

## Way of working of ILSI Europe's Expert Groups

### Introduction

ILSI is an international non-profit scientific organisation. ILSI's mission is to improve public health by the advancement of science. The European branch of ILSI, ILSI Europe, addresses scientific issues relating to nutrition, food safety, toxicology, risk assessment and the environment.

ILSI Europe uses a tripartite approach to conduct its activities, welcoming the contributions of scientists from academia and research institutes, government and industry to its work programme. Applying state-of-the-art scientific methodology to topics of common concern, their collaboration provides well-researched, practical and high quality contributions to public health science.

ILSI Europe's funding is mainly derived from its industry members, but also from European Commission project grants. ILSI Europe publications are widely disseminated free of charge.

This document briefly describes ILSI Europe's way of working with regard to expert groups.

### Topic selection and review

Anybody can suggest a new topic for ILSI Europe to work on.

In case of a new topic for an existing task force (TF), the ILSI Europe Chairman, President and Executive Director review the proposal.

In case of a proposal for a new TF, the Scientific Advisory Committee (SAC) reviews the proposal and formulates an advice to the Board of Directors. If the Board approves the proposal, it is put forward to the ILSI Europe membership. If at least five members agree to support the proposal, a new TF is created. It is composed of member representatives, and if required academic advisors. The TF prepares a detailed programme of activities related to the proposal, which often includes one or more expert groups.

**The Scientific Advisory Committee** consists of at least 50% scientists from academia, government and other non-profit research institutes, and of 50% or less scientists from industry. SAC members do not receive remuneration. ILSI Europe covers travel and subsistence costs related to attending SAC meetings only of the non-industry SAC members.

**The Board of Directors** consists of 10 scientists from academia and research institutes and 10 scientists from industry. Board members do not receive remuneration. ILSI Europe covers travel and subsistence costs related to attending Board meetings only of the non-industry Board members.

## **Way of working of an expert group (EG)**

Once the TF has identified a new activity, its members invite academic experts to work on it, mostly from universities or research institutes, as well as scientific advisors from regulatory bodies. This expert group (EG) comprises at least 50% academic/government scientists and up to 50% industry scientists. The TF provides the terms of reference to the EG, explaining the issues to be addressed. The EG is responsible for the actual work, i.e. collecting information and writing a scientific paper (usually a scientific article in a peer-reviewed journal or an ILSI Europe Report). The TF reviews the draft of the paper before it is submitted to ensure that the objectives of the activity have been met. Additionally, the paper is subjected to peer-review by external reviewers as is carried out in most scientific journals.

The ILSI Europe Chairman, President and Executive Director approve the composition of expert groups and, for in-house publications i.e. Reports and Concise Monographs, the external reviewers. The Board and the Executive Director additionally review in-house publications. All publications are freely disseminated.

The support of ILSI Europe and its participating member companies is clearly acknowledged in all publications.

## **Expense reimbursement and remuneration of EG members**

EG members from industry do not receive reimbursement nor remuneration. EG members from non-industry organisations are offered reimbursement for economy travel and subsistence costs related to attending EG meetings, as well as an honorarium of up to 1000 euro for writing part of the paper as an author, paid after completion of the EG work.

## **Expense reimbursement and remuneration of workshop participants**

ILSI Europe regularly organises workshops to discuss the work of an EG with a wider audience. Industry participants to ILSI Europe workshops do not receive reimbursement nor remuneration. Non-industry participants are offered reimbursement for economy travel and subsistence costs related to attending the workshops, but receive no remuneration unless they perform a specific function (chair, rapporteur or speaker), for which an honorarium of 300 euro/day is paid.