IL-KUNSILL NAZZJONALI TAL-KTIEB

National Book Council
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CALL FOR EVALUATORS – GUIDELINES 2024

The National Book Council manages a number of funding schemes and literary contests aimed at supporting the development of the publishing sector. In order to ensure the highest degree of transparency, applications and proposals submitted to schemes managed by the NBC are assessed by an independent Evaluation Board according to set objectives, scope and criteria.

An independent Evaluation Board is appointed by the National Book Council for each call for applications published on a short-term basis. In particular, external and independent Evaluation Boards are appointed to assess proposals submitted to the following competitive funding schemes and contests:

The Malta Book Fund
The National Book Prize
The Doreen Micallef National Poetry Contest
The Novels for Youth Literary Contest

Eligibility

Individuals with a background in publishing (writing, editing, translation, illustration), published research (arts and humanities, sciences, social sciences), literature (prose, poetry, drama, criticism) and literature in translation are invited to apply.

Applicants should be fluent in Maltese or English and in possession of a registered VAT number.

The NBC is also looking for evaluators who are also fluent in Italian, French, Spanish and German to serve as evaluators on literary translations from those languages to Maltese.

Applicants who intend to submit an application for funding, or a work to be considered in a contest, on their own behalf or on behalf of the organisation or entity they represent in 2024, are still eligible to apply but cannot evaluate the call for which they submitted their project.

NBC staff and board members are not eligible to apply.

Appointment

Evaluators will be appointed to the adjudication panels of funding schemes and contests that best match their respective skill sets. Selected applicants will be collated in a list and called to serve as appointed evaluators according to the requirements of the NBC and the evaluators' availability. The NBC reserves the right not to contact all applicants and to select other evaluators outside the pool of evaluators if the need arises.

Selected evaluators will be expected to confirm their availability for, and attendance to, all evaluation meetings by means of a contract. Assessment procedures vary from one funding scheme to another; further information regarding the Guidelines and Regulations to a particular funding scheme or contest to be evaluated, the evaluation process, remuneration, and what is expected from the evaluators will be provided accordingly.

Evaluators' role

Evaluators are expected to review and assess the submitted proposals and/or publications in relation to the criteria and objectives of the relevant initiative. On the basis of evaluators' assessment and recommendations, an order of classification of the projects is established. The recommended classification will be approved by the NBC administrators and published online or announced during a ceremony. The evaluators must perform their task as agreed with the initiative's administrators and within the deadline stipulated by the NBC. The names of the evaluators are published together with the results announcement.

Conflicts of interest

Evaluators must not have a conflict of interest at the time of their appointment and will be requested to declare as much in writing. Appointed evaluators should also immediately inform the NBC should such a conflict arise in any of the applications/works they have been allocated. When a potential conflict of interest is reported or brought to the attention of the NBC administrators, the NBC will analyse the circumstances and any objective elements of information at its disposal. If the NBC establishes a conflict of interest, the evaluator will be excluded from the assessment of that call in its entirety.

Confidentiality

All appointed evaluators are bound by confidentiality throughout the whole assessment process. Evaluators are not allowed to disclose any information about the applications submitted according clauses in the evaluator's engagement contract.

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SEJĦA GĦALL-EVALWATURI – LINJI GWIDA 2024

Il-Kunsill Nazzjonali tal-Ktieb jimmaniġġja għadd ta' skemi ta' fondi jew konkorsi letterarji b'risq is-settur tal-pubblikazzjoni. Sabiex ikun assigurat l-ogħla grad ta' trasparenza, l-applikazzjonijiet u l-proposti sottomessi għal skemi tal-KNK ikunu assessjati minn Bord ta' Evalwazzjoni indipendenti skont damma ta' objettivi, skopijiet u kriterji.

Għal kull sejħa ppubblikata f'qasir iż-żmien, il-Kunsill Nazzjonali tal-Ktieb jappunta Bord ta' Evalwaturi indipendenti. B'mod partikulari, il-bordijiet esterni u indipendenti jitqabbdu l-aktar għal dawn li ġejjin:

Il-Fond Malti tal-Ktieb
Il-Premju Nazzjonali tal-Ktieb
Il-Konkors Nazzjonali tal-Poeżija Doreen Micallef
Il-Konkors ta' Letteratura għaż-Żgħażagħ

L-Eliġibbiltà

Dawk l-individwi bi sfond fil-pubblikazjoni (kitba, editjar, traduzzjoni, illustrazzjoni), fir-riċerka ppubblikata (arti u studji umanistiċi, xjenza, xjenzi soċjali), fil-letteratura (proża, poeżija, drama, kritika) u fil-letteratura tradotta mħeġġa japplikaw.

L-applikanti jridu ikollhom ħakma tajba tal-Malti jew l-Ingliż, u jkollhom numru rreġistrat tal-VAT.

Il-KNK qed ifittex ukoll evalwaturi li jkollhom ħakma tat-Taljan, il-Franċiż, l-Ispanjol u l-Ġermaniż sabiex iservu ta' evelwaturi ta' xogħlijiet letterarji minn dawn l-ilsna għall-Malti.

Dawk l-applikanti li jkunu se jissottomettu applikazzjoni għall-fondi jew xi xogħol biex ikun aġġudikat f'xi konkors jistgħu jagħmlu hekk f'isimhom jew f'isem xi organizzazzjoni li jirrappreżentaw, iżda mbagħad ma jkunux jistgħu jevalwaw f'dik is-sejħa li għaliha jkunu ssottomettu xogħolhom.

Il-membri tal-istaff u l-bord tal-KNK ma jistgħux japplikaw.

Il-Ħatra

L-evalwaturi jinħatru fil-bord tal-aġġudikazzjoni għal skemi jew konkorsi tal-KNK skont il-ħiliet tagħhom. Il-magħżula jindammu f'lista li minnha jkunu appuntati l-evelwaturi skont il-ħtieġa tal-KNK u d-disponibbiltà tal-evalwatur. Il-KNK jirriżerva d-dritt li ma jikkuntattjax lil xi evalwatur/i li jkunu fil-lista, jew anki li jqabbad lil xi ħadd/uħud li ma jkunux fiha.

L-evelwaturi magħżula jkunu jridu jikkonfermaw id-disponibbiltà u l-attendenza tagħhom għal kull laqgħa ta' evalwazzjoni, u dan skont kuntratt. Il-proċeduri tal-assessjar ivarjaw minn skema jew konkors għal ieħor; informazzjoni dwar il-Linji Gwida u r-Regolamenti ta' kull skema jew konkors, il-proċess tal-evalwazzjoni, il-ħlas, u x'inhu mistenni mill-evalwaturi, jingħataw kollha fil-ħin opportun.

Xogħol l-Evalwatur

L-evalwaturi mistennija jaraw u jaġġudikaw il-proposti jew/u l-pubblikazzjonijiet sottomessi, skont il-kriterji u l-objettivi tal-iskema jew konkors inkwistjoni. Abbażi tal-ġudizzju tal-evalwaturi, tinħoloq klassifika tal-proġetti. Il-klassifika rrakkomandata tkun approvata mill-amministraturi tal-KNK, ippubblikata online jew mħabbra waqt ċerimonja. L-evalwaturi jridu jwettqu xogħolhom skont kif maqbul mal-amministraturi u fi ħdan data ta' tragward stipulata mill-KNK. Isem l-evalwaturi jitħabbar mat-tħabbira tar-riżultati.

Kunflitt ta' interess

L-evalwaturi ma jistax ikollhom kunflitt ta' interess fiż-żmien li fih ikunu appuntati bħala tali, u mitluba biex jiddikjaraw li m'għandhomx iswed fuq l-abjad. L-evalwaturi għandhom ikellmu mill-ewwel lill-KNK jekk mal-ħin jinqala' potenzjalment xi kunflitt ta' interess minn xi applikazzjoni jew xogħol li suppost jevalwaw. Meta dan iseħħ, l-amministraturi tal-KNK janalizzaw iċ-ċirkustanza u l-informazzjoni oġġettiva f'idejhom. Jekk il-KNK jistabbilixxi li hemm kunflitt ta' interess, l-evalwatur jitneħħa minn xogħlu f'dik l-inizjattiva fl-intier tagħha.

Kunfidenzjalità

Kull evalwatur marbut bil-kunfidenzjalità tul il-proċess kollu tal-aġġudikazzjoni. M'għandux jikxef xi informazzjoni dwar l-applikazzjonijiet, u dan anki skont kuntratt t'ingaġġ tal-evalwaturi.