

**Call for Renewal of
Scientific Panels
(Calls for Scientific Expert Tool)**

User Guide



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Acronyms and Abbreviations

Acronym / Abbreviation	Description
ADoI	Annual Declaration of Interest
DOI	Declaration of Interest
ERT	Calls for Scientific Expert Tool (Expert Recruitment Tool)
ESS	Expert Support System

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1 Overview

1.1 The Role of EFSA's Scientific Panels

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. EFSA's remit covers food and feed safety, nutrition, animal health and welfare, plant protection and plant health. EFSA's most critical commitment is to provide objective and independent science-based advice and clear communication grounded in the most up-to-date scientific information and knowledge.

In order to comply with its mandate and tasks, EFSA relies on the Scientific Committee and Scientific Panels. EFSA's Scientific Panels are responsible for EFSA's risk assessment work including delivering scientific opinions. Each Panel focuses on a different area of the food and feed chain. The Scientific Committee has the task of supporting the work of the Panels on cross-cutting issues and scientific matters of a horizontal nature. It focuses on developing harmonised risk assessment methodologies in fields where EU-wide approaches are not yet defined.

The Scientific Committee and the Panels are composed of highly qualified, independent scientific experts with a thorough knowledge of risk assessment from universities, research institutions and national food safety authorities. All members are selected and appointed through an open and transparent selection procedure on the basis of proven scientific excellence, including experience in risk assessment and peer-reviewing scientific work and publications.

To consult the detailed description of the remit of Scientific Panels, please refer to the relevant section of the Call for Expression of Interest.

1.2 Call for Independent Scientific Experts

Experts can apply to the open vacancy (in other words - Call for independent scientific experts) through an online tool, **Call for Renewal of Scientific Panels**, accessible from the EFSA corporate website. The Call for Renewal of Scientific Panels Tool is part of the Expert Support System, developed by EFSA to provide experts with software tools for the best collaboration with the Authority.

For the selection and appointment of external experts refer to Chapter 2.

Candidates - applicants to the call - are advised to give careful consideration to the Call for Expression of Interest when preparing their applications. In the context of the evaluation on whether they meet the selection requirements, due consideration will be given to the suitability of the applicants' profiles in relation to the remit of the Scientific Panels.

NOTE

For more information regarding the **selection of Members of the Scientific Panels and the Scientific Committee** please refer to the "Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external experts" published at

https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/expertselection.pdf

NOTE

For more information on the **establishment and operations of Scientific Panels and their Working Groups** please refer to the “Decision of the Management Board concerning the establishment and operations of the Scientific Committee, Scientific Panels and of their Working Groups” published at

https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/paneloperation.pdf

2 Expert Recruitment Workflow

EFSA scientific experts can be classified in four categories:

- members of the Scientific Committee and of the Scientific Panels,
- external experts,
- members of scientific networks,
- hearing experts.

External experts, assisting EFSA with its scientific work, are independent scientists, possessing particular and relevant scientific knowledge. They are appointed to contribute on a regular or *ad hoc* basis to the working groups of the Scientific Committee or Scientific Panels and to those of networks and their working groups.

2.1 Selection and Appointment of External Experts

The selection and appointment of external experts – new members of the Scientific Panels and Scientific Committee of EFSA – starts with the launch of a formal selection procedure: **Call for expressions of interest for scientific experts for membership of the Scientific Panels and Scientific Committee of the European Food Safety Authority.**

The publication of a specific Call for expressions of interest is ensured by publication:

- In the Official Journal of the European Union,
- On EFSA website,
- In the relevant leading scientific publications.

The scope of the selection procedure, conducted on each applicant (Candidate) participating in the Call, consists in the **evaluation** of the Candidate scientific competence and expertise declared in his/her application and in the **selection** of suitable Candidates. Members of the Scientific Committee, Scientific Panels and their Working Groups are selected according to objective and transparent criteria.

The whole selection procedure should be in full compliance with the “Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external experts to assist EFSA with its scientific work” as signed by EFSA’s Executive Director.

2.2 Scientific Expert Selection Procedure

The Selection of Scientific Experts procedure consists of the following steps:

1. A vacancy exists and a new call is published on the Authority's corporate website (Career section) by EFSA Human Capital Unit.
2. Interested applicants apply to the call by accessing the Call for Renewal of Scientific Panels Tool from the Career section of the EFSA website. Applicants need to be registered.
3. As soon as the application has been submitted, it undergoes the selection according to the eligibility criteria set for the relevant call.

IMPORTANT

Applications shall be considered valid only if sent by the deadline specified in the call and in accordance with the requirements set out therein.

3 Applying to a Call

When an open Vacancy is published on the EFSA corporate website, it is possible to apply to the related Call through the Call for Renewal of Scientific Panels Tool.

3.1 Who Can Apply

Published EFSA Calls can be applied to by scientific Experts registered to Call for Renewal of Scientific Panels Tool.

Instructions for registering to Call for Renewal of Scientific Panels Tool are available at § 5.1.

3.2 How to Apply

In order to apply to EFSA Calls the following conditions must be met:

1. See § 5.1 for the registration procedure.
2. The expert accesses Call for Renewal of Scientific Panels Tool and follows the application procedure, as explained in Chapter 6.

4 Accessing the Calls for Scientific Experts Tool

In order to apply to an open Call, registered experts can access Call for Renewal of Scientific Panels Tool in either of the following ways:

- a. through the EFSA website, as described in § 4.1.1
- b. directly from the ESS application as described in § 4.1.2.

IMPORTANT

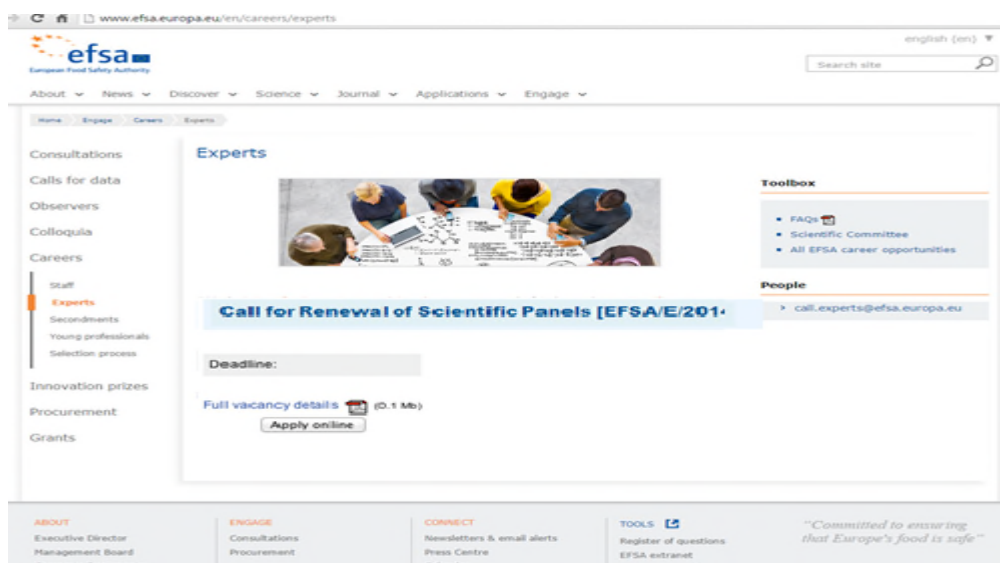
In order to apply to an EFSA call the Candidate must be registered to the Call for Scientific Experts tool.

See § 5.1 for the registration procedure.

4.1.1 Accessing through the EFSA Site

To access Call for Renewal of Scientific Panels Tool via the EFSA site please proceed as follows:

1. Type in your browser the EFSA website address: <http://www.efsa.europa.eu/>. The EFSA website homepage opens.
2. Click on **Engage with EFSA** in the main menu on the horizontal top bar.
3. Click on **Career** in the menu on the left column. The **Call for Renewal of Scientific Panels [EFSA/E/2016/001]** is available on the Expert Section.
4. Click on the **Expert Section**: The page dedicated to the selected call opens “**Call for Renewal of Scientific Panels [EFSA/E/2016/001]**”.



5. Click on **Full vacancy details** to read the details about the current vacancy. A .pdf document opens.
6. Click on **Apply online** to start the procedure for the application to the selected call. A new browser tab or browser window opens (depending on your browser's settings), and a welcome page is displayed, allowing the selection between registering to the Call for Renewal of Scientific Panels Tool application and accessing the Call for scientific experts section of the ESS application.

NOTE

The screenshots presented are for illustration purposes only to facilitate the completion of your application.

ATTENTION

Call for Renewal of Scientific Panels Tool application working session automatically expires after 30 minutes of inactivity.

When the working session expires the logged-in user is automatically logged out. It will be necessary to log-in again to continue working.

4.1.2 Accessing through the ESS Application

The Call for Scientific Expert Tool can be accessed by registered experts from the ESS application.

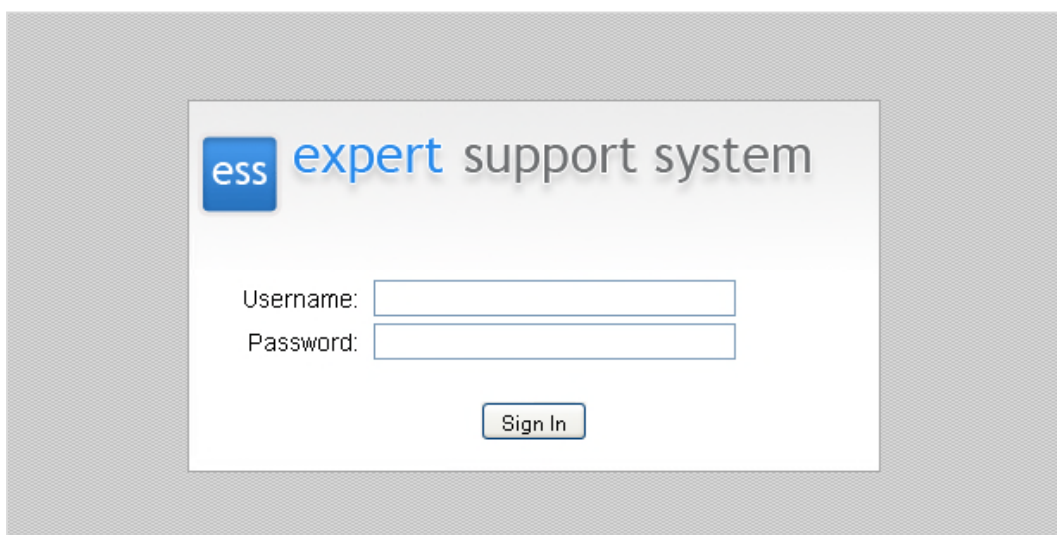
IMPORTANT

In order to apply to an EFSA call the Candidate must be registered to the Calls for Scientific Experts tool.

See § 5.1 for the registration procedure.

Procedure:

1. Type: <http://www.efsa.europa.eu/ess> in your browser's address bar and press **Enter**. The ESS Login page is displayed.



2. Enter your **login name** and **password** and press the **Sign In** button. The ESS Homepage opens.
3. Access the Call for Renewal of Scientific Panels Tool section by clicking on **Call for Renewal of Scientific Panels** in the main menu bar.
4. The **Vacancies** page opens. Refer to Chapter 6 for instructions on working with the Call for Renewal of Scientific Panels Tool.

ATTENTION

Call for Renewal of Scientific Panels Tool application working session automatically expires after 30 minutes of inactivity.

When the working session expires the logged-in user is automatically logged out. It will be necessary to log-in again to continue working.

5 Call for Renewal of Scientific Panels Tool

The Call for Renewal of Scientific Panels Tool is a component of the Expert Support System (ESS). It provides scientific experts with the procedure for applying for EFSA Calls.

In order to access Call for Renewal of Scientific Panels Tool application experts must be registered.

5.1 Registering to Call for Renewal of Scientific Panels Tool

In order to apply to EFSA calls through the Call for Renewal of Scientific Panels Tool web application, it is necessary to be registered as EFSA Expert.

The registration procedure provides the experts with an account to access and use the Call For Scientific Expert Tool in the ESS application. To register proceed as described below.

1. Access Call for Renewal of Scientific Panels Tool application as described in Chapter 4.
After clicking on **Apply online** a welcome page is displayed, allowing the selection between registering to or accessing the ESS application.
2. Click on the [here](#) link available in the paragraph that reads: “**If you do not have an EFSA account please click here**”. The registration page to the Call for Scientific Experts Tool is displayed.



The screenshot shows the registration page for the Call for Scientific Experts. At the top left is the EFSA logo with the text 'European Food Safety Authority' and 'Committed to ensuring that Europe's food is safe'. To the right is a photo of a young child eating a slice of watermelon. Below the header, the title 'Registration Page: Call for Scientific Experts' is centered. A grey bar contains the instruction: 'Please, complete the following fields to create an EFSA account.' Below this are five input fields: 'Surname (e.g. Smith)', 'Name (e.g. John)', 'Email', 'Password', and 'Confirm your password'. A 'Submit' button is located at the bottom center of the form area.

3. Enter the required data and press **Submit**. A confirmation message will be displayed. An email will be sent to the email address provided during registration, confirming the creation of an account. The email contains a link to confirm your registration.
4. Click on the link provided in the email text to confirm your registration. The Registration page opens.
5. Press **Confirm** to confirm your registration, press **Remove** to delete the account. A feedback message is displayed on top of the page to confirm your action.

6. After having confirmed your registration, click on the [access the login page](#) link. The login page opens. Enter [the email address](#) provided during registration as your username and type your password. Press [Sign in](#).

5.2 Password Reset

The password reset procedure varies depending on the Candidate's account type for accessing EFSA system.

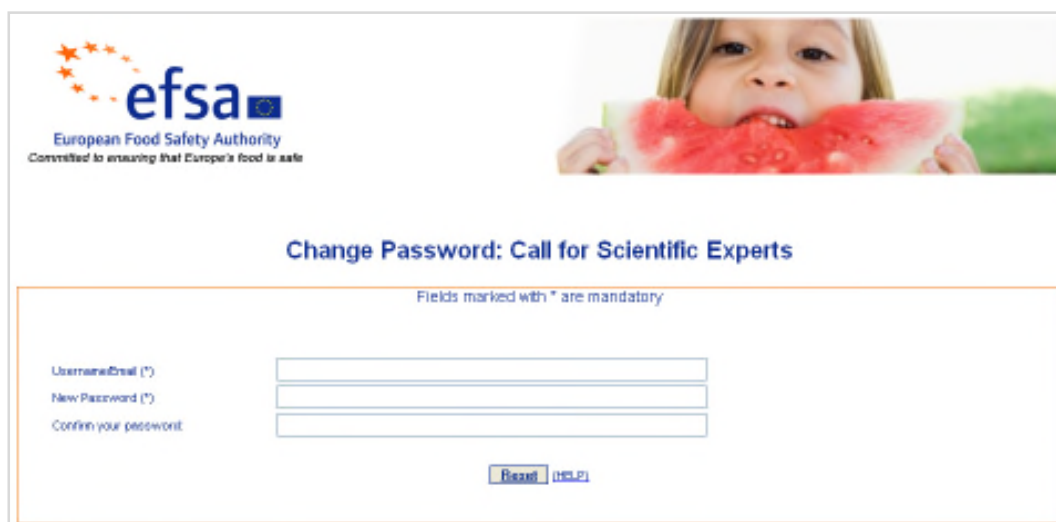
The Candidate account can be either of the following:

- New Candidate applying for an EFSA Call for the first time. Refer to § 5.2.1.
- Candidate who is an Expert already working with EFSA and, as such, accessing to DOI. Refer to § 5.2.2.

For any IT issue please contact EFSA Service Desk at servicedesk@efsa.europa.eu.

5.2.1 New Candidates In order to create a new password, please, proceed as described below.

1. Access Call for Renewal of Scientific Panels Tool application as described in Chapter 4.
After clicking on [Apply online](#) a welcome page is displayed, allowing the selection between registering to / accessing the ESS application.
2. Click on the [here](#) link available in the paragraph that reads: “[if you are a new Candidate registered to the call, please click here](#)”.
3. The Change Password page opens.



The screenshot shows the EFSA logo and a photo of a child eating watermelon. Below the photo is the title "Change Password: Call for Scientific Experts". A note states "Fields marked with * are mandatory". The form contains three input fields: "Username/Email (*)", "New Password (*)", and "Confirm your password". A "Reset" button is located at the bottom of the form.

4. Enter the required data and press [Reset](#).

5.2.2 EFSA Experts having a DOI account

In order to receive a new password, please, proceed as described below.

1. Access Call for Renewal of Scientific Panels Tool application as described in Chapter 4.
After clicking on **Apply online** a welcome page is displayed, allowing the selection between registering to or accessing the ESS application.
2. Click on the **here** link available in the paragraph that reads: “**if you are an Expert having a Dol account (samaccountname), please click here**”.
3. The Password Recovery page opens.



The screenshot shows a web form titled "Password Recovery". Below the title, there is a grey-shaded instruction box that reads "You MUST specify your Username and Email:". Underneath this box, there are two input fields: "Username:" followed by a text box, and "Email:" followed by another text box. Below the input fields is a "Send" button.

4. Enter the required data and press **Send**.
5. An email (the template is below) will be sent to the address provided during registration. This email will contain a new password.

6 Applications for Calls for Scientific Experts

6.1 Call for Renewal of Scientific Panels Tool Section

The **Call for Renewal of Scientific Panels Tool** module is part of the Expert Support System (ESS) platform. The Call for Renewal of Scientific Panels Tool allows registered candidates to view, edit and submit applications to EFSA.

The module’s home page is divided in three areas, as shown in Figure 6.1 and listed below.

Top menu bar

The main horizontal menu allows switching among ESS modules according to the currently logged-in user’s access rights. It lists all sections to which the user has access rights.

Module-specific menu

The Call for Renewal of Scientific Panels Tool module-specific menu is available in the vertical column on the left side of the page.

Working area

The Call for Renewal of Scientific Panels Tool working area is in the main area of the page. It lists all the applications of a candidate, grouped by status (Ongoing, Past).

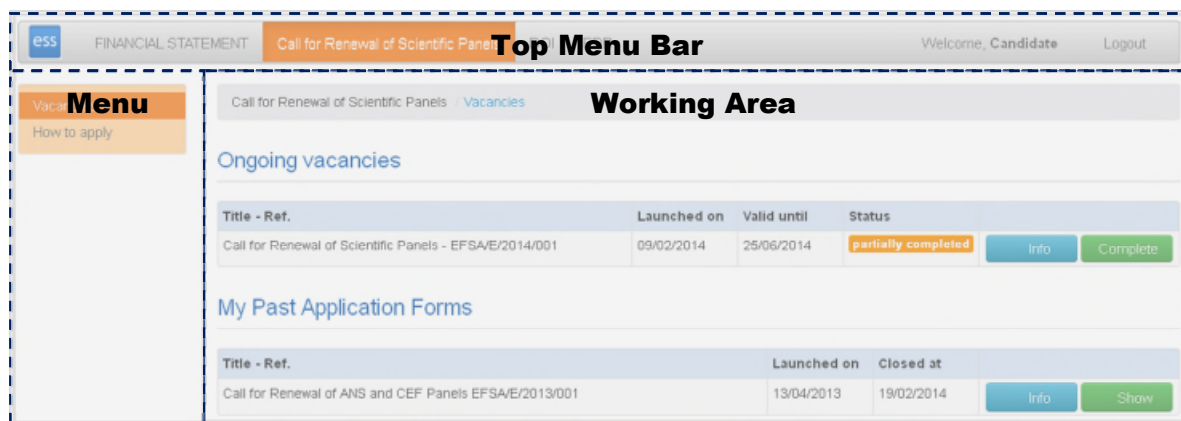


Figure 6.1 – Call for Renewal of Scientific Panels Tool – Home Page

6.2 Viewing the List of Vacancies

The list of on-going vacancies is available from the Call for Scientific Expert main page.

To access the list, click on **Vacancies** in the menu on the left column.

6.3 Application States

An application for an open vacancy goes through the following states:

Application status	Description	Allowed action
To apply	The selected call has not been applied to from the currently logged-in user, yet.	Apply
Partially completed	The application process has been started, but the application has not been filled-in completely: some mandatory data is still missing.	Complete
Submitted	The application has been completely filled-in and submitted.	Modify

Table 6.1 – Application States

NOTE

A submitted application can be modified until the related call expiration date is reached.

6.4 Viewing Call Info

It is possible to view the details of an open Call.

Procedure:

1. Access the **Call for Renewal of Scientific Panels Tool** module in the ESS application. Refer to Chapter 4.
2. Access the Vacancies section by clicking on **Vacancies** in the menu on the left column. The **Ongoing vacancies** page is displayed.
3. Press the **Info** button related to the desired application in the Candidate's application list. A pop-up window opens, displaying the **Info page** related to the selected call.

The **Info pop-up** window allows to access official documents related to the selected call.

The list of official documents included on the [Info page](#) is accessible through the following links:

Vacancy notice

The .pdf document is available also from the -Career section of the EFSA website.

Application form template

The link opens a .doc file containing the word version of the Application form template. It is possible to complete the word version of the Application form template and then paste the contents into the online tool.

6.5 Getting Started with a New Application

To start a new application for an EFSA Call, please proceed as follows:

1. Access the [Call for Renewal of Scientific Panels Tool](#) module in the ESS application. Refer to Chapter 4.
2. Access the Vacancies section by clicking on [Vacancies](#) in the menu on the left column. The [Ongoing vacancies](#) page is displayed.
3. Press the [Apply](#) button related to the desired application in the application list. The [Application for a Call](#) wizard starts and is displayed on a pop-up window.
4. Edit the desired section/s as described in Chapter 7.

6.6 Editing an Application

It is possible to edit the details of an existing and already submitted Candidate's application until the Call is expired.

Procedure:

1. Access the [Call for Renewal of Scientific Panels Tool](#) module in the ESS application. Refer to Chapter 4.
2. Access the [Vacancies](#) section by clicking on Vacancies in the menu on the left column. The Ongoing vacancies page is displayed.
3. Press the [Modify](#) button related to the desired application in the application list. The [Application for a Call](#) wizard starts and is displayed on a pop-up window.
4. Edit the desired section/s as described in Chapter 7.

7 Filling-in an Application for a Call

The Application form is built up of various sections. Filling-in each section allows to collect all the necessary information about a Candidate and to submit the application to EFSA.

When all required fields have been filled-in it is possible to submit the application form.

The application sections are listed below:

1. Title of the Call. Refer to § 7.3.1
2. Choice of Panel. Refer to § 7.3.2
3. Availability. Refer to § 7.3.3
4. Personal Information. Refer to § 7.3.4
5. Education. Refer to § 0
6. Training / Certifications Refer to § 7.3.6
7. Knowledge of English. Refer to § 7.3.7
8. Employment. Refer to § 7.3.8
9. Selection Criteria. Refer to § 7.3.9
10. Area of Expertise. Refer to § 7.3.10
11. Publications. Refer to § 7.3.11
12. Declaration of honour. Refer to § 7.3.12
13. Other information. Refer to § 7.3.13

The Call for Renewal of Scientific Panels Tool provides a wizard-style procedure for filling-in the application forms. Refer to § 7.1.

NOTE

The screenshots presented are for illustration purposes only to facilitate the completion of your application.

7.1 Working With the Application Wizard

The application form for a call can be easily filled-in with the help of a wizard.

The wizard provides the Candidate with a sequence of steps guiding him/her through the whole process of filling-in and submitting the application.

The information required from the Candidate is split into several separated sections. It is possible to fill in each section independently. When all required fields are filled-in the application can be submitted.

Mandatory fields are marked on the interface with an asterisk [*].

ATTENTION

Call for Renewal of Scientific Panels Tool application working session automatically expires after 30 minutes of inactivity. When the working session expires the logged-in user is automatically logged out. It will be necessary to log-in again to continue working.

NOTE

A submitted application can be modified until the related call expiration date is reached.

Application wizard pages are divided into the following areas:

1. **Left column**

It contains the following:

a. **Application sections menu**

It displays the list of all sections forming the application.

Each section can be accessed by clicking on the related menu item.

Refer to § 7.1.1.

b. **Info Area**

It displays a Legenda explaining the meaning of different background colours of the application sections titles listed in the application sections menu.

2. **Main form area**

It contains the selected application section form to fill-in. Other application sections can be accessed by a vertical scroll bar positioned at the right of the section.

3. **Toolbar**

It provides the main command buttons. The buttons are enabled or disabled depending on the section of the wizard and on the current application status.

Refer to § 7.1.2.

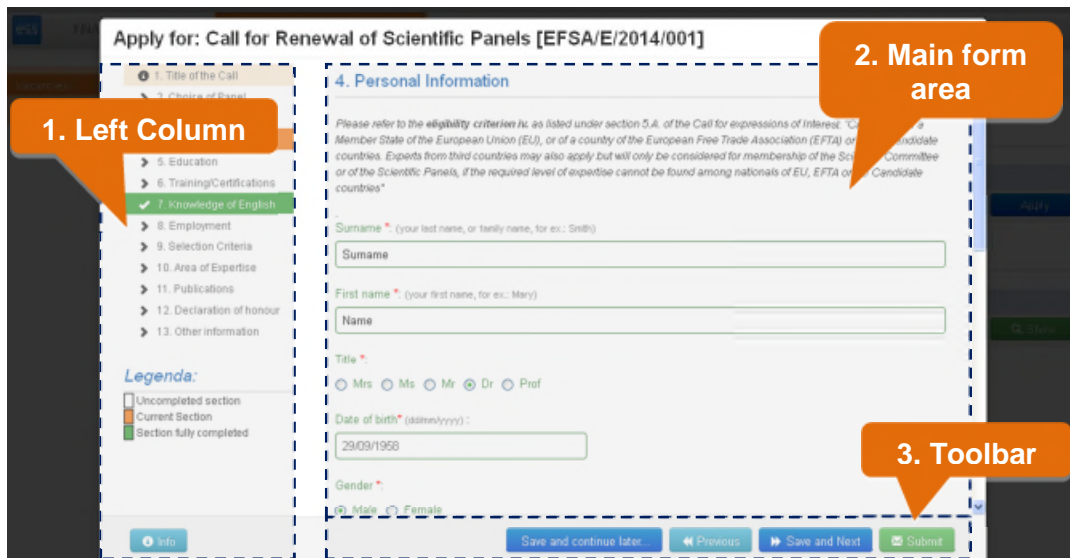


Figure 7.1 – Application Form Page Description

7.1.1 Application Sections Menu: Browsing Through Wizard Sections

It is possible to browse through all wizard sections by clicking on the menu item related to the desired section.

The Application section menu allows tracking the completeness of each wizard section. The information is provided graphically through the menu item background colour and through the symbol that precedes the menu item title.

Symbol	Background colour	Section
➤	No colour (or white)	Not selected, Incomplete
➤	Orange	Currently selected, Incomplete
☑	Orange	Currently selected, Completed
☑	Green	Not selected, Completed

Table 7.1 – Application Sections States

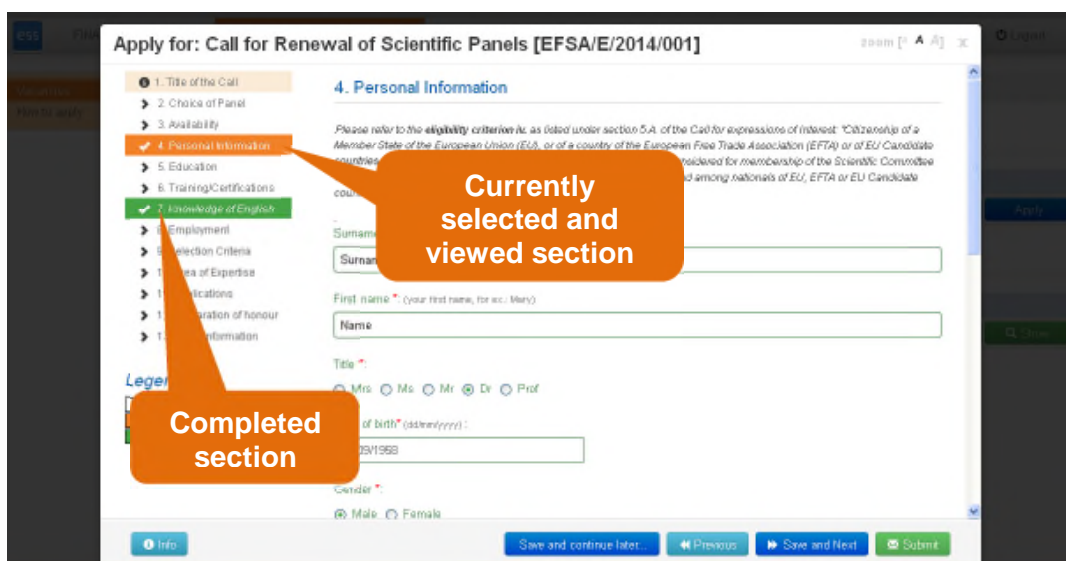


Figure 7.2 – Application Sections Completeness Indicators

All wizard sections are available to and accessible by the Candidate throughout the whole procedure until the application for the call is submitted. Therefore, it is possible to review and change the information entered in each section, independently of the section completeness.

7.1.2 Toolbar: Application Workflow Commands

The toolbar at the bottom of the wizard page provides buttons to perform the commands described in the table below:

Button	Command
Save and continue later	Saves the data, closes the application wizard pop-up window and sets the application status as Partially completed . The allowed action on the application from the Ongoing vacancies list is Complete .
Previous	Displays the section that precedes the current one in the wizard.
Save and Next	Saves the data and displays the section that follows the current one in the wizard.
Submit	Saves the data and submits the application to EFSA recruitment office.
Info	Opens a pop-up window displaying the info related to the Call.

Table 7.2 – Application Workflow Commands

In case the application has already been submitted, it can be edited and re-submitted.

While editing an already submitted application, the only available commands are the following:

Button	Command
Save and Re-Submit	Saves the data and submits the application to EFSA recruitment office.
Previous	Displays the section that precedes the current one in the wizard.
Info	Opens a pop-up window displaying the info related to the Call.

7.1.3 Useful utilities and widgets

Application wizard is supplied with some useful and helpful to the user, utilities and widgets.

7.1.3.1 Zoom

Zooming utility, located on the top right corner of the wizard, can make viewing a whole lot more pleasant to the eyes.

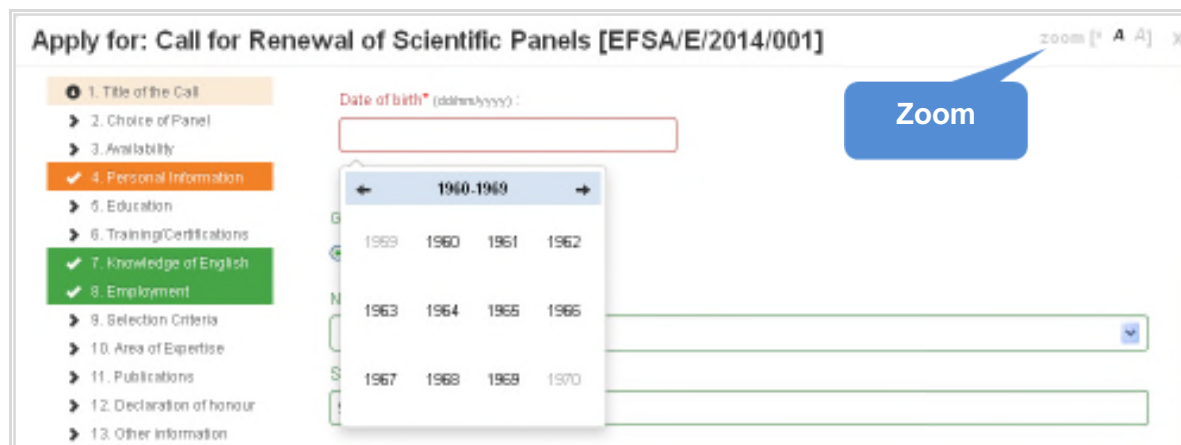


Figure 7.3 – Zoom utility

To zoom in or zoom out the application wizard pages, you can choose among three available zoom size options: click on the appropriate "A" symbol.

To zoom in or out you may also use the keyboard buttons combinations (push both buttons contemporarily): [CTRL and +] – to increase the scale, [CTRL and -] – to decrease the scale.

7.1.3.2 Calendar Date picker widget

The Calendar Date picker is tied to all the date input fields, available in the application wizard.

Once you focus on the field (mouse click or use the [Tab] key), an interactive calendar pop-up is opened in a small overlay.

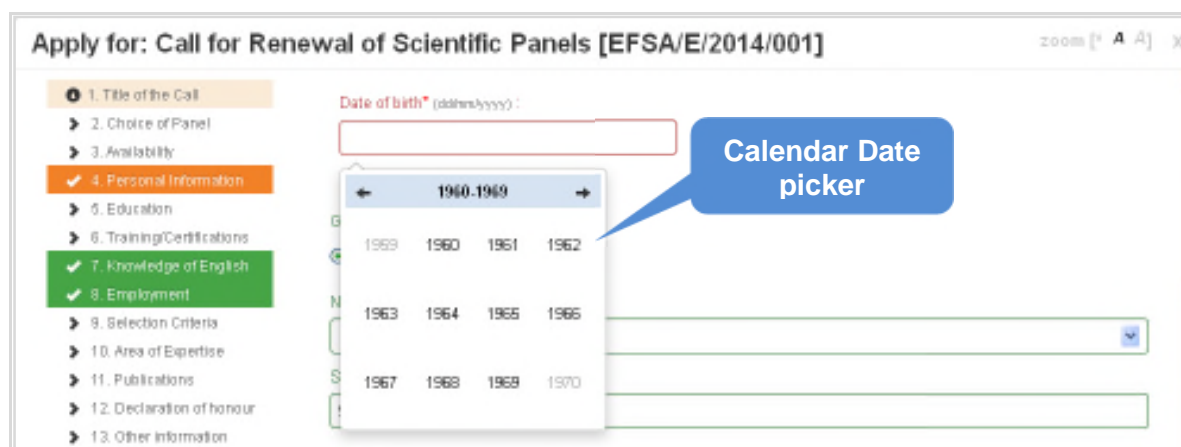


Figure 7.4 – Calendar Date picker widget

The date picker provides several views for displaying the calendar, including Year, Month and Day view.

1. While in **Year** view, you can click the black navigation arrows to scroll forward/back one decade. Choose a desired year.



The Month view overlay window will appear.

2. While in **Month** view, choose a desired month. If necessary, change the Year by using the scrolling arrows.



The Day view overlay window will appear.

3. While in **Day** view, choose a desired day.



Once a complete date is chosen, feedback is shown as the input's value in the date field.

Would you prefer inserting a date using the keyboard, you may close the picker by hitting the [Esc] key. Then, input the date from the keyboard or copy & paste the date.

7.2 Mandatory Information and Data Format

Call for Renewal of Scientific Panels Tool helps fill-in the application to the call by highlighting mandatory fields and checking the correct format of the entered information.

It will not be possible to save or submit the application until warnings about missing or incorrect input data are displayed.

Mandatory information required for submitting the application to EFSA is marked with an asterisk [*]. See Figure 7.5.

In case mandatory fields have not been filled out or a wrong data format has been used, the system will highlight the missing and/or incorrect information bordering in red the relevant field and it will display the relevant note, as displayed in Figure 7.5.

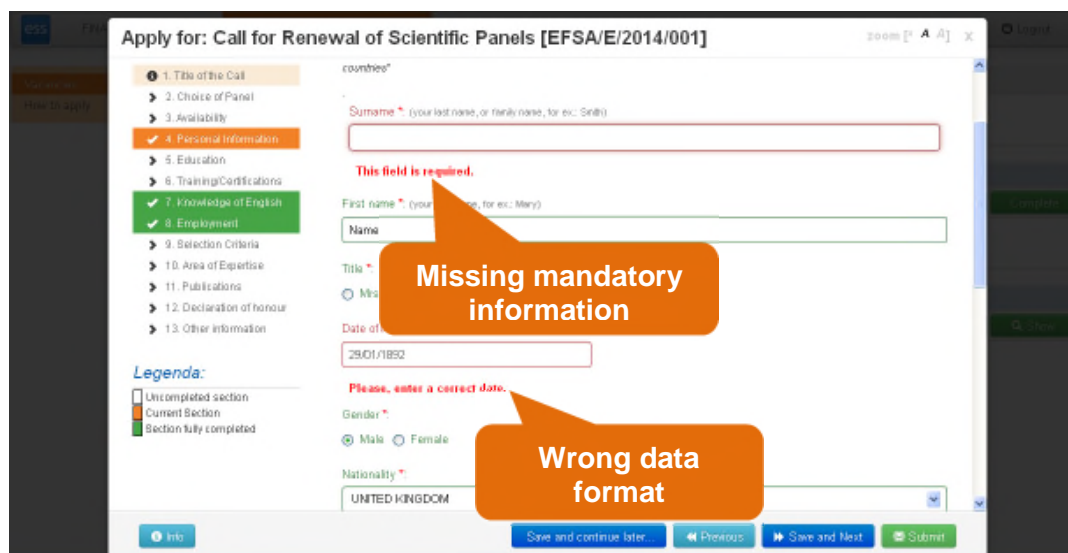


Figure 7.5 – Highlighting Missing Mandatory Information or Incorrect Data Format

To proceed with your application enter the required information or correct the wrong one.

7.3 Application Sections

7.3.1 Title of the Call

In the Title of the Call section general information is provided regarding the selected call.

Press **OK I'm ready to Start** to proceed to the next application section.
For the description of the interface refer to § 7.1.

7.3.2 Choice of Panel

The Call for Scientific Expert can refer to more than one Scientific Panel. In the 2.1 Choice of Panel section it is possible to select which Panel(s) (in order of preference) the application is for.

Section 2.2 is dedicated to your confirmation on authorising EFSA to examine your application dossier in view of possible insertion to the Reserve List of Scientific Panels, different from those to which you have given your preference.

Figure 7.6 – Choice of Panel Section

Press **Save and Next** to proceed to the next application section.
For alternate commands refer to § 7.1.2.
For the description of the interface refer to § 7.1.

7.3.3 Availability

Scientific Experts are required to attend panel meetings.

It is fundamental that appointed members of the Scientific Panels/Committee are available to attend plenary sessions and meetings and to contribute to the work of the Panels/Committee as appropriate.

In the Availability section it is requested to express one's availability for scientific meetings.

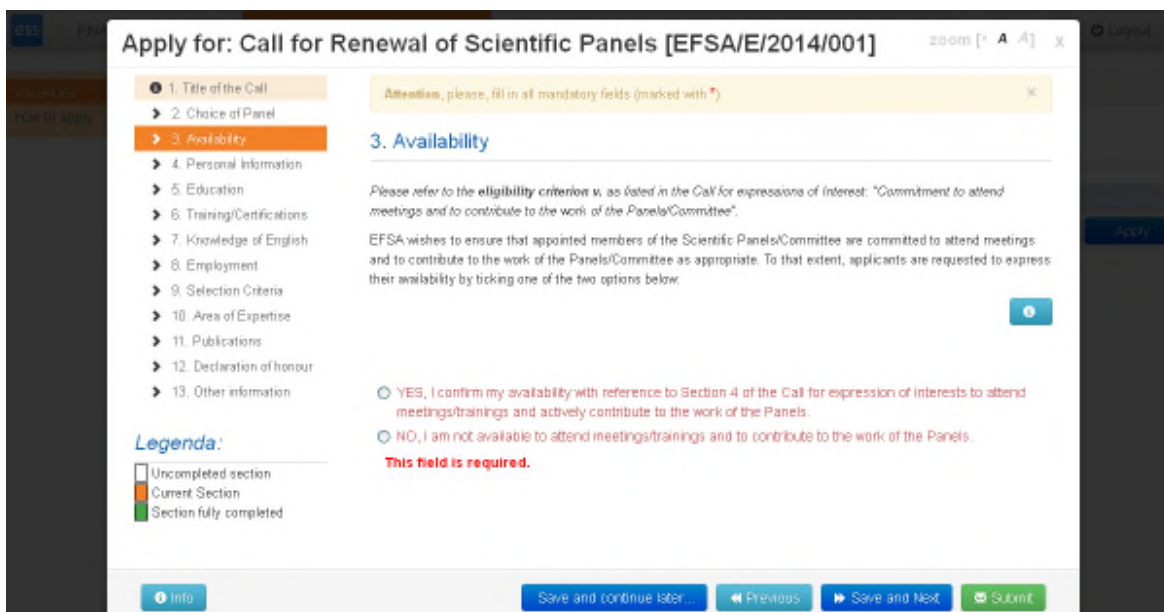


Figure 7.7 – Availability Section

Press **Save and Next** to proceed to the next application section.
 For alternate commands refer to § 7.1.2.
 For the description of the interface refer to § 7.1.

7.3.4 Personal Information

In the Personal Information section it is possible to enter all relevant personal information data.

NOTE

To see the all fields scroll down the page. See Figure 7.8.

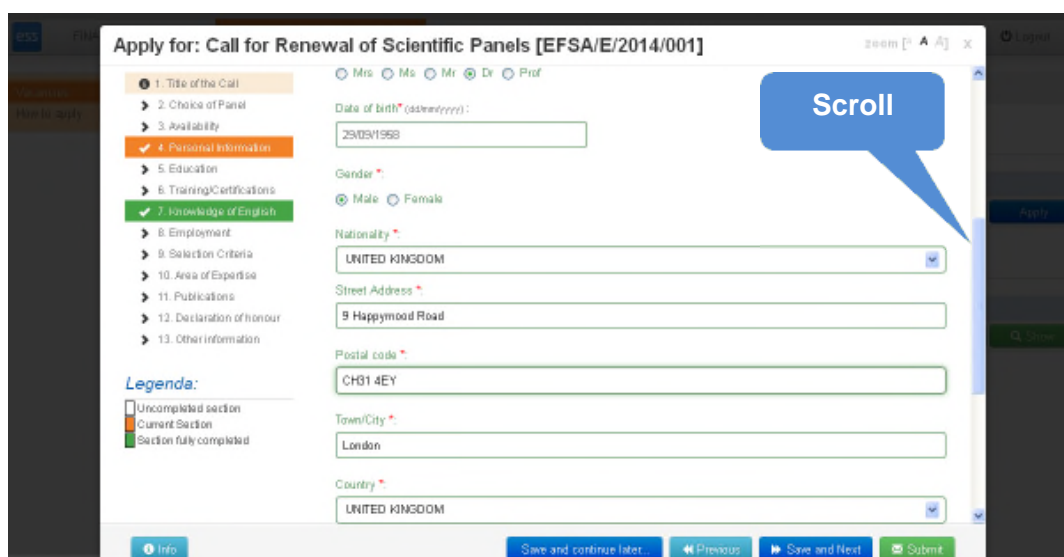


Figure 7.8 – Personal Information Section

Press **Save and Next** to proceed to the next application section.
For alternate commands refer to § 7.1.2.
For the description of the interface refer to § 7.1.

7.3.5 Education

In the Education section it is possible to state the information related to education.

An education record consists of various pieces of information that can be provided by filling-in the dedicated form.

Press **Insert your education records**. The form for Record n.1 is displayed. See Figure 7.9.

Enter the required information.

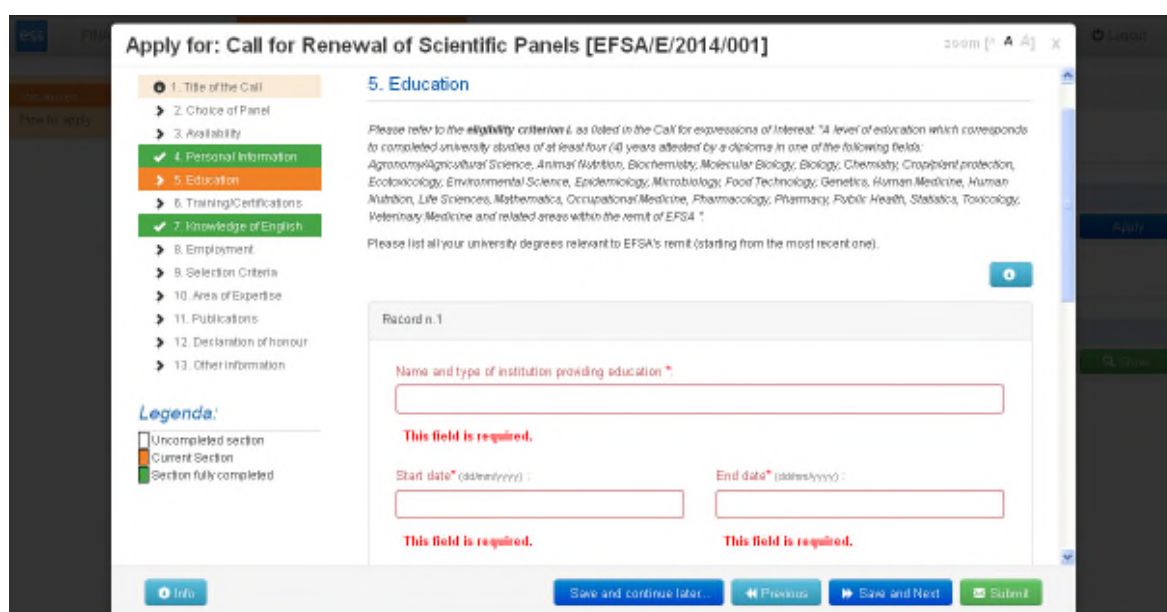


Figure 7.9 – Education Section

At the bottom of the form two buttons are available for managing the related education record. See Figure 7.10.

Available alternatives:

Press **Add a new Education Record** to display a new empty form for entering the data of a new education record. Depending on your screen resolution it may be necessary to scroll down the page to see the new education record.

It is possible to add as many education records as relevant for the selected call. At least one education record must be provided.

Press **Remove this education** to remove the current education record.

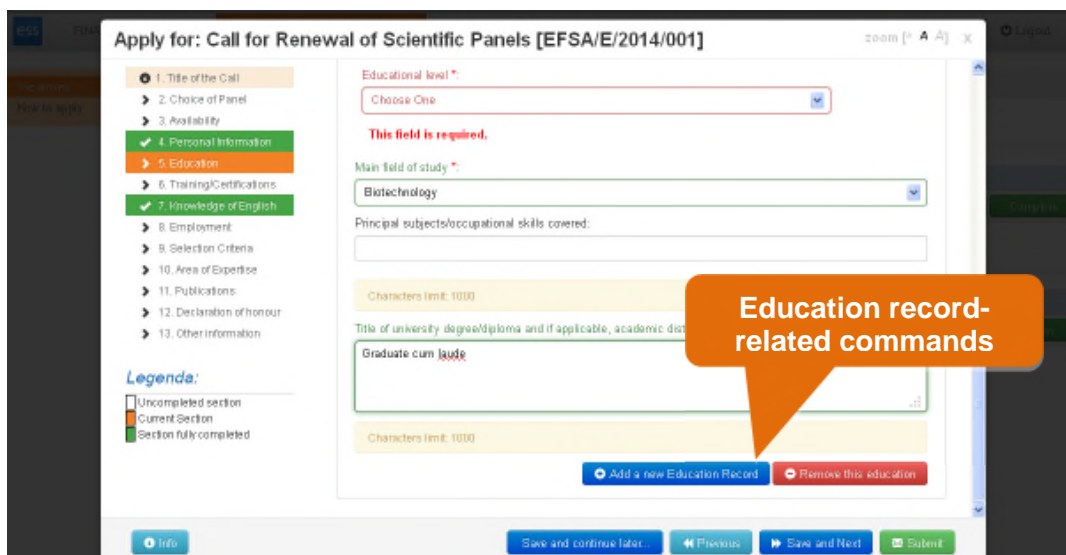


Figure 7.10 – Commands for managing Education records

Press **Save and Next** to proceed to the next application section.
 For alternate commands refer to § 7.1.2.
 For the description of the interface refer to § 7.1.

7.3.6 Training/Certifications

In the Training courses/certifications/professional qualifications section it is possible to state the information related to trainings.

If you do not intend to declare any information in this section, select the appropriate check-box.

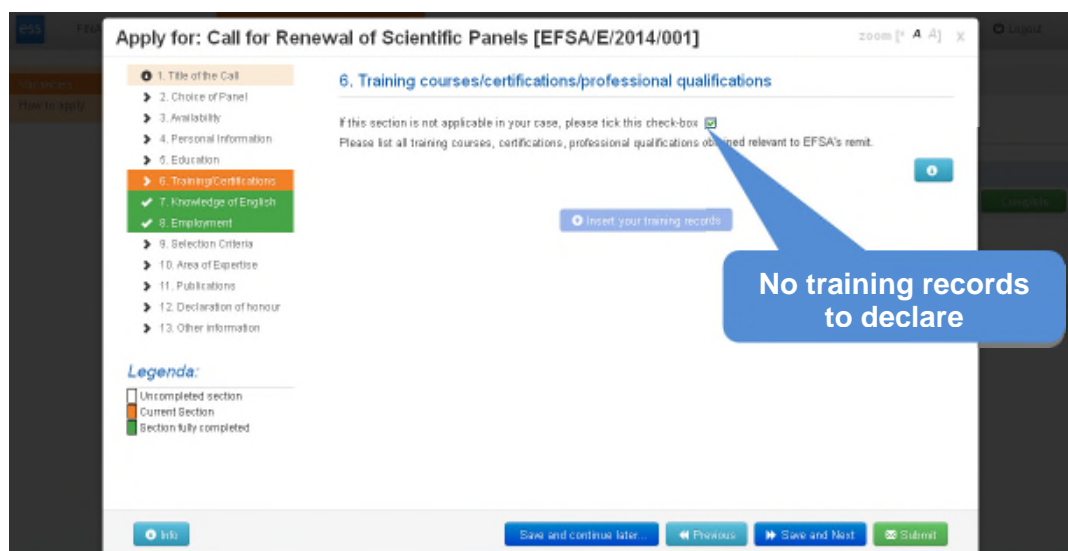


Figure 7.11 – Training Section: no information to declare

Press **Insert your training records**. The form for Record n.1 is displayed. See Figure 7.12.

Enter the required information.

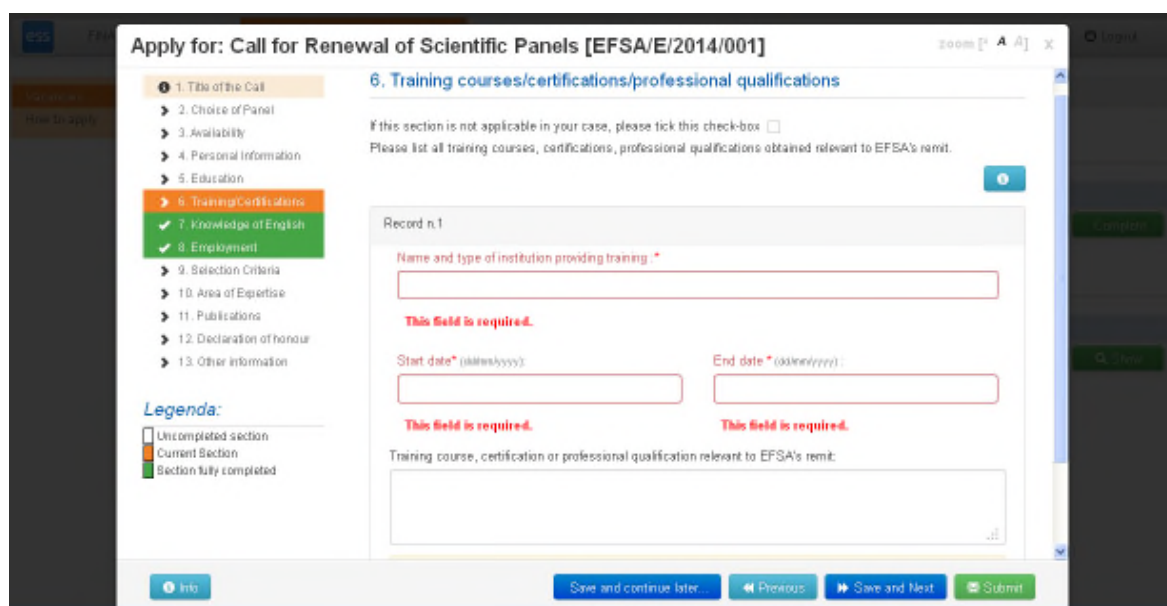


Figure 7.12 – Training Section

At the bottom of the form two buttons are available for managing the related training record. See Figure 7.13.

Available alternatives:

Press **Add a new Training Record** to display a new empty form for entering the data of a new training record. Depending on your screen resolution it may be necessary to scroll down the page to see the new training record.

It is possible to add as many training records as relevant for the selected call.

Press **Remove this training** to remove the current training record.

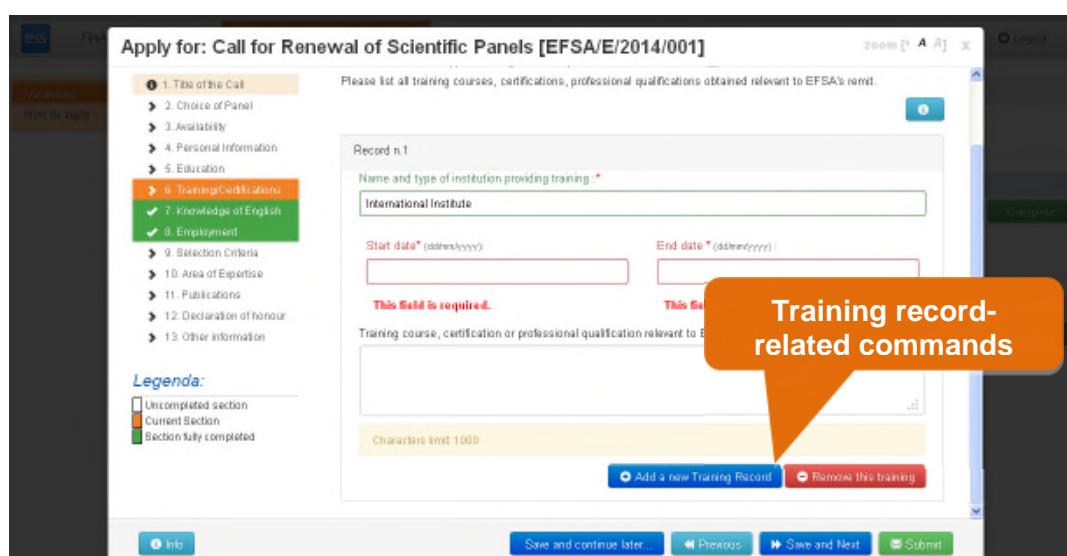


Figure 7.13 – Commands for managing Training records

Press **Save and Next** to proceed to the next application section.
 For alternate commands refer to § 7.1.2.
 For the description of the interface refer to § 7.1.

7.3.7 Knowledge of English

Scientific Experts are required to possess a thorough knowledge of the English language.

In the Knowledge of English section it is possible to state one's knowledge of the English language.

To find out levels of the English language, please consult the global scale "Common European Framework of Reference (CEFR): Learning, Teaching, Assessment", Council of Europe.

A thorough knowledge corresponds to levels B2, C1 and C2 of CEFR global scale.

Select **Yes** or **No** according to whether your level of knowledge of the English language is thorough or not.

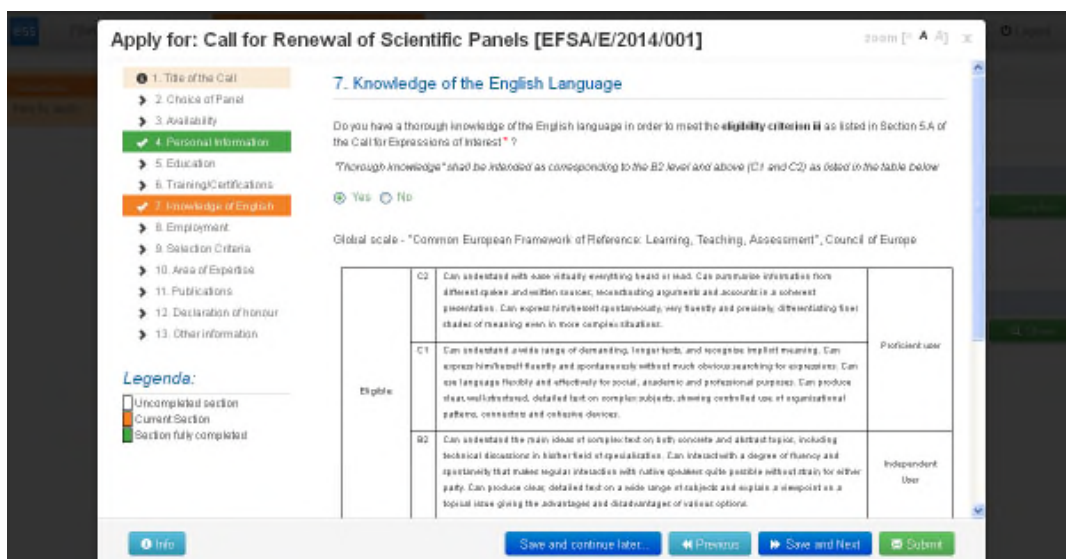


Figure 7.14 – Knowledge of the English Language Section

Press **Save and Next** to proceed to the next application section.
 For alternate commands refer to § 7.1.2.
 For the description of the interface refer to § 7.1.

7.3.8 Employment

In the Employment section it is possible to state the information related to work experiences.

An employment record consists of various pieces of information that can be provided by filling-in the dedicated form.

Press **Insert your employment records**. The form for Record n.1 is displayed. See Figure 7.15.

Enter the required information.

At the end of the form two buttons are available for managing the related employment record. See Figure 7.15.

Available alternatives:

Press **Add a new employment Record**

to save the current employment record and display an empty form for entering the data of a new employment record.

It is possible to add as many employment records as relevant for the selected call. At least one employment record must be provided.

Press **Remove this employment Record**

to remove the current employment record.

The system will pop-up a confirmation alert to prevent deletion by accident.

The screenshot shows a web form titled "Apply for: Call for Renewal of Scientific Panels [EFSA/E/2014/001]". On the left, a navigation menu lists sections 1 through 13. Section 6, "Employment", is highlighted in orange. The main form area contains several input fields: "Occupation", "Name of Employer/Organisation*" (with a sub-note "Please specify the name of Department/Faculty"), "Name of Organisation", "Address of Employer/Organisation*", and "Address of Organisation". Below these are "Duration of employment:" fields for "Start date*" (format dd/mm/yyyy) and "End date*" (format dd/mm/yyyy), with "10/02/2009" entered in the start date field. A "Description of the tasks and responsibilities*" text area is also present. At the bottom of the form, there are two buttons: "Add a new employment Record" (blue) and "Remove this employment Record" (red). An orange callout box with a white border points to these buttons and contains the text "Employment record-related commands". A legend at the bottom left explains the color coding: white for "Uncompleted section", orange for "Current Section", and green for "Section fully completed". At the very bottom of the page, there are navigation buttons: "Info", "Save and continue later...", "Previous", "Save and Next", and "Submit".

Figure 7.15 – Employment Section

Press **Save and Next** to proceed to the next application section.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

7.3.9 Selection Criteria

The Selection Criteria section allows to state one's competence with relation to the areas of competence and expertise of the preferred Scientific Panel.

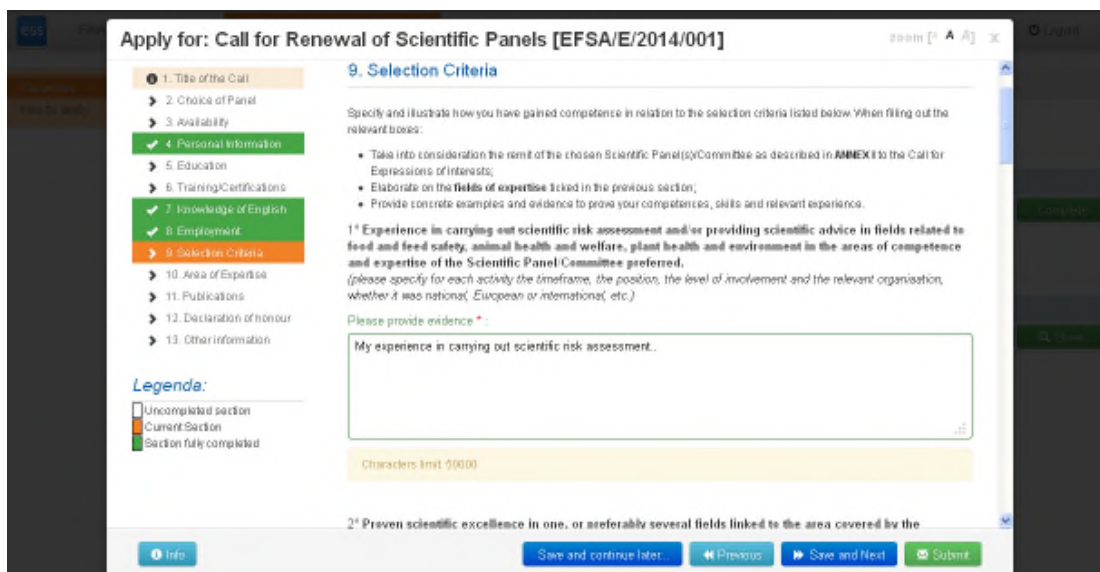


Figure 7.16 – Selection Criteria Section

Enter the required information.

Press **Save and Next** to proceed to the next application section.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

7.3.10 Area of Expertise

In the Area of Expertise section it is possible to list one’s fields of expertise relevant to the selected Panel(s).

It is important that members of the Scientific Panels ensure a balanced representation of skills and qualities and a broad and deep range of expertise and perspectives. In addition to scientific excellence and knowledge of food safety issues, these shall comprise experience in risk assessment and a proven effectiveness in working with expert bodies.

Each field of expertise is available or not according to the Panel(s) for which the Candidate is applying, therefore depending on the selection performed in the Choice of Panel wizard section. See § 7.3.2.

Fields of expertise are grouped by topic:

Panel on Food Additives and Nutrient Sources added to Food (ANS)

Panel on Food Contact Materials, Enzymes, Flavourings and Processing Aids (CEF)

For each displayed group, it is allowed to select no more than the indicated maximum number of checked boxes (the limit value can be differentiated for different Panels). See Figure 7.17.

The title of each group works as command to expand and collapse the list of fields of expertise for each group. See Figure 7.17.

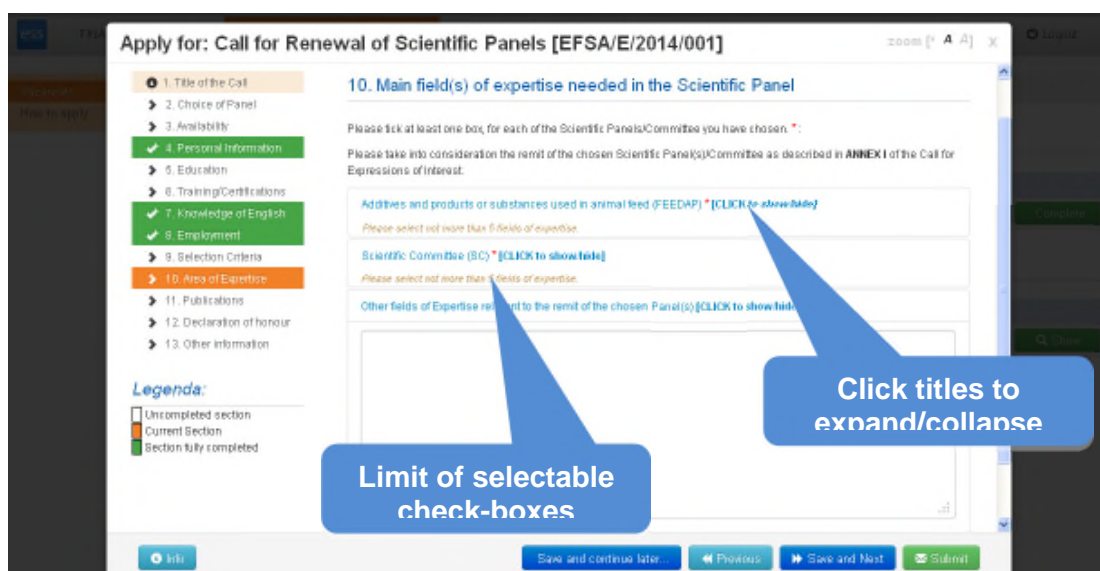


Figure 7.17 – Area of Expertise Section

Click on the desired checkboxes to select the applicable fields of expertise.

Press **Save and Next** to proceed to the next application section.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

7.3.11 Publications

In the Publications section it is possible to list one's publications relevant for the selected call.

Two separate areas are available for listing publications:

Section 11.1 is dedicated to the most relevant risk assessment/risk methodology papers related to the call reference area.

Section 11.2 is dedicated to other, mandatory for the compilation, most relevant scientific publications:

- Peer Reviewed Publications in English language journals,
- Other relevant publications,
- Book chapters, monographs, major conference abstracts/proceedings, divulging publications in professional journals.

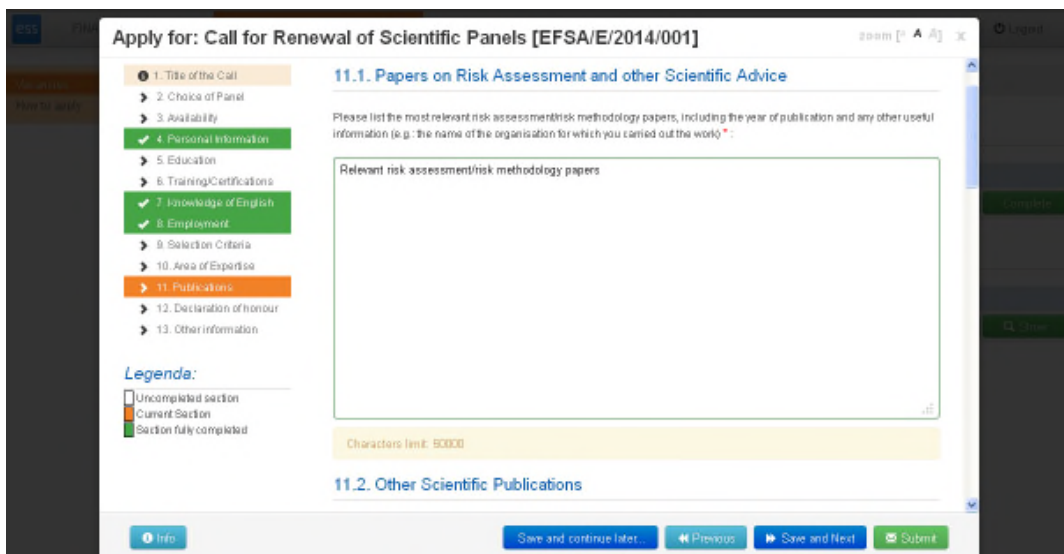


Figure 7.18 – Publications Section

Enter the list of relevant publications in the dedicated text area.

Press **Save and Next** to proceed to the next application section.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

7.3.12 Declaration of honour

The Declaration of honour section allows providing one’s Declaration of Honour with respect to the information provided during the application for the call.

Candidates have a right to access their data, to update or correct their identification data. To this end, EFSA can be contacted at the address indicated in the call. The note on the processing of personal data in the context of Scientific Experts’ selection is also provided in this section of the wizard.

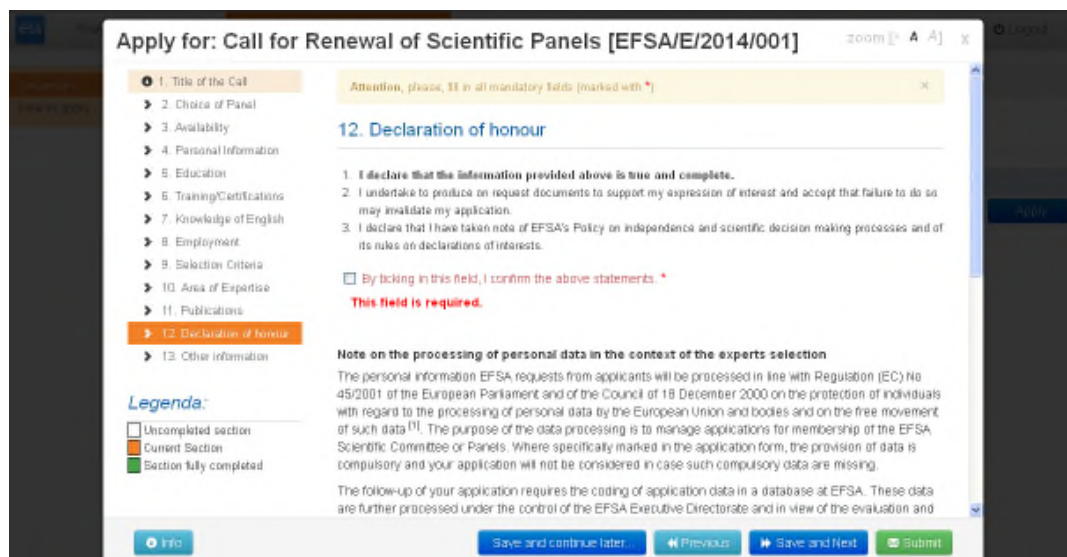


Figure 7.19 – Declaration of honour Section

Tick the provided checkbox to confirm your declaration of honour.

Press **Save and Next** to proceed to the next application section.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

7.3.13 Other information

The Other information section allows the candidates to explicitly authorise EFSA to include their personal data into EFSA Database.

It is also possible to state the source of the information regarding the selected call. See Figure 7.20.

The screenshot shows the 'Apply for: Call for Renewal of Scientific Panels [EFSA/E/2014/001]' application form. The left sidebar contains a progress indicator with 13 sections. Section 13, 'Other information', is the current section. The main content area is titled '13. Other information' and contains the following elements:

- EFSA external expert database ***
Please confirm if you authorise EFSA to include your personal data in the EFSA external expert database?
 Yes No
This field is required.
- Could you please indicate how you first heard about this present call? ***
 Official Journal
 Leading scientific journals
 Scientific Societies
 EFSA staff/ EFSA Panel Members, Standing Working groups Members
 Friend/Colleague
 EFSA website/EFSA Highlights newsletter
 Social media
- Other (please specify):

At the bottom of the form, there are buttons for 'Info', 'Save and continue later', 'Previous', 'Save and Next', and 'Submit'.

Figure 7.20 – Other Information Section

Press **Submit** to submit your application.

For alternate commands refer to § 7.1.2.

For the description of the interface refer to § 7.1.

8 Submitting Your Application Form to EFSA

When all mandatory fields have been filled-in (all wizard sections are green), your application is complete and you can submit it.

If your application is not complete (some wizard sections still remain white) and you will try it to EFSA, the warning message will be displayed:

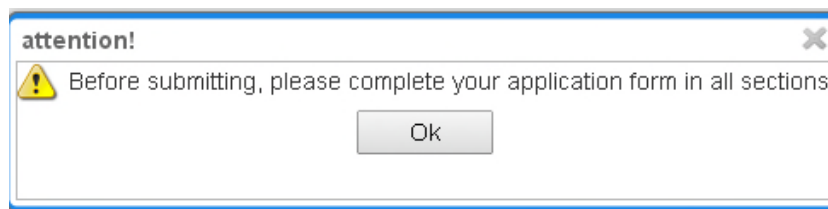


Figure 8.1 – Warning message: application is incomplete

You will have to provide all missing mandatory information before submitting to EFSA. The missing mandatory information will be marked with an asterisk [*] near the relevant field.

NOTE

For additional information on the mandatory data please refer to § 7.2.

Once all mandatory data has been provided, all wizard sections turn to green.

Press **Submit**. A confirmation message will prompt.

IMPORTANT

Applications shall be considered valid only if electronically submitted by the deadline specified in the call and in accordance with the requirements set out therein.

NOTE

A submitted application can be modified until the related call expiration date is reached.

9 Downloading the Application Form in .doc Format

Applications for EFSA Calls are only allowed through the electronic submission via the Call for Renewal of Scientific Panels Tool system.

Nonetheless, it is possible to download the Application form in .doc format in order to draft or read your application on paper. See § 6.4.

NOTE

The paper application cannot be used to apply to EFSA Calls.

10 Getting Help

10.1 IT Issues

For any IT issue please contact EFSA Service Desk at servicedesk@efsa.europa.eu.

10.2 User Guide

The Call for Renewal of Scientific Panels Tool User Guide .pdf file is downloadable by clicking on the **How to apply** link in the menu on the left column.

10.3 Help with Application Procedure

Should you encounter any problem using the Call for Renewal of Scientific Panels Tool application tool, please send an email with the description of your problem and, if possible, a screenshot to call.experts@efsa.europa.eu.