	<b>Standard Operating Procedure</b> <b>Establishing, updating and closing a scientific WG</b>
<b>Public</b>	

<b>Scope</b>	This SOP implements Title II 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> . The SOP covers specifically the steps to follow when establishing, updating and closing Working Groups (WG).
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<b>Special Requirements</b>	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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### Abbreviations and definitions


WG	Scientific Working Group of a SP, SC or an EFSA Unit established to coordinate discussions and provide scientific contributions on specific mandate(s) within EFSA's remit.
ADoI	Annual Declaration of Interests
DMS	Document Management System of EFSA
DoI	Declaration of Interests
EFSA	European Food Safety Authority
ESS	Expert Support System
HoD	Head of Department
HoU	Head of Unit
RAW	Risk Assessment Workflow
SC	Scientific Committee
SOP	Standard Operating Procedure
SP	Scientific Panel

### Procedure

	Previous SOP in the process: <a href="#">SOP_001_S Receiving a request</a>
<b>Step 1</b>	<b>1.0. Verifying if the mandate should be carried out by an existing WG, or a new WG is to be established</b>


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<p>SC/SP Chair + respective HoU  (or respective HoU + respective HoD in case the mandate is assigned to an EFSA Unit)</p> <p>Relevant Unit</p>	<p>1.1. Upon assignment of an external or internal mandate (including self-tasks) to the SC, a SP or an EFSA Unit, the respective Chair of the SC/SP (in consultation with the respective HoU, in case the mandate is assigned to the SC/SP) or the respective HoU (in consultation with the respective HoD, in case the mandate is assigned to an EFSA Unit) identifies (if not already assigned in the context of a Charter), whether the mandate (or a group of similar mandates) needs to be carried out by a WG and if so whether by:</p> <p>(i) an existing WG covering the required expertise and with the appropriate remit; or</p> <p>(ii) a new WG.</p> <p>For mandates assigned to SC/SP, the outcome of the above analysis shall be recorded in the plenary meeting minutes. The plenary meeting minutes shall be stored by the relevant Unit in the DMS, and published on the EFSA website.</p> <p>1.2. If a new WG is to be established (or the mandate of an existing WG is to be updated), the remit of the WG shall be documented in a Charter (or updated Charter), if not already done so, by the relevant Unit. The approved Charter (or updated Charter) shall be stored by the relevant Unit in the DMS.</p>
<p><b>Step 2</b></p>	<p><b>2.0. Identifying and selecting experts for a WG</b></p>


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SC/SP Chair + respective HoU (or respective HoU + respective HoD in the case of EFSA WGs)	2.1. The Chair (and vice-Chair, if needed) of a WG (following ADoI clearance for Chairmanship) is nominated by the Chair of the SC/SP following consultation with the respective HoU or, in the case of an EFSA WG, by the respective HoU following consultation with the respective HoD. For SC/SP WGs the name of the Chair (and vice-Chair) shall be recorded in the plenary meeting minutes and in EFSA's recruitment tool. The plenary meeting minutes shall be stored by the relevant Unit in the DMS, as well as published on the EFSA website. For EFSA WGs the name of the Chair (and vice-Chair) shall be documented in EFSA's recruitment tool.
WG Chair + respective HoU (or respective HoU + respective HoD in the case of EFSA WGs)	2.2. The list of expertise required in a WG is defined by the Chair of the WG in consultation with the respective HoU or, in the case of an EFSA WG, by the respective HoU following consultation with the respective HoD. For all WGs the list of expertise required and relevant sourcing methods used shall be recorded in EFSA's recruitment tool.
relevant Unit, HUCAP	2.3. Experts needed to support a specific scientific task through a WG may be drawn from any of the following sourcing methods, i.e. list of SPs/SC members, valid reserve list for SPs/SC, relevant databases (see Annex 1), call for expressions of interest for WG experts, provided they meet one or more of the required scientific profiles. The search process followed and its outcome shall be recorded in EFSA's recruitment tool.
relevant Unit	2.4. The identified experts with relevant expertise, that have confirmed their interest and availability, shall be requested to insert/ update their profile in EFSA's recruitment tool, as needed. Subsequently the relevant Unit shall record the evaluation of experts in EFSA's recruitment tool.
<b>Step 3</b>	<b>3.0. Appointing and inviting experts to a WG</b>



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<p>WG Chair + respective HoU/Team Leader  (or respective HoU/Team Leader + respective HoD in the case of EFSA WGs)</p> <p>relevant Unit</p>	<p>4.1. The WG Chair may nominate one or more rapporteur(s) for an output in consultation with the respective HoU/Team Leader. In the case of EFSA WGs the respective HoU/Team Leader, following consultation with the respective HoD, may nominate rapporteur(s)</p> <p>4.2. The nomination of rapporteur(s) shall be documented using the Nomination of rapporteur(s) template (see Annex 2) and stored by the relevant Unit in the DMS.</p>
<p><b>Step 5</b></p>	<p><b>5.0. Review of existing WGs of the SC/SP</b></p>
<p>SC/SP, relevant Unit</p>	<p>5.1. Upon renewal of the SC/SP (or at any time as needed), all WGs of the SC/SP that are open/active at the time of the renewal shall be reviewed during the first or second meeting of the new SC/SP. The review shall be based upon a proposal of the respective HoU taking into account the following criteria:</p> <ul style="list-style-type: none"> <li>(i) efficiency;</li> <li>(ii) mandate;</li> <li>(iii) areas of expertise needed;</li> <li>(iv) composition of members.</li> </ul> <p>The outcome of the review may lead to either:</p> <ul style="list-style-type: none"> <li>(i) closing of WG (no continued need);</li> <li>(ii) re-establishment of WG (in which case steps from 2 onwards apply);</li> <li>(iii) confirmation of WG with possibilities of updating (mandate, composition, expertise), in which case steps from 6 onwards apply.</li> </ul> <p>The review and the outcome shall be recorded in the plenary meeting minutes of the SC/SP. The plenary meeting minutes shall be stored by the relevant Unit in the DMS and published on the EFSA website.</p> <p>If the outcome of the review leads to re-establishment or confirmation with update of the WG, then it would need to be re-established or updated no later than four months after the inaugural meeting of the new SC/SP.</p>
<p><b>Step 6</b></p>	<p><b>6.0. Updating a WG</b></p>

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WG Chair + respective HoU	<p>6.1. A WG may need to be updated:</p> <ul style="list-style-type: none"> <li>(i) when the Chair of the WG following consultation with the respective HoU identifies the need for additional areas of expertise and/or additional members for the WG (or when an area of expertise is no longer required);</li> <li>(ii) when the mandate of the WG has changed;</li> <li>(iii) when a member of the WG resigns or is dismissed;</li> <li>(iv) in order to balance the composition of members (geographical and gender balance);</li> <li>(v) for efficiency reasons.</li> </ul> <p>The need to update a WG should be recorded in the WG meeting notes/minutes and stored by the relevant Unit in the DMS.</p>
relevant Unit	<p>6.2. If the mandate of the WG has changed, steps from 1.2. onwards apply. If the WG is updated for additional areas of expertise and/or additional members, to balance the composition of members or for efficiency reasons steps from 2.2. onwards apply. In case of resignations or dismissal the ESS/DoI and recruitment tools shall be updated by indicating the date of resignation or dismissal in force.</p>
<b>Step 7</b>	<b>7.0. Closing (and re-opening a closed) WG</b>
respective HoU, SC/SP          SC/SP Chair + respective HoU (or respective HoU + respective HoD in the case of EFSA WGs)	<p>7.1. The closure of a WG should be done no later than one month after publication of the final scientific output(s) of the WG (as specified in the respective charter) or no later than four months after the inaugural meeting of the subsequent SC/SP (in case the review has led to re-establishment/ ceasing of the WG). The closure is concluded by the respective HoU closing the WG in the ESS/DoI tool and in EFSA's recruitment tool.</p> <p>7.2. The Chair of the SC/SP, following consultation with the respective HoU, or in the case of an EFSA WG, by the respective HoU following consultation with the respective HoD, can suggest the re-opening of a closed WG within 1 year of its closure (without having to update the composition of the WG or to re-establish the WG), but only in duly justified circumstances that could not have been foreseen at the time of closure.</p>
	Next SOP in the process: <a href="#">SOP_005_S Managing meetings</a>