

Explanation of the VIP assessment process (July 2022)

Preparing a dossier

The requester can find information about the VIP, a description of the VIP assessment process, the VIP assessment framework and frequently asked questions on the VIP website. The requester prepares its dossier in line with the requirements of the VIP assessment framework. This document explains the starting points for a request, the recommended dossier structure, the information to be included in a dossier and the criteria for the assessment request. A well-prepared, high-quality dossier speeds up the assessment process. While preparing a request, the requester may submit questions to the VIP via the contact form on the VIP website. The requester may request a telephone consultation too.

Optional: information call

When preparing its request, the requester may have a maximum of one information call with the VIP Secretary. In this call, the requester can ask questions about the assessment procedure, the documentation to be provided and the (format) requirements. The object of this call is to improve the quality of a dossier. The call is of an informative nature and does not involve any substantive reporting; no rights may be derived from it. The VIP cannot advise the requester on substantive aspects of the method or the exposure study. The requester can request an information call via the contact form on the VIP website.

Submitting a request

The requester submits its request digitally via the VIP website. The upload is registered automatically and the requester is sent a confirmation of receipt.

Screening

The VIP screens the request for the following:

- a) Whether it falls within the scope formulated for the VIP;
- b) Whether the dossier contains the information required and also meets the format requirements, without any substantive assessment of this information.

Accepting a request for processing

The VIP decides whether or not to accept a request for processing after screening has been completed. If a request is accepted for processing, it is registered on the VIP website and put on the agenda of the VIP as soon as possible. The requester will be notified accordingly. If a request is not accepted for processing, the requester is notified of this and also of the reasons for this decision; it is possible to arrange a telephone call with the VIP Secretary for more information about the non-acceptance of the request.

Team composition and additions to a dossier

The VIP Chair selects the experts to assess a particular request from its permanent pool of experts. Experts with a possible conflict of interests - due to their previous involvement in the preparation of a request, for example - will not be part of the assessment team for the request in question.

If the VIP wishes to obtain specialist or additional knowledge, it will be able to submit specific questions to specialist knowledge holders that are not part of the VIP assessment team.

The assessment meeting

Just before the meeting in which a particular request is to be discussed, the requester will be given the opportunity to explain its request and answer questions. Members of the assessment team will share their findings and assess the request on the basis of the VIP assessment framework. The findings will be summarised and a draft assessment prepared.

Optional: asking for clarification

If the assessment team still has a limited number of specific questions, the requester will be given several weeks to provide this information. The assessment team may sometimes also have questions that need to be submitted to a third party. It is possible to obtain additional information from the requester or a third party just once.

Feedback to the requester on the draft assessment

The requester will be given feedback about the findings of the assessment team and the draft assessment. However, the requester may choose to withdraw its request: it might want to do this if it is unlikely that the VIP will issue a positive advice about the request, for example. If the requester does choose to withdraw its request, there will be no public consultation about the request in question. The VIP will then notify the Ministry of Social Affairs and Employment that the request has been withdrawn and will not issue advice on the request to it.

The public consultation

The VIP prepares a document in which it sets out its findings about the dossier and its substantiation of them. This document is then put out to consultation via the VIP website with a reaction period of four weeks. Interested parties can submit their reactions via the VIP website. It is also possible for interested parties to register via the contact form on the VIP website. Anyone who has registered is informed of new consultations by e-mail.

The reactions received in the public consultation round are saved, including the names of the respondents, companies or organisations and locations. Reactions that do not meet the conditions applicable will not be taken any further. All other reactions are consolidated into an overview document.

Preparing the final assessment

The VIP assessment team discusses the reactions received during the consultation round and then prepares the final assessment. The responses of the assessment team to the reactions referred to above are added to the overview document, which will be included as an annex to the ultimate advice.

Feedback to the requester about the final assessment

The requester will be given feedback about the findings of the assessment team and the final assessment. However, the requester may choose to withdraw its request: it might want to do this if it is unlikely that the VIP will issue a positive advice about the request, for example. If the requester does choose to withdraw its request, the VIP will notify the Ministry of Social Affairs and Employment but will not issue advice on the request in question.

Preparing the VIP advice

The assessment team and the VIP Secretary formulate the advice to be issued to the Ministry of Social Affairs and Employment on the basis of the final assessment. This happens as soon as possible after the consultation round is completed.

Issuing the VIP advice

The Chair of the VIP sends the final advice to the Ministry of Social Affairs and Employment and the requester is then notified that this has been done.

Publishing the VIP advice

The VIP publishes its advice, the validated method and the result of the public consultation on the VIP website. It does this no later than six weeks after the VIP advice has been issued to the Ministry of Social Affairs and Employment, unless the latter has asked for a four-week extension.

Follow-up action by the Ministry of Social Affairs and Employment

Once the VIP has sent its advice to the Ministry of Social Affairs and Employment, the Netherlands Labour Authority carries out an independent assessment. It considers the enforceability of the method amongst other things. Next, the Ministry of Social Affairs and Employment responds to the advice of the VIP and the results of the assessment of the Netherlands Labour Authority and informs both the requester and the VIP in writing of whether the advice will be followed or not. If follow-up action is necessary (changes in SMA-rt, for example), the Ministry of Social Affairs and Employment instructs its implementation. The method may be used in practice as soon as it has been added to SMA-rt.

Change requests

A non-standard approach applies to requests for changes to be made to methods that have already been validated and made available in SMA-rt. This means that the procedure for change requests may deviate from the fixed procedure.