Application for Membership of FSA Scientific Advisory Committees   
and Joint Expert Groups

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Please complete this form and those listed at the end of this document electronically.

If you have difficulties with this, please contact the Secretariat directly for advice on alternatives. You will need to sign and return all the forms to the Secretariat by email   
to the address given above to reach us **by 23:59pm on the closing date, Friday 4th January 2019**. A CV and list of relevant publications can be attached but cannot replace   
this application form.

Please read the applicant information pack carefully before completing this form. If you   
have any further questions, please contact David Franklin at [SACrecruitment@food.gov.uk](mailto:sacrecruitment@food.gov.uk) or phone 0207 2768912.

**The information requested in this form is covered by the Data Protection Act.**

|  |  |
| --- | --- |
| **Please confirm which group(s) you wish to be considered for:** | **Please tick:** |
| Committee on Toxicity |  |
| Advisory Committee on Microbiological Safety of Food |  |
| Advisory Committee on Novel Foods and Processes |  |
| Food Contact Materials Joint Expert Group |  |
| Additives, Enzymes and other Regulated Products Joint Expert Group |  |
| Animal Feed and Feed Additives Joint Expert Group |  |
| Are you happy for us to consider you for other roles (including other committees and expert groups) based on the information you submit? |  |

Title: Forename:       Surname:

Home address (in full) :

Postcode:

Telephone number:

**Principal employment:**

Work address (in full):

Telephone number:

Mobile number:

Email address (home):

Email address (work):

Current main activity:

Role and Selection Criteria for Members

The FSA is seeking to appoint approximately 40 new members to work on its existing Scientific Advisory Committees including three new Joint Expert Groups.

All members of the committees and their expert groups will bring a high level of relevant experience and expertise in their specialisms that support the FSA’s capability to undertake risk assessment of regulated products. They will need to be able to work in multi-disciplinary groups and be able to communicate clearly to a wide range of audiences.

Applicants must provide examples and evidence that they meet the **selection criteria**(**see page 3**).

Selection Criteria

**Essential Experience, Knowledge and Skills Criteria for Members**

All candidates must be able to demonstrate the following:

**Required scientific skills**

* A high-level of expertise in **one or more** of the required expertise areas for the applied for committee(s), evidenced by a strong record of achievement at a national or international level, with strong networks in the field.

**Required general skills**

* Experience and evidence of effective contribution to multi-disciplinary groups advising   
  on complex scientific or technical questions.
* Strong analytical and judgement skills, with independent thinking and being open   
  to challenge.
* Well-developed interpersonal and communication skills with a collaborative style and   
  an ability to engage and communicate with non-expert audiences. Excellent command   
  of written and spoken English.

Joint expert groups will not have fixed chairs, instead these will be appointed on an as   
need and situational basis from members within the expert groups. We will not make formal Chair appointments as part of this recruitment, but we would like to identify among the new members those who would be suited to take up these roles as needed. These people will need to have experience/evidence in being able to effectively chair and lead a diverse group of highly capable, experienced individuals. Applicants interested in undertaking this role should provide information on how they meet the desirable criterion below

**Desirable criterion** for those interested in chairing an expert group on an as need basis

* Experience of effectively chairing or leading a multi-disciplinary group of senior experts.

**Specific Scientific Skills**

We are looking for expertise in a wide range or areas across the different committees   
and groups covered in this recruitment. These are:

|  |  |
| --- | --- |
| * General toxicology expertise or specific knowledge in either genetic, metabolism, mechanistic, reproductive, or human toxicology * Epidemiology * Environmental health/port health * Clinical pharmacology * Xenobiotic metabolism * Pathology * Chemistry, specifically in either methods of analysis, specifications, residuals or manufacturing * Food Contact Materials * Exposure assessment or analysis * Nanotechnology technical expertise * Food technology, including technical expertise | * Veterinary science * Animal health * Enzyme specialist * Human nutrition * Risk modelling * Genomics * Virology * Food, veterinary, or public health microbiology * GM molecular biology or specifically in recombinant DNA and plant breeding * Molecular biology, in either micro-organisms, fermentation, analysis  of genome sequences to assess risk or use in animals. * Insect biology and physiology. * Plant biology, with an emphasis  on botanicals. |

The specific skills and expertise required in each of the different committees and Joint Expert Groups varies. The scientific expertise relevant to the individual committees and Joint Expert Groups is summarised below:

**Committee on Toxicity (COT)**

* General toxicology expertise or specific knowledge in either reproductive, genetic,   
  or mechanistic toxicology.
* Epidemiology
* Environmental health
* Clinical pharmacology
* Xenobiotic metabolism
* Pathology

**Advisory Committee on Microbiological Safety of Food (ACMSF)**

* Epidemiology
* Risk modelling
* Genomics or bioinformatics
* Virology
* Food, veterinary or public health microbiology
* Environmental health/port health

**Advisory Committee on Novel Foods and Processes (ACNFP)**

* Molecular biology especially in the manipulation of genomes and recombinant DNA technology, as well as plant genetics.
* Molecular biology and genetic manipulation / mutation, in either micro-organisms   
  or animals. In particular an understanding of fermentation of microorganisms and analysis of genome sequences to inform risk assessments.
* Insect biology and physiology
* Plant biology, especially in botanicals

**Food Contact Materials Expert Group**

* General toxicology expertise or specific knowledge in either metabolism or genetic toxicology.
* Chemistry, especially in either methods of analysis, specifications, residuals,   
  or manufacturing.
* Food Contact Materials specialists
* Exposure assessment or analysis
* Nanotechnology technical expertise
* Food technology technical expertise
* Microbiology

**Food Additives, Enzymes and Other Regulated Products Expert Group**

* General toxicology expertise or specific knowledge in metabolism or genetic toxicology.
* Pathology
* Chemistry, especially in either methods of analysis, specifications, residuals,   
  or manufacturing.
* Exposure assessment or analysis
* Food technology
* Enzyme specialist
* Human nutrition
* Microbiology

**Animal Feed and Animal Addictive Expert Group**

* Human/general toxicology
* Chemistry, especially in either methods of analysis, specifications, residuals,   
  or manufacturing.
* Exposure assessment/analysis
* Veterinary science
* Animal health
* Microbiology

Supporting Statement

**Please provide evidence of how you meet each of the selection criteria for the post(s) you are applying for (these are summarised above).** **Please type your information in the expandable box provided below. Please respect the word limits for each section, additional text over the word limit may not be assessed.** You should describe your own skills and experience in these areas and how you would bring this experience to the work   
of the committee(s).

Please use examples to support your description that show how you meet the criteria.   
In doing so you may wish to refer to:

* your educational/professional qualifications or training
* your experience in current or previous jobs/positions (paid or voluntary)
* examples from outside your mainstream employment.

If you attach a CV, please cross-reference the section of your CV and explain its relevance   
to the relevant criterion in your form. Entries which say only “see attached CV” will not be scored. A list of your publications is helpful, but as with CVs, please highlight particularly relevant publications within the application.

|  |
| --- |
| **Evidence of a high-level of expertise in one or more of the required expertise areas for the applied for committee(s), evidenced by a strong record of achievement at a national or international level, with strong networks in the field. (500 words)** |
|  |
| **Experience and evidence of effective contribution to multi-disciplinary groups advising  on complex scientific or technical questions. (250 words)** |
|  |
| **Strong analytical and judgement skills, with independent thinking and being open  to challenge. (250 words)** |
|  |
| **Well-developed interpersonal and communication skills with a collaborative style and  an ability to engage and communicate with non-expert audiences. (250 words)** |
|  |
| *Desirable criterion:* For those interested in chairing joint expert groups on an as need basis**:**  **Experience of chairing or leading a multi-disciplinary group of senior experts. (250 words)** |
|  |
| *Only complete if applying for more than one committee**or**expert group*  **Supplementary: Additional evidence of required expertise for committee or expert group (250 words)** |
|  |

Other Committee appointments

Please supply details of any other expert or advisory Committee appointments.

|  |  |  |  |
| --- | --- | --- | --- |
| Committee, Government Department and/or Public Body | Details of appointment and position held (e.g. Chair, member etc.) and remuneration received | Dates | |
|  |  | from | to |
|  |  |  |  |

**How did you hear about these positions?**

Referees

Please give details of two people who may be asked to act as referees for you. Please include name, email, phone number and address. They must have an authoritative and personal knowledge of your achievements.

One must be your current employer or someone able to comment on your expertise.   
These referees will be contacted after successful interview and will be required to provide   
a reference within 2 weeks of notification.

First referee Second referee

|  |  |  |
| --- | --- | --- |
|  |  |  |

Checklist for other forms

I attach a completed Political Activity Questionnaire

I attach a completed Declaration of Interests

(**the two forms above must be completed and signed, and attached**

**to your application**)

I attach a completed Monitoring Questionnaire (optional)

If you have a disability defined by the [Equality Act](https://www.gov.uk/definition-of-disability-under-equality-act-2010), you're eligible to   
apply via the [Guaranteed Interview Scheme](https://www.gov.uk/guidance/using-the-civil-service-jobs-website#guaranteed-interview-scheme-gis) for these appointments  
and assistance in interviews.

Please complete the enclosed Questionnaire on Assistance for Interview   
and Performance in Post on FSA Advisory Committees and tick this   
box to tell us you have enclosed it.

**Signature**:         
  
**Date**:

Political Activity Questionnaire

|  |  |  |
| --- | --- | --- |
| **A** | Obtained office as a Local Councillor, MP, MEP etc. |  |
|  | Stood as a candidate for one of the above offices |  |
|  | Spoken on behalf of a party or candidate |  |
| **B** | Acted as a political agent |  |
|  | Held office such as Chair, Treasurer, or Secretary of a local branch of a party |  |
|  | Canvassed on behalf of a party or helped at elections |  |
|  | Undertaken any other political activity which you consider relevant |  |
| **C** | Made a recordable donation to a  political party1 |  |
| **D** | None of the above activities apply |  |

All applicants should complete the question   
below. This question is asked as it enables the monitoring of political activity of candidates in   
so far as it is already in the public domain.   
Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful,   
the information provided will be published with   
the announcement of your appointment.

Please indicate which of the following activities   
you have undertaken during the past **five years**   
by ticking the appropriate box in the table opposite and by providing details of your involvement in the box below. Name the party or body for which you have been active. If you have been, or are, an independent, or have sought or obtained office   
as a representative of a particular interest group,   
you should state this. You should tick all   
relevant categories.

Details of involvement:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of party for which activity undertaken: |  |

The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission   
to publish a register of recordable donations (donations from any individual totalling more than £5,000   
in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from   
16th February 2001.

**Signature**:     

**Date**:

Declaration of Interests

**Different types of interest that should be declared**

The following is intended as a **not specified in these notes, but which they believe could be regarded as influencing their advice, they should declare them. Failure to declare interests could lead to dismissal from the** guide to the kinds of interest that should be declared. Where members are uncertain as to whether an interest should be declared, they should seek guidance from the Secretariat. **If members have interests Committee or Joint Expert Group**. However, members and the Secretariat are not under any obligation to search out links of which they might *reasonably* not be aware. For example, either through being unaware of all the interests of family members, or of not being aware of links between one company and another.

All Interests shall be declared/confirmed annually on the declaration of interests form to the relevant Secretariat.

**Declaration of interests and participation at meetings**

Committee and expert group members are required to declare any direct commercial interests,   
or those of close family members, in matters under discussion at each meeting. Having fully explained the nature of their interests, the Chair may, having consulted with other members present, decide whether, and to what extent, the member should participate in the discussion and determination of the issue. If it is decided that the member should leave the meeting, the Chair may first allow them to make a statement on the item under discussion. Where members are uncertain as to whether an interest should be declared they should seek guidance from the Chair. The Chair’s decision, after consultation with the Secretariat, is final.

**Personal Interests**

A personal interest involves the member personally and includes interests of close family members. The main examples are:

* **Consultancies and/or direct employment**: any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant body held   
  by you or a close family member and which attracts regular or occasional payments in cash, recognition in any other form, or other benefit.
* **Fee-Paid Work**: any commissioned or fee-paid work for which you or a close family member are paid in cash or kind by an industry or other relevant body including Pressure Groups and Non-Governmental Organisations.
* **Shareholdings**:any shareholding or other beneficial interest in industry shares that you   
  or a close family member have. This does not include shareholdings through unit trusts   
  or similar arrangements where the member has no influence on financial management.
* **Membership or Affiliation**: any membership role or affiliation that you or a close family member has to clubs or organisations with an interest or involvement in the work of   
  the Department.

**Non-Personal Interests**

A non-personal interest involves payment which benefits a department or organisation for which   
a member is responsible, but is not received by the member personally. The main examples are:

* **Fellowships:** any fellowship that you or a close family member holds and which is endowed by an industry or other relevant body
* **Support by Industry:** any payment, other support or sponsorship by industry which does not convey any pecuniary or material benefit to a member personally, but which does benefit their position or department e.g.:

(i) A grant from a company for the running of a unit or department for which a member   
is responsible;

(ii) A grant or fellowship or other payment to sponsor a post or a member of staff in the unit for which a member is responsible (this does not include financial assistance for students);

(ii) The commissioning of research or other work by, or advice from, staff who work in a unit for which a member is responsible.

Members are under no obligation to seek out knowledge of work done for, or on behalf of, industry and other relevant bodies by departments/units for which they are responsible, if they would not normally be expected to be informed. Where members are responsible for organisations which receive funds from a very large number of companies involved in that industry and from other relevant bodies, the Secretariat can agree with them a summary of non-personal interests rather than draw up a detailed portfolio.

* **Trusteeships**: any investment in industry held by a charity for which you or a close family member is a trustee. Where a member is a trustee of a charity with investments in industry, the Secretariat can agree with the member a general declaration to cover this interest rather than draw up a detailed portfolio.
* **Land and property:** any land or properties in which you or a close family member has   
  a direct interest and is clearly within the Food Standards Agency’s sphere of activities.
* **Other public appointments:** membership by you or a close family member of local authorities, health authorities and trusts, and other relevant voluntary sector bodies.

The Agency has decided that Chairs of advisory committees should not be employed by, or receive personal remuneration from, industry or pressure groups during their terms of appointment.

**Definitions**

In this Code “close family members‟ means personal partners, parents, children, brothers, sisters and the personal partners of any of these.

In this Code ‘the industry’ means:

* Companies, partnerships or individuals who are involved with the production, manufacture, packaging, sale, advertising, or supply, of food (including food supplements and vitamins and minerals), food processes and pharmaceutical products, or other relevant products, subject to the following legislation;

The Food Safety Act 1990

The Medicines Act 1968 and 1971

The Food and Environment Protection Act 1985

The Consumer Protection Act 1987

The Cosmetic (Safety) (Amendment) Regulations 1987

The Notification of New Substances Regulations 1993

* Trade associations representing companies involved with such products; Companies, partnerships or individuals who are directly concerned with research, development or marketing of a food product or pharmaceutical product which is being considered by the Committee.

In this Code ***‘other relevant bodies’*** refers to organisations (not included in the definition of ‘industry’) with interests relevant to the work of the Committee. This could include charitable organisations, political parties and lobby groups

In this Code ***‘the secretariat’*** refers to the secretariat of the individual committee concerned.

Declaration of Interests

All applicants should complete the questionnaire below. It is the policy of the Department   
to require relevant personal and business interests to be declared by prospective committee members to enable a sensible balance to be achieved on the committee at the time that appointments are made. Guidance on types of personal and business interests is given   
in the above Code of Practice on Declaration of Interests.

Applicants should give details of any business or personal interests which my give rise to real   
or perceived conflict of interest.

The FSA has decided that chairs of advisory committees should not be employed by, or receive personal remuneration from, industry or pressure groups during their terms of appointment.

**Under the guidance of the Code of Practice on Declaration of Interests, I wish to declare   
to the Board of the Food Standards Agency, that my only interests are as follows:**

**Personal Interests**

|  |  |  |
| --- | --- | --- |
| 1 | Direct employment |  |
| 2 | Consultancies and other fee-paid work |  |
| 3 | Shareholdings |  |
| 4 | Clubs and other organisations |  |
| 5 | Other personal interests |  |

**Non-Personal Interests**

|  |  |  |
| --- | --- | --- |
| 6 | Fellowships |  |
| 7 | Indirect support |  |
| 8 | Trusteeships |  |
| 9 | Land and property |  |
| 10 | Other public appointments |  |
| 11 | Other non-personal interests |  |

**Signature**:

**Date**: