

## SC Procedure and Fee Schedule for Dossier Evaluation

**Purpose:** To outline the steps taken by the SC to evaluate dossiers that are submitted under Policy 60. This procedure supplements the procedure in Policy 60.

### Submission of Dossier and Review for Completeness

1. Dossier is submitted to the OGS Staff, who acknowledges its receipt and records the dossier in the dossier register.
2. Staff reviews the dossier for completeness according to the Evaluation Checklist. (within 5 days)
3. Staff forwards the dossier and checklist to two members the SC , hereinafter called the Dossier Team who make a recommendation on completeness. These members are chosen by staff based on the match of expertise, and on a rotating basis. One member is chosen as the Team Leader, and that person is responsible to communicate on behalf of the Dossier Team throughout the process.
4. Within 25 days the Dossier Team either confirms the staff's evaluation or adjusts it, When, in its judgment, additional information is required, the Dossier Team explains this in writing to the OGS staff.
5. Within 30 days of receipt of the dossier, the staff notifies the submitting party of one of the following:
  - a. The dossier is complete and the SC will evaluate it within 90 days.
  - b. The dossier is incomplete, and specific additional information is needed within 60 days, or the dossier will be taken off the register.
  - c. The substance is already listed in the IBS, citing the specific listing, and no further evaluation is needed.
6. In case additional information is requested and provided, the new information is sent to the Dossier Team , which decides if the dossier is then complete. The Dossier Team notifies the OGS staff of its decision within 10 days. The staff then notifies the submitting party if the evaluation will proceed.
7. When a dossier is accepted for evaluation, staff will post a notice inviting comment on the substance.

### SC Evaluation

8. The Dossier Team decides on one of three courses of action for the evaluation
  - a. **Option 1- Direct Evaluation:** SC evaluates the dossier at its next meeting.
  - b. **Option 2- Volunteer Third Party Referee:** The Dossier Team sends the dossier to a third party referee chosen by the Team, who advises Team in writing (preferably electronically) if the information and self-

- evaluation against the criteria is credible . <sup>1</sup> The Dossier Team includes the written referee opinion in their presentation of the dossier at the SC meeting. Timeline: 90 days.
- c. **Option 3– Consultation:** In case of very complex issues, the Dossier Team may decide that an expert consultation is needed. In this case, the Team notifies the OGS staff of this decision and provides written direction to the OGS Staff about what the consultation should accomplish, and key points to be addressed. The OGS Staff then prepares a Terms of Reference. The OGS Staff notifies the submitting party that the dossier will be reviewed by a third party expert, and provides the Terms of Reference, an estimate of the costs and a new timeline. If the submitting party agrees to pay the costs and incur the additional time, the OGS staff then contracts the consultant and arranges an Agreement. If the submitting party does not agree, then the evaluation is terminated and the submission is removed from the dossier register. Timeline: 90-120 days.

### Decision

The SC takes a decision at the next scheduled meeting, which is recorded in the meeting minutes and in the dossier register.

The OGS staff notifies the submitting party of the decision within 14 days.

The OGS staff posts the updated dossier register on the website and notifies the IFOAM membership of the results via relevant publications.

The OGS staff includes the substance in the relevant Appendix of the next IBS revision draft.

### Dossier Fees

A fee of €500 per substance requested for review is due with the application. ED may waive fee at his or her discretion.

Additional Fees shall be charged in cases where there is a contracted outside review per the above procedure, based on a quotation by OGS staff to the submitting party.

*Approved by the SC at its September, 2006 meeting, Bonn´*

*Fee schedule approved by IFOAM Executive Director February, 2007*

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<sup>1</sup> Referees are not expected to conduct additional literature reviews or to supplement the submission with lengthy reports. They only advise the SC reviewers in cases where it is prudent for the SC reviewers to have a third party opinion. Referees are arranged by the Dossier Team, volunteer their assistance, and are not paid. Referees opinions are written and transparent to the SC, but not posted as the public information.