



## **Procedures and arrangements for the selection and appointment of the members of the Scientific Committee of the European Union Drugs Agency (EUDA)**

### **Article 1**

#### **Requirements for eligibility**

**By the deadline for submission of applications, candidates must have:**

1. A University degree in a relevant scientific area. An academic education of postgraduate level will be considered as an asset;
2. Seven years of experience after obtaining the above mentioned degree;
3. Nationality of one of the EU member states or of countries with which an agreement with the EU in view of its participation in the work of the EUDA has entered into force.

### **Article 2**

#### **Requirements for selection**

Requirements for selection shall be:

- Proven scientific excellence related to one or more of the specialist fields linked to the objectives of the EUDA.
- Proven experience in peer reviewing and/or guiding scientific work;
- Proven track record of successfully designing, conducting and managing research projects or programmes;
- Professional experience of working productively in a multidisciplinary environment, preferably in an international context;
- Proven experience in providing scientific advice in one or more of the specialist fields linked to the objectives of the EUDA;
- Thorough knowledge of English and satisfactory knowledge of another EU official language. The knowledge of further EU languages will be considered as an asset.

### **Article 3**

#### **Pre-selection**

1. The selection of candidates for membership in the EUDA Scientific Committee shall be advertised through a call for expressions of interest in accordance with the present procedures. The call for expressions of interest shall be published in the EU Official Journal (OJ) at the latest six months before the end of the four-year term of the Scientific Committee. The call shall also be made public through the EUDA website and the Management Board, Scientific Committee and the Reitox network, as well as via other appropriate channels.

2. The closing deadline for submission of candidates' expressions of interest shall be fixed ten weeks after the above-mentioned publication.
3. The EUDA Executive Director shall prepare and organise the work for the pre-selection of the members of Scientific Committee. He will nominate and chair a pre-selection panel, composed of two members of the EUDA senior scientific staff and two external independent senior scientific experts. The EUDA shall ensure the secretariat, namely receiving, registering and filing all applications and other relevant documents.
4. The pre-selection panel shall verify the eligibility of the candidates, in accordance with the eligibility requirements. Failure to comply with one of these requirements will result in the exclusion of the concerned candidate from the next steps of the selection process.
5. The pre-selection panel shall then assess each eligible candidate according to the requirements for selection. On this basis, the pre-selection panel will draw-up a short list of candidates considered suitable for the membership of the EUDA Scientific Committee, with a brief description highlighting the reasons for the inclusion of each candidates in this list. For this purpose, and without prejudice to the requirements for selection, the panel will also take into account the need to ensure the scientific excellence and independence of the members of the Scientific Committee and the gender balanced composition of the latter, as well as the need that the specialist fields of the members of the Scientific Committee cover the most relevant fields linked to the objectives of the EUDA. In drawing up the above referred list the pre-selection panel will indicate the candidates that it considers best suitable for appointment as members of the Scientific Committee, and the candidates that it considers suitable for inclusion in a time-bound reserve list, that will be used in case of need, for future appointments that may be required to complete the composition of the Scientific Committee.
6. The Executive Director shall present the results of the pre-selection process to the EUDA's Executive Board. This will include information on the candidates who were not considered suitable, without prejudice to the necessary compliance with the applicable rules on protection of personal data.
7. The EUDA will ensure the technical and logistic support required for the pre-selection process.

## **Article 4**

### **Selection**

1. The EUDA's Executive Board will review the outcome of the work of the pre-selection panel.
2. In this context the Executive Board will consider in particular:
  - the compliance with the established requirements for selection;
  - the need to ensure the scientific excellence and independence of the members of the Scientific Committee;
  - the gender balanced composition of the Scientific Committee;
  - the need to ensure that the specialist fields of the members of the Scientific Committee cover the most relevant fields linked to the objectives of the EUDA.
3. With regard to the above, the Executive Board shall submit to the EUDA's Management Board a short list of 15 candidates who are considered best suitable for appointment, as well as a time-bound reserve list of up to 20 suitable candidates that will be used in case of need to complete the composition of the Scientific Committee

in the future, as required. These lists will include the name of each candidate concerned and a brief description outlining the reasons for the inclusion of the latter.

4. The chair of the Executive Board shall present the results of the selection process to the Management Board. This will include the two above referred lists, information on the selection procedure carried out and the number of candidates who were considered non suitable, without prejudice to the necessary compliance with the applicable rules on protection of personal data.
5. The EUDA will ensure the technical and logistic support required for the selection process

## **Article 5**

### **Appointment**

1. On the basis of the lists submitted by the Executive Board, the EUDA Management Board shall appoint the members of the Scientific Committee and establish the above referred reserve list.
2. The established reserve list shall be valid for the duration of the term of the appointed Scientific Committee. In case of a vacancy, the Executive Board will select and appoint a new member from the reserve list, on behalf of the Management Board, and inform the latter. The filling in of a vacancy shall be for the rest of the duration of the term of the Scientific Committee.
3. The members of the Scientific Committee shall be appointed in their personal capacity for a four-year-period, which shall be renewable once, subject to decision of the Management Board upon recommendation by the Executive Board.
4. The members of the Scientific Committee shall be independent and shall act in the public interest. They shall neither seek nor take instructions from any government or from any other body. Where a member no longer meets the criteria of independence, she/he shall inform the Management Board. Alternatively, the Management Board may declare, on a proposal of at least one-third of its members or of the European Commission, a lack of independence and revoke the person concerned. The Management Board shall appoint a new member for the remaining term of office in accordance with the procedure for ordinary members. For this purpose the Management Board will use the established reserve list. The established reserve list shall be valid for the duration of the term of the appointed Scientific Committee. In case of a vacancy, the Executive Board will select a new member from the reserve list. The filling in of a vacancy shall be for the rest of the duration of the term of the Scientific Committee.
5. The members of the Scientific Committee will be entitled to receive an allowance<sup>1</sup> for each day of attendance to meetings of the Scientific Committee, meetings of the Management Board where they represent the Scientific Committee at the request of the Chair of the Management Board, and other meetings where they represent the Scientific Committee at the request of the EUDA's Executive Director. The members of the Scientific Committee will also be entitled to the refunding of travel and subsistence costs for their attendance to the above referred meetings, in accordance with the applicable EUDA's rules.

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<sup>1</sup> Equivalent to the amount paid by DG RDT for independent experts, [which is currently set at EUR 450](#)

6. If a member does not attend two or more consecutive meetings of the Scientific Committee, without justified reasons, the Management Board can decide to withdraw membership.

## **Annex 1:**

### **Criteria and scale to assess the requirements for the selection of the members of the EUDA Scientific Committee**

#### **1. Proven scientific excellence, both in terms of experience and expertise, to one or more of the specialist fields linked to the mandate of the EUDA (0-30 points)**

- Academic career;
- Years of experience in relevant scientific areas
  - Basic biological, neurobiological and behavioural research (including aetiological and addictive behaviour research, pharmacology and toxicology)
  - Population-based research and epidemiology (including surveys and ethnographic studies)
  - Demand reduction and public health (including prevention, treatment, harm reduction and reintegration)
  - Supply, supply reduction and crime
  - Drug policy (including laws, economic issues and strategies)
  - Analytical/forensic chemistry
  - Research and/or evaluation methods
  - Other (relevant to the mandate of the EUDA);
- Role in current organization/institution;
- Experience in scientific publishing:
  - Scientific publications;
  - Relevance and topicality.

#### **2. Proven experience in peer reviewing and/or guiding scientific work related to the fields of interest of EUDA (0-10 points)**

- Peer review experiences;
- Experiences of guiding scientific work/ leading research groups;
- Experience as an editor.

#### **3. Proven experience in designing, conducting and managing research (0-10 points)**

- Management of research projects;
- Management of research teams and networks;

- Organisation of scientific events;
- Participation in scientific projects.

**4. Professional experience in a multidisciplinary environment, preferably in an international context (0-10 points)**

- Experience in working with EU Institutions and agencies or international organisations;
- Experience in chairing at international conferences or meetings;
- Participation in international/European networks and working groups.

**5. Experience in providing scientific advice in the required areas of expertise (0-5 points)**

- Membership in international scientific associations;
- Member of an advisory board/bodies;
- Member of a research funding committees.

**6. Thorough knowledge of English and satisfactory knowledge of another EU official language. The knowledge of further EU languages will be considered as an asset. (0-5 points)**

- Proficiency in EU languages.