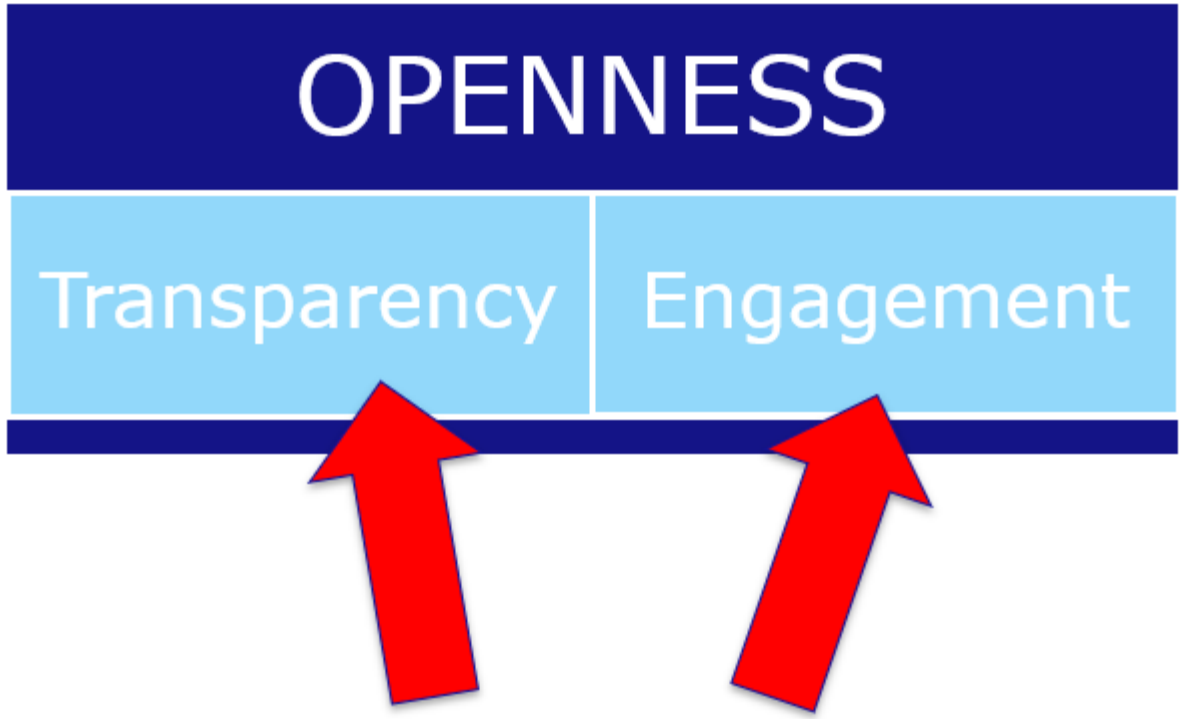
GUIDELINES FOR OBSERVERS FOR OPEN NETWORK MEETINGS

EUROPEAN FOOD SAFETY AUTHORITY

EFSA STRATEGIC OBJECTIVE



GUIDELINES FOR OBSERVERS FOR OPEN NETWORK MEETINGS

Observers may:

- Submit questions upon registration
- Ask questions during the meeting, when the Chair grants the opportunity
- Gain insights on scientific discussions and procedures at EFSA
- Witness collegial decision-making first-hand
- Report on the proceedings of the meeting, while any reference to participants should respect their reputation and professional integrity

GUIDELINES FOR OBSERVERS FOR OPEN NETWORK MEETINGS

Observers may not:

- Hinder the work of the Network
- Engage in the discussions, deliberations
- Attempt to influence the meeting participants, in particular members of the Network
- Distribute or request the circulation of any documents
- Make a written transcript or record the meeting

GUIDELINES FOR OBSERVERS FOR OPEN NETWORK MEETINGS

- The minutes of the OPEN Network meeting are published on the EFSA website.
- **No audio/video-recordings** of the OPEN Network meeting is made except from report writing. Hence, if not followed live, information regarding the meeting discussions and outcomes **can only be obtained through the meeting minutes** that will be published on the EFSA website.
- EFSA does its best to ensure the quality of its web-casted OPEN Network meetings, however, due to the reliance on internet and other technical systems outside EFSA's control, streaming can be disrupted.

IMPORTANT FOR OBSERVERS CONNECTED ONLINE

- EFSA would like to inform all the registered remote observers that the link you receive to connect to the EFSA meeting has a unique identifier, reserved for you in person to connect to the given meeting. Please do not share or forward the link to anyone else, as this may lead to unauthorised remote access.

- Should you notice anything abnormal or unexpected in the course of your connection to the EFSA meeting, please contact the Meeting Moderator via the chat.

GUIDELINES FOR OBSERVERS FOR OPEN NETWORK MEETINGS

Q&A sessions:

- The Chair may grant Observers the opportunity to ask questions either after a discussion on a given topic, or at the end of the day, or at the end of the meeting.
- During the meeting, **Observers are invited to post their question into the chat box**. **This will happen at the end of each agenda item**. Participants will be requested to ask their questions while observers will be requested to post their questions in the chat box.
- Questions should be on the topics relevant to the discussion at hand.
- Priority will be given to questions submitted at the time of registration. Additional questions raised during the meeting may be addressed, if time permits, in the order of submission at the end of the day, or at the Q&A at the end of the meeting tomorrow.
- Questions posted in the chat box not answered during the meeting, will be answered in the Minutes of the Network meeting.
- If Observers have questions after the OPEN Plenary, they are invited to submit their questions to EFSA through the #AskEFSA service on the EFSA website.

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