



HFSPO BYLAWS

SECTION D: Peer Review

HFSPO Statutes, Article 17 – Secretary-General

6. *In order to implement the Program, the Secretary-General is responsible for the administration of all aspects of the Secretariat, namely:*
- a. *research grant and fellowship programs, and any other program agreed by the Board of Trustees,*
 - b. *workshops,*
 - c. *the peer review processes,*
 - d. *issuing and administering awards,*
 - e. *supporting the meetings of the Board of Trustees and the Council of Scientists and any other committees agreed by the Board of Trustees, including ensuring that all documents required by the Statutes are provided, and*
 - f. *any other activity agreed by the Board of Trustees.*

Review Committee Membership

1. Members shall be invited by the Secretary-General on the advice of the Directors of each scheme. Directors consult with the Council of Scientists and Review Committee members to ensure the necessary scientific expertise to cover the range of applications received.
2. In making appointments, HFSPO shall aim to:
 - a. ensure appropriate continuity in the selection procedures,
 - b. ensure that reviewers are cognisant of HFSPO's ethos and values,
 - c. ensure that the expertise is orientated towards contemporary frontier science areas and those that are developing, and
 - d. rotate the scientific expertise within the HFSPO Members in order to avoid any undue influence.
 - e. Over time, review Committee chairs should represent the full HFSPO Membership.
3. In establishing the membership of each committee, the following shall apply:
 - a. The Review Committees must have at least one member from each HFSPO Member,

- b. Membership must cover the range of expertise necessary for the applications under consideration (the Review Committees have approximately 24 members),
 - c. Compatible with 2.a, 2.b, 2.c and 6, HFSPO aims to achieve a 50:50 gender balance on its committees,
 - d. Committee members should have a broad view of science, beyond their particular research theme and must be articulated so as to present and discuss the applications that they are piloting.
4. At its annual meeting, the Council of Scientists shall review the composition of each Review Committee and make suggestions to the Secretariat regarding committee membership for the following year.
5. Members are invited for one year initially and depending on satisfactory performance and expertise needed, may be invited to serve for an additional three years.
6. New reviewers' contributions shall be reviewed after their first year. Following consultation with the Council of Scientists' observers and the Chairs, reviewers who do not achieve the high quality of review expected at HFSPO will not be reappointed.
7. There will be an observer from the Council of Scientists to monitor the fairness and assess and report to the Board of Trustees and the Council of Scientists on the quality of the scientific review. The observer does not participate in the reviews.
8. During their tenure of the Research Grant Committee, members are not permitted to apply for an HFSP Research Grant. Fellowship Review Committee members are not permitted to support the candidature of an applicant as a potential host supervisor.
9. An honorarium may be provided to the members of committees as deemed appropriate by the Board of Trustees and as set by the Regulation.

Independent, non-reviewing Chair

1. The Secretary-General will appoint a Chair for each Review Committee on the advice of the Directors.
2. The Chair is impartial and does not participate in the review of individual applications or as a scientific reviewer in the committee discussions.
3. Rather, the Chair chairs the meeting by encouraging full, relevant and fair discussion of each proposal and ensuring that HFSP's aims and criteria for the selection of the awards of each program are used consistently during the discussion and when scoring.
4. Chairs will be chosen based on their prior knowledge of and involvement in HFSP scientific Review Committees, usually having been recently a member of a Review Committee.
5. Chairs are eligible to serve for up to two years.
6. Chairs of the Research Grants Review Committee are not permitted to apply for an HFSP award under consideration by the Committee that they chair. Chairs of the Fellowship Review Committee are not permitted to support the candidature of an applicant as a proposed host supervisor.
7. A Vice-Chair will be appointed each year from amongst the Review Committee membership and shall chair if, and when, the Chair has a conflict of interest.

Mode of Operation

1. Review Committee meetings are convened by the Secretary-General who may delegate this responsibility to Scientific Directors.
2. For each Committee, the Chair and Vice-Chair, observer(s) from the Council of Scientists, the Secretary-General and the Scientific Director(s) shall meet prior to the meeting to discuss general matters and specific applications (if needed).
3. During Review Committee meetings, each application is introduced by at least two members of the Committee. After the committee discussion of each application, the spokespersons indicate the score that they intend to give. All members then vote in a secret ballot and must declare if they intend to deviate markedly from this score.
4. The HFSPo policy on Conflicts of Interest for Review Committees will be applied throughout the entire review process and members must declare a conflict as soon as practicable.

If the Chair decides that there is a conflict of interest in accord with the HFSPo policy, the member must leave the room for the entire discussion of the application.

5. After the Committee's discussions and conclusions, the Secretary-General and Scientific Directors shall meet again with the Chair of the Committee, the Vice-Chair and observer(s) from the Council of Scientists to evaluate the performance of the Committee and each member.
6. The observer(s) from the Council of Scientists and Chair of each Review Committee shall present reports for the Recommendations Committee and the Board of Trustees, and at the annual meeting of the Council of Scientists.
7. The Chair of the Council of Scientists shall present a report of the outcome of all Review Committee meetings to the Board of Trustees.
8. Special circumstances. If it becomes necessary for a Review Committee to meet electronically rather than face to face (e.g., during a pandemic or an interruption of transport), the arrangements shall to the extent practicable be in accord with the principles of this Bylaw. Specific changes shall be approved by the Secretary-General and must be made known to the Board of Trustees and the Council of Scientists.

APPENDIX:

GUIDELINES FOR INDEPENDENT (NON-REVIEWING) CHAIRS

An “independent” chair does not have responsibility for the review of applications or for participating as a scientific reviewer in the committee discussions.

Rather, the Chair chairs the meeting by encouraging full, relevant and fair discussion of each proposal and ensuring that HFSP’s aims and criteria for the selection of the awards of each program are used during the discussion and when scoring. The Chair should ensure that final committee scoring is in accord with the scoring sheet and that the terminology of assessment is used consistently by all members.

The independent chair should also encourage all committee members to participate as appropriate with no member dominating the discussion or promoting a personal agenda.

In short, the Chair ensures a wise, consistent, timely and fair discussion of each proposal.

The Chair will be chosen on the basis of their prior knowledge of and involvement in HFSP scientific review committees.

Specific roles of the Independent Chair:

- ensure that HFSP’s review criteria and indicators for the respective programs are addressed and used consistently by the Committee.
- ensure equitable consideration is given to every proposal under consideration at the face-to-face meeting of the Review Committee.

Prior to the Review Committee meeting:

- acquaint themselves with the portfolio of proposals
- familiarise themselves with HFSP documentation on application for and review of applications
- identify and advise HFSP of any conflicts of interest that they have with the proposals to be reviewed.

During committee meetings:

- promote engagement by Committee members in the discussion of all proposals. The Chair is expected to call on members for comment and ensure that an overly insistent voice does not unduly dominate discussions;
- ensure the discussion leads to an outcome where the applications are scored against HFSP criteria for the respective programs;
- ensure that HFSP procedures on scientific (peer) review are followed;
- ensure that discussions are consistent, focused and timely for all proposals;
- ensure that discussion of proposals does not take into account non-relevant matters (e.g., gender, age);
- close the discussion and summarise the main points including divergent views;
- ensure that appropriate action is taken for conflicts of interest;
- seek feedback from the committee at the end of the meeting.

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Signed: *Shigekazu Nagata*

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Dr. Shigekazu Nagata, President HFSP0

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