	Standard Operating Procedure Approval of Communications Outputs and Pre-notification by COMCO
Public	


Scope	Includes: Communications Outputs for Step 1, Communications, Scientific Outputs and Technical Outputs for Step 2. Types of Outputs: All types of Communications Outputs, Scientific Outputs (Scientific Opinion, Statement, Guidance, Report, Editorial in the EFSA Journal), MB documents. Excludes: Scientific Outputs directly pre-notified by Scientific Units that are not accompanied by Communications Outputs
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Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls. <i>Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the Repository that you have the right version in use</i>
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Responsibilities	1.0 Approval of the Communications Output – COM Unit, COMCO HoD and relevant NON-COMCO Units and HoD 2.0 Pre-notification – COM Unit
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Abbreviations and definitions


AF	Advisory Forum
CCA	Calendar of Communications Activities
CEN	Communication Experts Network
COM	Communications Unit
COMCO	Communication, Engagement and Cooperation Department
COMCO Coordination Team	COMCO HoD, COM HoU, ENCO HoU
DMS	Document Management System
EC	European Commission
ED	Executive Director
ENCO	Engagement and Cooperation Unit
HoD	Head of Department
HoU	Head of Unit
IFCSLG	International Food Chemical Safety Liaison Group

	Standard Operating Procedure Approval of Communications Outputs and Pre-notification by COMCO
Public	


IRCLG	International Risk Communication Liaison Group
Lead Editor	Officer in COM ensuring editorial quality
Linguistic Services	EFSA's In-house translators
MB	Management Board
NON-COMCO	Other EFSA departments/offices: BUS, ED, RASA, REPRO
NS	News Story
SC	Scientific Committee
SCER	Scientific Committee & Emerging Risks Unit
SH	Stakeholders
SH Forum	Stakeholders Forum

Procedure

	Previous SOPs in the process: n/a
Step 1	1.0 Approval of the Communications Output
COMCO	<p>1.1 The COM officers prepare/update a Communications Handling Plan: (which includes an estimation of sensitivity, number/type of communications outputs, tone of voice, stakeholders, etc.) and update the CCA. The Handling Plan is saved in the relevant folder of the DMS. This activity applies to all communications output types except “News in brief” which does not require a handling plan and is validated by the COM officer and NON-COMCO officer, in coordination with the COM HoU.</p> <p>1.2 The COM HoU, or if deemed necessary the COMCO Coordination Team, approve(s) the Handling Plan.</p>
Step 2	2.0 “High Sensitivity” Outputs ONLY
Relevant Units and HoDs in COMCO, NON- COMCO, ED	<p>2.1 The COM officers inform all relevant actors of the recommendations in the Handling Plan.</p> <p>2.2 The COM and NON-COMCO officers, HoU(s) and HoD(s) agree the key messages.</p> <p>2.3 The COM officer produces a first draft of the Communications Output.</p> <p>2.4 The COM HoU validates the first draft.</p> <p>2.5 The NON-COMCO Unit checks the facts of the Communications Output, in consultation with the relevant Chair of the Scientific Panel and/or WG, as appropriate.</p>

	Standard Operating Procedure Approval of Communications Outputs and Pre-notification by COMCO
Public	

	<p>2.6 The Communications Output is validated by the COM HoU.</p> <p>2.7 The COM officer checks the accuracy of the Communications Output in English.</p> <p>2.8 The COM officer sends the draft Communications Output to Linguistic Services for information/translation into three languages (DE-FR-IT).</p> <p>2.9 The COM HoU validates the Communications Output in English.</p> <p>2.10 The COMCO HoD and NON-COMCO HoD validate the Communications Output.</p> <p>2.11 In highly sensitive cases, at the request of the COMCO HoD, the ED validates the Communications Output.</p> <p>2.12 The Lead Editor checks the accuracy and consistency of the Communications Output in English.</p> <p>2.13 Linguistic Services finalise the translation of the Communications Output on the basis of the final English version.</p>
Step 3	3.0 “Low Sensitivity” Outputs ONLY
Relevant Units and HoDs in COMCO, NON- COMCO	<p>3.1 The COM staff (officers & HoU) and the relevant NON-COMCO Unit develop key messages/proof points.</p> <p>3.2 The COM officer produces a first draft of the Communications Output.</p> <p>3.3 The NON-COMCO Unit checks the facts of the Communications Output, in consultation with the Chair of the relevant Scientific Panel and/or WG, as appropriate.</p> <p>3.4 The COM officer checks the accuracy of the Communications Output in English.</p> <p>3.5 The COM officer sends to Linguistic Services the draft Communications Output for information/translation into three languages (DE-FR-IT).</p> <p>3.6 The COM HoU validates the Communications Output in English.</p> <p>3.7 The Lead Editor checks the accuracy and consistency of the Communications Output in English.</p> <p>3.8 Linguistic Services finalise the translation of the Communications Output on the basis of the final English version.</p>
Step 4	4.0 Pre-notification (Scientific Outputs: NS only)
Relevant Units in COMCO and	<p>4.1 The COM officer confirms in writing that the NS or other relevant communication (e.g. letter, document, release of</p>

	Standard Operating Procedure Approval of Communications Outputs and Pre-notification by COMCO
Public	

NON-COMCO	<p>data) is ready for publication and sets the date, time for publication, contact person in the relevant NON-COMCO unit and uses a standard message to accompany specific communications/ scientific outputs.</p> <p>4.2 The COM officer sends the NS and/or Scientific Output to the COM HoU.</p> <p>4.3 The COM officer pre-notifies the EC (DG SANTE), and/or other requester (e.g. MS authority, EP), at least 48h in advance of publication.</p> <p>4.4 The relevant Assistant, in liaison with the relevant HoU (NON-COMCO and COM) pre-notifies all outputs to the following third parties (AF, CEN, SC, MB Chair, Team COM, Team ENCO and Team SCER) and, when identified in Step 1.1, other parties (IFCSLG, IRCLG, ENVI Agencies), prior to publication.</p> <p>4.5 The EC may comment on the Communications Output.</p> <p>4.6 The COM officer finalises the Communications Output and despatches for publication.</p> <p>4.7 The ENCO Stakeholder Team informs the stakeholders identified in Step 1.1, after publication.</p>
	Following SOP in the process: SOP_014_S Publishing a Scientific Output in the EFSA Journal