be issued as necessary.

Finally, simultaneous professional interpretation in French and English will be provided at project evaluation meetings. Therefore, experts are strongly encouraged to express themselves in the language in which they feel more comfortable.

## 6. Recruitment and selection process

The selection of independent experts is made through a call for expressions of interest published on the [Eurimages website](#) by means of an application form.

### ***Profile of eligible candidates***

The Secretariat will examine the responses received via the online form and select the applicants best qualified to meet the Fund's needs. This selection is made by the Secretariat on the basis of the candidates' curriculum vitae and the declarations made in the online questionnaire. The Secretariat will then draw up a list of experts meeting the following criteria:

#### **Eligibility criteria for applicants:**

- at least five years of proven experience in their field of activity (co-production, distribution, international sales, script writing/analysis, directing, international festival programming, selection of projects for international co-production markets);
- extensive experience in the film industry at an international level and, in particular, of internationally co-produced feature films;
- a high level of proficiency in reading English (French is a plus but not required);
- oral proficiency in English or French of at least level B2 (CEFR)<sup>4</sup>;
- nationality of a member State of Eurimages<sup>5</sup> (including an associate member state) or permanent residence in one of these States;
- availability in principle during the periods foreseen for the assessment of projects. (February/March, May/June and October/November)<sup>6</sup>.

If necessary, the Secretariat may carry out additional research to verify the accuracy of the declarations made. National representatives who are members of the Board of Management may also be contacted for this purpose.

### ***Establishment of the pool of experts and signature of the framework contract***

The list of eligible experts selected by the Secretariat is submitted to the Board of Management for approval.

Selected experts whose applications have been approved by the Board of Management are informed by the Secretariat of their inclusion on the list and are invited to sign a framework contract valid from 2025 to 2027. Their application will require renewal at the expiry of this framework contract.

The experts in the pool approved by the Board of Management may be asked to participate in the preparation of recommendations for support under the Fund's other programmes.

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<sup>4</sup> Common European Framework of Reference for Languages: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

<sup>5</sup> Since 16 March 2022, Eurimages member States are: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, North Macedonia, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine.

<sup>6</sup> These dates are indicative only and will be specified on the Eurimages website when they are definitively fixed..

### ***Selection for a session***

Prior to each session, experts are appointed to participate in the Co-production Working Groups in sufficient numbers to ensure the evaluation of the projects submitted.

Each Co-production Working Group will be composed of 5 experts with the following competencies:

- ✓ 2 experts in feature film co-production;
- ✓ 1 expert in distribution or international sales;
- ✓ 1 expert in script writing/analysis or directing;
- ✓ 1 expert in international festival programming, selection of projects for international co-production markets or in one of the first two above-mentioned fields (feature film co-production, distribution or international sales).

### ***Selection criteria in the Co-production Working Groups***

Experts are assigned, via an automated selection system, to a Co-production Working Group on the basis of the following criteria, listed in order of priority:

- ✓ availability for the evaluation period and for the meeting of the co-production working groups of the given session;
- ✓ expertise: the competencies set out above must be represented; specific competencies (animation, documentary filmmaking, children's/family films) will also be taken into account where appropriate;
- ✓ geographical diversity: the assignment of experts to a Working Group should, as far as possible, respect the geographical diversity of member States. Under no circumstances may two experts of the same nationality sit on the same Working Group;
- ✓ gender balance: the five experts assigned to each Working Group should be composed of either 2 men and 3 women or 2 women and 3 men;
- ✓ language skills: at least one French speaker should be assigned to each Working Group;
- ✓ age balance: experts should, as far as possible, have a diverse age profile;

If no expert matching all these criteria can be identified for a given Working Group, a new search is performed applying only some of the selection criteria.

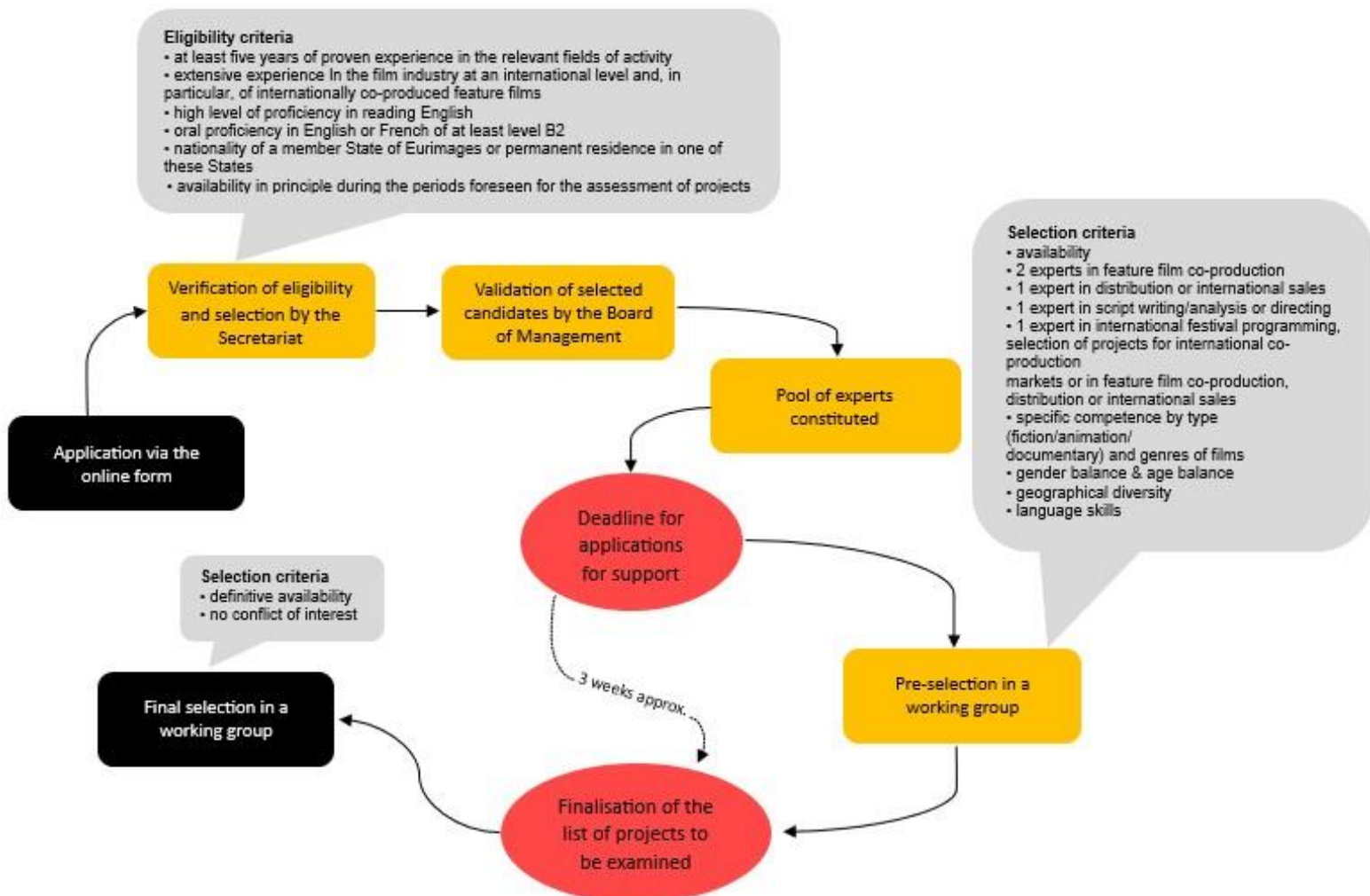
Immediately after the deadline for applications for co-production support, the Eurimages Secretariat will contact a pre-selection of experts who should promptly indicate their availability to participate in the co-production working groups.

Once the list of projects to be examined has been finalised, approximately three weeks after the deadline for submission of applications for support, the Secretariat will contact as many of the pre-selected experts as necessary.

Experts will be asked to promptly confirm their final availability and, after receiving the list of projects to be evaluated, to inform the Secretariat of any conflict of interest as soon as possible, as this could affect the impartial and objective performance of their duties (see §8). An expert declaring a conflict of interest confirmed by the Secretariat, may not participate in the respective working group and will be replaced. However, where a conflict of interest is declared late, e.g. as a result of changes to a project after the deadline for project eligibility, and a replacement is no longer possible, the ranking given by that expert to the projects of the respective group will not be taken into account.

Experts whose participation is confirmed are then sent an order form for electronic signature specifying the terms of their work. Shortlisted experts who do not participate in the session are returned to the pool and may be contacted for a future session.

If the pre-selected or selected experts fail to respond within a reasonable time regarding their availability or potential conflict of interest, the Secretariat may replace them.



## 7. Work of the experts

In the framework of the co-production support programme, external experts will be engaged 3 times a year, following the 3 application deadlines. They will form, depending on the number of eligible film projects received, working groups of 5 experts each, composed according to the criteria established by the Board of Management (see §6).

Each Working Group will assess a maximum of 20 projects (whenever possible) and make recommendations for support in the form of a ranking of projects.

The **list of projects and the corresponding materials** are made available to experts via the Experts' online platform (see §10). These have already been checked by the Eurimages Secretariat to ensure that they comply with the requirements of the Fund's Co-production Support Regulations.

The assessments of the experts will be based on the **strategy** and **selection criteria** which have been defined by the Fund's Board of Management, as well as drawing on their own professional expertise. The recommendations for support made by the experts must therefore meet the highest possible professional standards, based on a fair, impartial, and consistent evaluation of the projects.

Experts are selected based on their professional expertise. They do not represent their country of origin but may, if appropriate, draw upon their knowledge of national film industries in their assessment of the projects.

### ***Individual Assessment of projects***

The first action for experts before starting their work is to check whether they might have a potential conflict of interest in relation to any project assigned to them, and to make a declaration of either conflict or non-conflict via the Experts' online platform (see §8). If an expert declares a potential conflict of interest, the Secretariat of Eurimages will contact them to assess their situation.

If the Secretariat considers that there is no conflict of interest, the experts will carry out an individual assessment of the co-production projects allocated to their group. This work will be done remotely over a period of approximately 5 weeks and will result in a short written assessment and a preliminary individual ranking. Experts may study the projects using their own preferred methodology.

- **List of project material**

As an indication, the documents provided for each project via the online platform are as follows:

	<b>Documents available</b>	<b>Description and further information</b>
1	Project Analysis (includes financing plan)	This is a full financial and legal analysis of the project prepared by Eurimages. <b>It contains the most up-to-date information on the project.</b>
2	Project application form	This is a summary of the project information <b>at the time of application</b> . It may be partially superseded by information in the Project Analysis.
3	Synopsis	
4	Director's note of intention	
5	Producer's note of intention	
6	Script (all language versions) Treatment for documentaries	An English language script is always provided. Other languages are provided as available.
7	Summary budget	Occasionally this document may be in French only
8	Detailed budget	Occasionally this document may be in French only
9	Treatment	This document is not always provided
10	Brief description of the main characters	This document is not always provided
11	CV Director(s)	May occasionally be in French only – an English summary can be found in the Project Analysis (Document N°1)
12	CV Scriptwriter(s)	May occasionally be in French only
13	CV Composer	This CV is not always available. It may occasionally be in French only
14	CVs cast	Available only for roles already cast. May occasionally be in French only
15	CVs crew	Available only for certain posts. May occasionally be in French only

	Documents available	Description and further information
	Audiovisual Material <sup>7</sup>	
16	Visual materials for the new project	These take the forms of links, usually with passwords
17	Audiovisual material related to the director's previous works	Links to previous works (shorts or features, occasionally trailers only)
	For animation films	
18	Character design Set/background design	Links
19	Mood board or storyboard, or animatic	Links
	For non-traditionally scripted works	
20	- An explanation of the artistic idea and visual concept - Visual samples of the concept, universe and production design of the project	Links

Producers have the option to provide information on the project's sustainable development strategy, which will be included in the producer's note of intention and in the Project Analysis document prepared by the Secretariat.

The final list of projects to be assessed is made available on average 3 weeks after the deadline for applications for support.

- **Strategy**

The aim of the Fund is to support projects that will allow it to build up a diversified portfolio of quality films, including different genres and styles of films such as:

- ✓ animation,
- ✓ films for children,
- ✓ creative documentaries,
- ✓ fiction films, including genre films,
- ✓ hybrid forms.

Projects can be at all budget levels, ranging from works aimed at specialist niche audiences to ambitious titles aimed at a wider audience, and should maximise their potential for the widest possible dissemination, regardless of their budget. Geographical diversity should be considered, and a wide variety of filmmaking talent should be represented. Innovation should be fostered, and new talent nurtured by treasuring first and second features as well as unconventional works and encouraging new producing talent.

Other elements can guide experts in preparing recommendations, such as the Eurimages Gender Equality and Diversity Strategy, the [Council of Europe Recommendation on equality between women and men in the audiovisual sector](#) or the [Fund's Sustainability Strategy](#).

- **Selection criteria**

The assessment of projects by external experts will be based on the selection criteria defined by the Board of Management in the light of the Fund's strategic orientations. It is important to note that **all the selection criteria** must be considered by the experts when carrying out their assessments.

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<sup>7</sup> These elements can usually shed an interesting light on the projects. Please take the time to review them when assessing projects.



The selection criteria are as follows:

- ✓ quality and originality of the script;
- ✓ vision and style of the director;
- ✓ contribution of the creative team and level of artistic and technical co-operation;
- ✓ consistency and confirmed level of financing;
- ✓ circulation potential (festivals, distribution, audience);
- ✓ existence of measures put in place to reduce the environmental impact of the co-production project;
- ✓ adherence to the values and aims of the Council of Europe.

The selection criteria for assessing **circulation potential** should be understood within the context of the Fund's strategic objective, which is to strengthen focus on audience development and on the circulation of supported projects. Preference will be given to applications that demonstrate a concern to consider evolving audience preferences in terms of content and ways of accessing it. Circulation potential is considered at a transnational level, encompassing both commercial and non-commercial/festival circuits. The Fund does not exclusively select projects with commercial potential, nor does it exclude them. The goal is to select projects that have the potential to maximize their audience reach based on their specific profile. The Fund puts emphasis on theatrical distribution but is also open to any other form of presentation to audiences.

Regarding the criterion assessing the existence of measures put in place to reduce the **environmental impact** of the co-production project, the experts can assess this criterion, to the best of their knowledge, based on the information provided on a voluntary basis in the producer's note of intent and in a questionnaire in the online application platform on the sustainability measures chosen by the producer. Projects that demonstrate a commitment to sustainability by incorporating measures to minimise their environmental footprint will be assessed positively. However, this is a plus for projects that rank equally on the other criteria, but not a requirement. For the time being, this selection criterion is only assessed based on the producers' declarations.

Adherence to the **values and aims of the Council of Europe** can be assessed by evaluating how closely projects align with the fundamental aims and values of the Council of Europe. These can be defined as follows:

- ✓ to protect human rights, pluralistic democracy and the principles of the rule of law;
- ✓ to promote and raise awareness on the cultural identity and diversity of Europe;
- ✓ to find common solutions for the challenges in the European society.

Experts will note that Eurimages does not support projects promoting hatred, discrimination, racism and non-democratic values.

For each selection criterion, the experts will assess the level of the project using the following star system: very poor (1 star) / poor (2 stars) / acceptable (3 stars) / good (4 stars) / very good (5 stars) / excellent (6 stars) and then they will provide an overall rating for that project using the same star system. The evaluation of each project will then be completed by a short commentary in English or French, highlighting the strengths and weaknesses of each project in relation to the selection criteria.

Finally, each expert will draw up a ranking of the projects submitted to him/her based on his/her individual assessments (preliminary individual project ranking) and will submit this and the project evaluations via the Experts' online platform **before the deadline**.

### **Collective Work**

- Provisional overall assessments

The Secretariat will receive and process the experts' individual assessments in order to deliver the following elements to each group at the opening of their Co-production Working Group meeting:

- ✓ the preliminary overall ranking of the projects in the group (aggregated preliminary individual rankings);
- ✓ the rank frequency given to a project by each expert in the group;
- ✓ preliminary individual project rankings.

These elements are forwarded to the Chair of the Working Group and to the Executive Committee Observer.

If an expert is absent from the working group meeting, the comments on his/her individual assessment may be distributed to the other members of the group.

- Working Group meetings

A one-day online meeting will be organised for each Working Group during which the 5 experts, based on the preliminary overall ranking, will draw up recommendations for support. The objective of the meeting is for the 5 experts to reach agreement, using the selection criteria mentioned above, on a final ranking of projects.

English and French interpretation will be available, and experts may express themselves in either of these languages.

The Secretariat will suggest a working method at the beginning of the session, though experts are free to decide together on a different method if they so wish. All projects should in any case be reviewed briefly, but the focus should be on those well placed in the preliminary ranking.

The Chair and the members of the Secretariat present may assist and answer questions but are not involved in the process of decision.

The participating experts will need to have a **good internet connection** to allow for quality video conferencing and should use a **headset, preferably wired**. Technical instructions and assistance will be provided before the start of the meeting if required.

In addition to the 5 experts, the working group meeting is attended by a Chair<sup>8</sup> and at least one member of the Secretariat, as well as an Observer from the Executive Committee. Members of the Board of Management representing the countries involved in the projects examined may also attend as Observers, but none of these participants may intervene in the discussion nor contribute to the support recommendations.

The amount of support to be granted to a specific project or the overall amount available for project support in each working group is NOT part of the discussion by the experts.

**The Chair** of the group introduces the Fund and its policy and may actively intervene in the discussions to:

- ✓ ensure that all selection criteria are taken into consideration in accordance with the Fund's policy, strategy and objectives;
- ✓ ensure that all experts share the same understanding and knowledge of the Fund's policy, strategy and objectives;
- ✓ remind experts of their duties and obligations when necessary;
- ✓ ensure that discussions are conducted in a respectful and constructive manner.

The **role of the Secretariat** in the Working Groups is to:

- ✓ inform the experts of any updates on the projects to be examined;
- ✓ provide the experts, when necessary, with technical information on the project and its stakeholders. This information is acquired by the project managers during the examination of the application (such as legal and financial information on the project and the track record of the stakeholders);
- ✓ remind the experts, when necessary, of the regulations of the support programme and the rules of procedures applicable to the Fund.

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<sup>8</sup> The Chair of a Working Group is, in order of priority, the President of the Fund, the Executive Director or his/her deputy, the Head of Programme, or any other member of the Secretariat duly authorised by the President of the Fund.

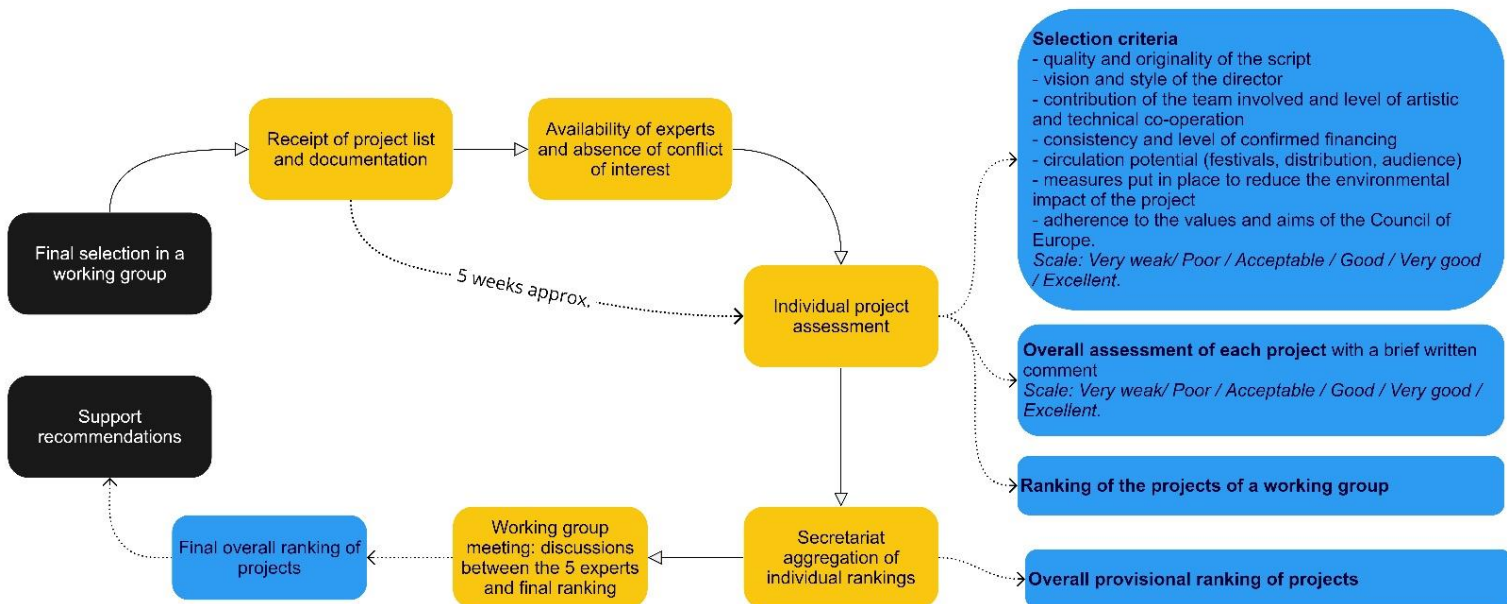
The **role of the Executive Committee Observer** is to:

- ✓ provide feedback to the Executive Committee and the Board of Management on the functioning of the Working Groups;
- ✓ assess whether their work and recommendations are in line with the policy, strategy and objectives of the Fund as set out by the Board of Management.

Members of the Board of Management are also allowed to attend the meetings of the Working Groups as Observers in order to provide feedback, if necessary, to the producers of the projects examined. Observers do not intervene in the group's discussions and may not communicate to applicants the identity of the participating experts, their individual opinions on projects nor their support recommendations.

▪ Recommendations for support

Once all the Working Group meetings have been held, the experts' recommendations (i.e. the final rankings) are communicated by the Eurimages Secretariat to the Executive Committee. The recommendations will then be examined and validated by the Executive Committee before being communicated to the producers.



## 8. Obligations of the experts

A number of obligations result from the signature by an expert of a framework contract with Eurimages, in particular the following:

### **Confidentiality**

The external experts selected by Eurimages undertake to treat as strictly confidential the information and material relating to the projects provided to them, both during and after the execution of their work. All information contained therein must be considered sensitive. Beyond considerations of intellectual property and data confidentiality, experts should bear in mind that, in specific cases, the quality of life, freedom and even the life of an artist may sometimes be threatened because of his or her project.

Confidentiality is also a crucial element of the project assessment process in order to maintain the independence of the recommendations for support. It is therefore imperative that film professionals do not know the identity of the experts assessing an application for support.

The **list of external experts** (full names) who took part in working groups is **published annually** on the [Eurimages website](#). However, there is no mention of the programme or the particular session for which their expertise was sought.

### ***Conflicts of interest***

Experts shall inform the Secretariat as soon as possible of any conflict of interest they may have which is likely to affect the impartial and objective performance of their duties. In particular, they must inform the Secretariat if they have participated, are participating or intend to participate, directly or indirectly, in any of the projects submitted to them.

The following shall be deemed to constitute financial or personal interests giving rise to **conflicts of interest likely to impair the impartial and objective exercise of the expert's functions**:

- current paid employment in a company or entity involved in one of the projects submitted to the expert concerned;
- the status of a partner or shareholder of a company or entity involved in one of the projects submitted to the expert concerned;
- family or equivalent ties to a person with a financial interest in a company or entity involved in one of the projects submitted to the expert concerned.

Experts are also free to declare any other factors which may, in their own judgement, constitute a financial or personal interest going beyond the above definition (e.g. unpaid activity, non-familial personal links or activity outside the audiovisual sector).

The careful examination by the experts selected in a working group of the list of projects submitted to them for assessment is therefore crucial in order to avoid any subsequent difficulties in case of conflict of interest and to ensure the full legitimacy of the recommendations for support.

### ***Use of the Eurimages name***

Eurimages' external experts are not representatives of the Fund and, as stipulated in the framework contract, may not use the name, flag or logo of Eurimages or the Council of Europe without prior authorisation.

Experts must refrain from making any reference to their collaboration with Eurimages, notably at public events, in the press, on the Internet or on social media (Facebook, X (formerly known as Twitter), etc.), without prior agreement from the Fund's management.

## 9. Financial and administrative arrangements

Before and after the work of the experts is carried out, some administrative steps must be completed.

### ***Framework contract***

When the list of selected experts is approved by the Board of Management, they are included in the Eurimages pool of independent experts. However, this does not mean that the Fund commits itself to submitting projects to them for evaluation. The actual selection in a working group is made according to the criteria defined by the Board of Management and based on the information provided by the external experts.

A framework contract is signed with the experts in the pool. This document specifies the obligations and rights of the experts (code of conduct, confidentiality, conflicts of interest, etc.) and the general conditions of their mission. It is signed for a maximum period of three years, i.e. until 31 December 2027.

### ***Fees***

The experts' fees vary according to the number of projects to be assessed: currently they amount to €1,000 for between one and ten projects, plus €100 for each additional project. The fee is paid in full at the end of the working group meeting, once the attendance of each expert has been recorded.

If an expert who has made an individual assessment of the projects and submitted a preliminary ranking cannot attend the working group meeting for any reason, the amount of his/her fee shall be reduced by 60%.

### ***Order form***

Once the experts are assigned to the working groups, the Eurimages Secretariat prepares an order form (per session and per expert) specifying the assessment period, the list of projects to be assessed and the date of the remote working group meeting.

### ***VAT***

For experts invoicing their services as a legal person and not as a natural person, it is necessary to check whether they are subject to VAT. As part of an international organisation, Eurimages does not have a VAT number and enjoys a particular status. However, payments can under certain conditions be exempt from VAT by following a specific procedure.

For all experts subject to VAT, including those established in the European Union with the exception of France, the Secretariat must request a tax exemption certificate for each session from the French tax authorities when signing the order form. As a first step, a pro-forma invoice must be provided before the start of the work (a pro-forma invoice template will be provided by Eurimages). This pro-forma invoice is then used solely for French tax purposes (and not for payment) in order to establish the tax exemption certificate that Eurimages will send to the expert concerned.

After completion of the work, an invoice without VAT can be issued provided that the tax exemption certificate has been received.

The absence of a copy of this tax exemption certificate attached to the invoice in the experts' accounts may create problems with their tax authorities.

Experts subject to VAT without an exemption certificate will be able to charge VAT.

### ***Invoice or request for payment***

Once the work of the experts has been completed, they will need to send an invoice (for legal persons) or request for payment (for natural persons) by e-mail so that their payment can be processed. A template invoice/request for payment will be provided, but experts may use their own format as long as it contains the same information as the template.

The experts undertake to comply with all legal provisions in force and to fulfil their tax obligations. To this end:

- they shall submit to the Council of Europe - Eurimages an invoice/request for payment in accordance with the legislation in force;
- they will declare, for tax purposes, all fees paid to them by Eurimages in accordance with the provisions in force in their country of tax residence.

Payments are not processed directly by Eurimages but by the Council of Europe's Treasury, Payments and Accounting Department and normally take a maximum of 30 working days to process.

### ***Signature of contractual documents***

Eurimages uses an electronic signature system, a qualified electronic trust service provider in accordance with the European Union's eIDAS Regulation, which also complies with the regulations of many countries around the world. This service is currently provided to the Council of Europe by the company [Signaturit](#).

## 10. Experts' online platform

The Eurimages Secretariat has developed an online platform that will allow candidates or selected experts to:

- submit an application and monitor its processing;
- enter information and submit the documents necessary for the administrative and financial processing of their file;
- receive documents and information on the projects to be assessed;
- record their individual assessments of the projects submitted to them.

This platform is accessible from the [experts page of the Eurimages website](#), where a user guide is also made available.

## 11. Contacts

The Eurimages Secretariat team in charge of the follow-up of external experts can be reached at:

[eurimages-experts@coe.int](mailto:eurimages-experts@coe.int)

Tel: +33 3 88 41 26 40 (switchboard)