



PHASE 1: 1.5

# Management Plan for the Selection and Operation of an Expert Review Panel

December 2024

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## 1. Introduction

This management plan outlines the processes for selecting an Expert Review Panel (ERP), managing assessment schedules, ensuring effective decision-making, and reporting on assessment outcomes for the BIRDI Grants Program. The plan ensures transparency, accountability, and fairness in line with BIRDI's principles and guidelines.

## 2. Selection of the Expert Review Panel

### 2.1. Criteria for Selection

The Expert Review Panel will consist of professionals with expertise in:

- (a) Industry-specific knowledge (e.g. textiles, pharmaceuticals, ICT, agriculture)
- (b) Research, Development and Innovation (RDI)
- (c) Sustainability and ethical practices aligned with national growth vision
- (d) Academia (e.g. university researchers)
- (e) Legal and regulatory compliance

### 2.2. Panel Composition

The Expert Review Panel will include:

- (a) Industry representatives (e.g., industry associations, peak bodies)
- (b) Academic experts (e.g., universities & research institutes)
- (c) Government officials (from the Finance Division, Ministry of Finance and related agencies)
- (d) International representatives for global best practices (optional)
- (e) At least two (02) representatives from SICIP Program

### 2.3. Conflict of Interest Management

- (a) All panellists must declare any potential conflicts of interest.
- (b) Panellists with conflicts will be recused from evaluating specific applications.

### 2.4. Appointment Process

- (a) Call for nominations from relevant institutions and associations.
- (b) Screening and shortlisting based on qualifications, expertise, and experience.
- (c) Final approval by the Executive Program Director (EPD), SICIP.
- (d) Notification and onboarding, including orientation on guidelines and expectations.

### 3. Managing Assessment Schedules

#### 3.1. Key Phases of Assessment

- (a) EOI Assessment Phase:
  - (i) Review of EOIs to shortlist applicants.
  - (ii) Assessment based on the EOI Matrix.
- (b) Comprehensive Grant Application Assessment Phase:
  - (i) Detailed evaluation of comprehensive grant applications.
  - (ii) Multi-stage review process including independent scoring and panel discussions.
- (c) Consensus Meetings:
  - (i) Scheduled to resolve scoring discrepancies and finalize decisions.

#### 3.2. Timeframe

Activity	Duration
Call for EOI (open to close)	30 days
EOI Workshop	01 day
EOI assessment period	60 days
Comprehensive grant application workshop	01 day
Comprehensive grant application (open to close)	30 days
Comprehensive grant application assessment period	20 days
Approval of selected grant application	15 days
Grant agreement negotiations	12 days
Grant awardees management, reporting and compliance (MRC) training	01 day
Commencement of grant activities	From the effective date of the Grant Agreement
Expected end date	12 months

#### 3.3. Tools and Platforms

- (a) Online Grant Management System for submission, tracking, and communication.
- (b) Meeting schedules shared via digital calendars and notifications.

### 4. Managing Decisions and Assessment Outcomes

#### 4.1. Assessment Process

- (a) Independent scoring: Each panellist scores applications based on predefined criteria.
- (b) Score consolidation: Scores are averaged and consolidated for each criterion.
- (c) Panel discussions: Meetings to discuss applications, resolve discrepancies, and reach consensus.

#### 4.2. Decision-Making Protocol

- (a) Decisions are made based on weighted scores and strategic fit.
- (b) Final approval by the National Program Director (NPD), SICIP based on the recommendation by the Expert Review Panel.

### 4.3. Notifications

- (a) Successful applicants: Receive invitations to proceed to the next phase.
- (b) Unsuccessful applicants: Receive constructive feedback and improvement recommendations.

## 5. Reviewing the Processes

### 5.1. Continuous Improvement

- (a) Mid-cycle reviews: After each assessment phase, review processes for efficiency and fairness.
- (b) Stakeholder feedback: Collect feedback from panellists and applicants.

### 5.2. Performance Metrics

- (a) Timeliness of assessments and decisions.
- (b) Transparency of processes.
- (c) Compliance with guidelines and ethical standards.

## 6. Reporting on the Assessment Processes

### 6.1. Regular Reports

- (a) EOI assessment report: Summary of EOI assessments, scores, and shortlist decisions.
- (b) Comprehensive Grant Application assessment report: Detailed evaluation outcomes, scoring breakdown, and final decisions.
- (c) Final assessment summary: Comprehensive report to the Finance Division, highlighting:
  - (i) Selection rationale.
  - (ii) Panel performance and observations.
  - (iii) Recommendations for future improvements.

### 6.2. Public Transparency

- (a) Publish non-sensitive details of successful applications on the BIRDI website.
- (b) Ensure confidentiality of sensitive information in line with legal guidelines.