	Standard Operating Procedure Adopting a Scientific Opinion, Statement or Guidance of the Scientific Committee/Scientific Panels
Public	

Scope	Process encompassing the adoption of a scientific opinion, statement or guidance by the Scientific Committee or one of EFSA's Scientific Panels;
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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 Running of the process – Unit 2.0 Adoption of the Scientific Opinion, Statement or Guidance – Scientific Committee/Panel
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Abbreviations and definitions


DMS	Document Management System
HoU	Head of Unit
MB	Management Board
Scientific output	For the purpose of this SOP, a scientific output can be an Opinion, Guidance or a Statement of the SC/SP.
SC	Scientific Committee
SP	Scientific Panel

Procedure


	Previous SOPs in the process: SOP_001_S on Receiving a request SOP_002_S on Selection, evaluation and appointment of External Experts for the SC/SP SOP_005_S on Managing meetings SOP_006_S on Establishing, updating and closing a scientific WG SOP_007_S on Scientific risk assessment process and related documentation
Step 1 HoU	1.0 Preparation for adoption of a Scientific Output by SC/SP
	1.1 In consultation with the Chair, the relevant unit includes the possible adoption of the draft scientific output on the draft agenda of the plenary meeting of the SC/SP.

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	<p>1.2 If a pre-adoption edit by the publisher is deemed to be required, the unit gives notice to the EFSA Journal Team according to the timescales in WIN_SOP014_08 Publishing catalogue, typically at least 10 working days before sending the draft scientific output to the panel for adoption for an average size output (50 pages). If no pre-adoption edit is needed, go to step 1.4.</p> <p>1.3 The EFSA Journal Team organises the pre-adoption edit with the publisher according to the timescales in WIN_SOP014_08 Publishing catalogue</p> <p>1.4 If a pre-adoption edit is not deemed necessary, the unit sends the draft output to the EFSA Journal Team for the plagiarism check as set out in SOP_014_S on Publishing a scientific output in the EFSA Journal.</p> <p>1.5 The Unit stores the meeting documents in the DMS and shares with the Scientific Committee/Panel at least 5 working days before the meeting.</p> <p>1.6 The relevant unit stores in the DMS the draft agenda and the draft outputs proposed for adoption, together with all subsequent versions.</p>
<p>Step 2 HoU</p>	<p>2.0 Adoption of a Scientific Output by SC/SP</p>
	<p>2.1 Following the discussion of the draft opinion in the plenary meeting and in order to adopt the opinion, each member of the SC/SP is asked to explicitly agree on the adoption (e.g. by raising his/her hand).</p> <p>2.2 If there is no quorum in the plenary, the SC/SP postpones the possible adoption to the next plenary meeting (proceed with Step 1.1), or proposes possible adoption by written procedure.</p> <p>2.3 If there is a quorum in the physical meeting, following the discussion of a draft output, the Chair of the SC/SP requests an adoption decision regarding the output. It may be decided to use the written adoption procedure.</p> <p>2.4 The relevant unit records the adoption of the scientific output, or the decision to use the written adoption procedure, in the draft minutes of the plenary meeting.</p> <p>2.5 If the draft output is not adopted at the Plenary meeting, the concerned SC/SP requests revision prior to proceeding with Step 1.1.</p>

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	<p>2.6 If a minority opinion is expressed, the concerned SC/SP member provides in writing his/her opinion at the plenary meeting or by email if the adoption is by written procedure at which the draft scientific opinion is discussed. The relevant Unit records this in the minutes of the plenary meeting and ensures that the minority opinion is included in the final output (see EFSA Journal Master Template).</p> <p>2.7 In the case of adoption at the plenary meeting, the relevant unit records the adoption decision in the meeting minutes.</p> <p>2.8 In the case of the written adoption procedure, the unit records the adoption decision in the minutes of the plenary meeting that follows the date of adoption.</p>
<p>Step 3 HoU</p>	<p>3.0 FOLLOWING ADOPTION OF A SCIENTIFIC OUTPUT BY SC/SP</p>
	<p>3.1 If the draft output is not adopted and further significant changes are made to the document, the procedure will need to start again at point 1.1.</p> <p>3.2 If during the finalisation of the output, a significant rewrite of the output is carried out, the document might need to be re-edited, and a further plagiarism check may need to be carried out.</p> <p>3.3 If after adoption but prior to publication, EFSA or the responsible Panel or Committee identify a need for a significant change to the text adopted by the Panel or Committee, EFSA puts the publication of the adopted output on hold, and resubmits the opinion for discussion, and if appropriate adoption, to the plenary of the responsible Panel or Committee. When discussing the potential change, the Panel or Committee may decide to assign the task of bringing the necessary changes to the adopted text to a Working Group. In this event, or should the Panel or Committee adopt an amended version of the scientific output in question, the previously adopted output is to be considered withdrawn. Step 3.2 is then to be applied to the resulting output. The actions taken should be clearly reflected in the minutes of the following panel or committee meeting, and a footnote in the newly-adopted output should clarify that it replaces the previously adopted version, referring to the minutes of the relevant panel or committee meeting.</p>
	<p>Following SOPs in the process:</p>

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	<p>SOP_014_S on Publishing a scientific output in the EFSA Journal</p>
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