Record of the
Kick off meeting of the
EFSA MATRIX Discussion Group 1 on E-SUBMISSION

Held on 24/10/2016, webconference
14.00 – 15.00

1. Welcome and round table presentation
The chair, Karine Lheureux (EFSA, APDESK Unit) and Guilhem de Seze, Head of the REPRO Department (EFSA, REPRO) welcomed all the participants and the Commission representatives to the kick-off meeting of the EFSA MATRIX Discussion Group 1 (DIG1) on E-SUBMISSION.

2. Adoption of the agenda
The agenda was agreed together with an overview of the main topics to be discussed. A virtual ‘tour de table’ enabled the meeting’s participants to introduce themselves.

3. Objectives of the kick-off meeting and the DIG1
The objectives of the meeting were to present an overview of the MATRIX project, the objectives of DIG1, get to know each other among members and discuss future working methods. The DIG1 is a consultative body, embedded into the EFSA Stakeholder Engagement Approach to foster engagement, stimulate exchange, discussion, consultations and to draw lessons learned.

4. MATRIX project
The MATRIX project is a transformational project of EFSA contributing to its Strategic Objectives to reach EFSA 2020. MATRIX will allow EFSA to move towards an electronic-based submission and evaluation of applications for regulated products. The objectives, scope, expected benefits, deliverables, milestones, project organisation were presented, as well as the objectives and ongoing activities of the various work-packages (WP1 on dossier structure, WP2 on workflows, WP3 on technology, WP4 on communication).

Some challenges were already expressed: the difficulty to reach agreement by all actors in all regulated areas, the particular difficulty to build a dossier in a defined standard by some applicants (e.g. SMEs), the importance to develop the structured dossier in accordance with the requirements of the various legal framework (e.g. legislations, confidentiality).

5. Discussion group 1 on E-SUBMISSION
The DIG1 is a consultative body that will accompany EFSA in its path toward the electronic management of applications for Regulated products and will discuss, challenge and consult on the approach and technical aspects of MATRIX. The scope of MATRIX
DIG1 is focusing on the work of WPs 1, 2, 3, 4 and on the 3 first pilots planned (FEED, PESTICIDES, GMO). The contributions from and consultations with the members of the DIG1 will help to design and test the clarity and usability of the electronic platform to be developed. Lessons learned drawn at the end of the 3 first pilot phases will allow to revise the approach, scope, implementation plan of MATRIX. The membership of DIG1 is representing the various actors involved in the workflows of Regulated Products and membership might evolve over time.

The consultation on documents will be performed using the EFSA DMS secure platform (Document Management System). The use of Yammer Network as a collaborative platform to exchange views, comments, questions was not considered adequate but the use of another collaborative platform will be investigated.

6. Concluding remarks

All participants welcome the initiative and opportunity given to contribute to the development of MATRIX. The kick-off gave an overview of the MATRIX Project and the objectives and organisation of the DIG1. A physical meeting of the DIG1 is planned on 23rd November with the objective to present the details of the approach followed in the various work packages and present, for discussion and consultation, the preparatory work performed at current stage. To ensure efficiency and relevance of the contributions, participants asked to receive draft documents for consultation at least two weeks in advance of a meeting.

The Chair thanked the members for their participation to the kick-off meeting of MATRIX DIG1 and informed that the final agenda, list of participants and short record of issues discussed will be posted on EFSA webpage (section EFSA/stakeholders/consultative groups).

Next meeting: 23rd November 2016, Brussels

Annex: List of participants
# List of participants

## Member States
<table>
<thead>
<tr>
<th>Member State</th>
<th>Participants</th>
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<tbody>
<tr>
<td>BVL Germany</td>
<td>Herbert Köpp</td>
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<td>ANSES France</td>
<td>Sebastien Preniere</td>
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<td>DGISAN Italy</td>
<td>Michele De Martino</td>
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<td>RIVM The Netherlands</td>
<td>Marco Gielkens</td>
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## Industry Associations and OECD
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<thead>
<tr>
<th>Industry Association or OECD</th>
<th>Participants</th>
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<tbody>
<tr>
<td>CEFIC - The European Chemical Industry Council</td>
<td>Ralf Eisert</td>
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<tr>
<td>ECPA - European Crop Protection</td>
<td>Bodo Stadtbäumer</td>
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<tr>
<td>FEFANA - EU Association of Specialty Feed Ingredients and their Mixtures</td>
<td>Yara Antonissen</td>
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<tr>
<td>Food Supplements Europe</td>
<td>Patrick Coppens</td>
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<tr>
<td>UEAPME - European Association of Craft, Small and Medium Sized Enterprises</td>
<td>Birte M. Day</td>
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## European Commission
- EC DG SANTE Representatives
- EC EURL Representative

## European Food Safety Authority
- **Head of Scientific Evaluation of Regulated Products Department**: Guilhem De Seze
- **MATRIX Project Manager**: Jürgen Sturma
- **Head of APDESK Unit**: Karine Lheureux
- **Scientific Adviser**: Hubert Deluyker
- **Stakeholder Relations Officer**: Goran Kumric
- **Head of NUTRI Unit**: Valeriu Curtui
- **Head of PESTICIDES Unit**: José Tarazona
- **Acting Head of FEED Unit**: Manuela Tiramani
- **Head of GMO Unit**: Elisabeth Waigmann
- **REPRO DBC - MATRIX WP2 Leader**: Tom Meyvis
- **DATA Unit - MATRIX WP1 Leader**: Jane Richardson
- **PTT Unit - MATRIX WG Leader**: Angelo Simone Scotto
- **PTT Unit – MATRIX Programme officer**: Alexandros Pagidas
- **Assistant APDESK Unit**: Stefania Mori

## Apologies
- ELC - Federation of European Speciality Food Ingredients Industries | Thomas Janssen
- OECD | Sally Demarcellus
- EFSA - Head of Legal and Regulatory Affairs | Dirk Detken
- EFSA - Head of FIP Unit | Claudia Roncancio Peña
- EFSA - PTT Programme Manager | Fabrizio Abbinante