



**RULES OF PROCEDURE OF THE OPEN ACCESS  
COMMITTEE OF THE ICTS PLATAFORMA SOLAR DE  
ALMERÍA (PSA)**



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## **1. PURPOSE**

To establish the rules governing the functioning of the Open Access Committee (OAC) of the ICTS Solar Platform of Almería (PSA).

## **2. NATURE**

The OAC is an independent advisory body responsible for evaluating the applications submitted to the Competitive Open Access (COA) calls published by PSA.

## **3. COMPOSITION OF THE OPEN ACCESS COMMITTEE**

### **3.1. SELECTION AND APPOINTMENT OF MEMBERS**

The Director of PSA shall invite members of the scientific community with recognized prestige in the field of solar energy, the water-energy nexus, or energy efficiency to join the OAC. The Director of PSA shall also be responsible for appointing the members of the OAC.

Members of the OAC must meet the following requirements:

- Be or have been Principal Investigator of a nationally or internationally funded competitive project.
- Have at least ten (10) years of research or teaching activity in the field of solar energy, the water-energy nexus, or energy efficiency.

The PSA OAC shall be composed of at least four (4) external members not affiliated with PSA.

### **3.2. TERM OF OFFICE**

Each member may remain on the OAC for a maximum of four (4) years from the date of their appointment by the Director of PSA.

### **3.3. CONFIDENTIALITY COMMITMENT**

OAC members expressly commit, both during and after their term of service, not to disclose, transmit, or reveal to third parties any PSA information they access in the course of their duties, nor to use such information for their own benefit or that of third parties.

The above prohibition also applies to the reproduction, in any format, of PSA information to which they have access regarding users, procedures, or any other internal information.

All notes, reports, and other documents (including those stored on electronic devices) produced in the performance of their duties as OAC members are the property of PSA and shall be kept in custody by the ICTS.

In the event of non-compliance with these obligations by any OAC member, PSA reserves the right to claim compensation for any damages resulting from the breach of confidentiality.

### **3.4. CONFLICTS OF INTEREST**

OAC members are required to report to the ICTS Coordinator any situation that may give rise to a conflict of interest during the performance of their duties on the Committee. When a conflict of interest is declared, the PSA Coordinator shall immediately remove/replace the evaluator in question from the assigned Working Group.

## **4. OPERATING PROCEDURES**

Depending on the nature and number of applications received in each open access call, the necessary OAC members will be selected to carry out the evaluations.

Each application shall be assigned to at least three OAC members, taking into account the reviewer's field of expertise and the nature of the application. Efforts will be made to distribute the evaluation workload evenly among OAC members and across the different COA calls.

## **5. RESPONSIBILITIES**

### **5.1. OF THE EVALUATORS**

- To assess and report the results of the evaluation of submitted access applications, in accordance with the general evaluation criteria and any specific criteria established in each call.
- To contribute, based on their expertise and experience, to the OAC proposal regarding the awarding and prioritization of competitive open access applications in each call.

### **5.2. OF THE ICTS COORDINATOR**

- To coordinate and schedule the work of OAC evaluators.
- To assign received COA applications to each evaluator.
- To publish the final resolution of accepted applications on the ICTS website.

## **6. REVIEW AND EVALUATION OF APPLICATIONS BY THE OPEN ACCESS COMMITTEE**

Each evaluator shall review the applications assigned to them within the specified deadline, using the corresponding evaluation form.

Any evaluator may request additional information regarding an application through the ICTS Coordinator, who will forward the request to the applicant.

### **6.1. EVALUATION CRITERIA**

The evaluation of applications received in each COA call shall be carried out according to the following criteria:

There are three evaluation criteria, each with a maximum score of 5 points and a threshold of 3 points per criterion:

- Scientific excellence (originality and innovation) /5
- Overall technical quality of the Project /5
- Competences and complementarity of the research team /5

This results in a total score out of 15, with only applications scoring above 9 being accepted.

Applications that are part of R&D&I projects funded through competitive calls from international, European, national, or regional funding agencies shall be considered as meeting the required quality standards and will therefore be automatically approved, with access to the ICTS depending on their position in the prioritized list.

Otherwise, if no information is provided regarding the existence of a competitively funded parent project, applications will be approved or rejected based on relevance and suitability criteria applied during evaluation. If approved, their access will also depend on their position in the prioritized list.

In all cases, in order to obtain a valid score for inclusion in the prioritized list of approved applications with access, all sections of the access application must be properly completed.

## **7. COMMUNICATION OF ACCESS**

The ICTS Coordinator is responsible for communicating the results of applications to applicants.

## **8. DOCUMENT ARCHIVING**

All generated documentation shall be archived at PSA for a minimum period of six (6) years.