



REGULATIONS FOR THE EXPERT ADVISOR MANAGEMENT PROCEDURE

Approved by the Galician Committee for Reports, Assessment, Certification and
Accreditation (CGIACA) at its meeting of 30 September 2009

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1. PURPOSE AND SCOPE OF THE DOCUMENT

The purpose of this procedure is to establish the method used by the Galician Committee for Reports, Assessment, Certification and Accreditation (CGIACA) to properly manage and select the evaluators and experts, as well as to define and establish the criteria for forming the different evaluation committees required in the activities carried out by ACSUG.

2. SPECIFIC DEFINITIONS

- **Evaluation:** Process to determine the value of something and issue an opinion or diagnosis.
- **Evaluator or Expert:** Person belonging to the different evaluation committees established to carry out ACSUG activities.
- **Evaluation Committee:** Group of people designated to conduct the evaluation activities that they are responsible for according to the procedures established in each case.

3. DESCRIPTION

3.1. INCLUSION AND MANAGEMENT OF EVALUATORS IN THE DATABASES.

The CGIACA will use ACSUG's computer database, which includes all the details on the people who wish to collaborate with ACSUG on the activities and evaluation processes carried out. The database will comply fully with all applicable data protection legislation and security.

People whose data are included are responsible for keeping them correct and current, and ACSUG will be responsible for proper IT management and maintenance of the database.

3.2. STRUCTURE AND COMPOSITION OF THE COMMITTEES.

When it is necessary to form an evaluation committee for the activities carried out by ACSUG, the following will be taken into account in general for its composition:

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

The specific characteristics of the evaluation committees for the different activities undertaken by ACSUG will be regulated in the corresponding evaluation protocols, report, certification and accreditation for performing the duties attributed to the CGIACA.

3.3. GENERAL EVALUATOR SELECTION CRITERIA.

Depending on the number and type of evaluators required for the evaluation in question, they will be chosen based on the following general criteria:

- a) The evaluators are designated primarily from among the people included in the ACSUG database of possible evaluators. In the case of personal data provided by other quality agencies or other entities, the applicable data protection legislation will be complied with. In this case, ACSUG will contact the evaluator to ask if they are interested in participating in the evaluation process and to enter their details in the computer database.
- b) Suitability criteria: The evaluators should be part, to the extent possible, of the areas of knowledge or professional groups best suited to the nature of the evaluation.
- c) Teaching and research experience criterion: When applicable, the evaluators will be required to have specific teaching and research experience.
- d) Experience criterion: Previous participation in evaluation processes of similar characteristics will be considered.
- e) Non-coincidence criterion: due to belonging to another evaluation committee that prevents participation in the evaluation.
- f) Job-related incompatibility criterion: All those who hold positions that are incompatible with their participation as an evaluator will be excluded.
- g) Dedication criterion: The evaluator will be guaranteed to have sufficient time to complete the evaluation in question.
- h) Training criterion: The specific training of the evaluators will be taken into account, based on the nature and characteristics of the evaluation. If the evaluators do not have the required training, ACSUG will provide the necessary training.
- i) Parity criterion: To the extent possible, the committees will be made up of the same number of men and women.
- j) Plurality criterion: To the extent possible, each committee will be comprised of evaluators from different areas of knowledge and professional groups.
- k) Territorial representation criterion: If evaluators from outside of Galicia are required, Committee members should be from different Autonomous Regions.
- l) Ethical commitment criterion: Members of the committee must accept the specific conditions for forming part of it, as established in the "Confidentiality and Collaboration Commitment" and other documents and guides related to the evaluation process.

3.4. PUBLICITY OF THE COMMITTEE COMPOSITION.

The committee composition will be published on the ACSUG website, as a sign of transparency for the activities carried out.

3.5. COMMITTEE TRAINING/INFORMATION.

A decisive aspect of the committees is that they have the training and information necessary to successfully complete the evaluation. As a result, for each specific committee, the necessary training and information sessions will be established.

3.6. COMMITTEE OPERATING PERIOD.

The evaluation committees will work as long as necessary to complete their work as established for the different evaluation activities.

Responsibility for the evaluation results will remain even after the evaluation process has been completed.

3.7. COMMITTEE OPERATING CONTROL.

The operating bases for the evaluation committees will be the guides and criteria established for each evaluation. The CGIACA will control proper operations of the committees as established in the bases for each evaluation process.

3.8. REPLACEMENT AND SUBSTITUTION REGULATIONS.

When any designated member of any committee is unable to complete their work, the CGIACA shall designate another person from the evaluator database who meets the requirements established to be part of the committee, first contacting the people on the standby list.

3.9. COMMITTEE COMPENSATION AND PAYMENT.

3.9.1. Compensation.

Members of the commission will receive compensation as approved by the ACSUG Executive Board. The information on compensation will be available for consultation and will be saved as a record in the evaluation processes.

3.9.2. Attendance expenses.

ACSUG will manage the accommodation and travel services, as well as catering during the days onsite at ACSUG.

For expenses paid by the Expert Advisors, "Royal Decree 462/2002, of 24 May, on Service Compensation" shall apply.

3.9.3. Administrative procedure.

Upon completion of the evaluation, the ACSUG Economic Affairs Section will email a document to each of the Expert Advisors with the settlement of the corresponding fees. Payment will be made once ACSUG has received the settlement document duly signed.

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