

# **IDEA SUPERVISORY GROUP**

## OPERATING PROCEDURES

6 February 2017

### **1.0 THE ROLE OF THE SUPERVISORY GROUP**

In order to secure the optimal governance of the project, a Supervisory Group has been set-up in addition to the Multi-stakeholder Annual Review organized by the EU Commission. Its mission is to supervise and steer the process as well as to ensure the scientific integrity and full transparency of the overall project.

The remit of this group is to scrutinize all aspects of the work plan implementation in order to guarantee the neutrality of scientific debates and members' selection procedures. The Supervisory Group reviews the draft agenda and related activities.

Furthermore, for each workshop, the Supervisory Group nominates a rapporteur from amongst its members. This rapporteur attends the workshop and, assisted by IDEA management team, writes the report based on its outcome. This progress report is reviewed by the Supervisory Group to draw conclusions and set recommendations in view of improving the overall process.

The Supervisory Group and its chair, in particular, is the primary liaison between IDEA and the EU Commission including the Joint Research Center (JRC) and the Scientific Committee for Consumer Safety (SCCS).

Finally, the Supervisory Group is reporting to the Multi-Stakeholder Annual Review organized by the EU Commission on the progress made and the priorities identified for next steps.

### **2.0 RELATIONSHIP OF IDEA MANAGEMENT TEAM AND THE SUPERVISORY GROUP**

Maintaining the scientific integrity, independence and autonomy of the Supervisory Group is critical to IDEA. Safeguards to assure this shall be established and followed.

The Supervisory Group, together with the IDEA Management Team shall typically review twice a year the IDEA Scientific Program. An executive summary of the meetings will be published in the public website. The IDEA Management Team shall serve as the primary liaison between the Supervisory Group and the IFRA Board of Directors.

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#### **IDEA MANAGEMENT TEAM**

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Once a year, the Supervisory Groups and the IDEA Management Team will coordinate the undertakings of a review of the IDEA Scientific Program, facilitate the preparation of a report thereon for submission to the IDEA Multi-Stakeholder Annual Review organized by the EU Commission.

The IDEA Management Team is responsible for ensuring the availability of appropriate information for consideration by the Supervisory Group and on each meeting's agenda topics.

### **3.0 MEETINGS OF THE SUPERVISORY GROUP; QUORUM**

The Supervisory Group will conduct its meetings using procedures agreed upon by the Supervisory Group. Unless otherwise agreed, the Supervisory Group will follow standard rules of order to conduct its meetings.

The Supervisory Group will elect from its members a Chair who will serve a term of two (2) years. The Chair of the Supervisory Group can be re-elected.

A quorum of the Supervisory Group shall be two-thirds of its members for electing its chairman.

### **4.0 MEMBERS OF THE SUPERVISORY GROUP; TENURE; STAGGERED TERMS**

Candidates for membership to the Supervisory Group shall be evaluated by the Supervisory Group. New members shall be selected solely by the Supervisory Group and agreed with by the EU Commission.

Each member of the Supervisory Group will be confirmed by a majority vote of the Supervisory Group for an initial term of three (3) years. Members of the Supervisory Group may be reconfirmed for two additional terms, each of five (5) years, at the discretion of the Supervisory Group. Any derogation would require a two-thirds majority vote of the Supervisory Group.

To the extent possible, the Supervisory Group shall nominate members for staggered terms in an effort to ensure that no more than one or two terms shall expire each year. The Supervisory Group on an ad hoc basis may extend the length of a member's term for the purpose of establishing staggered terms for members of the Supervisory Group.

### **5.0 SIZE OF THE SUPERVISORY GROUP**

The Supervisory Group shall determine the number of members of the Supervisory Group, provided, however, that the number of members shall not be less than five (5).

## **6.0 QUALIFICATIONS OF MEMBERS**

Each candidate for nomination to the Supervisory Group shall be a recognized authority in a particular specialty, have relevant experience in safety assessments, and have a full commitment to participation as needed in the workshops and working groups initiated by IDEA.

They must be independent without any vested interest in industry related activities.

## **7.0 RESIGNATION AND TERMINATION OF A MEMBER**

A member may resign at any time by providing written notice to the Supervisory Group Chair. Termination of a member shall occur upon a majority vote of the Supervisory Group (but excluding the member under consideration).

## **8.0 HONORARIA AND OTHER COMPENSATION**

Members of the Supervisory Group shall be offered compensation for their involvement in drafting reports from IDEA activities as well as for any participation in working session necessary for the implementation of the project.

The daily honorarium rate paid to members of the Supervisory Group will not exceed €1.000 per day. Any member time for participation in other meetings or the conduct of projects shall be compensated at the rate of maximum €1.000 per day.

## **9.0 REIMBURSEMENT FOR EXPENSES**

Members of the Supervisory Group will be reimbursed for reasonable out-of-pocket expenses incurred in connection with attendance at Supervisory Group meetings as well as any meeting called in the context of IDEA, including the Annual Review organized by the EU Commission.