

WORLD ALLIANCE
for EFFICIENT SOLUTIONS

by **SOLARIMPULSE**
FOUNDATION

RULES & CONDITIONS FOR EXPERTS

This document presents the rules and conditions applied by the Solar Impulse Foundation and the World Alliance for Efficient Solutions for Experts participating in the evaluation of the submitted solutions for the label.

1. Preamble

The Experts are part of the Solar Impulse Label selection process (see [Standards for the Solar Impulse Efficient Solution Label](#)). Their role is to assess the applicant solutions assigned to them on three themes that are feasibility, environment and profitability, providing justified answers on five criteria formulated as yes/no questions (credibility of concept, scalability, environmental benefits, client's economic incentive and seller's profitability) – see [Assessment Guidelines for Experts](#). Their evaluations will help determine whether a solution is to be considered an Efficient Solution as to the definition of Solar Impulse Foundation and serves as a basis for the Solar Impulse Foundation label attribution decision.

2. Experts workflow: from eligibility to evaluating solutions

2.1 Required competencies

The opportunity to become an Expert for the World Alliance is open to anyone who can demonstrate:

1. A **minimum of five years** in total of work or research experience closely related to one or more of the five Sustainable Development Goals 18 following subsectors:
 - 6: Clean Water and Sanitation;
 - 7: Affordable and Clean Energy;
 - 9: Industry, Innovation and Infrastructure;
 - 11: Sustainable Cities and Communities;
 - 12: Responsible Consumption and Production.
2. A **minimum of three years** in total of work or research experience closely related to one or more of the 18 SDG's subsectors:
 - 6: Clean Water and Sanitation: water production, water treatment, water distribution and use;
 - 7: Affordable and Clean Energy: clean energy production, energy storage, energy-from-waste, energy distribution & management, renewable fuels;
 - 9: Industry, Innovation and Infrastructure: industrial processes, materials & chemistry, freight transportation, end-of-pipe industrial pollution management;

- 11: Sustainable Cities and Communities: urban & inter-urban mobility, communities infrastructures, buildings and shelters;
- 12: Responsible Consumption and Production: agriculture & farming for food production, circular economy of solid wastes, primary resources management.

3. Being able to cover **at least one** of the following three themes if the assessment criteria:

- Feasibility: credibility of design, scalability;
- Environment: environmental benefits;
- Profitability: client's economic incentive, seller's profitability.

In addition, it would be an advantage to have:

- International work experience.
- Experience with local markets in various countries.
- An overview of working with governments and/or industry, as solutions must be applicable at different scales and in different international contexts.
- Business Experience

2.2 Registration process

A step by step guide can be downloaded here: [Experts Registration Handbook](#)

To become an Expert, each candidate must register on the [World Alliance website](#). Hence, she/he must respect certain rules as detailed in this document and in the confidentiality agreement. This profile will allow the World Alliance Experts team to ensure that each candidate meets the requirements described in section 2 and to assign the most appropriate solutions based on their documented expertise.

Create an account

At the [World Alliance Experts webpage](#), go to “Create an Expert Account”, create an account with your organisation's email address if possible.

Activate the account

Two e-mails are then sent: An account activation email and a welcome message. You will receive an activation link to verify your address (please check your junk emails if you cannot find it).

Complete your Expert profile

It is essential to complete the profile information. We request:

- Personal and professional details
- Experience (LinkedIn profile or CV)
- Competency filter: SDGs, technologies, regions of competence

Sign the commitment

E-Sign the [Voluntary Commitment for Experts](#) this confirms every Expert is aligned with the [Standards for the Solar Impulse Efficient Solution Label](#) and the [Efficiency Assessment Guidelines for Experts](#), forming the boundaries of the contribution. Keep in mind this document is not a legal commitment for a number of working hours.

Wait for Solar Impulse Foundation approval

Once you have clicked “submit”, the Experts Team receives your input for review. If the information is complete and in line with the requirements, you will receive an email notifying your approval.

2.3 Solution’s assignment

Three days to accept/decline a task

The World Alliance has established a match-making process to find the best Expert for each solution.

An Expert is offered an assessment to accept or decline within three working days. The Expert may refuse the task at any time for either personal or professional reasons or due to an incorrect expertise matching.

Remarks:

- The selection and assignment of Experts is done manually on a case-by-case basis by the Efficiency Solutions Label team;
- Matchmaking of Experts and solutions is based on information from the Expert profiles and the solution's submission form;
- Being registered as an Expert does not lead to a minimum of assignments.

Two weeks to perform the evaluation

Accepting a task gives the Expert access to the [Solution Assessment Form](#) online. The Expert has two weeks to complete her/his assessment and submit it.

The only case where an Expert can submit her/his assessment later than 2 weeks after accepting the task is when there is missing information in the solution submission form and the Expert is waiting for the Member/solution's owner to provide missing elements via the chat online in order to continue her/his evaluation (see [Assessment Guidelines for Experts](#)).

3. Terms and conditions of Experts' contribution

During registration, aspiring World Alliance Experts are invited to sign a commitment to confirm their participation. In addition, it undertakes to acknowledge and approve all relevant conditions, references and uses of the online information. It includes commitments on tasks and obligations of impartiality and confidentiality. It is important that the Expert reads them carefully before signing.

3.1 Confidentiality

Confidentiality of the Expert's information

The information contained on the Expert database will not be made available to the general public. The World Alliance affiliates (Members and Partners) may receive certain information from the Expert profile. However, the Expert's anonymity is respected unless expressly requested by the World Alliance and with the [Voluntary Commitment for Experts](#). The Expert profile will be deleted two weeks after the expiry of the engagement and after the completion of all individual tasks related to the Experts.

Confidentiality of the solution submission form

The Expert is aware that the information provided to him when receiving a solution to assess is theoretically non-confidential, as agreed by the Member to avoid complexity and intellectual property issues. However, the Expert is also aware he should not disclose the information provided to him directly or indirectly in the context of his World Alliance Assessment, whatever format it was in. Such information may be physically marked as confidential or deemed as such by due diligence from the Expert

The Expert shall treat what she/he judges as confidential information as company secrets and with reasonable standard of care. In particular he must not use, copy, reproduce or reverse engineer the confidential information for any purpose other than for assessing the respective solutions.

The World Alliance makes no warranty regarding the accuracy, reliability and completeness of the disclosed confidential information. The World Alliance shall have no liability to the Expert as a result of the disclosure of confidential information.

The Expert should discontinue any confidential information as soon as it is no longer needed for the assessment, whether that material is directly provided by the World Alliance or derived from such.

Special conditions for assessing solutions under non-disclosure agreements

For specific cases only, an Expert can be assigned a solution that required a non-disclosure-agreement (NDA) signed with the FSI. In this case, she/he will be informed and asked if she/he agrees to perform the assessment under stricter confidentiality rules. The NDA's signature will consist in the Expert co-signing the original NDA signed between the FSI and the Member and should be legally binding under the Swiss Law's jurisdiction.

3.2 Conflict of interest

As to make the most of each organisations' capacities and competences, the Solar Impulse Foundation encourages Experts providing entities to simultaneously submit solution and offer Experts. To avoid conflict of interest the following sets of preventive measures are in place.

Prevention measure

When assigning an Expert to a solution, the Solar Impulse Foundation (SIF) ensures with its knowledge that each Expert has no conflict of interest related to the task.

The SIF takes several measures to avoid conflict of interest:

1. The solution provider has the opportunity to give a list of companies and individuals by whom he does not want to be assessed;

2. If an organization submits a candidate solution, its experts will automatically be excluded from the assessment;
3. An individual person is invited to register on the website as an expert or a solution provider, but not both.

In case the World Alliance proposes a task to an Expert in which it has direct interest, and which could therefore influence the impartiality of its judgement, the Expert has the responsibility to indicate and decline the proposed task. The commitment that the expert signs includes a declaration by which he undertakes to avoid any conflict of interest and, if should appear, to declare that he is taking countermeasures.

Consequence of a conflict of interest

To avoid conflicts of interest situations, the World Alliance may withdraw Experts from their evaluation functions if it deems necessary. In this case Expert will be informed of the upcoming actions. If an Expert knowingly conceals a conflict of interest and it is discovered during her/his activities, he will be dismissed with immediate effect, the remaining tasks and agreements will be terminated.

Example: Submit proposals through a third party to be considered in the solution catalogue while assessing the same candidate solution as an Expert.

3.3 Quality control of assessments

While it is the responsibility of the solution provider to submit correct and consistent information about the candidate solution, it is the responsibility of the Expert to strive to provide an accurate and impartial assessment using the most recent and practical techniques at the time of the assessment.

Information and opinions provided must be based on evidence and/or experience reflecting the best of the Expert's knowledge. The information or opinions given by the Expert does not constitute any guarantee of performance, marketability or suitability for a particular purpose of the candidate solution.

The SIF declines any responsibility for the accuracy and completeness of the information provided by Experts or solution providers. If doubts about the accuracy of the information provided by the Expert are raised by the FSI, affiliates or external parties, and if these doubts cannot be resolved, the FSI reserves the right not to take into account the information provided by the Expert.

3.4 Amount of contribution

The involvement of each Expert may vary over time depending on the tasks, personal suitability of the candidate solutions and above all the availability of the Expert. The assessment of a candidate solution

should take between 2 to 4 hours in total. The Expert has all the rights to accept or decline a mission according to his current availability.

3.5 Remuneration

Even if the Expert's contribution is much appreciated, the World Alliance is not able to offer any financial remuneration per assessment performed. However, the FSI will provide on case by case basis financial support (daily rate, travel expenses etc.) to compensate for the Experts' efforts.

3.6 Place of work

Experts can do their work either from home or place of work. As part of her/his role, the Expert may be invited to participate in special sessions and events that may take place either at the SIF office in Lausanne or third-party premises.