

## Call for nominations for members of EFSA Stakeholder Bureau

**Deadline for submission of nominations: 28 April 2017**

### 1. Introduction

In line with the first objective of the EFSA Strategy 2020<sup>1</sup>, the overall purpose of the new framework for EFSA's stakeholder engagement is to provide stakeholders with a better understanding of its scientific decision making processes and to improve the quality of EFSA's scientific outputs to better meet stakeholders' needs. The EFSA Stakeholder Engagement approach<sup>2</sup> shall firmly adhere to the principles of authenticity, inclusiveness and balanced representation of views and interests, supported by permanent and targeted mechanisms that address the various stakeholder communities in an equal manner.

According to the Decision of EFSA's Management Board<sup>3</sup>, the Stakeholder Bureau (hereafter referred to as the Bureau) is one of the permanent mechanisms for EFSA's engagement with stakeholders.

### 2. Scope of interaction

The Bureau shall act as EFSA's advisor on stakeholder engagement and provide its views on the Authority's engagement with stakeholders and on whether EFSA is engaging with stakeholders in a balanced way. The Bureau shall also contribute to the preparation of the annual Forum and monitor the actions EFSA takes as a result of the Forum. The Bureau shall provide input to EFSA at a high level with regards to societal concerns on issues in the Authority's remit.

### 3. Role and composition of the Stakeholder Bureau

To ensure balance, the Bureau shall be composed of one representative from a registered stakeholder in each of the following seven stakeholder

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<sup>1</sup> EFSA Strategy 2020 Trusted science for safe food,  
<http://www.efsa.europa.eu/en/corporate/pub/strategy2020>

<sup>2</sup> Stakeholders – support and help to guide our work, <http://www.efsa.europa.eu/en/engage/stakeholders>

<sup>3</sup> Decision of the Management Board of the European Food Safety Authority on the criteria for establishing a list stakeholders and the establishment of the Stakeholder Forum and Stakeholder Bureau, mb160316-a3  
<http://www.efsa.europa.eu/sites/default/files/Document18992.pdf>

categories: consumers; environmental/health NGOs and/or advocacy groups; farmers and primary producers; business and food industry; distributors and HORECA (food service industry preparing and serving food and beverages); associations of practitioners working in fields relevant to EFSA's food safety and public health remit, and academia.

Members of the Bureau shall act in the interests of the stakeholder category that they represent rather than solely in the interests of the stakeholder organisation that they represent.

The Bureau shall meet in person at least once a year. Additionally, dialogue among members of the Bureau shall take place through virtual meetings or other means of communication. The Bureau shall be chaired by EFSA's Executive Director. The Chair of the EFSA Management Board is invited to attend the annual meeting of the Bureau.

The mandate of Members of the Bureau shall be for a period of three years, after which a new vote will be held to select new members. Members of the Bureau may serve for no longer than two mandates.

In a situation when the term of office of a Bureau member is terminated by resignation, the nomination process shall be relaunched in order to select a new member to represent that category in the Bureau. The new member shall be appointed for the remainder of the term.

#### **4. Selection of the members of the Stakeholder Bureau**

Members of the Stakeholder Bureau can be designated only if the organisation they belong to is on the list of EFSA's registered stakeholders representing one of the seven stakeholder categories.

As a first step, registered stakeholders from each category are required to organise themselves to propose a nominee to represent their category in the Bureau. Stakeholders are requested to submit their nomination using the provided template and send it to [Stakeholders@efsa.europa.eu](mailto:Stakeholders@efsa.europa.eu) indicating in the subject box "Nomination for the EFSA Stakeholder Bureau".

It is recommended that one stakeholder organisation submits nomination on behalf of all the stakeholders that support that nomination. Supporting stakeholder organisations shall be listed in a dedicated box in the nomination template.

When submitting the nomination, the stakeholder organisation shall put in carbon copy all the stakeholder organisations that support that nomination. EFSA may facilitate the process by way of exchanging relevant contacts of each category of registered stakeholders.

The period for submitting nominations to EFSA for the Bureau is open until **28 April 2017**.

In a situation where more than one nominee is proposed by stakeholders for a certain category, EFSA will facilitate an election process by means of online voting.

The successful nominees for the Bureau will be announced officially at the first meeting of the EFSA Stakeholder Forum that takes place in Parma, on 30-31 May 2017.

## **5. Transparency requirement**

Openness and transparency are fundamental aspects of EFSA and are enshrined as concepts in EFSA's regulatory framework<sup>4</sup> and in the Decision of the Management Board establishing the Stakeholder Forum and Bureau.

The transparency of the work of the Bureau will be made available through the timely announcement of EFSA's upcoming activities related to the Bureau, as well as through the publication of agendas, participant' lists and the outcome of each of the meetings of this platform on the EFSA website.

The names of the selected Stakeholder Bureau members will be made publicly available.

A report on EFSA' interaction with registered stakeholders within the scope of interaction with the Bureau shall be presented annually to the Management Board.

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<sup>4</sup> Art. 38 of the Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.