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Request for Quote

2023-2026 Framework Tender for the appointment of an Ethics Advisor for Horizon Europe Projects

1 February 2023

By way of Introduction, Inlecom was first established in the UK in 1996 providing knowledge management, corporate sustainability, and business performance optimisation solutions to several ICT technology sectors. Since 2008 we have expanded Inlecom's R&D interests, and offices, to Belgium, Ireland and Greece collectively referred herein as "Inlecom". Across our various offices, Inlecom are dedicated to research and innovation across multiple industry verticals, including Transport, Security, Circular Economy, Nature Based Solutions, Green Technologies, Sustainability, 5G, Recycling, Virtual Reality, Digital Twins, Earth Observation, Smart Cities and more.

Inlecom Innovation AMKE is based in Athens, Greece and is coordinating two new EU funded Horizon Europe projects in AI and data science which started on the 1st of January 2023. Both projects have the requirement of appointing an external Ethics Advisor to consult the consortium and develop opinion ethics reports for the consortium and the funding agency.

We are seeking to appoint an external Ethics Advisor to provide expert guidance on privacy issues, data processing and data minimization, as well as the ethical implications of AI within the context of the two projects' activities, as described in more detail below.

Description of responsibilities for external ethics advisor for EMERALDS project

Reference project: EMERALDS, Extreme-scale Urban Mobility Data Analytics as a Service, GA No 101093051 (https://cordis.europa.eu/project/id/101093051), Start date: 01.01.2023, Duration: 36 months.

The external Ethics Advisor will provide expert guidance on data processing and data minimization, as well as the ethical implications of AI within the context of the project activities. The advisor will be responsible for ensuring the data variables that are adequate, relevant, and limited to what is necessary, and that a

lawful basis for data processing is established. The Ethics Advisor will also consult on ways to mitigate the potential misuse of AI tools, such as predictive policing profiling, assisting the use case stakeholders to ensure FAIR data management and handling of ethical implications.

The Ethics Advisor will liaise with the project coordinator to collect the necessary information and will develop and submit periodic opinion reports to the consortium and the funding agency (through the coordinator) on the ethics issues.

The Ethics Advisor's first output is expected to be on M3 (Guidance report - legal framework compliance table) where the ethics risks will be identified, along with proposed mitigation measures to avoid the tools being misused. The frequency of reporting is 6 months, tallying to a total of 7 reports over the due of the project (M6, M12, M18, M24, M30, M36).

In these periodic reports, the independent Ethics Advisor will:

- update the compliance table
- check the data management plan and deliverables for compliance
- identify and report potential ethical implications in project results
- if necessary, take complementary interviews from project partners
- provide clarifications upon request from the funding agency.

Description of responsibilities for external ethics advisor for GREEN DAT AI project

Reference project: GREEN.DAT.AI, Energy-efficient AI-ready Data Spaces, GA No 101070416 (https://cordis.europa.eu/project/id/101070416), Start date: 01.01.2023, Duration: 36 months.

The project activities involve the development of a real-time or near real-time detection of known fraud signatures with the use of explainable AI. This activity may relate to both privacy issues and risks of discrimination or financial harm because of discriminatory biases and patterns in within the AI solution. The project activities also include processing of personal data. The external Ethics Advisor will assess and determine in what context such processing will be performed and identify potential risks with proposed mitigation measures.

The external Ethics Advisor will provide expert guidance on privacy and personal data processing, as well as the ethical implications of AI within the context of the project activities.

The Ethics Advisor will liaise with the project coordinator to collect the necessary information and will develop and submit periodic opinion reports to the consortium and the funding agency (through the coordinator) on the ethics issues.

The Ethics Advisor's first output is expected to be on M6 (Guidance report - legal framework compliance table). Updated reports will be delivered on M9, M18 and M36, tallying to a total of 4 reports over the duration of the project.

In these periodic reports, the independent Ethics Advisor will:

- update the compliance table
- check the data management plan and deliverables for compliance

- identify and report potential ethical implications in project results
- if necessary, take complementary interviews from project partners
- provide clarifications upon request from the funding agency.

Ethics Advisor Background:

- Strong expertise in data privacy and data protection laws and regulations, including those related to data processing, data minimization, and the ethical implications of AI.
- Proven ability to handle confidential information with discretion and integrity, including the ability to identify and mitigate potential risks to data security and privacy, AI implications and mitigation measures.
- Demonstrated knowledge of best practices for data management and the ability to review and monitor effective data management plans.
- Strong expertise in reporting and explaining the ethical considerations and requirements in a comprehensive manner.

Tender Procedure

The candidate external Ethics Advisors are required to provide a quotation that will include:

1. Background Overview / Expertise / Qualifications (up to 1 page)
2. Prior similar work / References (up to 5 projects)
3. Budget expectations and breakdown of proposed costs per activity

Quotations should be sent by email to foivos.galatoulas@inlecomsystems.com (email subject External Ethics Advisor Quotation). For further clarifications please contact us at: foivos.galatoulas@inlecomsystems.com (email subject External Ethics Advisor Tender Clarification). Should there be requests for clarifications, we will communicate the details on an FAQ file on this webpage https://inlecom.eu/group/tenders/.

The deadline to provide the provisional quote will be 18:00 CET on the 28th of February 2023. Quotations received after the deadline will not be considered.

Thereafter, Inlecom will decide on the advisor or firm that we will partner with.

I look forward to hearing from you.

Yours sincerely

Ioanna Fergadiotou

Managing Director

Inlecom Innovation