



## **RULES GOVERNING THE PROCEDURE FOR THE MANAGEMENT OF EXPERT ADVISORS**

Approved by the Galician Commission for Reports, Evaluation,  
Certification and Accreditation (CGIACA) at its meeting of 30  
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## 1. PURPOSE AND SCOPE OF THE DOCUMENT

The purpose of this procedure is to establish the method followed by the Galician Commission for Reports, Evaluation, Certification and Accreditation (CGIACA) to manage and select evaluators and experts appropriately, as well as to define and establish the criteria for the formation of the different evaluation committees required for the activities carried out by ACSUG.

## 2. SPECIFIC DEFINITIONS

- **Evaluation:** The process of determining the value of something and issuing a judgement or diagnosis.
- **Evaluator or expert:** Person who forms part of the different evaluation committees that are established in the performance of ACSUG's activities.
- **Evaluation committee:** A group of people designated to carry out the evaluation activities entrusted to it according to the procedures established in each case.

## 3. DESCRIPTION

### 3.1. INCLUSION AND MANAGEMENT OF EVALUATORS IN THE DATABASES...

The CGIACA shall use ACSUG's computerised database, which shall include all the details of those persons who wish to collaborate with ACSUG in the evaluation activities and processes carried out. The database will comply with all current legislation and security requirements regarding data protection.

The persons who have their data included are responsible for its adequacy and updating and ACSUG will be responsible for the proper management and computer maintenance of the database.

### 3.2. STRUCTURE AND COMPOSITION OF THE COMMITTEES.

When the formation of an evaluation committee is required for the activities carried out by ACSUG, the following shall generally be taken into account for its composition:

- a) Guidelines, standards or legislation applicable in each case.
- b) Nature of the evaluation to be carried out.
- c) Number of dossiers or evaluations to be carried out.
- d) Possible grouping of areas of knowledge.
- e) Timeframe in which the evaluations must be carried out.

The specific characteristics of the evaluation committees for the different activities carried out by ACSUG shall be regulated in the corresponding evaluation, reporting, certification and accreditation protocols for the performance of the functions attributed to CGIACA.

## **1.2. GENERAL CRITERIA FOR THE SELECTION OF ASSESSORS...**

Depending on the number and type of evaluators required for the evaluation in question, they will be selected taking into account the following general criteria:

- (a) Evaluators will be appointed primarily from among the group of persons included in the ACSUG database of potential evaluators. In the case of data on individuals transferred by other quality agencies or other bodies, the data protection legislation in force shall always be complied with. In this case, ACSUG will contact the evaluator to indicate whether he/she is interested in participating in the evaluation process and to register his/her data in the computerised database.
- b) Suitability criterion: The evaluators will belong, as far as possible, to the appropriate areas of knowledge or professional groups according to the nature of the evaluation.
- c) Teaching and research experience criterion: Where relevant, evaluators will be required to have specific teaching and research experience.
- d) Experience criterion: Participation in evaluation processes of similar characteristics and in other evaluation processes will be assessed.
- e) Criterion of non-coincidence: for being part of another evaluation committee that makes participation in the evaluation impossible....
- f) Incompatibility criterion due to position: Those persons who hold positions that make their evaluation work incompatible will be excluded from the committees.
- (g) Dedication criterion: It shall be ensured that the evaluator has sufficient time to carry out the evaluation in question.
- (h) Training criterion: The specific training of the evaluators shall be taken into account according to the nature and characteristics of the evaluation. In the event that the evaluators do not meet the required training, ACSUG will provide the necessary training.
- i) Parity criterion: As far as possible, an attempt will be made to ensure that the committees are made up of the same number of men and women.
- j) Plurality criterion: As far as possible, each committee shall be made up of evaluators from different areas of knowledge and professional groups.
- k) Criterion of territorial representation: If evaluators from outside Galicia are required, it will be ensured that the members of the Committees are from different Autonomous Communities.

l) Criterion of ethical commitment: The members of the committees will accept the specific conditions to form part of the same, secondly that established in the "Commitment to confidentiality and collaboration" and other documentation and guidelines relating to the evaluation process.

### **1.1. PUBLICITY OF THE COMPOSITION OF THE COMMITTEES.**

The composition of the committees shall be published on the ACSUG website, as a sign of the transparency of the activities carried out.

### **1.2. TRAINING/INFORMATION OF THE COMMITTEES.**

A decisive aspect of the committees is that they have the necessary training and information to carry out their evaluation task correctly. Therefore, in each individual case of the committees, the necessary training and information days will be established.

### **1.3. PERIOD OF OPERATION OF THE COMMITTEE.**

The evaluation committees will be in operation for the time necessary for the total completion of their work, secondly, the time established in the different evaluation activities. The responsibility for the evaluation results will continue even after the end of the evaluation process.

### **1.4. MONITORING THE FUNCTIONING OF THE COMMITTEE.**

The evaluation committees shall operate on the basis of the guidelines and criteria established for each evaluation. The CGIACA will control the correct functioning of the committees according to that established in the terms and conditions of each evaluation process.

### **1.1. RULES FOR SUBSTITUTES AND RELAYS...**

When a member designated to form part of a committee is unable to carry out this task, the CGIACA will designate another person from the database of evaluators who meets the requirements established to form part of the committee, first contacting the people on the waiting list.

## **REMUNERATION AND PAYMENT TO THE COMMITTEES.**

Remuneration.

The members of the committees shall receive remuneration approved by the ACSUG Board of Directors. Remuneration information shall be available for consultation and shall be kept as a record of the evaluation processes.

### **3.9.2. Expenses for attendance.**

ACSUG shall manage accommodation and travel services, as well as catering during the days of face-to-face work at ACSUG.

For expenses incurred by the Expert Advisors, the "Royal Decree 462/2002, of 24 May, on indemnities for reasons of service" shall be taken into account.

### **3.9.3. Administrative procedure.**

Once the evaluation process has been completed, the ACSUG Financial Affairs Section will send a document by e-mail to each of the Expert Advisors with the corresponding fees. Payment will be made once the duly signed statement has been received at ACSUG.

A form will also be sent to justify the expenses incurred by the Expert Advisors. These expenses must be fully and correctly completed in order for them to be paid.