	Standard Operating Procedure Approving for content and decision on publication of EFSA Supporting Publications
Public	

Scope	<p>This SOP covers the approval process and decision on publication of EFSA Supporting Publications (Technical Report, External Scientific Report and Event Report).</p> <p>This SOP supersedes the “Decision of the Executive Director of the European Food Safety Authority concerning authority to the Directors to approve on the Executive Director’s behalf Supporting Publications” from 8 November 2012.</p>
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Special Requirements	<p>This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.</p>
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Responsibilities	<p>PO: Requesting the approval of the final report by the relevant HoU.</p> <p>HoU: Approval of the final report in terms of content (both sensitive and non-sensitive reports) and decision on the publication of the final report on the EFSA website (for non-sensitive reports only).</p> <p>HoD: Decision on the publication/non-publication of: (i) sensitive reports or (ii) those that are proposed not to be published on the EFSA website.</p>
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Abbreviations and definitions

DMS	Document Management System
HoD	Head of Department
HoU	Head of Unit
PO	Project Officer
SOP	Standard Operating Procedure
Supporting publications	These include External Scientific Reports, Technical Reports and Event Reports
WIN	Working Instruction


Procedure

	Previous SOPs in the process: n/a
Step 1	1.0 Request for content approval
PO	<p><i>External Scientific Reports</i></p> <p>1.1 Upon finalisation of an External Scientific Report and following the mandatory copyediting of the report by the contractor/beneficiary, the PO requests via e-mail the approval of the final report by the relevant HoU with Quality and Contract Management functional mailboxes in copy (CC). The DMS link to</p>

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	<p>the filled in Quality Check Form shall also be given in the e-mail. Continue Step 2.</p> <p><i>Technical Reports and Event Reports</i></p> <p>1.1 Upon finalisation of a Technical Report or an Event Report and following the optional copyediting of the report, the PO requests via e-mail the approval of the final report by the relevant HoU¹. Continue Step 2.</p>
Step 2	2.0 Approval of content and decision on publication
relevant HoU (relevant HoD) PO	<p><i>External Scientific Reports</i></p> <p>2.1 The relevant HoU provides his/her feedback on the approval of the final report (both sensitive and non-sensitive reports) and on its publication on the EFSA website (for non-sensitive reports only) by return e-mail to the PO. The Contract Management functional mailbox needs to be in copy (CC) when approving External Scientific Reports. If the final report is not approved, then the relevant HoU informs the PO accordingly with the Contract Management functional mailbox in copy (CC). In the latter case the final report is either modified by the contractor/beneficiary (upon the request of the PO) and the process restarted with step 1.1 or the process is stopped here.</p> <p><i>Note: External Scientific Reports delivered to EFSA in the context of preparatory work performed on application dossiers are exempt from publication on the EFSA website for reasons of confidentiality, unless confidential information and/or data is removed from the version to be published.</i></p> <p><i>Technical Reports and Event Reports</i></p> <p>2.1 The relevant HoU provides his/her feedback on the approval of the final report (both sensitive and non-sensitive reports) and on its publication on the EFSA website (for non-sensitive reports only) by return e-mail to the PO. If the final report is not approved, then the relevant HoU informs the PO accordingly. In the latter case the final report is either modified by the PO and the process restarted with step 1.1 or the process is stopped here.</p> <p>2.2 In case the relevant HoU approves the final report, but identifies any sensitive issues, or proposes not to publish the final report,</p>

¹ PO has the option of having their Technical Reports and Event Reports edited before submitting it to the HoU for approval. See Publishing Supporting Publications workflow for more details.

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	<p>then the decision on the publication will be escalated to the relevant HoD via e-mail correspondence. Any documents that are expected to support the decision-making shall be attached to the e-mail (<i>Judging sensitivity will be up to the HoU's discretion.</i>)</p> <p>2.3 Upon approval of the final report by the relevant HoU and having received the ‘green light’ for publication: (i) from the relevant HoU (for non-sensitive reports); or (ii) from the relevant HoD (for sensitive reports), the PO forwards the final report to the EFSA Journal Team so that it can be processed for publication on the EFSA website.</p>
	<p>Following SOPs in the process: n/a</p>