



EVALUATION OF THE CANDIDATES FOR MEMBERSHIP OF THE SCIENTIFIC COMMITTEE OR A SCIENTIFIC PANEL OF EFSA

1. BACKGROUND INFORMATION

On 21 January 2003, the Authority launched a call for expression of interest in membership of the Scientific Committee or a Scientific Panel. This call, addressed to scientists, was published in the Official Journal of the European Communities, on the Authority's website and in various European scientific journals and magazines. The call closed on 14 March.

The Scientific Committee and the 8 Scientific Panels will be responsible for providing scientific opinions of the Authority, each within its own remit of competence¹.

2. SELECTION CRITERIA AND SCORING

As stated in the official text of the call, the selection criteria are identified as:

- Experience in carrying out scientific risk assessment and/or providing scientific advice in fields related to food and feed safety in general and, in particular in the areas of competence and expertise of the Scientific Committee or Scientific Panel of interest to the applicant (see above).
- Experience in peer reviewing scientific work and publications, preferably in fields related to the area covered by the Scientific Committee or Scientific Panel of interest to the applicant.
- The ability to analyse complex information and dossiers, often from a wide range of scientific disciplines and sources and to prepare draft scientific opinions and reports.
- Proven scientific excellence in one, or preferably several fields linked to the area covered by the Scientific Committee or Scientific Panel of interest to the applicant
- Professional experience in a multidisciplinary environment, preferably in an international context;
- Managerial skills, in particular as regards chairing and leading working groups.

Applicants for the Scientific Committee should have extensive expertise in areas related to the assessment of risks both in areas within the fields of competence of the Authority and, preferably, of non-food areas which may overlap with its work together with a proven

¹ Call for expression of interest in membership of the Scientific Committee or a Scientific Panel of the European Food Safety Authority (OJ 21.1.2003 C14 A/1)

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

capacity to handle multidisciplinary and transversal scientific questions in relation to the safety of the whole food chain.

In order to make the evaluation as consistent and objective as possible, the Authority's staff members involved in the call decided on a grading and scoring system of a range from 0 through 5 (0 being not fulfilled; 1-2 being partly fulfilled; 3-5 being fulfilled) for each of the aforementioned criteria. In order to substantiate the impact of the different criteria, a coefficient of 2 (i.e. with the result that the score for the attribute is doubled before becoming part of the candidate's total score) is attributed to the criteria of Risk Assessment and Scientific Excellence for the Panels, and Risk Assessment, Scientific Excellence and Multidisciplinary and International Experience for the Committee.

3. SELECTION PROCESS

3.1 Preparation

EFSA's co-ordination and evaluation team met several times in order to reach agreement on the interpretation and guidelines of the selection criteria. In addition, a practice run was carried out for a number of randomly selected applications to ensure consistency in grading applications among the evaluators.

3.2 Reception and acknowledgement of the applications

Candidates can submit their application either online, by email or regular mail. Upon receipt of the application, the Authority's co-ordination team registers the application, sends an acknowledgement in case of online or email submission and checks the application for the basic requirements, i.e. (1) university degree in a relevant scientific area, (2) at least 10 years' professional experience at a level to which the qualifications give admission, and (3) completeness of the file.

3.3 Evaluation by EFSA staff

The co-ordinator allocates minimum 2 appropriate evaluators to each valid application; at least one of these evaluators is an EFSA staff member². The evaluators then evaluate and score the application according to the selection criteria and scoring system, using an evaluation template (Annex 1).

In case of discrepancy or controversy between the different evaluations, it can be decided that the application will be assigned to an additional evaluator.

The applicants indicate on the application form their area of interest, by order of preference. Since some applicants identify up to 6 or 7 Scientific Panels, it is decided that only the top 3 will be evaluated.

² At the Executive Director's request, the Commission are allowing their expert staff to take part in this stage of the evaluation.

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

3.4 Evaluation by Committee of high level external scientists

Prof. G. Pascal and Dr Tarrago will form a Committee and will meet on 2 and 3 April. This Committee will do a sample of all evaluations according to the same selection criteria. The scores will be compared to those of EFSA's evaluators and conclusions will be drawn. In case of considerable differences in scores, the evaluation team will meet and collectively decide and consider whether the differences reveal wider issues about marking standards which require comprehensive action.

3.5 Balancing of the Scientific Committee and the Scientific Panels

Once all the valid applications have been evaluated by at least 2 evaluators and the Committee has done its quality control, the co-ordination team and evaluation team of EFSA will meet to select those to be proposed as the most appropriate candidates for the Scientific Committee and each of the Panels. The evaluation team will ensure the right balancing for the Scientific Committee and each Scientific Panel based primarily on the expertise requirements. In addition, the evaluation team will discuss the suitability of candidates for more than one Scientific Panel and the possible transfer of these candidates. The intention is not that each Panel should have a perfect geographic distribution but that overall due attention should be paid to this factor. The same will apply to gender.

In order to ensure that the applicant is not in a position to influence the Scientific Committee's or the Scientific Panel's activities in ways that could lead directly or indirectly to financial gain or give improper advantage to others to the detriment of the Scientific Committee or Scientific Panel, the evaluation team will check all suitable candidates' declaration of interest. Should the declaration be unclear or not be satisfactory, the Authority has the possibility to approach this candidate in order to receive a clarification of the declaration of interest. Applicants will also have to be disallowed if their declaration of interest would disqualify them from participating in a significant number of decisions.

3.6 Shortlist for the Advisory Forum

The Authority will prepare a shortlist for the Advisory Forum with the names and institutions of the suitable candidates per Scientific Committee or Scientific Panel. The feedback against all or any of the criteria stated in the Call from the Advisory Forum to the Executive Director will only be taken as advice and will not be binding. The list to the Advisory Forum will equally be sent to the Management Board members.

3.7 Proposal to the Management Board

Following Regulation EC/178/2002³ (Article 28, §5), the members of the Scientific Committee who are not members of a Scientific Panel and the members of the Scientific Panels shall be

³ REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

appointed by the Management Board, acting upon a proposal from the Executive Director, for a three-year term of office, which shall be renewable, following publication in the Official Journal of the European Communities, in relevant leading scientific publications and on the Authority's website of a call for expressions of interest. The Executive Director expects to propose the list with nominated experts to the Management Board in its meeting of 29 April 2003.

The Authority received 1,050 applications at the end of the call on 14 March 2003.

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

4. TIME TABLE

Date	Action	Comments
21 January	Call published	
21 January - 14 March	Time frame for submitting applications	
21 January - 31 March	Receiving, encoding, evaluating applications	
24 January	Meeting with co-ordination and evaluation team	Guidelines for and interpretation of the selection criteria
28 January	Meeting with co-ordination and evaluation team	Guidelines for and interpretation of the selection criteria
7 February	Meeting with the Executive Director, co-ordination and evaluation team	Guidelines for and interpretation of the selection criteria, scoring and impact of criteria
14 February	Practice run with evaluation team	
9 March	Note to Management Board and Advisory Forum on selection procedure and criteria	
14 March	Call closed	
17 March	Meeting with the Executive Director, co-ordination and evaluation team	
31 March	Meeting with the Executive Director, co-ordination and evaluation team	Shortlist for Advisory Forum
1 April	Meeting with the Executive Director, co-ordination and evaluation team	Shortlist for Advisory Forum
Week 31 March	Committee of high level scientists	Quality check of evaluations
Week 31 March	Shortlist to Advisory Forum	Number on shortlist to be decided; only name, institution and Panel of candidate to Advisory Forum
9 April	Feedback from Advisory Forum	
10 April	Meeting with the Executive Director, co-ordination and evaluation team	Evaluating feedback from Advisory Forum and external high level scientists
11 April	Meeting with the Executive Director, co-ordination and evaluation team	Evaluating feedback from Advisory Forum and external high level scientists
24 April	Draft list to Management Board	
29 April	Decision Management Board	
Week 5 May	Communication to successful and unsuccessful candidates	

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

Annex 1

EVALUATION TEMPLATE FOR SCIENTIFIC PANELS

<i>Criteria</i>	<i>Score (range 1-5)</i>	<i>Coefficient</i>	<i>Notes</i>
Provision of Scientific Risk Assessment and Advice Experience in carrying out scientific risk assessment and/or providing scientific advice in fields related to food and feed safety in general and, in particular in the areas of competence and expertise of interest to the applicant		X 2	
Experience in Peer Review Experience in peer reviewing scientific work and publications, preferably in fields related to the area of interest to the applicant			
Analytical Skills The ability to analyse complex information and dossiers, often from a wide range of scientific disciplines and sources and to prepare draft scientific opinions and reports			
Scientific Excellence Proven scientific excellence in one, or preferably several fields linked to the area covered by the Scientific Committee or Scientific Panel of interest to the applicant		X 2	
Multidisciplinary and international experience Professional experience in a multidisciplinary environment, preferably in an international context, including language skills			
Managerial/Communication Skills in particular as regards chairing and leading working groups			

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

Overall recommendation/ notes/reminder	
---	--

EVALUATION TEMPLATE FOR SCIENTIFIC COMMITTEE

<i>Criteria</i>	<i>Score (range 1-5)</i>	<i>Coefficient</i>	<i>Notes</i>
Scientific Risk Assessment and Questions <ul style="list-style-type: none">• Extensive experience in areas related to the assessment of risks both in areas within the fields of competence of the Authority and, preferably, of non-food areas which may overlap with its work• Proven capacity to handle multidisciplinary and transversal scientific questions in relation to the safety of the whole food chain		X 2	
Experience in Peer Review Experience in peer reviewing scientific work and publications, preferably in fields related to the area of interest to the applicant			
Analytical Skills The ability to analyse complex information and dossiers, often from a wide range of scientific disciplines and sources and to prepare draft scientific opinions and reports			
Scientific Excellence Proven scientific excellence in one, or preferably several fields linked to the area covered by the Scientific Committee or Scientific Panel of interest to the applicant		X 2	

MB 19/20 March 2003

Report on the Scientific Committee and Panels recruitment

<i>Criteria</i>	<i>Score (range 1-5)</i>	<i>Coefficient</i>	<i>Notes</i>
Multidisciplinary and international experience Professional experience in a multidisciplinary environment, preferably in an international context, including language skills		X 2	
Managerial/Communication Skills in particular as regards chairing and leading working groups			
Overall recommendation/ notes/reminder			