

Decision Table for Resolving Panelist Delay or "No Show" Situations (updated January 2014)		
If this panelist...	is late, then:	Is not able/available to participate or doesn't show up at all, then:
Chair	<ul style="list-style-type: none"> <li>panel elects an experienced peer scientist to run the meeting until Chair appears</li> <li>technical advice as needed from Personnel Representative</li> </ul>	<ul style="list-style-type: none"> <li>elected peer scientist runs meeting until all cases are resolved</li> <li>technical advice as needed from Personnel Representative</li> </ul>
Personnel Representative	<ul style="list-style-type: none"> <li>Chair asks for volunteer or appoints peer scientist as recorder until Personnel Representative appears</li> <li>Chair acts as sole technical authority</li> </ul>	<ul style="list-style-type: none"> <li>volunteer or appointee continues as recorder until all cases are resolved</li> <li>Chair continues as sole technical authority</li> </ul>
One representative from either peer group	<ul style="list-style-type: none"> <li>panel changes order of cases to resolve those for which delayed representative is not IDR</li> <li>resumes normal order of resolution when delayed representative appears</li> </ul>	<ul style="list-style-type: none"> <li>panel resolves all cases other than those for which "no show" representative is IDR</li> <li>RPE Staff reschedules cases for review by next available panel, and notifies affected scientists to update case writeup if needed</li> </ul>
All representatives from either peer group	<ul style="list-style-type: none"> <li>panel changes order of cases to resolve those for which delayed representatives are not IDR</li> <li>resumes normal order of resolution when delayed representatives appear</li> </ul>	<ul style="list-style-type: none"> <li>panel resolves all cases from the represented peer group</li> <li>RPE Staff reschedules cases for review by next available panel, and notifies affected scientists to update case writeup if needed</li> </ul>
<p style="text-align: center;"><b>Special Policy for Panels Meeting at Carver Center</b></p> <ul style="list-style-type: none"> <li>notify RPE Staff of Chair or Personnel Representative delay or absence</li> <li>Staff will attempt to find a substitute Chair or Personnel Representative (may be feasible given concentration of Chairs and Personnel Representatives in Beltsville)</li> <li>in the interim, or if substitute is not found, panel proceeds per above policy</li> <li>if substitute is found, panel proceeds in normal manner</li> </ul>		

#### Cancellation

**The quorum for a panel meeting is 4 persons (which must include either the Chair or Personnel Representative).** In the rare event fewer than 4 panelists show up, the meeting will be cancelled and rescheduled. Detailed guidance is not possible because each situation will be unique.

In event of cancellation:

- Chair must notify the Head, RPE Staff (301-504-1408)
- panelists must retain all case materials
- RPE Staff will reschedule the meeting with the same panelists
- the goal will be to reconvene within 2 weeks