



EUROPEAN COMMISSION
HEALTH & CONSUMER PROTECTION DIRECTORATE-GENERAL
Directorate C - Public Health and Risk Assessment
C7 - Risk assessment

SCs/01/04 final
(C7(2004)D/370235)

THE SCIENTIFIC COMMITTEES

On

“Consumer Products (SCCP)”

“Health and Environmental Risks (SCHER)”

“Emerging and Newly Identified Health Risks (SCENIHR)”

RULES OF PROCEDURE

(adopted on 7 September 2004)

TABLE OF CONTENTS

1. VOTING RULES	4
2. ELECTION OF THE CHAIR AND THE TWO VICE-CHAIRS OF THE SCIENTIFIC COMMITTEES	5
3. INDEPENDENCE	6
4. CONFIDENTIALITY	7
5. TRANSPARENCY	7
6. REPLACEMENT OF THE CHAIR AND VICE CHAIRS	8
7. WORKING GROUPS	9
8. SCENIHR'S ASSOCIATED MEMBERS	9
9. EXTERNAL EXPERTS	9
10. RAPPORTEURS	10
11. NOTICE OF MEETINGS, AGENDA, DEADLINES	10
12. ACCESS TO MEETINGS	11
13. REQUESTS FOR SCIENTIFIC OPINIONS	11
14. DESIGNATION OF THE SCIENTIFIC COMMITTEE RESPONSIBLE FOR THE OPINION	11
15. ACCELERATED PROCEDURE	12
16. RISK-RELATED ISSUES RAISED BY THE SCIENTIFIC COMMITTEES	12
17. CO-ORDINATION OF THE SCIENTIFIC COMMITTEES	12
a. Questions which are common to more than one Committee	13
b. Diverging scientific opinions	13
c. Coherence and improvement in format and expression of opinions	13
d. Providing a single point of reference on matters of common concern	13
e. Methodological approaches in the area of risk assessment	13
f. Exchange of information on the activities of the Committees	13
18. CO-OPERATION WITH OTHER COMMUNITY SCIENTIFIC BODIES – DIVERGING OPINIONS	14

a.	Diverging opinions	14
b.	Co-operation with other community bodies	14
19.	SCIENTIFIC OPINIONS AND THEIR ADOPTION	14
20.	MINORITY OPINIONS	15
21.	MINUTES	15
22.	SECRETARIAT	16
23.	RELATIONS WITH STAKEHOLDERS	16
a.	Request for additional information	16
b.	Technical hearings	16
c.	Public consultations	17
24.	MISSION EXPENSES AND INDEMNITIES OF MEMBERS, ASSOCIATED MEMBERS, EXTERNAL EXPERTS	17
25.	ANNEX I: DECLARATION OF COMMITMENT	19
26.	ANNEX II: ANNUAL DECLARATION OF INTERESTS OF MEMBERS	20
27.	ANNEX III	22
28.	ANNEX IV: DECLARATION OF CONFIDENTIALITY	24

THE SCIENTIFIC COMMITTEES

On

“Consumer Products (SCCP)”

“Health and Environmental Risks (SCHER)”

“Emerging and Newly Identified Health Risks (SCENIHR)”

RULES OF PROCEDURE

At their Plenary meeting of 7th September 2004,

the Scientific Committees on:

“Consumer Products (SCCP)”

“Health and Environmental Risks (SCHER)”

“Emerging and Newly Identified Health Risks (SCENIHR)”

adopted the following rules of procedure, as required by Art 10 (1) of Commission Decision 2004/210/EC of 3 March 2004 setting up Scientific Committees in the field of consumer safety, public health and the environment¹.

These rules of procedure shall ensure that the Scientific Committees perform their tasks in the best possible way, in compliance with the principles of excellence, independence and transparency, while respecting the legitimate requirements of commercial confidentiality. In particular, they shall ensure close co-operation between the Scientific Committees and with other Community bodies responsible for scientific risk assessment.

1. VOTING RULES

1. Meetings are considered valid when the majority of members are present.
2. The Scientific Committee shall adopt its positions and its scientific opinions by majority vote of its members.

¹ OJ No L 66 of 4.3.2004, p. 45.

2. ELECTION OF THE CHAIR AND THE TWO VICE-CHAIRS OF THE SCIENTIFIC COMMITTEES

1. Each Scientific Committee shall elect from among its members a Chair and two Vice-Chairs.
2. The terms of office of the Chair and Vice-Chairs shall be three years, renewable.
3. Separate minutes shall be kept of the election procedure. The names of the Chair and the two Vice-Chairs of each of the Committees shall be made public.
4. The Chair and Vice-Chairs shall be elected by secret ballot and in writing. Subject to unanimous decision by members attending the meeting, the secrecy requirement for the ballot may be waived.
5. The election procedure shall be chaired by the Commission.
6. The procedure shall be as follow:
 - a. The election of the Chair and of each of the Vice-Chairs shall be held separately.
 - b. The names of those wishing to stand as candidates shall be notified to the Secretariat before the meeting or be announced at the meeting. Members may present themselves as candidates or be proposed by another member.
 - c. The candidates must, prior to the vote, declare that they are prepared to accept the post of Chair (or Vice-Chair) of the Committee and be prepared to assist the Commission on matters relating to the co-ordination of the three Scientific Committees, including if necessary participating in co-ordination meetings organised and chaired by the Commission.
 - d. The candidate receiving the majority of the votes of the members of the Committees shall be elected.
 - e. If none of the candidates receives an absolute majority, a second ballot shall be held between the two candidates with the highest individual totals of votes in the first ballot. The procedure shall be repeated until one candidate obtains the majority of the votes of the members of the Committee.
 - f. Candidates may withdraw their candidature at any time during the procedure.
 - g. Where there is or remains a single candidate, that candidate shall be elected provided that he/she receives the majority of votes cast.

3. INDEPENDENCE

1. Members of the Scientific Committees, SCENIHR's associated members and external experts shall undertake to act independently of any external influence. For this purpose, they shall make a declaration of commitment (see Annex I).
2. Members of the Scientific Committees shall also make an annual declaration of interests (see Annex II). All declarations of interests shall be made in writing and published on the Commission's website.

SCENIHR's associated members and external experts shall make a declaration of interests when accepting nomination (see Annex III).

They shall indicate any direct or indirect interests which might be considered prejudicial to the independence of the member or associated member or the absence of any such interests.

3. Members, associated members and external experts participating in the Scientific Committees or in a Working Group shall declare at each meeting any interests which might be considered prejudicial to their independence in relation to the items on the agenda for that meeting. This declaration shall be made in writing or verbally, following a request of the Chair.
4. The Secretariat and the Chairs shall ensure that the principles of excellence and independence of members are complied with at all times. Members shall draw the Committee's attention through its Chair to any factual matter that could undermine external credibility of the Committee's work. The Committee's discussions of the matter shall be minuted.

The Secretariat shall draw the Commission's attention to all cases where it appears that a member might have ceased to fulfil the requirements of independence or excellence and address the measures to be taken, included as appropriate, the revocation of that member's appointment.

5. Any member, associated member or external expert who, in accordance with his/her declaration or in the opinion of the Scientific Committees or the Working Group, may not be able to act independently, may not act as Rapporteur or as Chair in relation to the specific matter and may not participate in decision-making. In such case, the extent of the concerned individual's participation in the Committee's work shall be decided by the Chair in consultation with the Committee members. Measures may include the physical withdrawal from the meeting for the point under discussion, or participation limited to the provision of factual information.

Any action taken shall be recorded.

6. Members, associated members or external experts who receive documents or information of relevance for the Scientific Committee's or the Working Group's activities from third parties shall ensure that the information is made available to the Secretariat.

7. Members, associated members or external experts contacted by third parties in connection with their participation in a Working Group on a specific question may refer the third party to the Secretariat.
8. Members, associated members and external experts shall inform the Secretariat of relevant contacts they might have with petitioners, special interest groups, other stakeholders or other Community or international bodies engaged in overlapping activities. The Secretariat shall advise on the action to be taken in consultation with the concerned Scientific Committee as necessary.
9. When invited as a representative of the Scientific Committee, members and associated members shall ensure that they convey the views of the Scientific Committee, without expressing personal views or interpreting adopted opinions in a way that goes beyond the established position of the Scientific Committee.

They shall not speak on behalf of the Commission unless officially requested to do so.

4. CONFIDENTIALITY

1. Members, associated members and external experts shall not divulge information acquired as a result of their work in the Scientific Committee, or one of the Working Groups, when they are informed by the Commission that it is restricted or confidential. They shall make a written declaration of confidentiality (see Annex IV). This will include in particular, documents given by third parties concerning sensitive industrial and commercial matters, and/or for which confidentiality has been requested and agreed by the Commission.
2. The obligation to maintain confidentiality shall continue to apply even after participation of members, associated members and external experts in the work of the scientific committees has ceased.

5. TRANSPARENCY

1. The Scientific Committees shall operate in accordance with the need for a high level of transparency, without prejudice to legitimate requests for confidentiality or the need to safeguard the freedom and scientific integrity of the scientific debate and the independence of members and external experts vis-à-vis external influence.
2. Requests for access to documents will be handled in accordance with the provisions of Regulation n° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (*OJ L 145, p.43*). When considering the exceptions listed in Art. 4 of 1049/2001 account shall be taken of the need to preserve the integrity and the independence of the scientific advice which supports the decision making process of the Community.

3. The following documents of the Scientific Committees are published on the Commission's web site, *subject to respect of confidentiality requirements*:
 - Draft agendas.
 - Minutes of plenary meetings.
 - Requests for opinions.
 - Final opinions
 - Annual declarations of interests made by members of the Scientific Committees and declarations of interests made by associated members.
 - Declarations by members and associated members of commitment to act independently of any external influence.
 - Declarations of interests made in relation to items on the agendas of plenary meetings will be published as part of meeting minutes.
 - The names of the members of the Scientific Committees together with their brief CVs.
 - The draft agenda and minutes of co-ordination meetings of the Scientific Committee Chairs.
 - Scientific Committee reports clarifying contentious issues as a result of a substantive divergence over scientific issues with other Community bodies (Art. 13 of Commission Decision 210/2004//EC)
 - Rules of procedures.
4. Availability of preparatory and draft working documents shall be restricted, on a need-to-know basis, to members, associated members, external experts, the Commission's secretariat and representatives of the Commission's services with competence for a specific question. They shall not be given to third parties.
5. Without prejudice to Art 15 of Decision 2004/210/EC, the Commission shall be responsible for determining the appropriate level of publicity to be given to a scientific opinion and may request the assistance of the chairs to ensure the scientific validity of its press releases or related actions.

6. REPLACEMENT OF THE CHAIR AND VICE CHAIRS

1. If the Chair is not in a position to fulfil his/her function, he/she may be replaced by one of the Vice-Chairs or, failing that, another member chosen in common accord of the members.
2. In case of conflict of interest of the Chair with an item on the agenda, he/she may be replaced by one of the Vice-Chairs or failing that another member chosen in common accord of the members.

7. WORKING GROUPS

1. The Scientific Committees may establish the Working Groups to undertake tasks which are clearly defined and directly linked to the question submitted by the Commission. In particular, the Working Group may be asked to undertake all necessary preparatory tasks in relation to a draft opinion. The Scientific Committees can require that these tasks be completed within a set period.
2. Working Groups shall comprise at least one member of the Scientific Committee that convened them and may include associated members and external experts. A Working Group shall be chaired by a member of the Scientific Committee that convened it, or in the case of SCENIHR, a member or associated member.
3. Members, associated members and external experts of a Working Group shall be designated by its Chair in consultation with the Scientific Committee. They shall be invited to meetings by the Secretariat. If an expert is invited but not available, the Secretariat may, in agreement with the Chair, invite another suitable expert.
4. A Working Group shall endeavour to reach a consensus.
5. The Working Group shall report to the Scientific Committee to whose work it contributes, providing it with such reports or draft opinions as the Committee has requested.
6. When a common Working Group is created in accordance with article 8(4) of Decision 2004/210/EC, it shall report to the Scientific Committee designated as the lead Committee under the co-ordination procedure set out in section 14.
7. The list of participants in the Working Groups shall be attached to the opinion to which they have contributed.

8. SCENIHR'S ASSOCIATED MEMBERS

1. The SCENIHR may enlist the support of associated members for any specific questions in accordance with Article 3(2) of Commission Decision 2004/210/EC.
2. If an associated member is invited but is not available, the Secretariat may, in agreement with the Chairperson, invite another suitable expert in accordance with 8.1.

9. EXTERNAL EXPERTS

External experts possessing particular and relevant scientific knowledge may be invited to contribute to the work of the Scientific Committees or their Working Groups.

10. RAPPORTEURS

1. The Scientific Committee or the Working Group may designate Rapporteurs from among its members or external experts and, additionally for SCENIHR associated members. The designated Rapporteur shall be recorded in the minutes of the meeting.

The designation may be revoked.

2. Rapporteurs shall be responsible for assembling information and ensuring that draft reports and scientific opinions are prepared within a set time period, where appropriate. The Rapporteur shall work in close co-operation with the Secretariat.
3. The work of a Rapporteur is terminated when the Scientific Committee adopts the report or opinion.

11. NOTICE OF MEETINGS, AGENDA, DEADLINES

1. The Secretariat shall establish with each Scientific Committee a schedule of their Scientific Committee's plenary meetings for the forthcoming calendar year.
2. As a general rule, the Secretariat will confirm meetings of the Scientific Committees and Working Groups ten working days before the date of the meeting and shall give notification of cancellation not less than two working days before the date of the meeting.
3. Meetings of the Scientific Committees or Working Groups may be called at short notice according to the urgency of the matters.
4. The Secretariat shall prepare the draft agenda of meetings of the Scientific Committee or the Working Group and circulate it to members as far as possible no later than two weeks before the date of the meeting. The draft agenda of plenary meetings shall be published on the Commission's website before the meeting takes place.
5. The draft agenda shall include questions submitted by the Commission and shall be accompanied by all appropriate and available supplementary information of relevance to the questions submitted. The Secretariat shall provide any additional information as soon as possible to the members.
6. The agenda shall be adopted at the beginning of the meeting taking account of any agreed amendments.
7. Wherever possible, documents including reports and draft opinions prepared by a Rapporteur or external expert shall be made available to the secretariat for distribution to the members, associated members and external experts one week before the meeting where they will be discussed. Rapporteurs and members entrusted with the drafting of documents, reports or draft opinions shall ensure that this requirement is complied with.

12. ACCESS TO MEETINGS

1. Meetings of the Scientific Committees or their Working Groups shall not be open to the public.
2. Commission services with responsibilities relating to the topics on the agenda shall be entitled to be present in the meeting. They may assist for the purposes of clarification or information but shall not seek to influence discussions.
3. With the exception of minority opinions referred to in Article 20, individual views, whether expressed orally or in writing by members, associated members and external experts during deliberations within the Scientific Committee or a Working Group, shall be confidential.

13. REQUESTS FOR SCIENTIFIC OPINIONS

1. Requests for scientific opinions shall be submitted by the Secretariat to the Scientific Committee through its Chair. The request shall consist of the terms of reference to the question, the Community interest and the scientific background.
2. Questions submitted to the Scientific Committee, shall be published as soon as possible on the Commission's website.
3. Where necessary, the Commission may require the Scientific Committee to adopt a scientific opinion within a specified deadline. The Scientific Committee shall take the necessary measures to ensure that the deadline is respected.
4. The Scientific Committee may ask the Commission to clarify a question and/or to supply additional information.

14. DESIGNATION OF THE SCIENTIFIC COMMITTEE RESPONSIBLE FOR THE OPINION

1. The Secretariat shall allocate the requests to the responsible Scientific Committee having regard to the subject matter of the request, the respective mandates of the Committees, the expertise of the members, the need for methodological consistency and a broad, multi-sectorial and multi-disciplinary approach.
2. The secretariat shall inform the Chairs without delay of the allocation of the request. Chairs will inform the Secretariat of any concern that might require inter-Committee co-ordination in accordance with the provisions of section 17.
3. In cases where a request falls within the remit of more than one Committee, the allocation is decided in consultation with the Chairs of the Scientific Committees in accordance with the provisions of section 17.

15. ACCELERATED PROCEDURE

In urgent cases, on request of the Secretariat and with the agreement of the Chair of the Scientific Committee, an accelerated procedure may be applied as follows:

- The Secretariat shall request, and whenever possible in agreement with the Chair of the Scientific Committee, a member, an associated member and/or an external expert or a Working Group to draw up a draft opinion and to submit it to the Secretariat within a set deadline.
- If the Chair and Secretariat consider that the nature and urgency of the matter require an emergency meeting, the Secretariat shall endeavour to organise a meeting at short notice. The Secretariat shall put the draft opinion on the agenda of the next meeting of the Scientific Committee.
- In the event that the circumstances do not require or allow holding a meeting, a draft opinion may be adopted by written procedure (section 19). In this case, the Secretariat shall send the draft opinion to the members of the Scientific Committee with a request for approval by a set deadline. The draft shall be adopted if the majority of the members of the Scientific Committee have expressed their approval before the deadline. If a majority is not reached, the draft opinion must be put on the agenda of the following meeting of the Scientific Committee or, if the urgency of the matter so requires, of an ad hoc meeting to be convened at the earliest date at which the quorum can be assured.

16. RISK-RELATED ISSUES RAISED BY THE SCIENTIFIC COMMITTEES

1. The Scientific Committees may draw the Commission's attention to any issue falling within their remit which they consider to pose an actual or potential risk to consumer safety, public health or the environment.
2. The Commission shall decide on the action to be taken including, if appropriate, a request for a scientific opinion or a report on the matter and inform the Scientific Committee accordingly.

17. CO-ORDINATION OF THE SCIENTIFIC COMMITTEES

1. The Chairs shall assist the Commission on matters relating to the co-ordination of the three Scientific Committees. In particular, they shall assist the Commission to achieve a high level of harmonisation in the risk assessment procedures both between the Committees themselves and between the Committees and Community or International bodies charged with risk assessments in their domains.
2. Co-ordination shall be achieved by means of periodic meetings or exchange of documentation as appropriate to the matter at hand. Meetings shall be convened and chaired by the Secretariat in accordance with the provisions of section 11.
3. Co-ordination will cover, notably, the following areas:

a. Questions which are common to more than one Committee

The Chairs, in consultation with the Vice-Chairs as appropriate, shall advise the Secretariat of the:

- Committee to be designated as responsible for adoption of the opinion (the lead Committee) on behalf of the Committees concerned;
- Committee(s) to be associated with the question;
- Need for a Working Group to be established by the lead Committee and the designation of members of the associated Committee(s).

b. Diverging scientific opinions

When the Secretariat is informed of divergence or risk of divergence between the opinions of one of the Scientific Committees and an international or Community body, the Chairs, in consultation with the Vice-Chairs as appropriate, will advise the Secretariat on the optimum use of the Scientific Committees to avoid or resolve the divergence. In particular, the Chairs shall make a preliminary assessment of the nature of the divergence, advise on the need for a joint meeting with the parties concerned and on the Committee(s) and members to be involved.

c. Coherence and improvement in format and expression of opinions

The Chairs, in consultation with the Vice-Chairs as appropriate, shall provide regular feedback and advice on the format and expression of scientific opinions of the three Committees, with a view to improving coherence and clarity. Advice shall include the establishment and updating of a risk assessment vocabulary for use in scientific opinions and recommendations for improvement based on retrospective review of the adopted opinions.

d. Providing a single point of reference on matters of common concern

The Chairs, in consultation with the Vice-Chairs as appropriate, shall agree a common position in cases where the Committees should be represented by a single view.

e. Methodological approaches in the area of risk assessment

The Chairs, in consultation with the Vice-Chairs as appropriate, shall advise the Secretariat on the need for and the approach to establishing risk assessment methodologies of common interest to the work of the Committees.

f. Exchange of information on the activities of the Committees

The Chairs of the Scientific Committees shall be invited to share information concerning activities undertaken by their own Committee and to raise organisational or scientific problems requiring a harmonised approach.

Meetings will be minuted and published on the Commission Website.

18. CO-OPERATION WITH OTHER COMMUNITY SCIENTIFIC BODIES – DIVERGING OPINIONS

a. Diverging opinions

1. Each Scientific Committee shall assist the Commission in identifying, resolving or clarifying at an early stage potential or actual divergence between their scientific opinions and the scientific opinions of Community and International bodies carrying out similar tasks.
2. When a substantive divergence is identified with a Community body, the Scientific Committee concerned shall, on the request of the Commission, cooperate with the body concerned. To this end the Commission may convene a meeting between the Scientific Committee and the scientific organs of the bodies concerned. The Scientific Committee shall designate a Rapporteur.
3. When it is not possible to resolve divergent opinions, a joint document clarifying the contentious scientific issues and identifying the relevant uncertainties in the data shall be submitted to the Commission. This document shall be made public.

b. Co-operation with other community bodies

The Scientific Committees shall assist the Commission on scientific technical matters requiring co-ordination and co-operation with other Community bodies charged with risk assessment, notably with the EFSA and EMEA.

In order to ensure that this co-operation is effective:

- the Commission may organise a meeting of the Chairs of the Scientific Committees and the Chairs of other Community risk assessment bodies;
- the Scientific Committees may ask for the assistance of members of the Scientific Committees of other Community bodies as external experts if the question submitted has a bearing on the field of competence of one or more of the Scientific Committees and overlaps with the competence of other Community risk assessment bodies.

19. SCIENTIFIC OPINIONS AND THEIR ADOPTION

1. The scientific opinion comprises:
 - the background (Community interests and scientific background),
 - the terms of reference giving the specific question(s),
 - the considerations used by the Committee to reach its conclusions,

- the conclusion, setting out the response to the question(s) posed by the Commission. For complex opinions, the conclusions shall be accompanied by a summary in non-specialised language,
 - bibliography,
 - any minority opinions.
2. The Scientific Committees shall adopt their scientific opinions at their plenary meetings.
 3. The Scientific Committee may adopt an opinion, previously discussed in a Committee meeting, using the written procedure as set out under section 15.
 4. In case of urgency opinions may be adopted by accelerated procedures as laid down in section 15.
 5. Legitimate requests for commercial confidentiality are to be respected.

20. MINORITY OPINIONS

The opinions of the Scientific Committee shall include any minority opinions. Minority opinions shall be attributed to members or associated members and shall include supporting argumentation.

21. MINUTES

1. The Secretariat of the Scientific Committees shall prepare draft minutes of plenary meetings which shall contain at least:
 - the list of participants and apologies for absence,
 - declaration of interests by participants concerning their independence and the action taken,
 - the adopted agenda,
 - a summary of discussions, including important minority stand points and agreed actions,
 - a record of decisions taken and opinions adopted,
 - any abstentions during voting.
2. The draft minutes shall be circulated to members of the Scientific Committees and, where applicable to associated members, for comments and adopted not later than the next meeting.
3. Minutes shall be published on the Commission’s website as soon as possible after their adoption.
4. Legitimate requests for commercial confidentiality shall be respected.

22. SECRETARIAT

In addition to the specific tasks referred to in these Rules of Procedure, the Secretariat shall be responsible for providing scientific and administrative support to the Scientific Committees with a view to facilitating the efficient functioning of the Scientific Committees and Working Groups. The Secretariat shall endeavour to ensure compliance with the rules of procedure, particularly in relation to the requirements for excellence, independence and transparency. Specific duties shall include:

- ensuring best use of resources and the planning to meet priorities and time limits
- ensuring that requests for opinions comply with the requirements of section 13.1.
- avoidance of overlapping or inconsistent opinions
- preparing the work of the Committees and their respective Working Groups, in consultation with the Chairs
- providing information on the legislative/policy aspects of the questions
- ensuring that relevant background information is made available to the Scientific Committee or Working Groups
- assisting the Chairs of the Committees and their Working Groups in the preparation of the draft opinions before adoption and in particular in relation to clarity and coherence of the opinion
- co-ordinating the administrative, scientific and technical work carried out within and between the Committees and their respective Working Groups
- assuring the scientific and technical co-ordination of the activities of the Scientific Committees in relation to the activities of other Community and international bodies involved in scientific risk assessment.

23. RELATIONS WITH STAKEHOLDERS

a. Request for additional information

The Scientific Committees may require additional information from stakeholders for the completion of a scientific opinion. A deadline for submission of required information may be given in agreement with the Commission. If the required information has not been submitted within the deadline the Scientific Committees may adopt the opinion on the basis of the available information.

b. Technical hearings

Technical hearings with individuals, petitioners or other stakeholder representatives may be organised:

- At the initiative of the Scientific Committees, if they consider it necessary for the completion of a scientific opinion.
- On request of stakeholders that make a valid *prima facie* case for their ability to offer relevant scientific data and analysis not otherwise available to the Committee. Requests shall be accompanied by a clear scientific justification for the hearings and shall be supported by credible scientific documentation. The Commission services will assess the request in collaboration with the Scientific Committee and decide on the action to be taken. The precise organisation of the hearing will be decided on a case-by-case basis. The requesting party will be informed of the conclusions.

The persons attending should be scientists with appropriate expertise in the field who are able to present and understand the scientific arguments.

The Secretariat and the Chair shall ensure that, when invited to such hearings, individuals, petitioners or other stakeholders limit their presentations to scientific matters related to the subject matters (for example, to provide additional scientific evidence, discuss interpretation of data or clarify data). Invitees shall under no circumstances engage in public relations or lobbying activities.

The members of the Scientific Committees shall not take any decisions during hearings.

Members, associated members and external experts shall exercise care during hearings to avoid giving information to competitors or other interested parties regarding specific products where this information is not public.

c. Public consultations

The Scientific Committee may decide to submit its opinion to a public consultation where the Committee and Commission decide that it would enhance the quality of the work. In this case, a preliminary opinion, allowing comments from interested parties and other stakeholders, within a set deadline, will be published on the Commission's website. The Scientific Committee will take account of the comments received when adopting its final opinion.

24. MISSION EXPENSES AND INDEMNITIES OF MEMBERS, ASSOCIATED MEMBERS, EXTERNAL EXPERTS

1. Travel and subsistence expenses incurred by members, associated members and external experts in connection with Scientific Committee meetings and activities are reimbursed in accordance with Commission's rules.
2. Members of Scientific Committees, associated members and external experts are entitled to a special indemnity for attendance to meetings as set out in Annex II of Commission Decision 2004/210/EC.

3. Indemnity payments are directly linked to physical presence as documented by the attendance list which is signed by participants in the morning and afternoon sessions of Committee and Working Group or agreed external meetings and certified as correct by the meeting secretary.
4. Rapporteurs shall be entitled to an indemnity as set out in Annex II of Commission Decision 2004/210/EC. A written agreement between the Rapporteur and Commission services will be established when the Rapporteur is nominated. Payment of the indemnity will be made after adoption of the specific opinion by the relevant Scientific Committee.

25. ANNEX I: DECLARATION OF COMMITMENT

**Scientific Committees
on
[Consumer Products
Health and Environmental Risks
Emerging and Newly Identified Health Risks]**

DECLARATION of COMMITMENT

Name:

Position: Member of the Committee
SCENIHR's associated members
External expert

I undertake to:

1. act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.
2. to attend meetings regularly.

Done at on

Signature

26. ANNEX II: ANNUAL DECLARATION OF INTERESTS OF MEMBERS

**Scientific Committees
on
[Consumer Products
Health and Environmental Risks
Emerging and Newly Identified Health Risks]**

ANNUAL DECLARATION of INTERESTS OF MEMBERS

Name:

In accordance with Article 14(2) of Commission Decision 2004/210/EC of 3 March 2004, I hereby notify the Commission that I have the following economic or ethical interests¹ which might be considered prejudicial to my independence:

Direct interest (for example related to employment, contracted work, investments, fees etc.):

Indirect interests e.g. grants, sponsorships, or other kind of benefits such as gifts, invitations and honorariums.

Interests deriving from the professional activities of the applicant or his/her close family members:

¹ Links which could be considered interests might include:

- one's job (university, institute, public service, enterprise)
- being a member of a board of directors, board of management or any other supervisory body within a company, association, etc.
- having carried out scientific research or provided an expert opinion at the request of a company, public service, etc.

Any membership role or affiliation that you have in organizations/bodies/club with an interest in the work of the Scientific Committees:

Other interests or facts that the undersigned considers pertinent as a member of an independent Scientific Committee:

Declaration

I declare that the information provided above is true and complete.

I shall immediately and explicitly inform the Scientific Committee of any specific interest¹ concerning any question submitted by the Commission on the occasion of the meeting at which the relevant question is to be examined by the Committee. I shall inform the Commission of any change with regard to my interests which could be prejudicial to my independence.

Done at on

Signature

¹ see previous footnote 1: a special interest could, in particular, comprise any prior activity concerning the subject of the question.

27. ANNEX III

DECLARATION of INTERESTS

(to be filled in by SCENIHR's associated members and external experts)

Name:

In accordance with Article 14(2) of Commission Decision 2004/210/EC of 3 March 2004, I hereby notify the Commission that I have the following economic or ethical interests¹ which might be considered prejudicial to my independence:

Direct interest (for example related to employment, contracted work, investments, fees etc.):

Indirect interests e.g. grants, sponsorships, or other kind of benefits such as gifts, invitations and honorariums.

Interests deriving from the professional activities of the applicant or his/her close family members:

¹ Links which could be considered interests might include:
- one's job (university, institute, public service, enterprise)
- being a member of a board of directors, board of management or any other supervisory body within a company, association, etc.
- having carried out scientific research or provided an expert opinion at the request of a company, public service, etc.

Any membership role or affiliation that you have in organizations/bodies/club with an interest in the work of the Scientific Committees:

Other interests or facts that the undersigned considers pertinent as a member of an independent Scientific Committee:

Declaration

I declare that the information provided above is true and complete.

I shall immediately and explicitly inform the Scientific Committee of any specific interest¹ concerning any question submitted by the Commission on the occasion of the meeting at which the relevant question is to be examined by the Committee. I shall inform the Commission of any change with regard to my interests which could be prejudicial to my independence.

Done at on

Signature

¹ see previous footnote 1: a special interest could, in particular, comprise any prior activity concerning the subject of the question.

28. ANNEX IV: DECLARATION OF CONFIDENTIALITY

<p style="text-align: center;">DECLARATION CONCERNING CONFIDENTIALITY Scientific Committee on [Consumer Products Health and Environmental Risks Emerging and Newly Identified Risks]</p>
--

Name:

Position: Member of the Committee
 SCENIHR's associated members
 External expert

I hereby declare that I am aware of my obligation to respect confidentiality. I know that I am obliged not to divulge information acquired as a result of the work of the Committee, or one of its Working groups, when informed that it is confidential. I shall also respect the confidential nature of the scientific opinions expressed by members of the Committee, the external experts or the SCENIHR's associated members during discussions in Committee or in working groups. I undertake not disclose such information even after my participation in the work of the scientific committees has ceased.

Done at on

Signature: