	Standard Operating Procedure – Selection, evaluation and appointment of members for the Scientific Committee/Panels
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Scope	<p>This SOP focuses on:</p> <ol style="list-style-type: none"> 1. The selection, evaluation and appointment of members (i) for the Scientific Committee or a Scientific Panel(s), and/or (ii) for expanding a reserve list of the Scientific Committee or a Scientific Panel(s) and/or (iii) for filling in vacant positions of the Scientific Committee or a Scientific Panel(s). 2. Procedural steps for confirming the list of EFSA Evaluators and selecting the independent External Reviewers. 3. Evaluation carried out by EFSA Evaluators and its review by External Reviewers.
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Abbreviations and definitions


ADoI	Annual Declaration of Interests
COMCO	Communication, Engagement and Cooperation
CORSER	Corporate Services Unit
DMS	Document Management System
DoI	Declaration of Interests
ED	Executive Director
FIN	Finance Unit
HoD	Head of Department
HoU	Head of Unit
HUCAP	Human Capital Unit
LA	Legal and Assurance Services
MB	Management Board
PRSC	Panel Renewal Steering Committee
SC	Scientific Committee
SP	Scientific Panel
SOP	Standard Operating Procedure
EFSA	European Food Safety Authority
EFSA's Independence Policy	Independence Policy of 20 June 2017 adopted by EFSA's MB

Procedure


	Previous SOPs in the process: n/a
Step 1	1.0 Establishing a PRSC and the role of the PRSC

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ED	5.4 Prior to the deadline for submission of applications and following a proposal from the PRSC, the ED shall appoint at least 3 External Reviewers (in the form of an ED decision).
HUCAP	5.5 The appointment letters are prepared and dispatched (after signature of the ED) to the appointed External Reviewers.
External Reviewers	5.6 Before the external review begins, the appointed External Reviewers shall sign a <i>Declaration on absence of conflict of interest and confidentiality</i> via the online recruitment tool.
Step 6	6.0 Evaluation of valid and eligible applications
PRSC	6.1 Before the closing of the call, the PRSC establishes the evaluation guide (including the scoring grid) and organises a training session (prior to starting the evaluation) both for the EFSA Evaluators and External Reviewers by presenting the evaluation guide (including the scoring grid). As part of the training it shall be explained how the selection criteria should be applied, how to record scores, and how to proceed in case the difference between the scores of the EFSA evaluators for the same application is greater than the limit set by the PRSC.
EFSA Evaluators	6.2 Each valid and eligible application is evaluated by at least two EFSA Evaluators, first individually, then jointly (latter to discuss differences), against the selection criteria as specified in the call for expressions of interest. The overall ‘internal’ score of a valid and eligible application is derived by taking the average of the individual total scores provided by the EFSA Evaluators. In case there is no consensus (as evident from a larger than pre-set difference in the scoring) between the two EFSA Evaluators, the PRSC assigns a third EFSA Evaluator. The three scores will then be averaged in order to arrive to the overall ‘internal’ score.

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External Reviewers	<p>6.3 The External Reviewers review a randomly generated sample (stratified when relevant by the SP/SC of first choice) of:</p> <ul style="list-style-type: none"> - Applications not passing each evaluation step(s) indicated in the call for expressions of interest - Applications of candidates placed in the shortlist as specified in the call for expressions of interest. <p>The samples of the above-mentioned groups are assigned such that each application is reviewed by 2 External Reviewers. The External Reviewers shall document in a report whether or not they agree with the EFSA evaluation of the candidate.</p>
EFSA and External Reviewers	<p>6.4 The outcome of the external review shall be discussed in a dedicated meeting with the EFSA Evaluators and the External Reviewers (in the presence of Observers as defined in Article 6(5) of the <i>Decision of the Executive Director concerning the selection of members of the Scientific Committee the Scientific Panels, and the selection of external experts to assist EFSA with its scientific work</i>).</p>
EFSA and External Reviewers	<p>6.5 If External Reviewers disagree with the EFSA evaluation of the candidates (inconsistency in applying the selection criteria), the EFSA evaluation process needs to be repeated for the concerned parts (i.e. re-evaluation of the whole offset of candidates for which inconsistencies were detected).</p>
Step 7	<p>7.0 Establishing the shortlist of candidates and mapping of expertise</p>
PRSC	<p>7.1 All candidates above the defined cut-off score (as laid down in the call for expressions of interest) shall be included in a shortlist. The shortlist of candidates is shared (on a confidential basis) with the Advisory Forum for information only.</p>
EFSA Evaluators	<p>7.2 The expertise of all candidates passing the threshold for inclusion in the shortlist as specified in the call for expressions of interest shall be mapped for the specific scientific expertise needed in the relevant SP/SC.</p>
Step 8	<p>8.0 Selecting SP/SC candidates from the shortlist for appointment; ADoI screening of candidates; reporting</p>

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PRSC, EFSA Units	8.1 When selecting candidates for appointment from the shortlist the following factors shall be considered: (i) the expertise required in the relevant SP/SC (including the candidate's specific scientific expertise, as well as the overall mix of competences); (ii) the candidate's preference for a SP/SC; (iii) geographical balance; (iv) gender balance and (v) balance of terms served in the relevant SP/SC.
PRSC	8.2 The PRSC identifies criteria to conduct online interviews and/or document checks.
PRSC	8.3 In case the shortlist is too restricted in terms of expertise and would not allow for the selection of a pool of experts to cover the required mix of expertise, the PRSC may advise the ED to launch another call for expressions of interest.
Relevant HoUs, LA	8.4 The relevant Unit shall ask candidates proposed for appointment to submit an ADoI. The submitted ADoIs are assessed and validated in accordance with EFSA's Policy on Independence and rules in force at the time when the screening takes place. If one or more candidates proposed for nomination for a SP/SC do not pass the ADoI screening, step 8.1 needs to be repeated for the respective SP/SC.
HUCAP, PRSC, ED	8.5 The PRSC, supported by HUCAP, shall draw up and submit to the ED (via the recruitment tool) a report on the selection procedure with candidates proposed for appointment from the shortlist, along with a reasoning (taking into account the factors in Step 8.1) supporting the proposal.
HUCAP	8.6 Based on the report provided to the ED, HUCAP prepares the related MB document/report and MB decision on the appointment and placement of candidates on the reserve list.
Step 9	9.0 Appointing by the MB and communicating on the outcome
ED	9.1 The ED shall provide the MB with the documents referred to in Step 8.6 for approval. If the proposal is rejected by the MB, the process restarts from Step 8.1.

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HUCAP	9.2 Following the appointment and placement of candidates on the reserve list by the MB, HUCAP prepares the letters to be sent to the nominated candidates as well as the outcome notifications to the candidates placed on the reserve list and to the unsuccessful candidates (via the recruitment tool).
Step 10	10.0 Replacing or increasing the number of SP/SC members
Relevant Unit	10.1 If a member of SP/SC refuses to accept the nomination, resigns, does not respond in due time, passes away or develops a conflict of interest that is incompatible with SP/SC membership, or there is a general need to increase the number of SP/SC members, provided the maximum number of members was not reached before, the relevant Unit informs HUCAP.
Relevant Unit	10.2 The relevant Unit shall identify from the reserve list the candidates proposed for possible appointment. 10.3 The selection of candidates from the reserve list and the subsequent proposal for appointment by the MB of the most suitable candidate(s) shall follow the same procedure as described under Step 8.1-8.4.
Relevant HoUs, LA	10.4 Candidates pre-selected for appointment shall be asked by the relevant Science Unit to submit an ADoI. The submitted ADoIs are assessed and validated in accordance with EFSA's Policy on Independence and rules in force at the time when the screening takes place.
ED	10.5 In case the reserve list does not include candidates with an appropriate scientific profile, the ED may decide to launch a dedicated call for expressions of interest for scientific experts with the sought profile. The process is initiated with Step 1.
HoD, HUCAP, ED	10.6 The proposal for nomination, endorsed by the relevant HoD and ED will be submitted to the MB for approval.

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	<p>Following SOPs in the process: SOP_005_S on Managing meetings</p>
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