

EFSA Guest Scientist & Staff Exchange Scheme:

Strengthening and enhancing the Scientific
Cooperation between EFSA and its partners

Committed to ensuring that Europe's food is safe

Aim of Staff Exchange: fostering scientific cooperation

“[...] Using a cooperative approach with all actors in Europe and beyond, it will promote new and harmonised risk assessment methodologies and the sharing of scientific information [...]”

(From EFSA Strategic Plan 2009-2013)

To further facilitate the scientific cooperation and scientific knowledge sharing between EFSA and its partners¹, we want to offer flexible arrangements for internal and external staff exchange.

Especially in times of budgetary restrictions and limited resources, staff exchange arrangements - which can be adapted in terms of duration and scope on a basis of need - will increase the feasibility of experts working at EFSA and EFSA staff working in host institutions.

For that purpose, we will implement a **flexible two-way staff exchange**, with the possibility of guest scientists working on a short-term assignment at EFSA, EFSA staff seconding to host institutions or the simultaneous exchange (swap) between those two parties.

The staff exchange aims at strengthening the scientific cooperation and exchange of scientific knowledge between EFSA and its partners & supporting the risk capacity building,

This document explains the principles governing the scheme for guest scientists coming to EFSA and EFSA staff visiting host institutions.

Done in Parma on 12 December 2013

[signed]

Bernhard Url
Acting Executive Director

¹ EU agencies and institutions, EU Member states, international and third country risk assessment organisations

Two routes of Staff Exchange

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GUEST SCIENTISTS COME TO EFSA

The purpose of the assignment of a guest scientist to the agency is to extend links to the international risk assessment community and provide support to the implementation of Risk Assessment capacity building in Europe.

Guest scientists will be working on specific projects. The subject of the guest scientist's assignment shall be determined in the detailed project proposal.

Who can apply as a guest scientist?

The applicant must come from public administrations or public institutions.

How does the process work?

The applicant should fill in and submit the "Short-term attachment to the European Food Safety Authority – Expression of Interest Form" accompanied by a detailed CV to the following e-mail address: afsecretariat@efsa.europa.eu for registration. The expression of interest should include a project proposal.

The detailed description of the project has to subsequently be agreed upon between the applicant and the relevant Head of Unit. Further, conflicts of interest must be evaluated prior to the guest scientist's acceptance, and the final decision of acceptance shall be taken by the Executive Director in the form of a formal exchange of letters with the Institution with whom the guest scientist is affiliated.

What happens, once the short-term attachment has been confirmed?

Once the short-term attachment has been confirmed, the guest scientist will be provided a "Welcome to Parma" pack. This pack will serve as a reference for practical arrangements - such as for accommodation possibilities - and contains essential information the guest scientist needs to know before and also during their stay.

Throughout the assignment at EFSA, each guest scientist will be allocated a Training Advisor. Advisors will be responsible for counselling the guest scientist.

The guest scientist will carry out the assigned project under the supervision and instructions of the relevant Head of Unit and conduct himself objectively, impartially and respecting the duty of loyalty to EFSA.

How long will the assignment last?

The duration of the assignment shall depend on the objectives and the time required to accomplish the purpose of the stay. It shall, however, not exceed 3 months. Short-term assignments may not be renewed or extended beyond the maximum length laid down in this scheme.

In cases where another length of stay is desirable, other EFSA schemes are available, in particular the Seconded National Expert and the National Expert in Professional Training ones.

What about remuneration?

Guest scientists shall continue to be paid by their employer. Hence, the guest scientist shall not be entitled to the payment of allowances or any other reimbursement by the Agency of expenses incurred during the period of assignment to EFSA. Further, management aspects shall stay in full charge of their employer.

Guest scientists shall not be sent on mission by EFSA.

The Agency will put at the disposal of the guest scientist the necessary office space together with relevant office equipment. The availability and allocation of office space shall be taken into account by the Unit concerned.

Important to know: Social security payments, sickness and accident insurance

EFSA is not responsible for the guest scientist's social security payments or sickness insurance during the stay at the Agency.

Hence, EFSA does not cover sickness insurance and guest scientists must provide proof that they are covered by a sickness insurance scheme for the entire duration of the attachment at the Authority (for nationals of the Member States, this means the form E 111 or a document showing that the guest scientist is covered by private insurance).

During the attachment at EFSA, a guest scientist is only personally insured against the risk of accidents according to the EFSA insurance policy.

The assignment is finished. What now?

Upon completion of the assignment, guest scientists are invited to deliver a report on the project completed to the Advisory Forum.

2**EFSA STAFF VISITING HOST INSTITUTIONS**

The purpose of EFSA staff visiting host institutions is to enhance the existing skills of Agency staff and to share best practices through working for up to six weeks in another organisation/institution. Applicants for a staff secondment should already have a considerable knowledge of the Agency's processes and procedures related to their job and must have worked for EFSA for more than one year. Further, the project must be in line with the staff member's career development and with EFSA's policies, priorities and its strategic objectives. SNEs, NEPTs and Trainees are not eligible.

How does the application process work?

EFSA staff may express their interest and formulate the objectives of the secondment as part of their annual Performance Appraisal dialogue.

Applications will be subject to approval by the Head of Unit and by the Human Capital and Knowledge Management Unit.

The number of secondments available depend on the budget availability. Each year's fund for EFSA staff secondments will be determined in line with the EFSA's policies, work objectives and specific priorities.

What will be the scope of work?

The scope of work must be defined by the applicant, Head of Unit and supervisor of the host institution and approved by all parties prior to the secondment.

What about payment and reimbursement?

Payment and reimbursement regarding travel and accommodation costs and the daily subsistence allowance shall be charged against EFSA's mission budget and shall be in line with EFSA's Mission Guide.

The exchange visit is finished. What now?

Upon completion of the short term secondment, the staff member will need to submit a report on the activities completed and the achievement of the previously defined objectives to the relevant Head of Unit, the supervisor of the host institution and the Human Capital and Knowledge Management Unit.

Further, staff members are invited to deliver a report on the outcome of the secondment to the Advisory Forum.