

**AGREEMENT****ON COORDINATING EVALUATION UNDER THE PHYSICS FOR FUTURE PROGRAMME**

between

the Project Coordinator,

Fyzikální ústav AV ČR, v. v. i., translated as Institute of Physics of the Czech Academy of Sciences, with its registered address at Na Slovance 1999/2, 182 00 Prague 8, Czech Republic, represented by RNDr. Michael Prouza, Ph.D. – Director, (hereinafter referred to as the “**FZU**”),

and

the Vice-Chair,

Mr/Ms Helena Alves,

address of permanent residence: Alameda Silva Rocha 11A 4esq 3800-385 Aveiro

country of permanent residence: Portugal

hereinafter jointly referred to as the “**Parties**”.

The Parties agree that the Vice-Chair will, according to the conditions specified below, coordinate the evaluation of proposals assigned to them.

Terms and Conditions:

1. Assistance in the evaluation preparation:

The Vice-Chair shall:

- a. appoint Evaluator(s) from the list of available Evaluators based on their expertise and level of experience, between 23 and 29 November 2023.

2. Evaluation of proposals:

- a. FZU shall deliver the draft assessment(s) to the Evaluators by 4 December 2023.
- b. The deadline for completing the written evaluation (strengths and weaknesses) is 15 December 2023.
- c. After all the three evaluations are delivered for a proposal, the Vice-Chair is required to prepare a draft of a **Consensus Report**. The Vice-Chair will not



evaluate the proposals but will prepare the Consensus Report based on the evaluations received. The deadline for the first draft of the Consensus Report is 22 December 2023.

- d. The final version of the Consensus Report will be negotiated between the three assigned Evaluators and the Vice-Chair. The Vice-Chair is responsible for getting the feedback from the evaluators involved in time.
- e. The Vice-Chair will request the scores from the evaluators, communicate the final average score to the evaluators, and confirm with the evaluators that they agree that the Consensus Report corresponds to the final score by 20 January 2024.

3. **Remote interviews:**

- a. After the written evaluation, a maximum of 60 candidates passing the threshold will be invited for a remote online interview. When requested, the Vice-Chair will nominate 2 out of 3 evaluators from the written evaluation to attend the interview.
- b. The remote interviews are expected to be conducted between 12 February 2024 and 1 March 2024. Each interview will last 45 minutes. During the 45 minutes following the interview, the Vice-Chair will compile a report from the interview and request agreement from the evaluators.
- c. The Vice-Chair will present the final reports and scores to the Selection Committee.

4. **General conditions:**

- a. **The evaluation procedure:** A description of the evaluation is available in the Guide for Evaluators (in Annex 2), which is to be followed.
- b. **Submission of Consensus Report:** Consensus Report must be submitted via the application portal at <https://fzu.cepac.cz>.
- c. **Payment conditions:** For each evaluation and full Consensus Report, upon receipt and approval by FZU, a fee of EUR 120, excluding VAT, is payable to the Vice-Chair; for each remote interview attendance, a fee of EUR 80, excluding VAT, is payable to the Vice-Chair. Payments are made to the Vice-Chair's account number (IBAN format) [REDACTED], according to the information provided in the Vice-Chair's Tax Declaration for the Purposes of the Physics for Future Project.
- d. **Expected maximum number of assigned proposals:** A maximum of sixteen (16) proposals are expected.
- e. **Confidentiality:** The information contained in the applicant's proposal is confidential; the Vice-Chair may not disclose any of this information.
- f. **Protection of the applicant's data:** The Vice-Chair acknowledges that the personal data are in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679) and therefore undertakes to comply with its rules at all times in the handling of such data.
- g. **Exclusion of conflict of interest:** Evaluation of an application implies the exclusion of any interest of the Vice-Chair in the outcome of the evaluation. If, during the evaluation, the Vice-Chair finds that the objectivity of his/her evaluation may be compromised by a conflict of interest between his/her interest and that of FZU, he/she must suspend the evaluation and inform FZU of the possible conflict.



- h. **Elimination of unconscious bias:** The Vice-Chair is instructed to view a YouTube video prepared by the Royal Society on unconscious bias; the link to the video is <https://www.youtube.com/watch?v=dVp9Z5k0dEE>.
5. **The FZU contact person:** [REDACTED].
6. **Vice-Chair's contact information:** email [REDACTED].
7. FZU may terminate the Agreement if the Vice-Chair is deemed not to be performing his/her tasks as per this Agreement or if the Vice-Chair does not perform his/her tasks to a satisfactory standard. Termination shall be effective upon delivery of the termination notice stating the reason for the termination to the Vice-Chair's email address referred to in Paragraph 6.

The Vice-Chair declares that he/she has read the "Guide for Evaluators" corresponding to the P4F project rules, has the necessary knowledge to perform the above-mentioned tasks, and has no conflict of interest that would prevent him/her from performing them.

The Parties agree to the Agreement and in witness whereof attach their signatures below:

Annexes

- 1 - Template proposal*
- 2 – Guide for Evaluators*

Date: 20/11/2023

On behalf of

Signature: _____

RNDr. Michael Prouza, Ph.D.

Fyzikální ústav AV ČR, v. v. i.

Date: 17/11/2023

Signature: _____

Helena Alves, Ph.D.

Vice-Chair of the P4F Programme

1. P4F Research proposal

This page and any further text in this document written in italics serve as guidelines and should be deleted from your proposal before submission. The template structure must remain unchanged, including section numbering.

*To support equal opportunities in the selection process, the **P4F Research proposal** (further referred to as **proposal**) **must be anonymised**. Please **do not include explicit information regarding your name, gender, or current affiliation**. Nevertheless, do not hesitate to refer to your affiliation in the past. We therefore recommend that “I” or “**the applicant**” is used throughout the proposal.*

*The Proposal must be submitted via the online P4F application portal available from <https://p4f.fzu.cz/> **before the call deadline** as a **PDF document not exceeding 10MB**.*

The following standards must be followed:

8 pages of A4 size limit (tables, figures, references, Gantt chart, and other elements count towards this limit) Any text exceeding this limit will be removed and will not be sent for evaluation. Do not add a cover page or table of contents.

- *Minimum font size 11 points, single line spacing.*
- *Recommended font: Open Sans. In case another font is used, it must be of similar size and width at the required point size.*
- *Margins (top, bottom, left, right) of at least 15 mm (not including any footer or header).*
- *Text elements other than the body text, such as headers, footnotes, captions, and formulas might deviate from the font and size used. Min. font size used in these elements is 9. They will count toward the page limit.*
- *Avoid using hyperlinks, the evaluators will not open them.*

2. Proposal Title:

3. Proposal Acronym:

4. Abstract

The maximum length is 2,000 characters. The abstract will not count toward the page limit.

1. Excellence

1.1 Project's research and innovation objectives

Describe the scientific research project, quality and the pertinence of the research & innovation objectives, which must be measurable and verifiable, realistically achievable.

Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.

1.2 Proposed methodology

Describe and explain the overall methodology (scientific and technical aspects), including the concepts, models, and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.

Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives.

Describe how the gender dimension and other diversity aspects are considered in the project's research and innovation content. If you do not consider such a gender dimension to be relevant to your project, please explain.

1.3 Supervision and training

Provide details on the choice of your supervisor. Describe how the qualifications and experience of the supervisor fit your proposed research. Justify the proposed secondment and explain its intersectoral and/or interdisciplinary aspect. Specify its timing, duration, technical objective(s), and its overall added value.

Explain how you can contribute to the two-way transfer of knowledge and training between you, your host institution, and your secondment institution.

1.4 Quality and appropriateness of the researcher's professional experience, competencies, and skills

Discuss the quality and appropriateness of your existing professional experience in relation to the proposed research project. Include highlights of your career and scientific potential and state your most significant contributions to your field (without presenting your identity). You may refer to your affiliation in the past.

2. Impact

2.1 Fellowship's impact on the applicant's career

Describe the expected impact of the proposed research and training activities on your career perspectives inside and/or outside academia. Briefly summarize your career goals.

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts

Describe how you will share your results with various target groups. Address IPR issues.

Describe the scientific impact of the proposed research.

3. Implementation

3.1 Quality and effectiveness of the work plan

Present the overall structure of the work plan, including Work Packages (WP), tasks, major deliverables, milestones, and the secondment, dissemination, and communication activities. The Gantt chart must be included. Note: The Gantt chart should reflect the length of the fellowship, i.e. 24 months.

Describe the infrastructure, equipment, and other resources needed for the successful execution of the project. If relevant, describe access to external infrastructure. These aspects need to be confirmed with the supervisor within the feasibility approval.

3.2 Assessment of risks

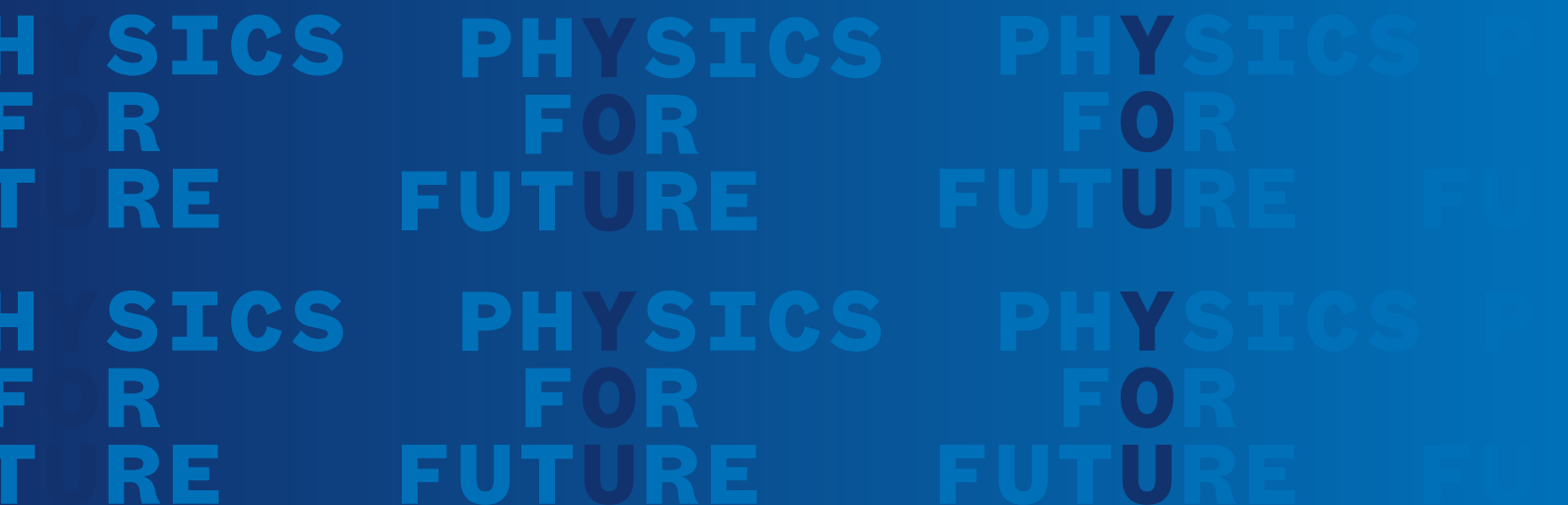
Describe how you plan to assess and mitigate risks (of research and/or administrative nature).



GUIDE FOR EVALUATORS

FIRST CALL

FOR POSTDOCTORAL FELLOWSHIPS



Version history

Version nr.	Publication date	Change
1	31/10/2023	Initial document

P4F has received funding from the European Union's Horizon Europe programme under the Marie Skłodowska-Curie Actions - Co-funding of Regional, National and International Programmes (COFUND) Grant Agreement No 101081515 and is subject to its terms and conditions.

The purpose of this document is to guide evaluators in the evaluation process of the P4F proposals. FZU reserves the right to amend this document.

List of acronyms

ELI – ELI Beamlines

FZU – Institute of Physics of the Czech Academy of Sciences (abbreviation of the name in Czech: Fyzikální ústav AV ČR, v. v. i.)

MSCA - Marie Skłodowska-Curie Actions

OTM-R - Open, Transparent, and Merit-Based Recruitment practices

P4F – Physics for Future, co-funded under MSCA COFUND, a postdoctoral programme of fellowships for postdoctoral researchers, coordinated by FZU

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1 ABOUT P4F

Marie Skłodowska-Curie Actions, as a part of Horizon Europe, the EU's key funding programme for research and innovation, are the EU programmes aiming at developing talents and advancing research. **Physics for Future** (P4F), co-funded under the Marie Skłodowska-Curie COFUND and coordinated by the Institute of Physics of the Czech Academy of Sciences - FZU, is a **postdoctoral fellowship programme** for researchers to execute their **bottom-up research project over two years** at the FZU or ELI Beamlines (ELI) facilities in the Czech Republic. P4F will hire 60 postdoctoral fellows for 24 months in an open, transparent, and merit-based (OTM-R) selection process divided into separate calls. **30 fellows** are expected to be recruited in this **first call**.

The selection process will be **anonymous** during the first round of evaluations. The evaluation will be performed by **three independent external Expert Evaluators**. To reach a consensus, the Expert Evaluators will be assisted by one Vice-Chair, member of the **Selection Committee**. The Selection Committee, which will oversee the selection process, is composed of 9 Vice-Chairs and will be headed by the Selection Committee Chair.

Applicants have freedom of research choice within the scope of FZU and ELI research focus, they are invited to propose their research project. They must choose from the list of supervisors available at <https://p4f.fzu.cz/our-supervisors/>. Details about the fellowship are available at the P4F website at <https://p4f.fzu.cz/>.

2 EVALUATION PRINCIPLES

P4F selection and recruitment process aligns with the Open, Transparent, and Merit-Based Recruitment (OTM-R) practices, consistent with the principles of the European Charter for Researchers & Code of Conduct for the Recruitment of Researchers.

To comply with the above-mentioned principles, the evaluators are hereby instructed to **watch a YouTube video** prepared by the Royal Society **concerning the unconscious bias** available at <https://www.youtube.com/watch?v=dVp9Z5k0dEE>

The Expert Evaluators will conduct the evaluations in a personal capacity, not as representatives of their employer, their country, or any other entity. They are required to be independent, impartial, and objective. In their evaluations, the Expert Evaluator will follow the evaluation criteria listed below (see Table 1)

2.1 Conflict of interest

In the first round, the proposals will be anonymized. The applicants are required to present their project in 1st or 3rd person singular and refrain from information that could be used to identify them personally. The Expert Evaluators and Vice-Chairs must immediately inform the Programme Manager if a conflict of interest becomes apparent during the evaluation. Due to the anonymization of the proposals, the conflict of interest may not become apparent until the second round of evaluation.

The Expert Evaluators or Vice-Chairs will declare that they are in conflict of interest if they were involved in the preparation of the proposal, they had during the last three years a scientific collaboration with the applicant, have a family relationship with the applicant, were in employer-employee, student-supervisor relation, or are in any other situation that could cast doubt on their ability to evaluate the proposal impartially.

2.2 Confidentiality

The data released to Expert Evaluators and Vice-Chairs will be used solely for the purpose of evaluation of material related to P4F. The Expert Evaluators and Vice-Chairs will not divulge the data to a third party. The Expert Evaluators and Vice-Chairs will respect the confidentiality of the information, including any personal data and of the evaluation process and its outcomes.

2.3 Gender equality and career breaks

The P4F is fully committed to promoting gender equality. Its Selection Committee shows a balanced representation of men and women. **Excellence is the main selection criterion.** Evaluation, and selection will be conducted irrespective of gender. Career breaks and their effects must not be seen as grounds for penalization.

3 EVALUATION AND SELECTION PROCESS

3.1 Overview of the workflow

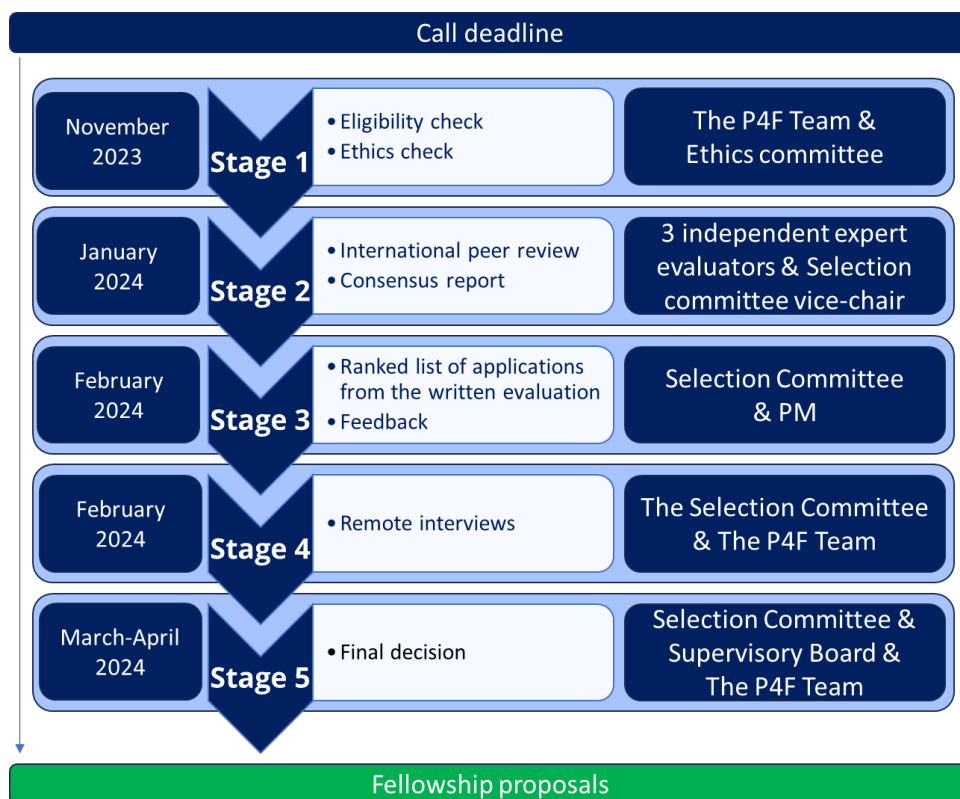


Fig. 1 – The P4F evaluation and selection process.

The selection process will be overseen by the **Selection Committee**, headed by the **Selection Committee Chair**, and will include **9 Vice-Chairs**. Each proposal will be evaluated by three independent external **Expert Evaluators**.

The evaluation will happen in two rounds via P4F [application portal](#). In the first round, the **written project proposals** will be evaluated, and in the second, the successful candidates from the first round will undergo an **interview**.

The whole process will be overseen by the **Supervisory board of P4F**. The Supervisory board will approve the final ranking.

3.2 Eligibility check and ethics assessment

At the beginning of the evaluation process, the P4F project management team will assess all applicants for eligibility based on the [Eligibility criteria](#) and check the mandatory documentation. The ethics assessment will be conducted by the P4F **Ethics Committee**.

Based on the eligibility check, the proposals will be sorted as eligible or not eligible. **Only the eligible proposals will be evaluated.**

3.3 Written evaluation

During the **written evaluation**, three independent external Expert Evaluators, appointed by the Vice-Chairs for the proposals assigned to them, will review **anonymized project proposals** (without the CV) and provide **strengths and weaknesses** to each criteria mentioned below. The pool of external Expert Evaluators has been established from the European Commission´s experts database based on their professional experience and area of expertise.

Table 1: Evaluation criteria

	Criterion	Weight	Priority	Description
Proposal Font 11pt Max. 8 pages (main) Weight: 70%	Excellence	50%	1	<p>1.1 Project's research and innovation objectives How are the quality and pertinence of the research and innovation objectives? Are the research and innovation objectives realistically achievable? Are they measurable and verifiable? To what extent is the proposed work ambitious and goes beyond the current state-of-the-art in the field?</p> <p>1.2 Proposed methodology How sound is the proposed methodology, including concepts, models, and assumptions that underpin the project? Are important methodological challenges identified and measures to tackle them proposed? Is interdisciplinary approach relevant to the research? If relevant, how well will expertise and methods from different disciplines or sectors be brought together and integrated? Were the gender and diversity aspects considered (if relevant)?</p> <p>1.3 Supervision and training How well-aligned is the chosen supervisor's expertise with the project's scientific focus? Does the choice of the secondment fit the overall project (institution, length, and related objectives)? Does the secondment contain intersectoral and/or intersectoral aspects? How effective is the project proposal in facilitating a two-way transfer of knowledge between the applicant, the host institution, and the secondment institution?</p> <p>1.4 Quality and appropriateness of the researcher's professional experience, competencies, and skills How are the quality and appropriateness of the researcher's existing professional experience in relation to the research proposal?</p>
	Impact	25%	2	<p>2.1 Fellowship's impact on the applicant's career - Are the measures to enhance the researcher's expected career perspectives inside and/or outside academia credible? - Are the measures to enhance the researcher's expected skills development credible?</p> <p>2.2 Suitability and quality of the measures to maximize expected outcomes and impacts -How suitable are the planned dissemination and exploitation measures? Are the target group(s) addressed? - If relevant, how suitable are the strategy for the management of intellectual property and foreseen protection measures?</p>

				- Is the scientific impact of the proposed research well described?
	Implementation	25%	3	<p>3.1 Quality and feasibility of the work plan How is the quality and effectiveness of the work plan? Is a Gantt Chart included, consistent and complete in relation to the whole work plan (taking into account WPs, scientific deliverables, milestones, secondment)? Is the capacity of infrastructures and equipment well described? Are the allocated resources, both scientific and other, appropriate for the scope and scale of the project?</p> <p>3.2 Assessment of risks Are research and/or administrative risks that might endanger reaching the objectives, duly considered and the contingency plans put in place?</p>

3.3.1 Dos and don'ts when writing the evaluation

General instructions on how to assess strengths and weaknesses for each criterion:

- Please use the criteria description for providing specific and concrete feedback.
- Please briefly explain your statements.
- Please consider only the text included in the proposal.
- Please focus on offering constructive recommendations for improving shortcomings or weaknesses.
- Please avoid generalizations, e.g. "It could have been described better" and comments based on assumptions.
- The Expert Evaluators are not asked to evaluate the ethical dimension of the proposal. Nevertheless, if the Expert Evaluators or Vice-Chairs consider that the proposal might raise ethical issues, please flag them to the Programme Manager, it will be dealt with by the Ethical Committee.
- **Please bear in mind that, contrary to the MSCA Individual Fellowships, the applicants wrote the application without assistance of the supervisor.**

3.3.2 Consensus report

The Vice-Chair will draft a **consensus report**, based on Expert Evaluators' individual evaluation of the proposal strengths and weaknesses. The individual evaluations will be visible to all three Experts Evaluators. The expert evaluators will comment on it via the [application system](#) until they reach a consensus.

The Vice-Chair is tasked with the responsibility of ensuring the absence of conflicting and contradictory information. **The Vice-Chair will not evaluate the proposals at any stage.**

3.3.3 Scoring of the proposal

Only once the consensus report is written, each criterion of the proposal will be **scored 0-5** by the **Expert Evaluators**. The criteria are **Excellence, Impact, Implementation**. The individual scores are set to one decimal number at maximum. The average of the assigned individual scores will be rounded mathematically (=> 0-4 down, 5-9 up) to one decimal place. The evaluators will confirm the average score fairly reflects the strengths and weaknesses described in the consensus report.

Table 2: Scoring

Grade	Range	Description
Excellent	5	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor
Very Good	4.0-4.9	The proposal addresses the criterion very well, but a small number of shortcomings are present
Good	3.0-3.9	The proposal addresses the criterion well, but a number of shortcomings are present
Fair	2.0-2.9	The proposal broadly addresses the criterion, but there are significant weaknesses
Poor	1.0-1.9	The criterion is inadequately addressed, or there are serious inherent weaknesses
Insufficient	0	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information

3.3.4 Feedback to applicants after the written evaluation

Subsequently, the proposals will be ranked based on these first-round scores.

The consensus report will be sent to the candidates. The names of the evaluators will not be provided.

3.4 The interview

The top 60 applicants who achieve a minimum 70% threshold in the proposal evaluation will proceed to the interview stage.

Applicants advancing to the second round of evaluation will undergo a **45-minute remote interview** conducted in English. The interview panel will include the Vice-Chair, two of the three Expert Evaluators, and one HR representative. While the Vice-Chair and HR representative won't assess the applicant, they will facilitate the interview, ensuring that all pertinent questions are posed.

During the interview, candidates will be required to present their projects and address comments and queries from the Expert Evaluators. Evaluation will extend to their career vision and non-scientific skills, with an assessment of the applicant's CV. The CV section will become visible in the application system once the final ranking from the written evaluation is completed, at the latest one week before the interview. Following the interview, the Vice-Chair will compile the **consensus report** based on the evaluations of the two participating Expert Evaluators. The Expert Evaluators must agree with the consensus report. The Expert Evaluators will also assign a **score** and must agree with the average score assigned.

3.4.1 Interview schedule

- | | |
|--|--------|
| 1. Welcoming the candidate | 3 min |
| 2. Introducing the agenda and all the participants | 2 min |
| 3. Main part – project presentation | 5 min |
| 4. Main part – questions and answers | 30 min |
| 5. Conclusion, goodbye | 5 min |
| 6. Recording observations on the interview, evaluating the candidate | 30 min |

First, the applicant will be asked to provide a brief **overview of their research project**, highlighting how it fits in the long-term development of their field.

Second, the applicant will be asked to **address** the strengths and weaknesses mentioned in the **consensus report** from the written evaluation.

Next, the applicant will be asked further **questions** related to the **project proposal and CV** such as:

- Please, identify your most important achievement and explain the choice.
- How does your academic and professional background align with the goals and requirements of the proposed research?
- Can you provide instances where you've demonstrated leadership or played a key role in a team?

Further questions that can be asked to assess the applicant's non-scientific skills:

- What do you like most about your job? How has your past research shaped your current research interests?
- How do you plan to communicate your research findings to both scientific and non-scientific audiences?
- Have you ever had to complete an assignment you did not find interesting? How did you cope with it?

We welcome applicants with **0-8 years of postdoctoral experience** and aim to choose individuals who demonstrate **excellence** at any point in their career. Consequently, evaluators are expected to consider the career stage of applicants when assessing the quality of their track records.

As already mentioned, career breaks and their effects must not be seen as grounds for penalization.

3.4.2 Interview criteria

Table 3: Evaluation criteria

	Criterion	Weight	Priority	Description
Pass to interview stage: Top 60 applicants with a minimum 70% threshold after proposal evaluation				
Interview Weight: 30%	Technical/scientific skills	50%	1	Presentation of the research project Applicant's scientific vision for their field Addressing of strengths and weaknesses
	CV	30%	2	Quality of the applicant given their career stage Quality of past scientific work Relevance between the applicant's profile and the research proposal
	Non-scientific skills	20%	3	Applicant's career vision and expectations Independent thinking, critical thinking, analytical, and problem-solving skills Social skills and leadership potential Potential to acquire new knowledge, collaborate across disciplines and/or sectors Proficiency in communication, including effective presentation

3.4.3 Interview scoring

Once the interview report is drafted by the Vice-Chair and agreed on by the Expert Evaluators, each criterion will be scored from 0 to 5 by the Expert Evaluators. The individual scores are set to one decimal number at maximum. The average of the assigned individual scores will be rounded to one decimal place. The Expert Evaluators will have to confirm they agree with this average score.

Table 4: Scoring

Grade	Range	Description
Excellent	5	The applicant successfully corresponds to all relevant aspects of the criterion. Any shortcomings are minor
Very Good	4.0-4.9	The applicant successfully corresponds to the criterion very well, but a small number of shortcomings are present
Good	3.0-3.9	The applicant successfully corresponds well to the criterion, but a number of shortcomings are present
Fair	2.0-2.9	The applicant corresponds broadly to the criterion, but there are significant weaknesses
Poor	1.0-1.9	There are serious inherent weaknesses
Insufficient	0	The applicant does not fulfil the criteria or cannot be assessed due to missing or incomplete information

3.5 Final feedback

Once the results of both the proposal evaluation and the interview are gathered, the final ranking will be established. The P4F Selection Committee and the Supervisory Board will validate this **final ranking**.

The final evaluation report will include the **final score** and feedback to the applicant in the form of **consensus report** including the results of the interview. The names of the evaluators will not be mentioned.

4 P4F CONTACT INFORMATION

<https://p4f.fzu.cz/contact/>

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By phone: +420 266 05 2667

Institute of Physics of the Czech Academy of Sciences

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Please note: This Guide or parts thereof must not be disclosed to any persons not directly involved in P4F evaluation.