



Terms of Reference

Task Force on Crisis Communication Requirements

1. One of the results of the Advisory Forum's Crisis Scenario Exercise conducted in Rome was the need for co-ordination of information between EFSA and the national authorities. The brainstorm of the Advisory Forum Working Group on Communication on this subject in Vienna, October 2004, made it clear that there were different needs in terms of the type of information as well as different opinions on how to supply this information or how to co-ordinate the communication. In its February meeting in Brussels, the Communication Working Group decided to create a special Task Force on Crisis Communication Requirements.
2. The focus of the Task Force (TF) on Crisis Communication Requirements is solely on the need for information from a Communication point of view. (The need for information exchange between experts or between the members of the Advisory Forum will not be investigated by this WG).
3. The TF on Crisis Communication Requirements will provide an overview of the information and communication requirements of the national authorities with regard to EFSA's communication in times of crisis and vice versa as well as EFSA's requirements regarding the communication of the national authorities involved.
4. The TF on Crisis Communication Requirements will investigate which documents will provide the requested information and how they can be made available to all the authorities involved, i.e. the electronic system (Extranet/email) and language / format (i.e. translation or introduction).
5. The TF on Crisis Communication Requirements will also investigate problems in this information system and present possible solutions.
6. The TF on Crisis Communication Requirements will consist of a selection of the Heads of Communication of the national authorities and will be chaired by a staff member of EFSA's Communication Department.
7. Based on the results of a first electronic enquiry, the working group will meet prior to the next meeting in June to discuss a draft proposal to be presented at this meeting.