

**DECISION OF THE EXECUTIVE DIRECTOR  
CONCERNING THE SELECTION OF MEMBERS OF THE SCIENTIFIC COMMITTEE,  
SCIENTIFIC PANELS AND EXTERNAL EXPERTS TO ASSIST EFSA WITH ITS  
SCIENTIFIC WORK**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY

Having regard to Regulation (EC) No 178/2002 of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety<sup>1</sup>, and in particular to Article 28(9)(e) thereof, regarding the role of the Scientific Committee and the Scientific Panels of the European Food Safety Authority (EFSA).

Having regard to the Decision of the EFSA Management Board of 17 December 2009 concerning the establishment and operations of Scientific Committee, Scientific Panels and of their working groups,<sup>2</sup> and in particular Articles 1 and 23 thereof, which foresee the delegation to the Executive Director of the Authority to draw up implementing rules for the selection of members of the Scientific Committee, Scientific Panels and their working groups and of external experts.

Having regard to the advice of the Advisory Forum and of the Scientific Committee<sup>3</sup>.

Whereas:

- (1) In order to comply with its mandate and its tasks EFSA relies on scientific experts and the EFSA staff.
- (2) EFSA scientific experts can be classified in four categories i.e. the members of the Scientific Committee and of the Scientific Panels, external experts, members of networks and hearing experts.
- (3) It is important that members of the Scientific Committee and Scientific Panels ensure a balanced representation of skills and qualities and a broad and deep range of expertise and perspectives. In addition to scientific excellence and knowledge of food safety issues, these shall comprise experience in risk assessment and a proven effectiveness in working with expert bodies.
- (4) It is fundamental that candidates are available to attend the plenaries and meetings of the Scientific Committee, the Scientific Panels and of their respective working groups, and to undertake the necessary preparatory work.

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<sup>1</sup> OJ L 31, 1.2.2002, p. 1, as last amended.

<sup>2</sup> Document mb 17 12 09 item 7 doc 5a, available at <http://www.efsa.europa.eu/en/keydocs/docs/paneloperation.pdf>. Hereinafter referred to as “Decision concerning the establishment and operations of Scientific Committee, Scientific Panels and of their working groups”.

<sup>3</sup> <http://www.efsa.europa.eu/en/events/event/af080410.htm> and <http://www.efsa.europa.eu/en/events/event/sc080421.htm>, respectively.

- (5) The procedures used for the selection of experts should be transparent and applied in a consistent manner.
- (6) The selection process of the members of the Scientific Committee and Scientific Panels is characterized by several steps involving EFSA scientific support staff, external evaluators, the Advisory Forum, the Executive Director and the Management Board of the Authority.
- (7) The selection of external experts referred to in Article 23 of the Decision concerning the establishment and operations of Scientific Committee, Scientific Panels and of their working groups should follow a different procedure, due to the different roles of those experts.
- (8) The members of networks, as defined under Article 36 of Regulation (EC) No 178/2002, (e.g. the Focal Points, the members of the Task Force on Zoonoses etc.) and in the Decision of the Management Board of 7 April 2010 concerning the establishment and operation of European Networks of scientific organisations operating in the fields within the Authority's mission<sup>4</sup> are nominated by the Member States.
- (9) Experts may be requested to attend a meeting as hearing experts.
- (10) Observers occasionally attending EFSA meetings are not considered EFSA experts<sup>5</sup>. Members of staff representing any Directorate-General of the European Commission or any other agency or body of the European Union are not considered to be EFSA experts.
- (11) The reimbursement of expenses sustained by the experts in the context of their cooperation with EFSA is not addressed by the present document.

HAS ADOPTED THE FOLLOWING DECISION:

## **TITLE I**

### **SELECTION OF MEMBERS OF THE SCIENTIFIC COMMITTEE AND SCIENTIFIC PANELS**

#### *Article 1*

##### *Members of the Scientific Committee and Scientific Panels*

Members of Scientific Committee and Scientific Panels are experienced, independent scientists selected and appointed in accordance with EFSA's rules and EFSA's Founding Regulation. Members of Scientific Committee and Scientific Panels may be chosen as Chairs, Vice-Chairs and Rapporteurs of the Scientific Committee, Scientific Panels and of their working groups. They are fully subject to the EFSA Policy on Declarations of Interests. Members of the Scientific Committee

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<sup>4</sup> Document mb 18 03 10 - item 7 doc 6, available at <http://www.efsa.europa.eu/en/keydocs/docs/networksoperation.pdf>.

<sup>5</sup> Observers are persons interested in EFSA's works, meetings and events. Upon acceptance by EFSA, they may occasionally attend meetings and events organised by the Authority only in order to observe them. They shall not in any way interact, participate or intervene in the discussions, drafting, voting or in other activities carried out there. Independence: Observers are solely subject to the transparency principle enshrined in the EFSA DoI Policy. Selection procedure: no selection procedure is applicable. The rule is that scientific meetings are not public: thus, no subjective rights to attend them may be identified on the requestors. From the foregoing it follows that EFSA may reject on various grounds requests to attend one of its meetings as an observer (e.g. on the basis of the type of information or data discussed in the meetings, on the basis of the submitted Declaration of Interests etc.). The decision shall be taken by the Head of the Unit supporting the scientific body in consultation with his or her Director and the Legal and Policy Affairs Unit in case of doubt.

and Scientific Panels are appointed by the Management Board, acting upon a proposal from the Executive Director in accordance with Article 28(5) of Regulation (EC) No 178/2002 and Article 1 of the Decision concerning the establishment and operations of the Scientific Committee Scientific Panels and of their working groups.

## ***Article 2***

### ***Call for members of the Scientific Committee and Scientific Panels***

1. Without prejudice to Article 28 of Regulation (EC) No 178/2002, a formal procedure for the selection of members of the Scientific Committee and Scientific Panels shall be organized for every renewal of the said bodies, to occur every three years.
2. The same procedure shall apply for the establishment of a new Scientific Panel and in case of major changes in the remit of a Scientific Panel or the Scientific Committee.
3. In accordance with Article 28(5) of Regulation (EC) No 178/2002, the procedure shall start with the launch of a call for expressions of interest published in the Official Journal of the European Union, on the Authority's website and in relevant leading scientific journals, as appropriate. In order for the call to be given the widest dissemination possible, the EFSA shall:
  - (a) advertise the call in other media frequently consulted by scientific experts;
  - (b) ask the members of the Advisory Forum and their Focal Points, as appropriate, to inform national authorities, academic institutions and other entities, including those selected in accordance with Article 36 of Regulation (EC) No 178/2002 of such call, with the request to give the call the widest dissemination possible.
4. The call for expressions of interest shall include eligibility criteria and selection criteria. A completed Annual Declaration of Interests (ADoI) form shall be submitted along with the application. The form shall be published together with the call and with the respective Guidance Document on Declarations of Interests.

## ***Article 3***

### ***EFSA Evaluation Team***

1. The Executive Director shall appoint the members and the chair of the EFSA Evaluation Team (hereinafter referred to as "EET").
2. The EET shall be composed of EFSA staff ensuring representation of relevant units and possessing adequate levels of seniority.

#### *Article 4*

##### *Check of validity and eligibility of applicants*

1. The validity and eligibility check of each application shall be carried out by the Human Resources Unit.
2. Applications shall be considered valid only if sent by the deadline specified in the call and in accordance with the requirements set out therein. Applicants shall be considered eligible if all the eligibility criteria are met by their application.
3. The results of the validity and eligibility check carried out by the Human Resources Unit shall be reported to the EET which shall review and confirm the outcome. The minutes of the EET meeting where the decision to exclude non-eligible applicants is made, shall include for each non-valid or non-eligible applicant an indication of the criterion that was not met.

#### *Article 5*

##### *EFSA Evaluation of eligible candidates*

1. The selection criteria shall be published in the call for expression of interest. These are:
  - Experience in carrying out scientific risk assessment and/or providing scientific advice in fields related to food and feed safety in the areas of competence and expertise of the Scientific Committee or the Scientific Panel preferred.
  - Proven scientific excellence in one, or preferably several fields linked to the area covered by the Scientific Committee or the Scientific Panel preferred.
  - Experience in peer-reviewing scientific work and publications, preferably in fields related to the area covered by the Scientific Committee or the Scientific Panel preferred.
  - Ability to analyse complex information and dossiers, often from a wide range of scientific disciplines and sources and to prepare draft scientific opinions and reports.
  - Professional experience in a multidisciplinary environment, preferably in an international context.
  - Experience in project management related to scientific matters.
  - Proven communication skills, based on teaching experience, public presentations, active participation in meetings, publications.
2. Before starting the evaluation of the applications considered valid and eligible, the EET shall agree on the interpretation of the selection criteria as referred to in the call of expression of interest in order to achieve a consistent and objective approach thereto. To this end, a grading and scoring grid shall be drawn up and used to evaluate all candidates. The grid shall include a scoring range from “0” to “5” for each of the selection criteria. In order to differentiate the impact of the various criteria, a weighting coefficient shall be attributed to the criteria as specified in the call for expression of interest. The first three criteria listed under paragraph 1 of the present Article shall be attributed the highest coefficient.

3. The EET shall instruct an adequate number of EFSA evaluators, to be selected among EFSA scientific staff, to conduct the evaluation process. EFSA evaluators shall have an appropriate level of seniority and shall ensure coverage of all areas of expertise that are necessary to assess applications for Scientific Panels and for the Scientific Committee.
4. Each application shall be evaluated by at least two EFSA evaluators. Scores shall be documented using scoring grids for all criteria. Candidates who have expressed an interest for more than one Scientific Panel and/or the Scientific Committee shall be scored separately by a different team of EFSA evaluators for each Scientific Panel and for the Scientific Committee chosen. In those cases, the EET shall organise its work in a way that allows the evaluators to adopt a coherent scoring for all the applications concerned.
5. Each evaluator shall provide one overall score. Each candidate shall thus receive two scores for the Scientific Committee or each Scientific Panel for which he/she has applied for. The evaluators shall reach a consensus on the scores to be attributed to each application. In exceptional cases, where no consensus can be reached, the EET shall assign an additional EFSA evaluator to supplement the evaluation exercise. The three sets of scores shall then be averaged.
6. The selection shall be done by setting a cut-off score to be specified in each call for expression of interests above which all candidates shall be considered suitable members of a Scientific Panel or the Scientific Committee.

## *Article 6*

### *External review of the EFSA evaluation*

1. In order to confirm that EFSA evaluation and scoring of all eligible candidates is done in a fully consistent manner, three independent external evaluators shall be chosen by the Executive Director to review the internal evaluation procedure. These experts shall be selected on the basis of the following criteria:
  - (a) Internationally recognized scientific expertise and experience;
  - (b) Being knowledgeable of EFSA and its scientific working procedures;
  - (c) Having a validly submitted and approved Annual Declaration of Interest; and
  - (d) Not currently participating in or applying to any of EFSA's scientific activities.
2. The three external evaluators shall assess, first individually, then jointly, the same stratified sample of at least 10 % of all eligible applications, per Scientific Panel and Scientific Committee. An external evaluator shall declare a potential conflict of interest if e.g. one of the experts in the 10 % sample worked or works at the same organisation as the evaluator or was or is a research collaborator.
3. The external evaluation shall be done using the same procedure as described above for the EFSA evaluation of eligible candidates. Thus, in assessing the applications, the external assessors shall apply the selection criteria of the call and the grid drawn up by the EET. The scores of the external evaluators for the 10 % of the eligible candidates shall be compared with those given by the EET for these same candidates. Specifically, the comparison shall focus on the consistency with the outcome of the EFSA evaluation procedure, i.e. whether candidates are ranked above or below the cut-off score specified in the call for expression of interests.

4. The cases resulting in incongruities shall be discussed between the external evaluators, the EET members and EFSA evaluators of the relevant applications with a view to clarify and document the causes for these differences, with a view to ensuring that an evaluation methodology in line with the interpretation of the selection criteria has been consistently applied by EFSA evaluators.

5. A difference between the evaluation of EFSA evaluators and that of the external reviewers shall be considered a discrepancy, if it affects the positioning of the respective application with regard to the cut-off score mentioned in paragraph 2 of the present Article and when such difference is found to be reflecting a lack of consistency in the evaluation carried out by EFSA evaluators. In case of discrepancies of more than 20 % of the sample, the evaluation and review process shall be repeated using the consensus criteria for scoring. Subsequently, the external evaluators shall repeat their review. For each review, the external reviewers shall be provided with a new sample of at least 10 % of all eligible applications.

6. At any point in time during the selection procedure, the Executive Director may allow observers to attend the meetings of the experts referred to in this Article or to have access to their documents. Observers shall not influence the evaluation carried out by the external experts above and shall be bound by a duty of maintaining confidential the data and the information acquired in that context.

## *Article 7*

### *Shortlist of the best candidates*

1. Following the positive outcome of the review referred to in Article 6 of the present Decision, the EET shall establish a shortlist of the best candidates for the Scientific Committee and each of the Scientific Panels.

2. The Annual Declaration of Interests section of each application above the cut-off score is reviewed by the EET, in accordance with the respective EFSA Procedure for Identifying and Handling Potential Conflicts of Interests. The extent of any potential conflict of interests shall be taken into account in deciding whether an applicant shall be further considered. When confirming that the Declaration of Interests of an applicant is compatible with EFSA's Policy on Declarations of Interests with reference to their application for membership in the Scientific Committee or in a Scientific Panel, the EET shall also indicate whether each candidate may be considered eligible for the role of Chair or Vice-Chair, once appointed as member of the Scientific Committee or a Scientific Panel.

3. In case the shortlist for a particular Scientific Panel or the Scientific Committee would be too small (i.e. less than the maximum membership of a full Scientific Panel or Scientific Committee), the EET may advise the Executive Director to launch a second call for expression of interest for the respective Scientific Panel and/or Scientific Committee, in order to be able to attain a number of successful candidates at least equal to the number of posts available.

4. All candidates with an average scoring above the agreed cut-off shall be included in the shortlist. The position of the candidates on the shortlist shall be based on the score given to their respective applications in the evaluation phase. In order to be able to select the best candidates, EFSA shall share, on a confidential basis, the shortlist of suitable candidates with the Advisory Forum for possible comments.

## ***Article 8***

### ***Selection of candidates from the shortlist***

1. Upon receipt of advice from the Advisory Forum, the EET shall submit to the Executive Director a report with candidates proposed for appointment, along with a justification for these nominations. In doing so, the EET shall consider the following factors:

- (a) Position of the candidate on the shortlist;
- (b) The expertise required for the relevant Scientific Panel or for the Scientific Committee. This relates in particular to the candidate's availability for EFSA activities and to his or her potential contribution to a broad diversity in the Scientific Committee or Scientific Panel of scientific expertise and experience, disciplines of work and characteristics of opinion development;
- (c) Thorough knowledge of the English language;
- (d) Nationality and gender of the candidate; and
- (e) Advice from the members of the Advisory Forum.

2. The Executive Director shall review the report and proposals and, following this review, provide a proposal to the Management Board on the experts to be appointed as members of the relevant Scientific Panel(s) and/or the Scientific Committee.

3. EFSA shall ensure that every effort is made to secure a proper geographical and gender balance. Experts from non-EU countries may be considered when appropriate candidates from Member States cannot be identified.

4. The candidates on the shortlist who were not selected may be proposed to be kept on a reserve list on the basis of the criteria referred to in paragraph 1 of the present Article. The candidates on the reserve list shall be contacted and requested to agree that the data provided with their application are uploaded by EFSA in its Database of External Scientific Experts, in order to be identified to act as an external scientific expert.

## ***Article 9***

### ***Adoption of the list by the Management Board and appointment of the candidates***

1. In accordance with Article 28(5) of Regulation (EC) No 178/2002, the Executive Director shall submit to the Management Board an evaluation and analysis report including a proposal listing the most suitable candidates to be appointed as members of the Scientific Committee and Panels and the reserve list. These documents shall be submitted for approval and subsequent appointment at a private session of the Management Board.

2. Upon approval of the proposal by the Management Board, the Heads of the Units supporting the relevant Panels or the Scientific Committee shall contact the experts to notify them of their appointment and to invite them for the first plenary meeting of the relevant body. The HR Unit shall notify the candidates on the reserve list and the unsuccessful applicants of the outcome of the selection procedure.

## ***Article 10***

### ***Replacement of a member of the Scientific Committee or Scientific Panel***

1. In accordance with Articles 5 of the Decision concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their working groups, in case of dismissal, resignation or where a need is identified to replace members or to increase the number of members of a Scientific Panel or the Scientific Committee, replacements or new members shall be selected from the reserve list and proposed by the Executive Director to the Management Board for approval, following consultation with the Chair of the Scientific Panel.
2. In case the reserve list does not include candidates with the required scientific profile, the Executive Director may decide to launch a dedicated call for expression of interest of scientific experts with the sought profile of expertise and experience. The selection of candidates for the shortlist and the subsequent proposal for approval by the Management Board of the preferred candidate(s) as Scientific Committee or Scientific Panel member(s) shall follow the same procedure as described above in Articles 2 to 9 of the present Decision.
3. In accordance with Article 5 of the Decision concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their working groups, replacement members and new members shall serve the remainder of the mandate of the Scientific Committee or Scientific Panel. This shall count as a full mandate.

## ***Article 11***

### ***Personal Data Protection in relation to the selection***

1. All personal information on candidate members of the Scientific Committee and Scientific Panels shall be processed by EFSA pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.
2. The EFSA Executive Director is identified as controller in terms of Article 2(d) of Regulation (EC) No 45/2001 for the processing of personal data related to the selection procedures laid down in the present Decision.
3. The purpose of the processing is to organize selection procedures for members of the Scientific Committee and Scientific Panels and all personal data shall be processed solely for these purposes.
4. The recipients of data processed are the members of the EFSA Evaluation Team, Human Resources Unit (person/s in charge of supporting the selection process), evaluators, external evaluators, the EFSA Advisory Forum, the EFSA Management Board, the EFSA Executive Director, bodies charged with a monitoring or inspection task in conformity with Union Law, including the European Court of Auditors, the European Data Protection Supervisor, the European Anti-Fraud Office (OLAF) and the Internal Audit Service of the European Commission.
5. Candidates have a right to access their data. They have a right to update or correct their identification data. On the other hand, data demonstrating compliance with the eligibility criteria and

selection criteria may not be updated or corrected after the closing date for the respective call for expressions of interest or of the closing date for applications for the respective selection procedure duly communicated by EFSA. Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor.<sup>6</sup>

## TITLE II

### SELECTION OF EXTERNAL SCIENTIFIC EXPERTS

#### *Article 12*

##### *External experts*

1. External experts are independent scientists, possessing particular and relevant scientific knowledge. They are appointed to contribute on a regular or *ad hoc* basis to the working groups of the Scientific Committee or Scientific Panels and to those of networks and their working groups.
2. External experts may *inter alia* be chosen as rapporteurs or draft opinions in a working group. However they cannot be considered members of the Scientific Committee or of a Scientific Panel without undergoing the full selection procedures envisaged for members of the Scientific Committee and the Scientific Panels or be chosen as Chair of a working group of the Scientific Committee or Scientific Panels. External experts are fully subject to the EFSA Policy of Declaration of Interests.

#### *Article 13*

##### *Roles of external experts*

1. Without prejudice to Article 28(9) of Regulation (EC) No 178/2002 and to the Decision concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their working groups, and in particular to Articles 1 and 23 thereof, external experts possessing particular and relevant scientific knowledge may be invited to contribute to the work of:
  - the Scientific Committee, the Scientific Panels and their working groups;
  - the work of networks, as defined in Article 36 of Regulation (EC) No 178/2002, and their working groups.
2. When a Scientific Panel or the Scientific Committee, an EFSA network or a working group identifies the need to appoint one or more external scientific experts in order to address specific scientific issues, the reasons justifying such a need for external scientific experts shall be recorded in the minutes of the meeting where that need was first identified. External scientific experts providing the required expertise could be invited on:
  - an *ad hoc* basis for a single meeting or for the duration of the work on a specific mandate or project, or
  - on a longer term when the required expertise is needed for more than one mandate or project.

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<sup>6</sup> <http://www.edps.europa.eu>.

## ***Article 14***

### ***Database of External Scientific Experts***

1. The EFSA, with support from the Advisory Forum, has created a Database of External Scientific Experts to achieve the following:
  - enhance the transparency of the process through which experts are invited to participate in the scientific activities;
  - enhance the EFSA's capacity to conduct risk assessments under the remit of EFSA; and
  - respond more effectively and flexibly to the growing workload, particularly in cases where very specialised, unexpected or urgent work may be required.
2. The responsibility for the operation of the Database of External Scientific Experts lies with the Supervisory Committee of the Database of External Scientific Experts.
3. The Database of External Scientific Experts contains data on experts who are willing to contribute, on a temporary basis, to the work of (working groups of) the Scientific Committee, Scientific Panels, the networks as well as other working groups of EFSA.
4. The use of the Database of External Scientific Experts is not restricted to EFSA. Member States (*via* their members of the Advisory Forum and National Focal Points), EEA/EFTA countries and the European Commission (*via* their Advisory Forum representatives) shall also be able to query data from this database. This shall allow them the option of approaching selected experts for their own scientific projects. Applicants shall be requested to provide their consent for the use of their data contained in this database by Member States, EEA/EFTA countries and the European Commission. The data provided in the Annual Declaration of Interests shall reside in a separate database which is only accessible to EFSA.
5. The Database of External Scientific Experts is populated with experts that are invited to join, including current and past members of the Scientific Committee, Scientific Panels, networks and their respective working groups. The experts whose names are listed in the Database of External Scientific Experts are requested to annually confirm their interest to remain included in this database.
6. EFSA shall actively promote the application of experts to the Database of External Scientific Experts and may invite Member States to support this. Specifically, the database is open to on-line applications submitted by experts from Member States and third countries.

## ***Article 15***

### ***Database application, validity check, and eligibility of applicants***

1. The process for inclusion of scientific experts in the Database of External Scientific Experts is based on the submission and validation of a set of mandatory data consisting of personal data, institutional data, and data describing the expertise. The validity and eligibility check of each application is to be carried out by the Supervisory Committee of the Database of External Scientific Experts. The applicant shall be informed of the outcome of the validation and eligibility steps.

2. The Supervisory Committee of the Database of External Scientific Experts shall perform a data validation, assessing whether for all mandatory fields in the application form valid data were provided. A valid submission requires *inter alia* that the applicant expert should have identified at least one area of expertise in the database application form. Inappropriate applications may not be further considered for inclusion in the database. The results of the validity and eligibility check carried out by the Supervisory Committee of the Database of External Scientific Experts shall be reported every quarter of the year, for information purposes and possible comments, to the Executive Director. This information shall include an overview of the applications, including non-valid or non-eligible applicant, with an analysis of the criteria that were not met.

3. To be included into the Database of External Scientific Experts, the expert will need to satisfy all of the following eligibility criteria, which will be assessed from the information provided with a valid application:

- a university degree, or equivalent, in one or more areas of expertise within the remit of EFSA as listed in the database application form;
- relevant professional experience, i.e. in risk assessment, data collection on biological or chemical hazards, as appropriate;
- scientific articles in peer-reviewed journals or other scientific documents relevant to the expertise declared;
- ability to communicate and work in at least one official language of the European Union; and

## *Article 16*

### *The evaluation of experts*

1. A list of potential experts shall be based on the scientific profiles needed for the tasks at hand. The Chair of the relevant body (Scientific Committee, Scientific Panel or working group), following consultation with the Head of the related Unit, shall recommend the scientific profiles required, following discussion within the relevant Scientific Panel, the Scientific Committee or the relevant network. In case EFSA staff is chairing a working group, the profiles shall be decided by the Head of the Unit supporting the respective working group.

2. The Head of the Unit supporting the above mentioned body shall consult the Database of External Scientific Experts with a view to finding an adequate number of scientific experts possessing the relevant scientific profile.

3. The potential candidates who at least closely match the requested profile shall be contacted by the Head of the Unit supporting the relevant body to find out about their interest to carry out the task at hand and their potential availability. The individuals that express such an interest shall be requested to submit an Annual Declaration of Interests. This Annual Declaration of Interests is reviewed by the EFSA secretariat and only candidates without a conflict of interests shall be retained for further evaluation.

4. For experts who are invited to join the Scientific Committee, a Scientific Panel or a (standing) working group for a prolonged term, as defined under Article 13(2) of the present Decision, an evaluation such as described in Article 5 of this Decision is conducted.

5. For experts who join the Scientific Committee, a Scientific Panel, or a working group on an *ad hoc* basis, as defined in Article 13(2) of the present Decision, the evaluation of candidates having expressed an interest to join is conducted by the Head of the related Unit using the following selection criteria:

- Experience in carrying out scientific risk assessment and/or providing scientific advice in fields with the EFSA’s remit in general and in particular in the areas of competence and expertise of the Scientific Committee or the respective Scientific Panel or working group.
- Proven scientific excellence in one, or preferably several fields linked to the area covered by the Scientific Committee or the respective Scientific Panel or working group.
- Experience in peer-reviewing scientific work and publications, preferably in fields related to the area covered by the Scientific Committee or the respective Scientific Panel or working group.
- Ability to analyse complex information and dossiers, often from a wide range of scientific disciplines and sources and to prepare draft scientific opinions and reports.
- Professional experience in a multidisciplinary environment, preferably in an international context.
- Experience in project management related to scientific matters.
- Proven communication skills, based on teaching experience, public presentations, active participation in meetings, publications.

### *Article 17*

#### *The selection of experts*

1. In accordance with Article 23 of the Decision concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their working groups, the decision on the preferred expert(s) is made either by the Chair of the relevant body (working group or Scientific Panel) in consultation with the Head of the Unit supporting that body or, in case EFSA staff is chairing the working group, by the Head of the Unit supporting the respective working group. The following factors are considered in this evaluation:

- (a) The matching of the experts profile with the scientific profile required for the tasks in question. This relates in particular to the candidate’s potential contribution to the availability of all scientific expertise and experience required for the task in question;
- (b) Nationality and gender of the candidate. Specifically, for otherwise equal candidates, priority shall be given to underrepresented Member States. Experts from non-EU countries may be considered in case appropriate candidates from Member States cannot be identified; and
- (c) Thorough knowledge of the English language.

2. The selected expert(s) shall then be contacted by the Head of the relevant Unit in order to confirm their acceptance to assist EFSA. If that is confirmed, the selected expert(s) shall subsequently be invited to attend the first meeting of the Scientific Committee, Scientific Panel or working group for which they have been selected. As described in the respective Guidance Document on the Declarations of Interests, they shall be requested to submit a Specific Declaration of Interests (SDoI) and sign the EFSA agreements on confidentiality and commitment.

3. Experts that were not selected shall also be informed by the Head of the respective Unit about this outcome.

### ***Article 18***

#### ***The invitation of external experts not included in the Database of External Scientific Experts***

1. If a query in the Database of External Scientific Experts reveals that experts with the sought profile are not present or if the search in this database for the sought profile reveals only experts whose nationality or gender would substantially unbalance the composition of the Scientific Committee, of a Scientific Panel or of a working group, the Chair of the relevant body or the Head of related Unit may identify other experts considering the following possible sources of information:

- a literature search on the subject on which expertise is sought to identify experts with proven expertise;
- a web search for experts/expertise sought;
- a written request to the Advisory Forum members or Focal Points for suggestions for names of best national experts in the field required;
- a survey among the members of the Scientific Committee or the relevant Scientific Panel or EFSA network seeking for external experts;
- a survey among EFSA scientific staff.

2. These candidate experts shall be contacted by the Head of Unit supporting the respective body to find out about their interest and availability to assist EFSA. In case of a positive answer these experts shall be requested to submit an application via the Database of External Scientific Experts and may subsequently be chosen following the procedure as laid down in Article 14(4) and (5) and Article 15 of the present Decision.

### ***Article 19***

#### ***Protection of personal data in relation to the selection***

In accordance with Regulation (EC) No 45/2001, data protection requirements concerning the data on the experts in the EFSA database referred to in the present Decision shall be ensured.

## TITLE III

### SELECTION OF MEMBERS OF NETWORKS

#### *Article 20*

##### *Members of networks*

1. Members of networks are scientists or officials who are selected pursuant to Article 3 of the Decision concerning the establishment and operation of European Networks of scientific organisations operating in the fields within the Authority's mission<sup>7</sup>. Members of networks cannot be considered as members of the Scientific Committee or of a Scientific Panel or as external scientific experts without successfully passing a full selection procedure as laid down under Titles I and II of the present Decision.
2. Their selection is of exclusive competence of the Advisory Forum, which designates them. Members of networks are nevertheless subject to the transparency principle as prescribed in the relevant EFSA Policy on Declarations of Interests.

## TITLE IV

### SELECTION OF HEARING EXPERTS

#### *Article 21*

##### *Hearing experts*

1. Hearing experts are scientists or officials possessing particular and relevant knowledge, who are invited to contribute to the work of the Scientific Committee, Scientific Panel, a working group or an EFSA Network by giving a presentation or providing data, reports or publications on a single occasion or in a limited numbers of instances<sup>8</sup>.
2. Hearing experts are not members of the above scientific bodies. Hence, they do not carry out tasks that are under the responsibility of the members of the respective scientific body, i.e. to participate in deliberations, to vote and to chair or to be a rapporteur. They may present topics and answer questions, but they do not draft scientific outputs and they are not involved in the adoption of the scientific output.
3. Hearing experts may have conflicts of interests regarding the relevant topic. They are subject to the transparency principle enshrined in the EFSA DoI Policy.
4. Hearing experts are proposed by the Head of the Unit supporting the respective scientific body following the request of that scientific body. The competent Director shall then take a decision on whether experts should be invited in order to participate as hearing experts.

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<sup>7</sup> See Decision concerning the establishment and operation of European Networks of scientific organisations operating in the fields within the Authority's mission, Document mb 18 03 10 – item 7 doc 6, available at <http://www.efsa.europa.eu/en/keydocs/docs/networksoperation.pdf>.

<sup>8</sup> In any case not exceeding the 30 % of the overall meetings of the relevant scientific body.

**TITLE V**  
**COMMON PROVISIONS**

*Article 22*

*Adoption and entry into force*

1. The present Decision shall enter into force on the date of its adoption. The Executive Director may review this Decision whenever deemed necessary and adopt any modifications needed.
2. The Management Board, the Scientific Committee and the Advisory Forum shall be informed of the present Decision and any subsequent revision.
3. The present Decision enters into force upon its signature and replaces the Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external experts to assist EFSA with its scientific work of 27 September 2010, which is hereby repealed with effect from the entry into force of this decision.

Done in Parma, 14/03/2011

Signed by

Catherine Geslain-Lanéelle  
Executive Director