

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

BVL Germany	Herbert Köpp
ANSES France	Sebastien Preniere
DGISAN Italy	Michele De Martino
RIVM The Netherlands	Marco Gielkens

Industry Associations and OECD

CEFIC - The European Chemical Industry Council	Ralf Eisert
ECPA - European Crop Protection	Bodo Stadtbäumer
FEFANA - EU Association of Specialty Feed Ingredients and their Mixtures	Yara Antonissen
Food Supplements Europe	Patrick Coppens
UEAPME - European Association of Craft, Small and Medium Sized Enterprises	Birte M. Day

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