

# Flow 5 - Fee-for-services engagements

| MINIMUM REQUIRED DOCUMENTATION   |
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| Selection criteria   |
| Rationale & legitimate need  |
| Assessment of potential conflicts of interest - at first stage - based on the best knowledge of the initiator and reviewer, if potential conflict of interest (e.g., a member of a scientific/ administrative committee), Form 1 for assessing the existence of conflict of interest or equivalent must be used  |
| Written contract; if not related to other flows contract must be detailed: <ul style="list-style-type: none"><li>• Brief description of the project (please do not confuse services description vs. project description, deliverables from the project vs. from services)</li><li>• Detailed description of services, including expected outcomes/deliverables</li><li>• Timelines/ Milestones (including agenda of the meeting if relevant)</li><li>• Detailed calculation of remuneration (FMV per hour + time for services, time for preparation, briefing, rehearsal, travel time if compensated)</li><li>• Detailed description of covered costs if applicable (may be conditional, setting max limits)</li><li>• Speaker brief if applicable</li></ul> |
| Evidence of contract completion (point by point documented)  |



To be uploaded before the initiation of the event



To be uploaded after the event