

	Standard Operating Procedure Managing scientific meetings
Public	

Scope	To enable the organisation of a scientific (Committee, Panel, Network or WG) meeting.
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Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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Responsibilities	1.0 Organising a Scientific Committee/Panel/Network meeting – Relevant Head of Unit (delegated as necessary) 2.0 Organising a Scientific WG meeting – Relevant Head of Unit (delegated as necessary)
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Abbreviations and definitions

DMS	Document Management System
DoI	Declaration of Interest
HoU	Head of Unit
MOS	Meeting Organisation System
Network	As defined in Article 36 of Reg. (EC) No 178/2002
Scientific Panel (SP)	As described in Article 28 of Reg. (EC) No 178/2002
Scientific Committee (SC)	As described in Article 28 of Reg. (EC) No 178/2002
Scientific meeting	A meeting organized for the Scientific Committee, a Panel, a Network, a WG, or a Peer Review
SO	Scientific Officer
WG	Scientific WG of a SP, SC or EFSA Unit

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Procedure

If you are organising a Scientific Committee/Panel/Network meeting, follow Procedure 1.

If you are organising a Scientific WG meeting, follow Procedure 2.

	<p>Previous SOPs in the process:</p> <p>SOP_002_S on Selection, evaluation and appointment of External Experts for the SC/SP</p> <p>SOP_006_S on Establishing, updating and closing a scientific WG</p>
	1.0 Organising a Scientific Committee/Panel/Network meeting
Responsible person: Relevant Head of Unit (delegated as necessary)	<p>1.1 The Unit and the Scientific Committee/Panel/Network experts agree on meeting dates and possible locations, and publish the dates on the EFSA website. In the case of the Scientific Committee/Panels, this is done for a full calendar year.</p> <p>1.2 The Unit in charge identifies other participants (i.e. observers and other experts) to be invited to the scientific meeting, in addition to the members of the Scientific Committee/Panel/Network, including in-house EFSA staff.</p> <p>1.3 The Unit reserves a meeting room, inside or outside EFSA, and facilities for tele-meetings, and/or video-conference, if appropriate.</p> <p>1.4 The Unit prepares the meeting in the MOS, and before sending out the invitation consults SOP_039_A (Management of Competing Interests). In the case of physical meetings, the invitation must be sent out at least 30 calendar days before the start of the meeting.</p> <p>1.5 The Unit finalises the draft agenda, following approval by the Chair in the case of a Scientific Committee/Panel, and:</p> <ul style="list-style-type: none"> ○ shares it with the Scientific Committee/Panel/Network members (at least 5 working days before the meeting); ○ asks EFSA's webteam to publish it on the EFSA website¹ (at least 5 working days before the meeting); and ○ stores it in the DMS. Individual question numbers should be inserted in the MOS so that the discussion time can be recorded following the meeting. <p>1.6 The Unit stores the draft outputs in the DMS and shares them with the Scientific Committee/Panel members at least 5 working days before the meeting.</p> <p>1.7 Following the scientific meeting, the Finance Unit reimburses participants in line with the Experts' Compensation Guide.</p> <p>1.8 Following the scientific meeting, the Unit prepares the draft meeting minutes using the relevant template. Minutes of the Panel meetings should respect Art. 16.1 of the Decision of the Management Board of the European Food Safety Authority concerning the establishment and</p>

¹ The agendas of the Pesticides Steering Network and the Pesticides Monitoring Network are not published on the EFSA website.

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	<p>operations of the Scientific Committee, Scientific Panels and of their Working Groups (MB 01/06/2017). They should also include²:</p> <ul style="list-style-type: none"> a) part/section of opinion being addressed; b) how the scientific discussion progressed and its highlights; c) next steps. <p>1.9 The Unit asks the participating members of the Scientific Committee/Panel/Network to agree the minutes, normally by written procedure. Approval of the minutes is taken for granted if no reply is received by the stated deadline.</p> <p>1.10 Minutes should be published within 15 working days of the final day of the relevant meeting, and stored in the DMS. The Unit must therefore send the finalised meeting minutes to EFSA's web team within 14 working days of the final day of the relevant meeting³. EFSA's web team then publishes the finalised meeting minutes within 1 working day.</p>
Responsible person: Relevant Head of Unit (delegated as necessary)	<p>Organising a Scientific WG meeting</p> <p>2.1 The Unit responsible for the WG decides with the WG chair on the necessity, date and location of a WG meeting.</p> <p>2.2 If new experts need to be added or a new WG established, the Unit follows SOP_006_S on Establishing, updating and closing a scientific WG.</p> <p>2.3 The Unit reserves a meeting room, inside or outside EFSA, and facilities for tele-meetings, and/or video-conference, if appropriate.</p> <p>2.4 The Unit prepares the meeting in the MOS, and before sending out the invitation consults SOP_039_A (Management of Competing Interests). In the case of physical meetings, the invitation must be sent out at least 30 calendar days before the start of the meeting. In the case of the first meeting of a newly-established WG, the 30 calendar days are reduced to 20 calendar days.</p> <p>2.5 Following approval by the chair of the draft agenda, the Unit shares the draft agenda with the WG members. This should be done at least 5 working days before the meeting (with the exception of last minute teleconferences where this might not be possible). The agenda (and the approval of the agenda by the chair) is stored in the DMS. Individual question numbers should be inserted in the MOS so that the discussion time can be recorded following the meeting. If it is foreseen that the agenda will not change from one meeting to the next, one agenda may cover multiple meetings.</p> <p>2.6 The Unit stores the draft outputs in the DMS and shares them with the members of the WG. This should be done at least 5 working days</p>

² Care should always be taken to protect the confidentiality of applicant data, to avoid prejudicing the decision-making process, and to avoid pre-empting the outcome of application-related outputs.

³ This provision does not apply to Pesticides Risk Assessment Peer Review meetings, which should follow the steps stated in Article 6 of the Decision of the Executive Director of the European Food Safety Authority concerning Pesticides Risk Assessment Peer Review (http://www.efsa.europa.eu/sites/default/files/corporate_publications/files/eddecisionprr.pdf).

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	<p>before the meeting (with the exception of last minute teleconferences where this might not be possible).</p> <p>2.7 Following the scientific meeting, the Finance Unit reimburses participants in line with the Experts' Compensation Guide.</p> <p>2.8 Following the scientific meeting, the Unit prepares the draft meeting minutes using the relevant template. Minutes of the WG meetings should respect Art. 25.1 of the Decision of the Management Board of the European Food Safety Authority concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their Working Groups (MB 01/06/2017). They should also include⁴:</p> <ul style="list-style-type: none"> a) part/section of opinion being addressed; b) how the scientific discussion progressed and its highlights; c) next steps. <p>2.9 The Unit asks the participating members of the WG to agree the minutes, normally by written procedure. Approval of the minutes is taken for granted if no reply is received by the stated deadline.</p> <p>2.10 The Unit sends the finalised meeting minutes to EFSA's web team for publication on EFSA's website. From 2nd meeting minutes onwards, the Unit published the WG minutes on website. Minutes should be published within 15 working days of the final day of the relevant meeting, and stored in the DMS. Working group minutes should be merged into a single document⁵.</p>
	<p>Following SOPs in the process:</p> <p>SOP_012_S on Adopting a scientific opinion, statement or guidance of the Scientific Committee/Scientific Panels</p> <p>SOP_013_S on Approving Other Scientific Outputs</p>

⁴ Care should be taken to protect the confidentiality of applicant data, to avoid prejudicing the decision-making process, and to avoid pre-empting the outcome of application-related outputs.

⁵ The agendas of the Pesticides Steering Network and the Pesticides Monitoring Network are not published on the EFSA website.