




Focal Point Technical Reports in 2016

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28th Meeting of the Focal Point Network

OVERVIEW OF PRESENTATION

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- **REPORTING SEASON IN 2016**
 - *KEY TIMELINES*
 - *STRUCTURE OF REPORT*
 - *IMPORTANT INFORMATION TO RETAIN*


 - **AUDIT OF FP TECHNICAL REPORTS**
 - *BACKGROUND*
 - *AUDIT PROCEDURE*

REPORTING SEASON IN 2016

Key timelines:

- **09.09.2016**: email announcing the opening of reporting season
- **07.10.2016**: draft reports to be submitted for first check/comments (not compulsory)
- **31.10.2016**: timeline for submission of reports & letter requesting payment of balance (can be done earlier!!!)
- **15.11.2016**: timeline for EFSA to communicate approval of reports & payment of balance
- **15-30.11.2016**: exchange of letters for renewal of FP agreements & payment of first instalment of grant for 2017

REPORTING SEASON IN 2016

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- **Template of Technical Report for 2016 revised and sent to FPs end of 2015**
 - **Structure**
 - 1. Description of the Action**
 - A. Exchange of scientific information***
 - B. Cooperation through Art. 36 and DB/networks of scientific experts***
 - C. Networking and raising EFSA visibility***
 - D. Training opportunities in RA***
 - E. Coordination of EFSA Scientific Networks***
 - F. International cooperation***
 - 2. Comments from Focal Point**

REPORTING SEASON IN 2016

Important information to retain I

- **Reporting period** is the calendar year to which the (renewed) FP Agreement relates to i.e. **2016**
- **Submission of MS Word draft version before or by 07.10.2016 is recommended**
- **Submission of signed Technical Report by 31.10.2016 is compulsory**
- **Part 1 - describe your activities as detailed as possible, making reference to examples**
- **Reporting on mandatory activities is compulsory**
- **No FP activity reported for mandatory activity - justification to be provided and assessed by EFSA**
- **In Part 2, please provide additional info on your FP activities, as detailed in the template**

REPORTING SEASON IN 2016

Important information to retain II

- All templates/documents exchanged in **DMS**
- DMS structure **improved** – one common folder for **templates**; country specific documents per country folder, with **restricted access rights**
- Templates available on DMS:
 - Reporting template for 2016 – to be signed by FP representative
 - Template of letter for submission of FP report and request payment of balance for 2016 – to be signed by FP representative
 - Template of letter for requesting renewal of FP Agreement for 2017 – to be signed by same entity that signed FP Agreement
- Digital signature vs digital certification


AUDIT OF FP TECHNICAL REPORTS

BACKGROUND

- **ARTICLE II.27** of the FP Grant Agreement – **Checks, Audits and Evaluation**
- **II.27.1** - EFSA may carry out **audits of reports**
- **II.27.2** - FPs have the **duty to keep original documents** relating to their FP activities
- **II.27.3** - FPs have the **obligation to provide information** in the context of **audits**
- **II.27.6** – A possible **effect** of the **audit findings** is the partial or full **recovery** of the grant
- **04.2016** - ED agreement to AFSCO recommendation for audits to be implemented on FP Agreements as of 2016


AUDIT OF FP TECHNICAL REPORTS

AUDIT PROCEDURE I

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- **05.2016 - EFSA internal Task Force set up, including AFSCO, FIN, IAC**
 - **08.2016 - Draft Audit Template prepared, focused on mandatory activities (background document shared, for information)**
 - **Process focused on demonstration, through documental evidence, of implementation of mandatory FP activities**
 - **Documentation requested to FP to be uploaded on protected area in DMS**

AUDIT OF FP TECHNICAL REPORTS

AUDIT PROCEDURE II

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- **In 2016, one country will be audited on a pilot basis**
 - **Process to run in 10-11.2016, after submission of respective final FP report**
 - **Approval of FP report chosen to be audited – carried out after audit procedure is concluded**
 - **Pilot will allow testing of the audit template and internal assessment procedures**
 - **Way forward on auditing of FP reports to be decided after pilot is concluded**
 - **Intention to audit 2 countries in 2017**