

Draft Guidance Document for new FPs – Version 2!

A brief note on the work done so far by the FP working group

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What are the objectives?

- To improve the performance of the FP network and reduce the impact of people turnover
- To help FP organisations expand their FP teams, when needed
- To help new FP colleagues make the most out of the FP network

What happened since version 1?

- Following the discussion at the 32nd FP meeting:
 - We received comments & suggestions from colleagues
 - We improved existing document sections further in terms of accuracy and clarity
- A second draft has been compiled by the group of volunteer FPs (DK, FR, GR, HR, NO, SE) and EFSA
- The requirements remained unchanged:
 - Short & informative, with links to other resources
 - Easy to update
 - User-friendly

What does the guidance document cover?

1. Introduction

- What are EFSA, the FPs, the AF, the Scientific Networks and art. 36 organisations?
- How do they interact with each other?

2. Mission of the FPs

- What tasks do they have?
- What tools or information resources can they use?

3. Operational procedures

- Meetings, reporting

4. Administrative procedures

- Reimbursement of travel costs

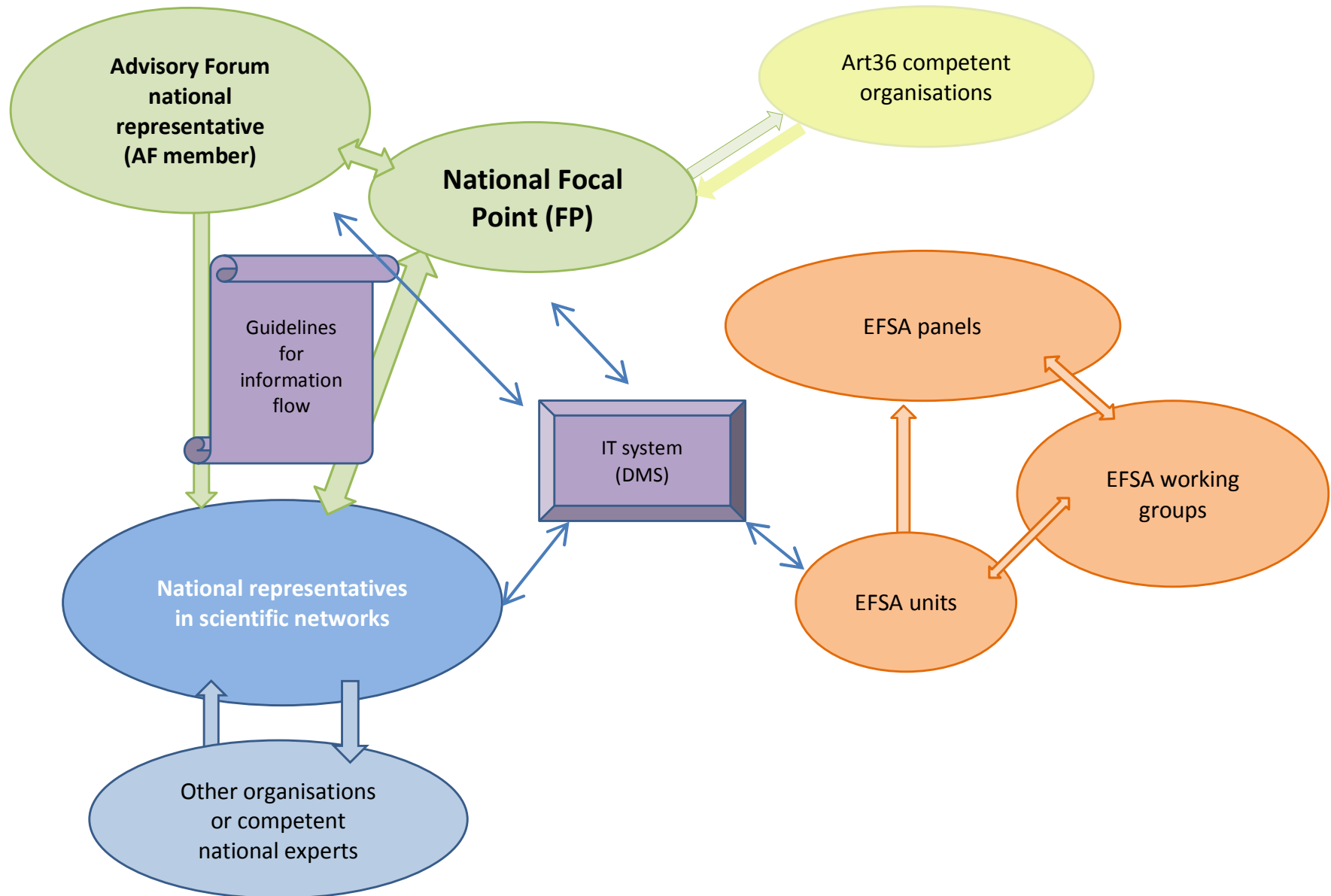
5. EFSA contacts

~~6. Glossary~~

Currently:

- Digital format only
- 4 pages + Annex (5 pages OR xlsx)
- **EFSA will help with the layout and graphics optimisation!**

Interactions with/around the FPs



Tools & information resources available to FPs

Tools included in the Table:

- FP Meetings
- DMS
- Template for information exchange within the FP network
- Art. 36 list management tool
- Guidelines for information flow among AF member, FPs and Scientific Network representatives
- Table of main forthcoming Risk Assessment Activities
- EU-Risk Assessment Agenda/ catalogue of projects and ideas
- Calendar of FP-EFSA Events
- Knowledge Junction
- EFSA's Register of Questions
- National meetings/ events
- National databases of experts

Additional tools:

- Contact details of FPs and AF members
- Data Warehouse
- OpenFoodTox
- Compendium of Botanicals
- EFSA Statistical Models
- EUSurvey

What next?

- Any additional comments?
- Layout improvement by EFSA
- Finalisation of the digital publication
- Potential follow-up tasks:
 - Identify additional ways to help FP colleagues?
 - Establish an “FP-buddy” system?