LIVEMIX

OPEN CALL FOR JURORS

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INOVA+ EMEE LIVEDMA Co-funded by the European Union

DISCLAIMER

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1 INTRODUCTION

This is a Call for Jurors under the LIVEMX project, co-funded by the European Union and managed by the Consortium to which the grant was attributed to, composed of INOVA+, LIVE DMA and EMEE. LIVEMX is launching the Call for Jurors for the evaluation of proposals in response to the three Open Calls for Proposals along the LIVEMX project timeframe.

Ultimately, the Consortium is seeking an experienced pool reflecting a balanced and diverse group of individuals. Applicants must be available and committed to evaluate the three Open Call for Projects.

2 ABOUT LIVEMX

LIVEMX aims to nurture a more diverse and sustainable music sector through dedicated funding designed to answer some specific needs of the European music ecosystem in three specific areas. This programme aims to help music organisations and professionals to develop and strengthen their skills, abilities, processes and resources to adapt and thrive in such a dynamic industry.

LIVEMX focuses on three specific topics:

- Music export
- Live music venues
- Digital circulation and engagement

3 LIVEMX CALLS FOR PROJECTS – REFERENCE

The First LIVEMX Open Call for Projects was published on November 6, 2023. The First Open Call for Projects is organized into three strands, associated with a fixed grant amount.

	Fixed Grant Amount
STRAND A	EUR 60 000
STRAND B	EUR 40 000
STRAND C	EUR 20 000

4 REQUIREMENTS AND ASSIGNMENT

4.1 REQUIREMENTS

To be part of the evaluators' pool, candidates must showcase:

- A solid knowledge and experience within the Music Sector
- High level of expertise in one or more of the thematic areas of the call – Music Export, Live Venues, Digital Circulation and Engagement (at least 4 years of experience in the domain(s) of expertise covered by the specific assignment);
- Good level of English (minimum B2 level);
- Ability to use IT tools required for the evaluation procedure;
- Availability on the expected timeframe for short-term assignments;
- Prior experience in the evaluation of funded projects, at the national or European level;
- Previous experience in Project Management and/or Implementation.

4.2 ASSIGNMENT

Jury tasks include, among others, the individual assessment of each application, through the attribution of quotations and respective reasoning, and evaluation consolidation operations when necessary. A framework for assessment will be provided based on the award criteria of the LIVEMX call for proposals (relevance; quality; management and cost-effectiveness; impact).

The evaluation process involves holding a joint initial online meeting between the selected evaluators and a final online consolidation and ranking meeting. The final ranking will be based on the jury teams´ evaluations while also ensuring a balanced distribution, considering the geographical coverage, the different project strands, musical genres, and themes.

Compliance with established deadlines is essential.

Upon completion of the assigned task, the evaluators will be remunerated following the contractual conditions.

5 TIMEFRAME & COMPENSATION

Jurors are expected to evaluate the three Open Calls for Projects as per the anticipated timeframes outlined below:

	Evaluation Timeframe
First Open Call for Projects	January – March 2024 (timeline detailed in sub-heading 7)
Second Open Call for Projects	July / August 2024
Third Open Call for Projects	December 2024 / January 2025

For each call, the appointed jurors will be entitled to receive a total remuneration of EUR 1400 (including VAT), resulting in a cumulative payment of EUR 4200 for their services. However, it is essential to acknowledge that jurors will have the option to withdraw from their role, provided they notify the Consortium at least two months in advance of the anticipated launch of the open call, in accordance

with the dates above. Additionally, the Consortium may discontinue collaboration with a juror if their work quality is found to be unsatisfactory.

6 EVALUATION

The evaluation and selection of the applications will go through the following steps:

STEP A: Administrative & Eligibility Check

The Administrative & Eligibility Check will be completed by the LIVEMX Project Team. Only those applications that meet all requirements will pass to Step B.

STEP B: Evaluation of Eligible Applications

Eligible applications will be assigned to a team of jurors. Each proposal will be evaluated by two jury members. The evaluation will be based on a two-step approach:

B.1. Relevancy Pre-Screening
Jurors will score each proposal on a scale from 0 to 5, considering the abstract and relevancy alignment with the objectives of LIVEMX.
Proposals with a total score of 3, 4 or 5 points will proceed to step B.2 In-Depth Full Application Evaluation.

B.2. In-Depth Full Application Evaluation
Selected jurors will review the Full Applications. The Evaluation will be based on a 100-point score considering the following criteria and weighting:

RELEVANCE	**Total 40**
Context of the project proposal and relevant background	**10**
General aims and approach to the selected challenge(s), including an explanation how the project is innovative, creative, new or experimental	**15**
European added value, including the transferability, scalability, or other dimensions that others can benefit or learn from the project results	**15**
QUALITY	**Total 20**
Explanation of the specific and concrete objectives of the project and how does a successful achievement of these look like (measurable self-evaluation criteria)	**5**
Project design: explanation of the planned activities and the timeline	**5**
Project results: explanation of the outputs that the project will aim to achieve.	**5**
Explanation of how the project is inclusive and gender-balanced.	**5**
MANAGEMENT	**Total 20**
Professional and administrative capacity of the project team as relevant to successfully implementing the project.	**5**
Workflow and quality assurance: description of the processes and methods the team will use to ensure reliable and high-quality implementation of the project.	**5**
Budget: presentation of a budget that is clearly and transparently formulated (i.e. the rationale behind the estimation of costs per budget category) and logically structured to match the activity plan; an explanation of how efficient use of funds will be achieved.	**5**
Diversity and inclusivity of the team managing the project	**5**
IMPACT	**Total 20**
Outcomes: an explanation on how the results of the project (outputs) will achieve the general aims of the project	**10**

Communication and dissemination strategy and plan	**5**
Impact: an explanation on how the results of the project will be used beyond the end of it, whether by the applicant, or others	**5**

Consolidation meeting(s) may be scheduled. Essentially, each proposal is evaluated by a pair of juries. If they have significantly different scores, they will be required to meet to reach an agreement on a final score for the proposal, ensuring a more consistent and fair evaluation.

STEP C: Ranking

A Ranking Meeting between the LIVEMX Project Team and Jurors will be scheduled. During this meeting, the numerical ranking will be presented which takes into account the B.2. In-Depth Full Application Evaluation PLUS the awarding of bonus points given to applicants considered as "newcomers". These bonus points will be distributed by the LIVEMX Project Team as follows:

- **Seven (7) Extra Points:** If the applicant **has not led a European project** in the last three years
- **Five (5) Extra Points:** If the applicant has been **involved in two (2) or fewer European projects** in the last three years

7 TIMELINE – FIRST OPEN CALL FOR PROJECTS EVALUATION

FIRST OPEN CALL FOR PROJECTS	
Call Opening	November 14, 2023
Deadline for Submission	December 14, 2023 – (13:00) CET – Brussels Time
Information of Results – Jury Members Selection	By December 19, 2023
Contract Signature	By December 31, 2023
Timeframe for Evaluation of Proposals	January 15 – March 8, 2024
Jury Team Kick-Off Meeting Contract, Evaluation Tools, and Proposal Submitted Information to be provided	January 15, 2024
STEP B.1 Relevancy Screening	January 15 - January 31, 2024
Notification to those not passing to In-Depth Evaluation Stage	February 2, 2024
STEP B.2 – In Depth Full Application Evaluation	February 5 – February 28, 2024
In-Depth Evaluation: Consolidation Meetings	February 29 – March 4, 2024
Ranking Meeting (Between Jury Members & Consortium)	March 11, 2024
Communication of Final Results	March 11, 2024
Appeal process	March 12 – March 15, 2024

8. HOW TO SUBMIT YOUR APPLICATION

Jury applications must be submitted by **14 December 2023 at 13:00 (CET)** by completing the **application online, here:** EU Survey Application for Jurors

All sections of the online application form must be completed.

Once the application is submitted, you will receive a confirmation e-mail. If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the submission system, you should immediately file a complaint via **general@livemx.eu** explaining the circumstances and attaching a copy of the application.
All applicants will be informed of the results of the evaluation process by email by **19 December 2023**.
Personal data collected in the context of this call will be processed in accordance with LIVEMX´s Privacy Policy.

You will be required to confirm that there is no conflict of interest for the assignment if selected as a jury.