

ARAC Standard Operating Procedure No. 2

Title:

ESTABLISHMENT AND OPERATIONS OF SCIENTIFIC COMMITTEE

Version No: 2

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Endorsed by AHC 4 on 14 January 2025

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ARAC/SOP2

Website: www.arac-asean.org

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ABBREVIATIONS AND ACRONYMS

AHC4	ASEAN Health Cluster 4: Ensuring Food Safety
AMS	ASEAN Member State
ARAC	ASEAN Risk Assessment Centre for Food Safety
SC	Scientific Committee
SOP	Standard Operating Procedure
SP	Scientific Panel

LIST OF ANNEXES

- | | |
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| Annex I | Criteria for Nomination of Scientific Committee Member |
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1. INTRODUCTION

ASEAN Risk Assessment Centre for Food Safety (ARAC) is an independent scientific body who has a function of integrating ASEAN risk assessment mechanism in monitoring the implementation and evaluating the effectiveness of risk assessment activities in the region. ARAC consist of three (3) components, which are ARAC Secretariat, Scientific Committee (SC), and Scientific Panel (SP). The Scientific Committee is a group of top scientists and experts, nominated by the AMS and appointed by the governing body. The main task of the Scientific Committee is to evaluate the completeness and clarity of the risk assessment request form submitted to ARAC.

2. OBJECTIVES

This standard operating procedure describes the details procedure of establishment and operation of the Scientific Committee in conducting risk assessment work in ASEAN.

3. SCOPE

The standard operating procedure (SOP) covers the appointment of Scientific Committee Member, election of Chair and Vice Chair of the and procedure of conducting the Scientific Committee Meeting.

4. TERMINOLOGY

Food Safety Emergency	A situation whether accidental or intentional, that is identified, by a competent authority as constituting a serious and as uncontrolled foodborne risk to public health that requires urgent action.
Governing Body	Refers to the AHC4 as an entity or authority responsible for making decisions related to food safety based on the outcomes of risk assessment.

Risk Assessment	The scientific evaluation on potential adverse effect resulting from human exposure to foodborne hazards. It consists of four steps as hazard identification, hazard characterisation, exposure assessment, and risk characterisation.
Risk Assessment Report	A report that may comprise a background of the risk assessment work, hazard identification, hazard characterisation, exposure assessment, and risk characterisation including limitation and risk management options.
Risk Assessment Request	Formal inquiry to conduct a risk assessment or scientific opinion towards the evaluation of potential risks associated with a specific hazard, foods and conditions. It includes detail of purpose and desired expectations from the Risk Managers/Requesting Body.
Risk Manager/ Requesting Body	Refers to the ASEAN Sectoral Working Groups under SOM-AMAF, AHC4 under SOM-HD, PFPWG under ACCSQ and AMSs (food safety competent authorities) which will request for risk assessment and/ or scientific opinion from ARAC.
Risk Profile	Description on hazard (hazard identification) and information on pathways by which consumers are exposed to the hazard; possible risks associated with that exposure; consumer perceptions of the risks; and the distribution of possible risks among different segments of the population (hazard characterisation).
Scientific Committee	Group of top scientists and experts, nominated by the AMS and appointed by the governing body.
Scientific Opinion	Expert judgement or conclusion provided by the scientific panel based on a thorough evaluation of

	existing evidence, risk assessment report, data and research.
Scientific Panel	Group of experts from various fields of expertise which will conduct the risk assessment/ scientific opinion
Self-Tasking	Risk assessment request developed by ARAC which identify a particular issue that require further analysis and research during the course of its regular work

5. PROCEDURES DETAILS

5.1. ESTABLISHMENT OF SCIENTIFIC COMMITTEE

5.1.1 Appointment of the members

- a. Each AMS through the respective AHC4 Country Coordinator shall nominate one (1) scientist or expert to the ARAC Secretariat for appointment by AHC4 into this Scientific Committee according to the criteria as attached in **Annex I**. Each nominee shall fill in Nomination Form for Scientific Committee as attached in **Annex II**.
- b. The members of Scientific Committee will be appointed for duration of 3 years by the Chair of AHC4. The member shall not delegate their responsibilities to another member or to a third person. The membership to the Scientific Committee can be renewed subject to nomination from respective AMS. ARAC Secretariat will notify the respective AMS 3months prior to the expiry of the term of appointment.
- c. The members of Scientific Committee shall declare his/her interest, commitment and confidentiality by signing Declaration of Interest, Commitment and Confidentiality for ARAC Scientific Committee Member as attached in Annex III.
- d. The members of Scientific Committee shall perform tasks as prescribed in the Term of Reference for ARAC.

5.1.2 Election of Chair and Vice-Chair

- a. Scientific Committee shall elect among its members, a Chair and a Vice-Chair
- b. The terms of office of the Chair and Vice-Chair shall be 3 years, and can be re-elected for not more than 2 consecutive terms
- c. The names of the Chair and the Vice-Chair of the Scientific Committee shall be made public
- d. The procedure shall be as follows:
 - i. The Chair and Vice-Chair shall be elected by secret ballot and in writing facilitated by the ARAC Secretariat.
 - ii. The election of the Chair and Vice-Chair shall be held separately.
 - iii. The ARAC Secretariat shall be notified the name of the candidates before the meeting, Member may present themselves as candidate or to be proposed by another members.
 - iv. The candidates shall prior to the vote, declare that they are prepared to accept the post of Chair or Vice-Chair of the Scientific Committee.
 - v. The single candidate receiving the simple majority of the votes from the members of the Scientific Committee shall be elected.
 - vi. If more than one candidate receives a simple majority, a second ballot shall be held. The procedure shall be repeated until one candidate obtains a simple majority
 - vii. Candidates may not withdraw their candidature at any time during the procedure. Where there is, or remains a single candidate, that candidate shall be elected provided that they receive the simple majority of votes
 - viii. The election proceedings, including the information on the nominees, and outcome of the election shall be documented

5.1.3 Roles of Chair and Vice-Chair

The Chair will be responsible for:

- a. Representing the Scientific Committee
- b. Planning of the Scientific Committee meeting in consultation with the

ARAC Secretariat.

- c. Chairing, steering and moderating the discussions at meetings and drawing conclusions.
- d. Examining the declarations of interest, and deciding, in consultation with the Scientific Committee members and in agreement with the ARAC Secretariat, the relevant conclusions and necessary actions to ensure the effective application of the independence requirements.
- e. In collaboration with the ARAC Secretariat, monitoring the conformity of the activities of the Scientific Committee with all the relevant procedural methodological and substantive requirements, principles and standards established by relevant regional or international bodies.
- f. The Chair can decide on whether the Scientific Committee Meeting should be conducted physically or virtually.
- g. If the Chair is not able to fulfil his/ her function, he/ she shall be replaced by the Vice-Chair. The Vice-Chair will support the Chair in fulfilling his/ her responsibilities.

5.1.4 Replacement of the members

- a. The Chair of Scientific Committee may consult AMS through AHC4 Country Coordinator to replace an existing inactive member. Any existing Scientific Committee member who relinquishes membership shall provide the Chairperson of Scientific Committee 30-days notification with the copy to ARAC Secretariat. AMS through AHC4 Country Coordinator shall re-nominate a new member as replacement into the Scientific Committee for the remaining term for appointment by the Chair of AHC4.
- b. In the circumstances Scientific Committee Member is not able to work, it is the responsibilities of AMS through AHC4 Country Coordinator to notify and re-nominate a new member as replacement into the Scientific Committee for the remaining term for appointment by the Chair of AHC4.

5.1.5 Workflow of Establishment of Scientific Committee

The workflow of establishment of Scientific Committee is presented in Figure below

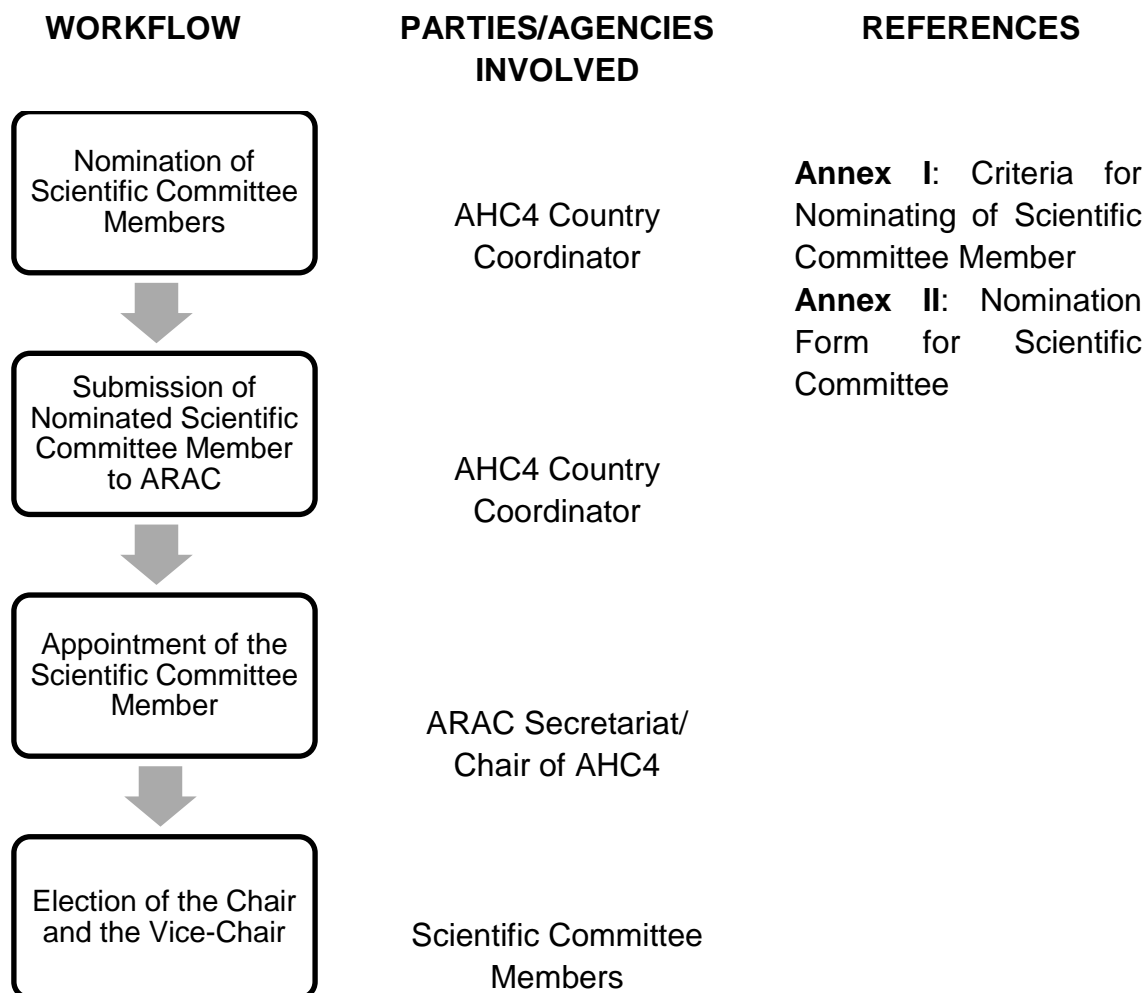


Figure 1. Workflow of the Establishment of Scientific Committee

5.2. OPERATIONS OF SCIENTIFIC COMMITTEE

5.2.1 Roles and Responsibilities of Scientific Committee

- a. Scientific Committee receive risk assessment request on food safety from the AHC4 as the governing body either in normal situation or self-tasking (Figure 2) and AMS in the case of food safety emergency (Figure 3).
- b. Evaluate the Risk Assessment Request Form in terms of clarity, completeness, and expected output, and risk profile. Evaluation shall be

- done using checklist of the Evaluation for Risk Assessment as in Annex IV.
- c. Provide feedback on additional information/ data required as necessary to the requesting body through the ARAC Secretariat e.g.: specification of the data needed to commission the risk assessment
 - d. Prepare an evaluation report for Risk Assessment Request, with Annex IV as attached.
 - e. Upon agreement to conduct the risk assessment, identify and appoint experts from ASEAN Risk Assessor Directory and if necessary external experts, into Scientific Panel for risk assessment.
 - I. ASEAN Risk Assessor Directory is the directory of nominated risk assessor/expert by AMS. Each nomination for ASEAN risk assessor shall fill in the Nomination Form for ASEAN Risk Assessor Directory as in Annex V.
 - II. External expert is an expert of related technical/particular expertise from the regional and international organisation, either by correspondence or at meetings to which the experts may be invited.
 - III. The minimum number of members for each Scientific Panel is 7 persons. Scientific Panel members are appointed according to the criteria as attached in Annex VI.
 - f. Maintain confidentiality of the documents, data and deliberations of the Scientific Committee meetings.
 - g. Commissioning risk assessment requested by the risk manager/ requesting body to Scientific Panel
 - h. Responsible for general coordination to ensure consistency in the risk assessment procedure and working methods of the Scientific Panel.
 - i. Scientific Committee should develop format for the review of risk assessment and/ or scientific opinion report submitted by the Scientific Panel members. The review should address contentious issues and divergence of risk assessment and/ or scientific opinion report.
 - j. Review the risk assessment and/ or scientific opinion report submitted by Scientific Panel. The review includes the contentious and divergence

issues.

- k. Adopt risk assessment and/ or scientific opinion report from Scientific Panel
- l. Submit report to the AHC4 for endorsement
- m. The Scientific Committee may propose the publication of risk assessment and/ or scientific opinion report on the website after approval by the AHC4 in consultation with risk manager/ requesting body. ARAC Secretariat will support and facilitate the publication process.

5.2.2 In the Event of Food Safety Emergency

Risk assessment shall be conducted in accordance to **Figure 3**; Workflow for risk assessment and/ or scientific opinion in the event of food safety emergency:

- a. AMS shall submit to the Risk Assessment and/ or Scientific Opinion Request Form in The Event of Food Safety Emergency as in the Annex II SOP 1: Procedure for Commissioning Risk Assessment and/or Scientific Opinion. The risk manager/requesting body should also inform the request to the Chair and Vice chair of AHC4 with a copy to ASEAN Secretariat.
- b. Scientific Committee shall assess the request form based on the information provided. If the information is insufficient Scientific Committee may further clarify or request more information from the risk AMS.
- c. Scientific Committee shall appoint the relevant experts from the ASEAN Risk Assessor Directory or external expert to conduct relevant work based on the request.
- d. The appointed experts shall produce relevant output and submit to the Scientific Committee for adoption of the report.
- e. The adopted report shall be submitted to the AMS through ARAC Secretariat with a copy to the Chair, Vice chair of AHC4 and ASEAN Secretariat.

5.2.3 Scientific Committee Meeting

- a. The Scientific Committee shall establish a schedule of their meetings for the forthcoming calendar year.

- b. The Scientific Committee shall meet at least once a year or at the request of at least one third of its members in the event of Food Safety Emergency. Meetings of the Scientific Committee may be called in short notice according to the urgency of the matter.
- c. Scientific Committee will coordinate with ARAC Secretariat for conducting the meeting.
- d. ARAC Secretariat in coordination with the Chair and Vice-Chair shall prepare the draft agenda for each meeting and transmit it in reasonable time to the members of the Scientific Committee.
- e. Scientific Committee Member shall declare at each meeting any interests, which might be considered prejudicial to their independence in relation to the items on the agenda. These shall be recorded in the minute of meeting. Members that have any interest in particular agenda shall be excluded from participating in that particular agenda.
- f. When the Scientific Committee is convened to deliberate on a matter of urgency, requests for matters that member wish to have included, deleted or replaced on the provisional agenda shall be submitted to the Chair as soon as possible before the date of the meeting.
- g. The meetings of Scientific Committee shall be a closed session. Scientific Committee members may propose observers from their country to attend the meeting subject to agreement by the Scientific Committee members. Observer Guidance and Declaration of Confidentiality is attached as in Annex VII.
- h. The agenda shall be adopted at the beginning of each meeting.
- i. If the Scientific Committee meeting is to be held physically, the hosting cost will be borne by host country. Meanwhile, the cost of attendance of Scientific Committee to the meetings shall be borne by the sending AMS. Support from relevant development partners should be further explored to support the participating cost and hosting.
- j. The hosting country will be determined by the AHC4
- k. The Scientific Committee shall review the risk assessor directory to ensure that the list of assessors is up to date and request for updates of the experts if necessary.

5.2.4 Decision Making

- a. Decision from the Scientific Committee shall be based on the majority opinion of their members. Minority opinions shall be recorded. Any constraint, uncertainties, assumptions and the impact of risk assessment should be recorded.
- b. Opinion of absence members that are transmitted by e-mail/mail may be considered by the attending members during discussion.
- c. Any Scientific Committee member with a conflict of interest will abstain from deliberations and in decision making process except to provide information as requested by the committee.

5.2.5 Workflow of the Operations of Scientific Committee

The workflow of the Operations of Scientific Committee is presented in Figure 2 and Figure 3 as (In the event of Food Safety Emergency) below:

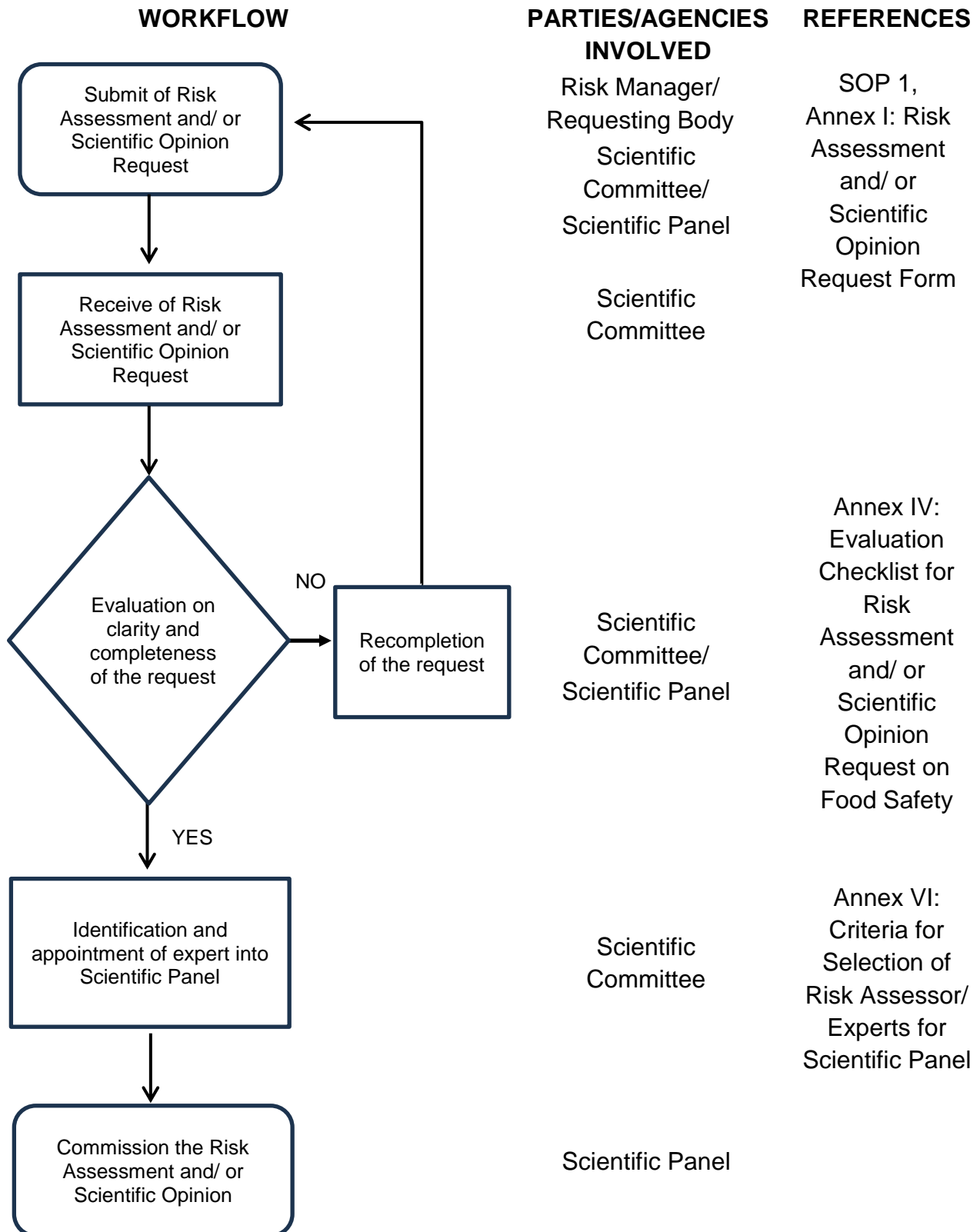


Figure 2: Workflow of the operation of the Scientific Committee (normal situation and self-tasking)

WORKFLOW FOR CONDUCTING RISK ASSESSMENT AND / OR SCIENTIFIC OPINION IN THE EVENT OF FOOD SAFETY EMERGENCY

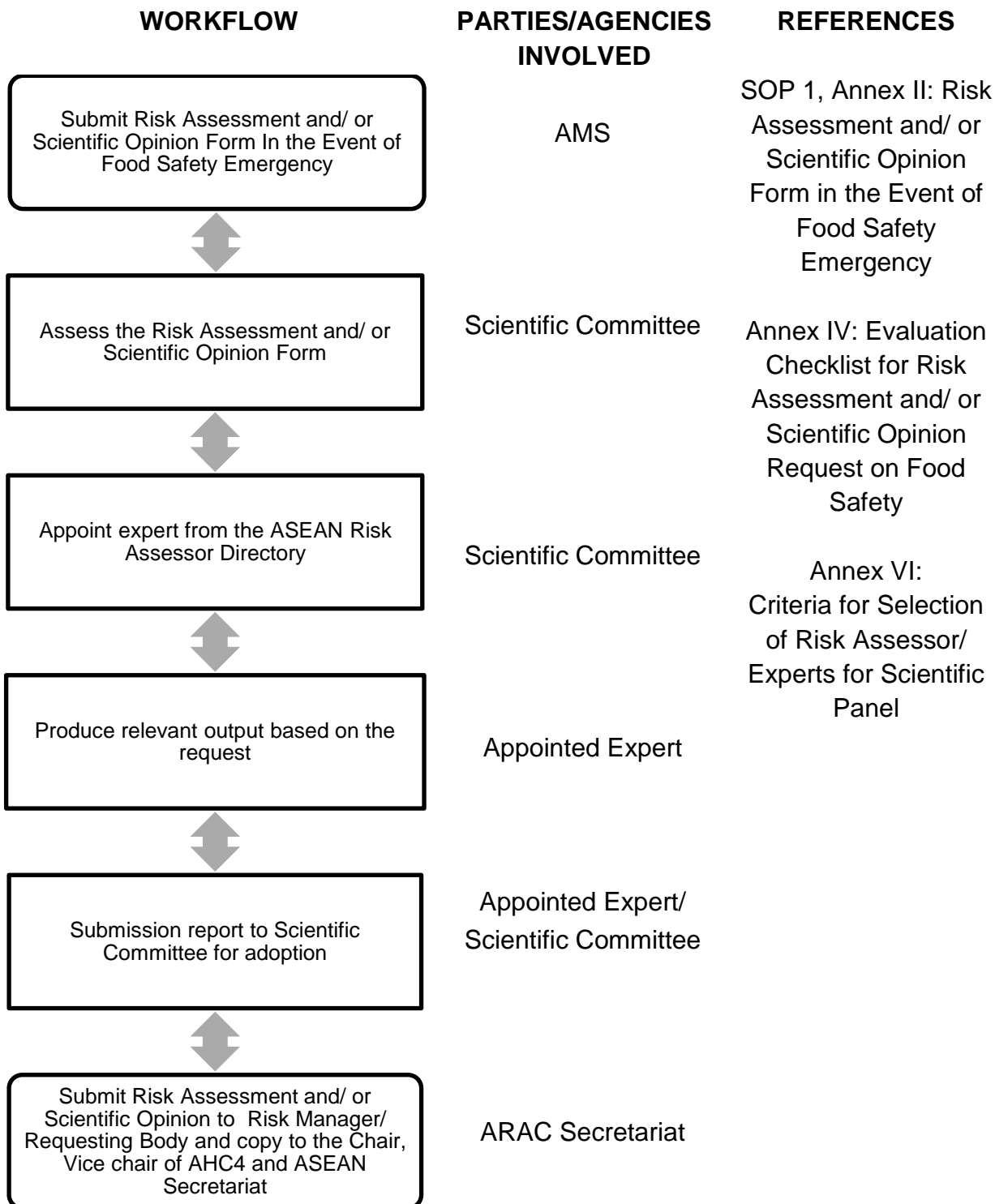


Figure 3: Workflow For Risk Assessment and/ or Scientific Opinion in The Event of Food Safety Emergency

REFERENCES

FAO and WHO. 2023. Codex Alimentarius Commission Procedural Manual. Twenty-eighth edition, revised. Rome. <https://doi.org/10.4060/cc5042en>

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EFSA. 2008. Definitions of EFSA Scientific Outputs. Available online (<http://www.efsa.europa.eu/en/scdocdefinitions/docs/efsascoutputsdefinitions2008.pdf>)

EFSA. 2009. Implementing Act to the Policy on Declaration of Interests Guidance Document on Declarations of Interest. Available online (<http://www.efsa.europa.eu/en/keydocs/docs/doiguide.pdf>)

EFSA. 2012. Decision of the Management Board of the European Food Safety Authority. Concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their Working Groups. Available online (<http://www.efsa.europa.eu/en/keydocs/docs/paneloperation.pdf>)

Annex I

CRITERIA FOR NOMINATION OF SCIENTIFIC COMMITTEE MEMBER

Criteria as general guidance for ASEAN Member States to nominate the member of Scientific Committee

- a. Knowledge and experience on food safety risk assessment field
- b. Interest and motivation
- c. Ability to commit for ARAC work
- d. Experience and education
- e. Respect for divergent opinions
- f. Integrity and diplomacy
- g. Sufficient proficiency in English for communication

Annex II

NOMINATION FORM FOR SCIENTIFIC COMMITTEE MEMBER

Please return the duly completed nomination form to:
 Email: arac@moh.gov.my and health@asean.org

Nomination from _____(Country) for the Scientific Committee

PARTICULARS OF NOMINEE	
Name:	Title (Prof/Dr/Mr/Mrs/Mdm/Others):
	Gender (M/F):
Official Designation:	Name of Organization:
Office Name and Address:	Office Tel:
	Mobile Number
	Email:
PARTICULAR OF NOMINATOR (AHC4 Country Coordinator)	
Name	
Official Designation	Office Name and Address

Please attached with a curriculum vitae which may include and not limited to the following

1. Name
2. Title
3. Email
4. Designation
5. Organization
6. Current job description
7. Education background
8. Experience in food safety risk assessment work
9. Publication

Annex III

**DECLARATION OF INTEREST, COMMITMENT AND CONFIDENTIALITY FOR
ARAC SCIENTIFIC COMMITTEE MEMBER**

Title (Prof., Dr., Mr, Ms.) :

First Name :

Surname :

Organisation :

Country :

I hereby declare that I undertake to make all reasonable efforts to attend and participate in the meetings of ARAC Scientific Committee and to act independently of any external influence. I am absence of any direct or indirect interests, which might be considered prejudicial to my independence.

I understand that I may come in contact with confidential information during my time as member of ARAC Scientific Committee. As part of the condition of my responsibilities, I hereby undertake to keep in strict confidence any information regarding activities in Scientific Committee or any other organisation that comes to my attention.

Signature : _____

Date : _____

Annex IV

**EVALUATION CHECKLIST FOR RISK ASSESSMENT AND/ OR SCIENTIFIC
 OPINION REQUEST ON FOOD SAFETY**

**A. Information in The Risk Assessment Request and/ or Scientific Opinion
 Request Form**

Item	Comments
Risk manager/Requesting body	
Title of the request	
Type of requests	
Hazard Name	
Food Product	
Risk management question posed by the risk manager/requesting body	
Background information covers concern of food safety issue impact on health, economy and trade including the problem statements and justifications	
Objective, purpose and scope of the proposed risk assessment request	
Proposed timeline for completion of risk assessment/ scientific opinion	
Data availability (published data/ monitoring and surveillance data from the competent authority, timeline for data availability) e.g.: concentration data, prevalence data, consumption data, raw data, details of the samples, description of test result	
AMS commitment to contribute data for risk assessment (List of AMS)	
Other relevant information	

B. Specific Element in The Request:

No	Criteria	Data/Information Availability		Comments*
		Yes	No	
1.	Hazard identification			
	a. Physico-chemical/biological properties			
	b. Occurrence			
2.	Hazard Characterisation			
	a. ADI/ TDI			
	b. Reference dose			
	c. Adverse health effects			
	d. Epidemiological data			
3.	Required data for exposure assessment			
	a. Concentration data (Level of contaminants or additive in specific food and another food)			
	b. Food Consumption data			
	c. Population of interest			
	d. Available Standard e.g.: Permitted Maximum level of contaminant or additive in food			

***Note: Required data should also consider whether the data and meta data is fit for purpose for risk assessment and sufficient to answer risk management question.**

C. Decision of the Scientific Committee Meeting

Completeness:

(Expert judgement based on existing or availability data and information – refer the above checklist)

Clarity (Objective, purpose, scope and risk management question):

Expected output (Scientific opinion or risk assessment report):

Limitation:

Conclusion:

Proposed Scientific Panel Member:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Date of evaluation:	
Scientific Committee Member	
Name	Country

Annex V

**NOMINATION FORM FOR ASEAN RISK ASSESSOR DIRECTORY
(Pool of Experts for Scientific Panel of ARAC)**

The completed nomination form is to be submitted by the ARAC Focal Point to the ARAC Secretariat (arac@moh.gov.my).

PART A: NOMINATION OF ASEAN RISK ASSESSOR/ EXPERT

I. PERSONAL INFORMATION

Title (e.g.: Prof., Dr., Mr., Ms.,)	
Name	
Country	
Gender	
Date of Birth (Month/Day/Year)	
Office Address	
Office Phone Number	
Handphone Number	
E-Mail	

II. CURRENT EMPLOYMENT

Employer/ Organisation	
Department/ Division/ Unit	

Type of Organisation (Please mark X)	<input type="checkbox"/>	Government
	<input type="checkbox"/>	Academia
	<input type="checkbox"/>	Industry
	<input type="checkbox"/>	IGO
	<input type="checkbox"/>	NGO
	<input type="checkbox"/>	Others (Please state)
Designation		
Main Responsibilities		
Specific Food Safety Risk Assessment Related Duties		

iii. ACADEMIC QUALIFICATION (Three highest qualification level)

Degrees, Diplomas and Other Academic Distinctions	Main Course of Study	Name of Institution and Country	Year (from-to)

Any Other Relevant Professional Qualifications (Please state):

IV. AREAS OF EXPERTISE

(Please mark X. More than one field can be marked)

<input type="checkbox"/>	Food Science & Technology	<input type="checkbox"/>	Bioinformatics
<input type="checkbox"/>	Chemical Risk Assessment	<input type="checkbox"/>	Toxicology
<input type="checkbox"/>	Microbiological Risk Assessment	<input type="checkbox"/>	Allergens
<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Genetic Modified Organisms
<input type="checkbox"/>	Microbiology	<input type="checkbox"/>	Novel Food
<input type="checkbox"/>	Mathematics and Statistics	<input type="checkbox"/>	Food Additives
<input type="checkbox"/>	Food Analysis	<input type="checkbox"/>	Food Contaminants
<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	Environmental Contaminants
<input type="checkbox"/>	Food Science & Technology	<input type="checkbox"/>	Bioinformatics
<input type="checkbox"/>	Others (Please Specify)		

Please elaborate your main area of expertise

V. PUBLICATIONS OR WORK RELATED TO RISK ASSESSMENT

(Please attach an additional sheet if you need more space for your answers)

A. List Main Publications that are Relevant to Your Area of Expertise:

1. _____

2. _____

3. _____

B. Work Related to Risk Assessment

VI. SPECIALISATION OR EXPERTISE IN RISK ASSESSMENT

(Kindly provide information on relevant role or participation in conducting risk assessment activities, and its components)

Type of activities	Brief description
(example: research, teaching, develop standard, consultation, attend training, study, etc)	(example: Involved as supervisor for research on Microbiological Risk Assessment of <i>Vibrio parahaemolyticus</i> in tiger prawn)

VII. AWARDS AND PROFESSIONAL MEMBERSHIP

(Please attach an additional sheet if you need more space for your answers)

- 1.
- 2.
- 3.

VIII. ENGLISH PROFICIENCY

(Please state the level of your language skills based on the description)

Speaking	Reading	Writing

Note:

Level	Description
Limited (L)	Limited conversation, reading of newspapers, routine correspondence
Working Knowledge (W)	Engage freely in discussions, read and write more complex material
Fluent (F)	Speak, read and write nearly as well as mother tongue

PART B: SIGNATURES AND STATUTORY DECLARATION

I hereby confirm that the above information is true and correct. I have no objection to this information being made publicly available should I be included in the ASEAN Risk Assessor Directory. I am willing to execute a declaration on confidentiality of information and disclosure of conflict of interest.

Signature : _____

Name : _____

Date : _____

Endorsement by the Nominating Government

The above-mentioned person has been nominated to be included in the ASEAN Risk Assessor Directory.

Signature : _____

Name : _____

Country : _____

Date : _____

CRITERIA FOR SELECTION OF RISK ASSESSOR/EXPERTS FOR SCIENTIFIC PANEL

1. Specialisation or expertise in risk assessment (experience in participating or conducting risk assessment activities in the areas of competence and expertise)
2. Publication related to expertise and risk assessment
3. Experience in reviewing scientific work
4. Proven scientific excellence through awards and professional membership
5. Well versed in English language

Annex VII

OBSERVERS GUIDANCE AND DECLARATION OF CONFIDENTIALITY

Observers shall not:

- I. Hinder the work of the Scientific Committee and Scientific Panel.
- II. Take part in the discussion, drafting, deliberation and voting of any particular issue and scientific output at hand or in other activities that require active engagement.
- III. Attempt to influence the meeting by contacting/lobbying the meeting participants, in particular members of the Scientific Committee and Scientific Panel, at any time.
- IV. Distribute or request the circulation of any documents – only ARAC Secretariat may distribute meeting documents and other written material.
- V. Make a written transcript or operate any audio/video recording or transmission devices, cameras and mobile phones during meetings, including its breaks.

Observers may be asked to leave the meeting if they do not comply with this Guidance; the reasons for such action are recorded in the meeting minutes.

Intervention from observers:

- I. Observers shall only make an intervention upon invitation from the Chair or Vice Chair.
- II. Before each intervention observers would be asked to introduce themselves and to state their affiliation.
- III. The intervention should be brief and relevant. The Chair or Vice Chair may at any point in time decide to stop an intervention from an observer if it is not brief or considered not relevant to the work of the Scientific Committee or the Scientific Panel.
- IV. The Chair or Vice Chair may grant observers an opportunity to ask questions or make an intervention either after they have observed a discussion on a given topic or at the end of the Scientific Committee or the Scientific Panel meeting.

Confidentiality

Observers shall declare their confidentiality by signing the Declaration of Confidentiality for Observers in ARAC Meeting.

**DECLARATION OF CONFIDENTIALITY FOR OBSERVERS
IN ARAC MEETING**

Name of Meeting and Date :
Title (Prof., Dr., Mr., Ms.) :
Name :
Organization :
Country :
E-mail :

I understand that I may come in contact with confidential information during my time as observer in this ARAC Meeting. As part of the condition of my responsibilities, I hereby undertake to keep in strict confidence any information regarding activities in the ARAC or any other organisation that comes to my attention.

Signature : _____

Date : _____

AMENDMENT LOG

Date of Revision	Version	Amendment Details	Endorsement Date
-	1	-	15 th September 2015
13-16 th August 2024	2	Improvisation of terminologies, refinement of the workflow and several improvements on the annexes.	TBC