

Call to renew membership in the non-food Scientific Committees of the European Commission for the term 2016-2021

1. Subject of the call

This call is addressed to scientists who wish to become members in the following non-food Scientific Committees of the European Commission¹:

- the Scientific Committee on Consumer Safety (hereinafter 'SCCS') or
- the Scientific Committee on Health, Environmental and Emerging Risks (hereinafter 'SCHEER').

Scientific Committees' members are appointed in their personal capacity, for a term of 5 years starting in April 2016.

This call is open to scientists from the European Union and elsewhere.

2. The mission of the Scientific Committees

The mission of the Scientific Committees is to provide the Commission with high quality and independent scientific advice for risk assessment in the areas of public health, consumer safety, and environmental risks, including assessment of research needed in the future. The Scientific Committees also draw the Commission's attention to specific or emerging problems falling within their remit. The work of the Scientific Committees is based on the principles of excellence, independence and transparency.

3. The role of the Scientific Committees' members

Members are expected to attend meetings on a regular basis where opinions, statements, or guidance document are discussed, drafted and adopted. In particular, they are requested to actively contribute to scientific discussions, examination of documents, drafting of opinions during meetings of Scientific Committees and their working groups; to attend workshops and hearings on invitation and act as 'chairs' and/or 'rapporteurs' of working groups, on an *ad hoc basis*.

Applicants should be aware that participating in the work of the Committees requires a commitment of approximately 4 hours a week on average.

It is estimated that each Scientific Committee will meet in plenary sessions approximately 5 times per year. Members involved in working groups will need to attend more meetings (as an average 6 meetings a year per working group). Candidates should be willing to work with electronic methods for the management and exchange of documents and also interactive meetings (audio-meetings).

Applicants are required to express their commitment that, if appointed, they will participate in the activities of the Scientific Committees according to the investment of time and effort as described above, including participation in a fair share of working groups.

The working language of the Scientific Committees is English, the working documents are in English and the meetings are also conducted in English.

4- Remuneration of the Scientific Committees' members

The Scientific Committees' members do not receive a salary as they are not employed by the Commission, but the Commission reimburses the cost of their travel, accommodation and subsistence in accordance with the existing rules for the expert groups. Members are also paid a flat

¹ As established by Commission Decision C(2015)5383 hereinafter 'Decision'

allowance of a maximum of EUR 450 for each full day of a meeting that they attend including related preparatory work.

4. Composition and remit of the Committee

The Scientific Committees SCCS and SCHEER each consists of a maximum of 19 members. The areas of expertise required are:

SCCS: biological sciences, chemistry, epidemiology, exposure sciences, toxicology (alternative methods, endocrine disruptors, genotoxicity, carcinogenicity, reproductive toxicity, toxicogenetics, reproduction toxicity), medicine (respiratory, dermatology, allergies -skin and inhalation-, neurology, pathology, pharmacology and pharmacy (analytical methodologies), nanoscience, medical technologies, biostatistics or other similar scientific disciplines as better specified in the application form, with a focus on cosmetic ingredients' safety assessment.

SCHEER: biological sciences, chemistry, environmental sciences, epidemiology, exposure sciences, medical technologies, medicine (respiratory medicine, dermatology, neurology, clinical trials, oncology, reproductive medicine), nanoscience, pharmacology and pharmacy, physics and physical risks, public health, toxicology (endocrine disruption, genotoxicity, toxicogenetics, reproduction toxicity, ecotoxicology, aquatic toxicology), biostatistics or other similar scientific disciplines as better specified in the application form, with a focus on health, environmental and emerging risks.

5. Selection procedure

The selection procedure follows a detailed, transparent selection procedure consisting of three steps:

- i. checking the eligibility criteria;
- ii. evaluating the applicants against the selection criteria, and establishment of a short list with the most suitable candidates;
- iii. appointing members from the short list against general criteria (see point 6).

Each application is assessed individually by at least two members of the selection board against the eligibility and selection criteria. The selection board is composed of representatives from Commission services.

The selection process may also involve oral examination of candidates.

The requirements

A. Eligibility criteria

Applicants must have:

- a university degree in a relevant scientific area at postgraduate level (bachelor + 2),
- at least 10 years of professional experience in the area of expertise for which the candidate is applying,
- ability to work in English: members must be able to read and report in English, in writing and orally², since it is the language in which the vast majority of relevant scientific literature is written in the international context.

Applicants who do not meet these criteria will be excluded from the following evaluation phases.

² As a guide, 'Ability to work in English' corresponds to level B2 or above, as set out in the Council of Europe reference document for the European Language Portfolio ('Common European Framework of Reference: Learning, Teaching, and Assessment'). For more information please refer to <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

B. Selection criteria

Applicants who meet the eligibility requirements are evaluated based on the evidence declared against the following criteria:

a— Further Education

Further education of relevance to the fields of competence of the committees (as specified above in point 4), in addition to the basic criteria: additional studies (university, post-graduate and post-doctoral diplomas).

Maximum points awarded 5

b- Professional experience

Professional experience of relevance to the fields of competence of the committees as specified above in point 4. This experience is evaluated based on the declarations of the applicant, taking into consideration its nature and duration.

Maximum points awarded 10

c— Scientific excellence

Proven scientific excellence in one or more fields linked to the area covered by the committees. This experience is evaluated based on research and major published works, lectures, key speaker at major conferences, awards, etc.

Maximum points awarded 10

d— Experience in risk assessment³ and/or providing scientific advice

Proven experience in carrying out risk assessment and/or providing scientific advice, in fields relevant to Committees' remit, including membership in scientific bodies.

This experience is evaluated based on current or past membership of national or international scientific bodies responsible for risk assessment or scientific advice, on articles, books, reports, lectures, completed projects, trainings, education in the field at national, European or international level.

Maximum points awarded 10

e— Analytical skills

Ability to analyse complex information and dossiers from a wide variety of scientific disciplines and sources and in preparing synthesis documents, e.g. reports, opinions, statements.

This experience is evaluated based on peer reviewing scientific work and publications, production of opinions, reports and statements especially in fields relevant to Committees' remit at national, European, international level.

Maximum points awarded 5

f— Multi-disciplinary and international experience

Professional experience in a multi-disciplinary scientific environment, preferably in an international context, including language skills.

This experience is evaluated based on participation in associations, projects, conferences, studies at national and international level and on the knowledge of languages other than English.

Maximum points awarded 5

g— Managerial and organisational skills

Experience in project management, in particular in chairing and organising working groups related to scientific matters.

This experience is evaluated based on evidence declared by the applicant.

Maximum points awarded 5

³ Risk Assessment is defined as "a scientifically based process consisting of four steps: hazard identification, hazard characterisation, exposure assessment and risk characterisation" (Reg. EC/178/2002)

h— Communication skills

Capacity to explain complicate matters in terms understandable to the general public and ability to participate in public debate on high sensitive and controversial subjects, both in written and oral form.

This experience is evaluated based on teaching experience, public presentations, articles for the general public, production of fact-sheet and video, TV interviews, participation in debates and hearings.

Maximum points awarded 5

6. Appointment of members

Members of the Committees are appointed by the Director General of the Directorate General for Health and Food Safety following the results of the selection procedure described in point 5.

In the appointment process, particular attention is paid to independence (in particular, to exclude any potential conflicts of interest) and to ensure a balanced scientific expertise in the areas of competence of the Committees and a balanced geographical and gender distribution of Scientific Committees' members, in accordance with Article 4 of the Decision.

A member may be appointed only to one committee. The Commission services reserve the right to appoint a candidate to a committee other than the one for which he or she applied if this Committee needs the candidate's expertise, and provided the candidate agrees.

A list of members of the Scientific Committees is published in the Register of Commission Expert Groups and Other Similar Entities (<http://ec.europa.eu/transparency/regexpert/>) and also made available on the Scientific Committees' website (http://ec.europa.eu/health/scientific_committees/index_en.htm).

Personal data are collected, processed and published in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council. Please read below (point 11) for more specific information.

Before appointment, the Commission reserves the right to check documents and certificates in order to confirm the accuracy and eligibility of the application.

Candidates, who are found to be suitable to serve in the Scientific Committees and meet the requirements for membership but are not appointed, are included on a reserve list, as set out in Article 4 of Decision.

7. Ethical principles

As set out in the Decision, Scientific Committees' advice must be based on the ethical principles of independence, confidentiality and transparency.

Independence

The members of the Scientific Committees are appointed on a personal capacity. Applicants are required to include a declaration of commitment to act independently of any external influence and a declaration of any interests which might be considered prejudicial to their independence. They are asked to confirm that, if appointed, they will agree to make both annual written declarations of interest and written and/or oral subject specific declarations of interest (during Plenary and Working Group meetings) knowing that these will be made public.

Confidentiality

The members of the Scientific Committees and external experts shall not divulge information acquired as a result of the work of the Scientific Committees, working groups or other related activities. For this purpose, they shall sign a declaration of confidentiality.

Transparency

The activities of the Scientific Committees shall be carried out with a high level of transparency. The Commission services shall make available to the public on its website, without undue delay: the request for opinions; agendas and minutes of the meetings of the Scientific Committees and working groups; the scientific opinions adopted, including the minority opinions and the names of the participants in the working groups that contributed to the opinion concerned; the rules of procedures of the Scientific Committees; the names of the members of the Scientific Committees together with a brief *curriculum vitae* and their declarations of interests.

8. Equal opportunities

The Commission takes great care to apply the principles of equal treatment in its procedures.

9. Submission of applications

Scientists who are interested in applying are invited to complete and submit the online application form, which is available at: https://ec.europa.eu/eusurvey/runner/sc_membership

Applicants are kindly asked to complete their application form in English, in order to facilitate the selection procedure.

An application will only be deemed admissible if it includes:

- a completed application form;
- a *curriculum vitae*, preferably not exceeding three pages;
- a list of the applicant's scientific publications (to be uploaded to the application form at the relevant point) highlighting the 10 best applicant's publications and the papers published in the last 5 years.;
- a declaration of interest form, on the applicant's honour.

Supporting documents may be requested at a later stage.

All expressions of interest will be treated confidentially.

The Commission services will inform applicants of the result of the selection procedure as soon as possible.

10. Closing date for sending applications

The closing date for submitting applications for Scientific Committees membership is 02.11.2015. Only properly completed online applications submitted via the website linked above will be considered.

Applicants are strongly advised not to wait until the last few days before the deadline since heavy internet traffic or a problem with internet connections could otherwise lead to applicants not being able to submit the application on time. Applications will not be accepted after the deadline has expired.

11. Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the

protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001). This applies in particular to the confidentiality and security of such data.

The Controller for the processing of personal data in the framework of this call is the Head of Unit C2-Health Information and Scientific Committees, of the Directorate-General for Health and Food Safety. For more detailed information on the scope, purposes and means of the processing of their personal data in the context of this Call, candidates are invited to consult the specific privacy statement at the following address:

http://ec.europa.eu/health/scientific_committees/docs/privacy_call_exp_2015_en.pdf

12. Contact information

For any further information on this call, please contact SANTE-C2-SCIENTIFIC-COMMITTEES@ec.europa.eu by referring in the subject of the email to the "Call to renew membership in the non-food Scientific Committees of the European Commission for the term 2016-2021".