

Guideline
on cooperation between experts from EFSA scientific networks and
National Focal Point („NFP“)

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1. The selection of experts into the EFSA scientific networks

- upon requirement of the representative of the EFSA Advisory Forum (hereinafter referred to as the "AF EFSA"), NFP finds suitable candidates either from the database of national experts - National Expert Scientific Groups – NESG or according to the scientific publications through PubMed, Scopus, etc. .;
- in order to identify suitable candidates, NFP will request references from scientists of NESG after a preferred candidate is identified;
- after obtaining references of preferred candidates, NFP consults with them the scope of their work within the scientific network of EFSA;
- NFP prepares the nomination for the representative of AF EFSA;
- representative of the AF EFSA nominates an expert to EFSA;
- nominated expert may propose his/her alternate to NFP, whereby the representative of AF EFSA decides whether the proposal will be adopted;
- upon nomination of alternate by a representative of AF EFSA, the NFP informs the expert from scientific network about the nomination of an alternate and provides him/her with the contact details of the alternate. NFP also informs the alternate about the nominated expert and provides him/her with the contact details of the expert;
- once a year NFP organizes a meeting with all experts and alternates;

2. Cooperation between nominated experts and NFP

- each scientific network has allocated its coordinator from the NFP, which is obliged to assist and communicate with expert regarding all technical and professional issues;
- the expert is required immediately to inform NFP about any changes regarding the contact details of an expert, changes of the employer, retirement of an expert or termination of work in EFSA scientific network;
- upon receiving the invitation to the meeting of the EFSA scientific network, the expert is obliged to inform immediately the NFP about the participation or non-participation in the meeting;
- if an expert cannot participate in the EFSA scientific network meeting, a coordinator from the NFP of the appropriate EFSA scientific network immediately contacts the alternate;
- if the expert asks for documents and information in order to prepare for the EFSA scientific network meeting or data to which he/she doesn't have the access, he/she may ask the coordinator of the scientific network from NFP for this information; the coordinator is obliged to make every effort to acquire and send the requested information to the expert;
- upon the return from the meeting of the EFSA scientific network, the expert draws up a short report, which he sends to the NFP coordinator of the appropriate scientific network and to alternate of the EFSA scientific network;