

MSAB Recruitment Process

1. Vision and Guiding Principles

- **Transparency:** criteria, process and decision-making procedures are publicly documented
- **Openness:** A combination of actively approaching potential candidates and open calls for applications
- **Representation:** ideally coverage of all language regions (D/F/I) and MS-relevant disciplines – but motivation and voluntary applications will be considered
- **Quality & independence:** Clear minimum criteria, handling of conflicts of interest
- **Diversity:** Gender, career stage, clinical practice vs. research perspective
- **Independence from the pharmaceutical industry,** respectively awareness of its influence on patient organisations, clinics and doctors

2. Needs Analysis & Profile Definition

- Determination of the **target composition**
 - o Disciplines: Neurology (including subspecialties), neurobiology, neuroimmunology, neuroimaging, nursing, physiotherapy, psychology/psychiatry, urology, pain medicine, neurorehabilitation, epidemiology/health services research, possibly paediatrics
 - o Language regions: ideally minimum quota or target figures - but motivation and voluntary applications will be considered

3. Public Call for Applications & Targeted Outreach

- **Open call:**
 - o MS Society website, professional societies, university hospitals, professional associations
 - o Publication in all language regions (German/French/Italian)
 - o Clear description of tasks, time commitment, requirements and selection criteria
 - o Frequency:
when position available (MSAB associates anytime),
new term: general call
- **Targeted nominations:**
 - o Invitation to well-known qualified professionals

4. Standardised Application Pack

- Short CV (max. 3–4 pages)
- Meaningful cover letter (including contribution to the MS community and interdisciplinarity, patient-centred approach, active involvement)
- Evidence of MS-relevant experience (clinical, research, care)
- List of relevant publications/projects
- «Conflict of Interest Declaration» (completed form) and stance on the influence of the pharmaceutical industry
- Details of language skills and regional ties
- «MS-Expertise» (completed form)
- High resolution portrait photo

5. Minimum Formal Criteria (Gatekeeping)

- Demonstrable experience in MS (e.g. clinical practice, research, guideline development)
- Willingness to engage in voluntary, interdisciplinary collaboration
- Availability (4 MSAB meetings per year plus participation in at least one working group)
- Willingness to contribute actively
- Compliance with COI guidelines (no disqualifying conflicts of interest)

6. Evaluation Matrix (scoring)

Standardised assessment by an **independent selection committee**:

Meeting: Steering Committee plus patient representatives plus representatives from the MS Society; chaired by the MSAB Co-Presidents

7. Shortlist & Hearing

- Compilation of a shortlist (e.g. 1.5–2 times the number of available seats)
 - o Contribution to the MSAB, handling of evidence/uncertainty, interdisciplinary case studies

8. Balanced Final Selection

- Final selection based on the score
- Ensuring that no discipline/region is systematically underrepresented
- Documented justification for each selection (audit trail)

9. Governance & Independence

- **COI management:** disclosure, annual update, recusal on specific topics where necessary
- **Transparency report:** Publication of the process, criteria and aggregated data (e.g. number of applications, distribution by region/discipline)
- **Rotation principle:** Staggered terms of office to ensure continuity
- **Performance review:** Annual self-evaluation and 360° feedback

10. Communication & Feedback

- Written acceptances/rejections with a brief explanation
- Opportunity for feedback for unsuccessful candidates
- Publication of the final composition with profiles (including language region/discipline)

11. Timetable (example)

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|-----------------------------|------------------|
| - Call for applications: | 6–8 weeks |
| - Screening & scoring: | 4 weeks |
| - Interviews: | 2–3 weeks |
| - Decision & communication: | 2 weeks |
| - Total duration: | approx. 3 months |

12. Ongoing Recruitment

- **Talent pool:** Suitable, non-selected candidates are shortlisted with their consent
- Possibility to **ad hoc experts** (e.g. on specific topics)
- Resignment of MSAB members who are unable to contribute actively