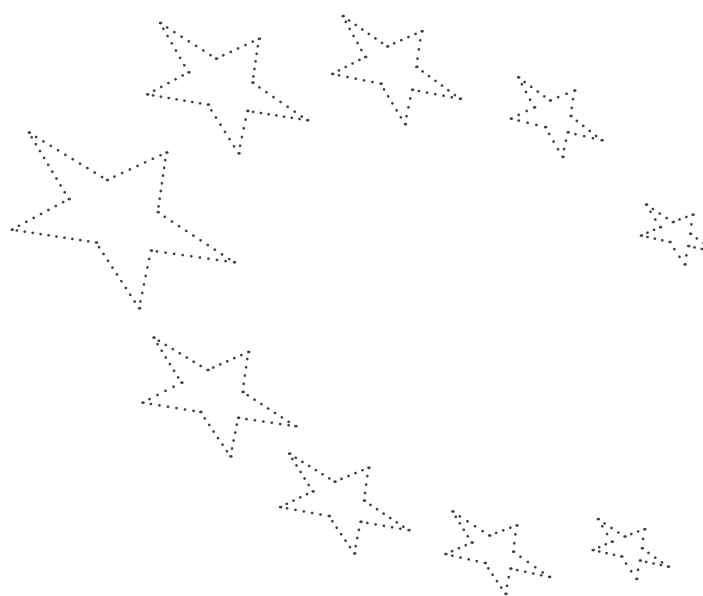


# Guidelines for **Network Representatives**



Guidelines for  
**Network Representatives**  
European Food Safety  
Authority



# Establishment of EFSA's Scientific Networks

EFSA's [Founding Regulation](#) enables the Authority to develop scientific cooperation through the coordination of activities, the exchange of information, the development and implementation of joint projects and the exchange of expertise and best practices in the fields within the Authority's remit.

To achieve the objectives laid down in the Founding Regulation, a [Management Board](#) Decision sets out the basis for creating and managing European Scientific Networks that support EFSA and the Member States in carrying out their mission.

## The role of Network Representatives<sup>1</sup>

[Networks](#) are chaired by EFSA and supported by relevant EFSA Units. Their aim is to facilitate scientific cooperation in the fields of EFSA's mission by:

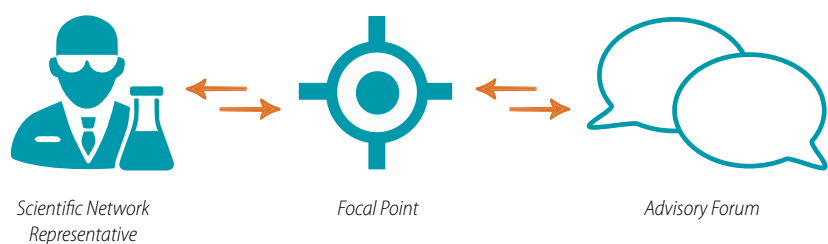
- coordinating activities
- exchanging information
- developing and implementing joint projects
- exchanging expertise and best practices

Members of the Scientific Networks are **organisations** of the Member States with expertise in the fields covered by each of the Networks. They are designated by Advisory Forum (AF) Members. They play an important role in providing national input and collecting feedback of national relevance to the work of each Network. A National Representative or an Alternate represents the Network Member at meetings. The Network Representatives represent not only the national designated organisations, but in a broader sense also the Member States. They have, therefore, responsibility to present

the national scientific input of their country while also keeping AF Members informed about the activities of the Networks at European level. The Focal Points (FP) facilitate the information flow among the National Representatives and the AF Members; National Representatives are urged to cooperate closely with their national FP on Network related activities. More on the information flow is available on the respective guideline.

There is an explicit obligation set out in the Terms of Reference of all Networks for Representatives to liaise at national level both before meetings (ensuring that there is a Member State perspective being prepared) and after the meetings (to ensure timely feedback on the discussions and outcomes of the meeting, as well as the identification of possible discussion topics for future consideration within the Network). To that end, cooperation at the national level, involving the AF Member and the FP, is essential.

### Focal Points to channel the information flow



<sup>1</sup> Whenever referred to "Representative" this applies in the same way to Alternates.



## Terms of Reference

Each Network operates according to their Terms of Reference, which describe the Network's background, general and specific objectives, members, working methods, etc. The Terms of Reference are available on the EFSA website, which also provides a brief summary and further information.

In general, the outputs of the Scientific Networks are public. The EFSA website provides links to the agendas and summaries of outputs of past Network meetings.

## Confidentiality

EFSA requests Network Representatives to make an Annual Declaration of Interests (ADoI) to make public any interest that might be considered prejudicial to their independence, in accordance with the EFSA Policy on Declarations of Interest. In addition, Members are asked to respect confidentiality of information exchanged through the Networks, when such information is marked as

confidential, and are required to agree to abide by rules of confidentiality on an annual basis. The confidentiality status of the information handled by Network Representatives should not affect their communication and cooperation with their AF Member and FP, since they are both required to abide to the same confidentiality rules of EFSA.

## Nomination procedures

The AF is the competent body to identify and designate an organisation as Member of a Network and nominate a Representative and Alternate via written communication to EFSA. Unless specific sectorial EU legislation demands a particular procedure, all nominations and changes in nominations have to be communicated through the AF Representative to the EFSA mailbox ([afsecretariat@efsa.europa.eu](mailto:afsecretariat@efsa.europa.eu)). EFSA maintains a general list of all Network Members, Representatives and Alternates, which is accessible to AF members and FPs.

The Network Representative must inform the AF Member should they withdraw from duty, and the AF will nominate a successor. The Network Representative should also inform

the Unit managing the Network about his/her withdrawal. A one-time replacement for a particular Network meeting, when both the Representative and the Alternate are unavailable, is acceptable through written procedure, e.g. by letter or email, sent to the EFSA Scientific Unit organising the Network meeting. The official Network Representative should be informed as he/she remains responsible for ensuring the information flow at national level. The AF Member does not need to intervene if the replacement is from the same nominated Network member organisation. If a replacement comes from an organisation other than the Network member organisation, the Network member organisation must notify the AF/FP and [afsecretariat@efsa.europa.eu](mailto:afsecretariat@efsa.europa.eu)



## Basic logistics and administrative procedures

Invitations to Network meetings are sent to the Network Representative and Alternate by the EFSA Scientific Unit managing the Network. To register for the meeting, the Network Representative has to contact the specific mailbox indicated in the invitation e-mail, providing details for booking of prepaid flight tickets. Network Representatives are entitled to reimbursement of expenses and allowances according to the expert compensation guide. Please note that, generally, only one expert is

entitled to reimbursement; however, the participation of a second expert on MS expenses may be accepted on request.

For meetings in Parma, shuttles are organised from/to the airports of Milan Malpensa and Linate, Bergamo, Bologna, Verona or Parma. Time of departure from EFSA to the airport is fixed by the shuttle company according to the departure time and the distance to the airport according to the following timetable:

Airports	Pick-up time (before take-off)
Bologna	2.30
Linate	3.00
Malpensa	3.30
Bergamo	3.00
Verona	3.00
Parma	1.30

## Further information and support

Upon their nomination Network Representatives receive details on:

- their user account to access the Document Management System (DMS)
- the EFSA DOI System
- the contact of the Unit Secretariat

Guidelines on the use of the DMS are available online. The Unit's Secretariat will also provide assistance in case of access problems.

General support on the use of EFSA's IT infrastructure can be obtained through the EFSA Service Desk ([servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu) or +39-0521 036 123).



## Links in this document

- **EFSA Website:**  
<http://www.efsa.europa.eu/>
- **EFSA's Founding regulation**  
<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32002R0178>
- **Management Board decision for the creation of the European Scientific Networks**  
<http://www.efsa.europa.eu/sites/default/files/assets/panelnetworksrop.pdf>
- **Scientific Networks pages:**  
<http://www.efsa.europa.eu/en/science/wgs-and-networks>  
<http://www.efsa.europa.eu/en/about/partnersnetworks>
- **EFSA Organisational Chart:**  
<http://www.efsa.europa.eu/sites/default/files/assets/orgchart.pdf>
- **Policy on Declaration of Interests**  
<http://www.efsa.europa.eu/en/efsawho/doi.htm>