



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
JOINT RESEARCH CENTRE
Directorate I - Institute for Health and Consumer Protection
Public Health Policy Support – Healthcare Quality Team

European Commission Initiative on Breast Cancer

Development of European guidelines for breast cancer screening and diagnosis

Informal calls for expressions of interest

**External experts to the Guidelines Development Group
(GDG) of the European Commission Initiative on Breast
Cancer (ECIBC).**

- general practitioner**
 - guideline developer methodologist**
- (a single expert can cover both competences)***

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Abbreviations

European Commission	EC
European Commission Initiative on Breast Cancer	ECIBC
Guidelines Development Group	GDG
Joint Research Centre	JRC
Quality Assurance Scheme Development Group	QASDG

Introduction

The European Commission's Initiative on Breast Cancer ([ECIBC](#)) aims at ensuring and harmonising quality of breast cancer services across European countries.

The European Commission initiated a project to develop a European Quality Assurance scheme for breast cancer services that will define a common set of quality and safety requirements for breast cancer services in Europe. The scheme will cover all the relevant areas of healthcare provision for breast cancer and all processes of breast cancer care. These requirements will be based on evidence-based recommendations provided by the guidelines.

The guidelines for breast cancer screening and diagnosis will be developed by the Guidelines Development Group (GDG), which was established following a call for expression of interest organised by DG SANTE. However, in the recent work carried out by the GDG, the need for additional expertise in the field of guidelines methodology and general practice has arisen and this call aims to fulfil that need.

Purpose of this call

This informal call is aimed at recruiting two external experts for the GDG:

one with a general practitioner profile and one with a guidelines developer methodologist profile for the GDG.

The selection will prioritise individuals holding strong expertise in both areas.

Interested individuals who satisfy the eligibility criteria and who possess the relevant competences are invited to apply.

Applicants should note that the work of the GDG is scheduled to last for 30 months since nomination (July 2015) with a possible renewal for another 30 months.

The external experts will contribute to the GDG's work temporarily, based on request. They will have to attend GDG meetings and participate to remote activities for their specific competence. They ARE NOT chosen from the GDG reserve list. They do not have voting rights and/ or they do not formulate recommendations.

All candidates will apply, and act if nominated, in their individual capacity – i.e. not representing any organisation or affiliation.

This call for expressions of interest is open to citizens from Europe and elsewhere.

Remit of the GDG

The GDG is the working group directly involved in the processes required for producing and implementing the *European Breast Guidelines*. Among their tasks the following are included.

- Deciding on topics to be covered within the guideline (the 'guideline scope')
- Formulating questions to answer
- Development of the recommendations based on evidence summaries provided by contracted external experts
- Provide support during the consultation stage
- Approval of the final guideline document

The work of the GDG is based on the principles of excellence, independence, multidisciplinary approach and transparency. External experts will follow the same rules and timelines of the GDG members.

General practitioner for the GDG

Eligibility criteria

Applicants must fulfil the following criteria.

- Have a university degree in medicine
- Have a minimum of 10 years of relevant professional experience as general practitioner
- Be active as general practitioner at the moment of the application
- Be proficient in English to a level that will allow active participation in discussions, understand working documents and, if needed, draft a written contribution
- Be independent: the advice delivered must not be influenced by any consideration other than the evaluation of scientific elements relating to the topic addressed

Selection criteria

The following selection criteria will be applied in evaluating eligible candidates.

- Relevance of professional experience
- Experience in the other field of competence of this call (as guidelines development methodologist)
- Experience in one of the fields of competence useful for the GDG as listed in the application
- Involvement in multidisciplinary working groups at a regional/national/international level
- Knowledge of evidence-based health care (as obtained through university courses, postgraduate specialization and/or working experience)

Guidelines Development Methodologist for the GDG

Eligibility criteria

Applicants must fulfil the following criteria.

- Have a university degree in a relevant subject to the expertise requested
- Have a minimum of 10 years of professional experience as methodologist in guidelines development
- Be active as methodologist in guidelines development at the moment of the application
- Be proficient in English to a level that will allow active participation in discussions, understand working documents and, if needed, draft a written contribution
- Be independent: the advice delivered must not be influenced by any consideration other than the evaluation of scientific elements relating to the topic addressed

Selection criteria

The following selection criteria will be applied in evaluating eligible candidates.

- Relevance of professional experience in evidence-based guidelines development
- Experience in the other field of competence of this call (as general practitioner)
- Experience in one of the field of competence useful for the GDG as listed in the application
- Experience in systematic reviews
- Knowledge of evidence-based health care
- Involvement in multidisciplinary working groups at a regional/national/international level
- A Masters level qualification in the field requested would be an asset
- A PhD qualification in the field requested would be an asset
- Record of peer-reviewed publications in the field requested as reported in the CV for the application

Independence

The external experts are appointed in their personal capacity. Applicants are required to include a declaration of commitment to act independently of any external influence and a

declaration of any interests which might be considered prejudicial to their independence. If appointed, they will agree to make both annual written declarations of interest and written and/or oral subject specific declarations of interest knowing that these will be made public.

Selection process

The selection process will consist of three stages.

1. Verification of the admissibility of the applications and eligibility of applicants.
2. Comparative evaluation and establishment of a list of the most suitable applicants.
3. Appointment of the best candidate(s) as external expert in one or both fields of expertise subject to this informal call.

In addition to the eligibility and selection criteria, a balanced composition within the GDG will be sought also in terms of:

- geographical diversity;
- gender balance; and
- independence (potential conflicts of interest).

Appointment of external experts

The JRC will inform the candidates of the result of the selection procedure as soon as possible.

Applications will be retained for potential future needs for the same fields of competence. In that case candidates will be re-contacted to confirm their interest in being involved in the ECIBC.

The names, CVs, pictures, Commitment declarations and Conflict of interest declarations of the appointed external expert(s) will be published in the European Commission webpages.

Indemnities

Unless stated otherwise in the letter of invitation, GDG external experts shall be entitled to [indemnities related](#) to their participation in the meetings.

Protection of personal data

The Commission will ensure that applicants' personal data are processed as required by [Regulation \(EC\) No 45/2001 of the European Parliament and of the Council of 18 December 2000](#) on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001). This applies in particular to the confidentiality and security of such data.

For an overview of the policy:

http://ec.europa.eu/dataprotectionofficer/legal_framework_en.htm

For further details on how data are managed at JRC please go to the link <http://ec.europa.eu/dpo-register/details.htm?id=28522> (the example applies to meetings in particular but the policy is the same for personal data protection for surveys).

Application procedure

DEADLINE: 10 May 2016, midnight (Ispra local time)

The submission of an application does not automatically guarantee the appointment to the Guidelines Development Group (GDG). The Commission will decide on the basis of the written application and will inform the candidates of the result of the selection procedure as soon as possible after the closure of the call.

To submit your application, please follow these steps:

1. Download and carefully read the document:
[Guidance to declaration of interests](#)

2. Download, print, fill in, sign and scan the ['Declaration of interests' \(DoI\) form](#)
3. Prepare your **CV** (not exceeding three pages and with a maximum of 15 publications and 20 participations to conferences, preferably in [Europass format](#)), sign and scan it.
4. Choose your profile and fill in the [application form](#), attaching the scanned **CV** and **DoI form**.
5. Submit the online application form. **Only these applications will be considered.**

Contact information

For clarifications on the information requested, or for technical questions related to the application form, please send an email to the following address: JRC-ECIBC@ec.europa.eu