

Hiring Appeal Process

Document version 1

About EIT Culture & Creativity

EIT Knowledge and Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit www.eit.europa.eu. The European Institute of Innovation and Technology (EIT) designated EIT Culture & Creativity in 2022 to become the knowledge and innovation community for the Cultural and Creative Sectors and Industries (CCSI).

EIT Culture & Creativity's **mission** is to provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and accelerating competitive and resilient cultural and creative entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A non profit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

The EIT Culture & Creativity delivers its 7-year Strategic Agendas with the support of the EIT funding, however they are expected to become financially sustainable after the maximum funding time of 15 years, therefore the EIT CC defined a financial sustainability strategy to generate additional revenue from different income streams and shareholdings.

For more please visit [www.eit-culture- Creativity.eu](http://www.eit-culture-Creativity.eu).

Appeal process

1. Submission of Appeals:
 - (a) Interested parties who wish to lodge an appeal must do so in writing within 7 calendar days from the date of receiving per mail notice of the decision in the hiring process.
 - (b) Appeals must be submitted to the designated contact person specified in the job vacancy documentation.

2. Content of Appeals:
 - (a) Detailed description of the grounds for appeal.
 - (b) Supporting evidence and documentation.
 - (c) Contact information of the appellant for communication purposes.

3. Review Body Appointment:
 - (a) A review body will be appointed to oversee the appeals process.
 - (b) The review body will be comprised of minimum 3 members, including legal experts and hiring professionals, to ensure impartiality and expertise in evaluating appeals.

4. Review Procedure:
 - (a) Upon receipt of an appeal, the review body will promptly acknowledge its receipt and commence the review process.
 - (b) The review body will conduct a thorough examination of the appeal, including:
 - (c) Assessing compliance with applying EU rules and relevant national legislation.
 - (d) Evaluating the merits of the grounds for appeal and supporting evidence provided.
 - (e) The review body may request additional information or clarification from the appellant or the contracting authority, if necessary.

5. Decision Making:
 - (a) The review body will render a decision on the appeal within 14 calendar days from the date of receipt.
 - (b) The decision will be communicated in writing to the appellant and the contracting authority.
 - (c) If the appeal is upheld, the review body may recommend appropriate remedial actions, which may include re-evaluation of bids, correction of errors, or other measures to address the concerns raised in the appeal.

6. Confidentiality and Transparency:
 - (a) The appeals process will be conducted with utmost confidentiality to protect sensitive information and ensure fairness to all parties involved.
 - (b) However, to promote transparency and accountability, the review body's decisions may be published in anonymized form, excluding any confidential information.

7. Finality of Decisions:
 - (a) The decisions rendered by the review body shall be final and binding on all parties involved.
 - (b) There shall be no further recourse or appeal against the decisions of the review body, except as provided for by applicable law.

8. Costs and Expenses:
 - (a) Each party shall bear its own costs and expenses incurred in relation to the appeals process, unless otherwise determined by the review body.

9. Continuation of Hiring Process:

- (a) The hiring process may continue during the pendency of any appeal, unless otherwise decided by the review body or required by applicable law.

For questions or to file an appeal, please contact: [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu)

Disclaimer:

This document is subject to change.

All changes will be documented and visible.

This is document version 1 dated 19 April 2024