

Establishing, updating and closing a scientific Working Group

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SCOPE AND OBJECTIVES	
This SOP implements Title II and certain provisions of Title III of the Implementing Rule of the Management Board of the European Food Safety Authority laying down the rules on the selection, appointment and operations of the Scientific Committee, Scientific Panels and of their Working Groups. The SOP covers specifically the steps to follow when establishing, updating and closing Working Groups (WG). This SOP covers the 11.1 Talent Pools process and it supports the End2End science process.	
ABBREVIATIONS AND DEFINITION	
DoI	Declaration of Interests
DMS	EFSA's Document Management System
EFSA	European Food Safety Authority
FUSION	EFSA's human capital management tool - repository of its active workforce
HoD	Head of Department
HoU	Head of Unit
RAL	Risk Assessment Logistics Unit
SC	Scientific Committee
SD	Service Desk
SOP	Standard Operating Procedure
SMU	Subject Matter Unit



SP	Scientific Panel
TALEO	EFSA's recruitment tool - support the management of the selection and appointment of WG members
WG	Scientific Working Group established to coordinate discussions, provide scientific contributions on specific external or internal mandate(s) within EFSA's remit, or complete any other scientific task entrusted to them.
WG Coordinator	The WG Coordinator is an EFSA staff or, in case certain preparatory tasks are outsourced, an employee of an Article 36 organisation to which the HoU of the EFSA Supporting Unit assigns the responsibility for the organisation and the efficient running of WG meetings, task distribution and coordination of the follow-up after WG meetings.



PROCEDURE	
Step 1	1.0 WG establishment
<p>1.1 SMU, RAL</p> <p>1.2 HoU SMU, Chair SC/SP, HoD, RAL</p>	<p>1.1 The SC, SP or EFSA may establish WGs whenever they deem necessary in order to fulfil an external or internal mandate or enhance their multidisciplinary expertise. There must be only one WG on a given topic per food domain, irrespective of the nature of the mandates to be addressed and of the outputs to be delivered.</p> <p>Each WG is coordinated by the SMU responsible for the domain concerned by the external or internal mandate or that has the most relevant expertise. The SMU acts as the “EFSA Supporting Unit”.</p> <p>RAL ensures that the establishment and remit of the WGs (including any subsequent review of remit and mandate updates) are recorded in the relevant databases (e.g., TALEO, FUSION, MOS), upon request of the SMU.</p> <p>1.2 Upon assignment or, where possible, in anticipation of receipt of an internal mandate, self-task or external mandate to the SC/SP/EFSA Unit, the HoU of the SMU decides (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> <ul style="list-style-type: none"> i. an existing WG, covering the required expertise and with the appropriate remit; or ii. a new WG. <p>For mandates assigned to the SC/SP (including self-tasks), the decision above is made in consultation with the respective Chair of the SC/SP. The related analysis and decision are recorded by SMU in the SC/SP plenary meeting minutes.</p> <p>For mandates assigned to an EFSA Unit, the decision above is made in consultation with the respective HoD. The related analysis and decision are recorded via e-mail exchange between the concerned HoU and HoD and archived by RAL.</p>
Step 2	2.0 Selection and appointment of WG member(s)
<p>2.1 HoU SMU, SC/SP Chair, RAL</p> <p>2.2 WG Coordinator, HoU SMU, RAL</p> <p>2.3 SMU, WG Coordinator</p> <p>2.4 SMU, WG Coordinator</p>	<p><i>Once the scope of the WG is defined, the following steps can be initiated (except for the organisation of a meeting involving experts - step 2.9 - and nomination of rapporteurs - step 4 - as these require formal receipt of the mandate in question).</i></p> <p>2.1 The WG Chair (and Vice-Chairs, if needed) is nominated by the HoU of the SMU. For mandates assigned to the SC/SP, the nomination is made in consultation with the respective Chair of the</p>



<p>2.5 WG Coordinator, RAL</p> <p>2.6 RAL</p> <p>2.7 RAL</p> <p>2.8 HoU SMU, WG Coordinator, RAL</p> <p>2.9 WG Coordinator, RAL</p> <p>2.10 SMU</p>	<p>SC/SP and recorded in the SC/SP plenary meeting minutes by the SMU.</p> <p>The WG Chair is chosen either from the WG members (i.e. SP/SC members or external experts) or among EFSA staff members.</p> <p>RAL ensures the recording of the WG Chair name (and Vice-Chairs, if needed) in TALEO and FUSION.</p> <p>2.2 The expertise required in a WG is defined by the WG Coordinator, in consultation with the HoU of the SMU, and recorded in TALEO by RAL.</p> <p>2.3 Upon assignment or, where possible, in anticipation of receipt of a mandate, experts needed to support a specific scientific task through a WG, are identified by using any of the following sourcing methods, as relevant: list of SC/SP members, valid reserve list for SC/SP experts, relevant databases (Annex 1), calls for expressions of interest for external experts.</p> <p>2.4 The following criteria are considered when selecting experts:</p> <ul style="list-style-type: none"> i. Match of the experts’ profiles with the scientific profile/expertise required for the specific scientific task in question. ii. Geographical balance. Among equally qualified experts, preference is given to those belonging to the underrepresented EU Member States. Experts from non-EU Member States may be considered when the required scientific profile/level of expertise may not be found among nationals of the EU Member States. iii. Gender balance. Among equally qualified experts, preference is given to those belonging to the underrepresented gender. iv. Thorough knowledge of the English language. v. Young professionals. Consideration is given, when applicable, to the involvement of young professionals with the aim to build up the knowledge community on risk assessment. Young professionals for this purpose are defined as: early career investigators (researchers or risk assessment professionals within a time span up to 10 years from the date they obtained their MSc, PhD/doctorate), who can provide evidence of recent relevant experience (e.g. peer reviewed publications or technical reports, within the remit of the WG/EFSA activities). <p>2.5 The WG Coordinator provides to RAL the list of selected and available experts for the WG, together with the justification for selection and the sourcing methods used, which are recorded in TALEO by RAL.</p> <p>2.6 RAL requests the selected experts to insert/update their profile in TALEO, as needed.</p> <p>2.7 RAL requests the selected experts to submit their DoI in accordance with SOP_039, which are assessed and validated in accordance with EFSA’s Policy on Independence and rules in force</p>
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	<p>at the time when the screening takes place. Only experts with a valid DoI and a signed Declaration of Confidentiality are suitable for appointment as member of a WG.</p> <p>2.8 The HoU of the SMU (or the delegate) appoints the WG members via TALEO.</p> <p>The list of WG members is communicated to RAL who ensures the recording of the appointments and roles (e.g. Chair, Vice-Chairs, members) in TALEO and FUSION.</p> <p>2.9 Experts are informed of their appointment and further on are invited to the relevant meeting(s) in line with SOP_005_S (Managing meetings) by RAL.</p> <p>2.10 The title and composition of the WG are made available to the public in the WG meeting minutes.</p>
Step 3	3.0 Nomination of hearing expert(s)
<p>3.1 HoU SMU</p> <p>3.2 RAL</p> <p>3.3 SMU</p> <p>3.4 SMU, RAL</p> <p>3.5 SMU, RAL</p>	<p>3.1 The HoU of the SMU may invite hearing experts on an <i>ad-hoc</i> basis to provide their opinion and expertise. Input provided by hearing experts can only be included in a scientific output following review by the WG. Hearing experts must not draft or be involved in the discussion or the adoption of scientific outputs, and must not participate in the deliberations, vote, chair the meetings or be a rapporteur.</p> <p>3.2 Hearing experts identified in accordance with step 3.1 are invited by RAL to submit a DoI in accordance with SOP_039. Participation to meetings of hearing experts is permitted only if the hearing experts have submitted a DoI and signed a Declaration of Confidentiality.</p> <p>3.3 The participation of hearing experts is indicated in the WG meeting minutes. The rationale for inviting hearing experts for <i>ad-hoc</i> consultation is also documented in the WG meeting minutes. The selection and appointment process via TALEO described at step 2 is not applicable to hearing experts.</p> <p>3.4 If, following the assessment referred to at step 2.7, an interest incompatible with the role of WG member is identified, the selected expert may be invited as hearing expert and, in that case, RAL ensures that the hearing expert's role is recorded in FUSION.</p> <p>3.5 If a member of a WG, due to a new interest declared and assessed as a conflict, becomes a hearing expert, RAL ensures that the expert's new role is updated in TALEO and FUSION.</p>
Step 4	4.0 Nomination of rapporteur(s)



<p>4.1 HoU SMU, WG Chair 4.2 SMU, RAL</p>	<p>4.1 The HoU of the SMU, in consultation with the WG Chair, may nominate one or more rapporteur(s) for an output. For more information, see Annex 4 (Explanatory note on rapporteurs).</p> <p>4.2 The SMU records the nomination of rapporteur(s) in the WG meeting minutes, via email or using the Nomination of rapporteur(s) template (Annex 2) and archives it in DMS.</p>
<p>Step 5</p>	<p>5.0 Review of existing WGs</p>
<p>5.1 SMU, HoU SMU, WG Chair, WG Coordinator 5.2 SMU, HoU SMU, WG Chair, WG Coordinator 5.3 RAL</p>	<p>5.1 A WG may be reviewed at any time as needed, by the HoU of the SMU, in consultation with the WG Chair, taking into account the following criteria:</p> <ul style="list-style-type: none"> i. mandate; ii. areas of expertise needed; iii. composition of members; iv. efficiency. <p>5.2 The outcome of the review may lead to either:</p> <ul style="list-style-type: none"> i. confirmation of WG with its update (mandate; expertise; composition of members: resignations, dismissals, end of assignments, new members); ii. closing of WG (no continuation needed). <p>5.3 The review and the outcome are communicated to RAL who ensures the recording/update in TALEO, FUSION and the website.</p>
<p>Step 6</p>	<p>6.0 Closure (and re-opening a closed) WG following the publication of related outputs</p>
<p>6.1 HoU SMU, WG Coordinator, RAL 6.2 HoU SMU, WG Coordinator, RAL</p>	<p>6.1 The closure of a WG is decided by the HoU of the SMU and should be done no later than two (2) months after publication of the final scientific output(s) of the WG.</p> <p>The closure is communicated in due time to RAL who ensures the updates in TALEO, FUSION and the website.</p> <p>6.2 In case of similar expertise needed, the HoU of the SMU can decide to re-open an already closed WG within two (2) years of its closure (without having to update the composition of the WG or to re-establish it), but only in duly justified circumstances that could not have been foreseen at the time of closure.</p> <p>The re-opening is communicated to RAL who ensures the updates in TALEO, FUSION and the website.</p>