

Arts Nova Scotia
Peer Assessment Committee Agreement

The undersigned is a member of a Peer Assessment Committee which will review applications and contribute to funding decisions for Arts Nova Scotia. By signing below, the Peer Assessment Committee member acknowledges and is bound by the obligations and undertaking contained in this document.

Conduct

In their conduct and activity, Peer Assessment Committee members will maintain the highest degree of confidentiality to the process, to fellow members, and to those who submit applications to Arts Nova Scotia for funding consideration. They will limit their discussions of Peer Assessment Committee proceedings only to other members and Arts Nova Scotia.

A breach of confidentiality, or other behavior that is detrimental to the success of assessment process, may constitute grounds for removal from the Peer Assessment Committee.

Peer Assessment Committee members are expected to behave in an ethical and professional manner.

Peer Assessment Committee members must not use or disclose information (personal or otherwise) acquired while acting as a member or disclose information that is not generally available to the public, to further their own private interests, or the private interests of any other person.

Conflict of Interest and Confidentiality

In consideration of my appointment to the Peer Assessment Committee, I do hereby promise and agree:

1. to declare any conflict of interest I may have regarding any application, the funding of which may result, or appear to result, in my own personal gain; if I declare a conflict of interest I will not participate in or try to influence the Peer Assessment Committee decision;
2. to protect confidential information that I acquire as a Peer Assessment Committee member;
3. to refrain from disclosing to any person, agency, body corporate or otherwise any confidential information which I may acquire or have access to as a Peer Assessment Committee member, unless I am specifically authorized to do so;
4. to comply with the Government of Nova Scotia's legislation, the Freedom of Information and Protection of Privacy Act, surrounding the collection and use of personal and confidential information; (Please see <https://nslegislature.ca/legislative-business/bills-statutes/consolidated-public-statutes> for more information.)
5. to destroy any copies of confidential documents (both hard and electronic) that I may have obtained while conducting my duties as a Peer Assessment Committee member.

Payment

Peer Assessors are paid an honorarium for their preparation and participation of the meetings. The following conditions must be met for payment to be issued:

1. To read, review and provide preliminary scores prior to the assessment meeting. Scores must be submitted to the designated program administrator the day before the meeting by 4pm.
2. To attend and participate in the meeting(s) at agreed upon dates and times.
3. If the peer assessor cannot attend the meeting for reasons of emergency or illness but has submitted their preliminary scores the day prior to the meeting, we will be able to pay the reading fee only. A notice of absence must be sent to the program officer before the meeting starts.
4. If conditions above are not met, then compensation will not be issued.

Name _____

Signature _____

Date _____