

Note for the Advisory Forum on the Extranet structure, administration and access

1. Background information

The European Food Safety Authority and the Member States are using the Extranet for sharing information regarding the Advisory Forum, its working groups and pre-notification of news. The Extranet is also intended to support the scientific cooperation with the Member States. Based on the initial experiences and the identified needs to further develop the Extranet, it was agreed at the Advisory Forum meeting on 31 January – 1 February 2008 in Parma that EFSA should prepare a brief note on the suggested Extranet structure, addressing also the issue of access rights to different parts of the Extranet. The present note is submitted to the Advisory Forum for discussion at its meeting on 10-11 April 2008.

2. Suggested structure

The overall aim is to keep the Extranet structure as simple as possible. Hence, it is suggested to have one Advisory Forum work space and one Scientific Cooperation work space. In principle, the SGC and ESCOs should be accessible through both work spaces. This will provide a clear overview for the users.

The **Advisory Forum Extranet work space** would comprise information on:

AF plenary (*Administration: AF team. Access: AF members, AF alternates, AF observers, their secretaries (upon request), relevant EFSA staff*).

Special AF meetings on animal health (*Administration: AF team. Access: special AF members on animal health, special AF observers on animal health, their secretaries (upon request), relevant EFSA staff; AF members/alternates/observers read-only access for information*).

Special AF meetings on plant health (*Administration: AF team. Access: special AF members on plant health, special AF observers on plant health, their secretaries (upon request), relevant EFSA staff; AF members/alternates/observers read-only access for information*).

Pre-notification of news under embargo (*Administration: Communications Directorate. Access: AF/AFCWG members, AF/AFCWG alternates, AF/AFCWG observers, relevant EFSA staff*).

AFCWG (*Administration: Communications Directorate. Access: AF/AFCWG members, AF/AFCWG alternates, AF/AFCWG observers, their secretaries (upon request), relevant EFSA staff*).

AF IT WG (*Administration: IT Unit. Access: AF/AF IT WG members, AF/AF IT WG alternates, AF/AF IT WG observers, their secretaries (upon request), relevant EFSA staff*).

Steering Group on Cooperation (*Administration: AF team. Access: AF members, AF alternates, AF observers, SC members, their secretaries (upon request), relevant EFSA staff*).

The **Scientific Cooperation Extranet work space** would comprise information on:

Focal point meetings (*Administration: SCO Unit. Access: Focal points and their alternates, AF members, AF alternates, AF observers, their secretaries (upon request), relevant EFSA staff*).

Requests/information from EFSA to the Member States (*Administration: SCO Unit. Access: Focal points and their alternates, AF members, AF alternates, AF observers, their secretaries (upon request), relevant EFSA staff*).

Information (studies, meetings, opinions) shared by Member States (*Administration: SCO Unit. Access: Focal points and their alternates, AF/AFCWG members, AF/AFCWG alternates, AF/AFCWG observers, their secretaries (upon request), relevant EFSA staff*).

ESCO on folic acid (*Administration: SCO Unit. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on expert data base (*Administration: SCO Unit. Access: ESCO members, relevant EFSA staff AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on fostering harmonised risk assessment approaches (*Administration: AF team. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on emerging risks (*Administration: SC team. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on botanicals (*Administration: SC team. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on food consumption data (*Administration: DATEX Unit. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

ESCO on chemical occurrence data (*Administration: DATEX Unit. Access: ESCO members, relevant EFSA staff; AF members/alternates/observers, SC members, and focal points and their alternates read-only access for information*).

3. Comments to the suggested structure

- Access rights to a work space or selected sub-communities of it will be granted by its Administrator.
- The Extranet will mainly be used for sharing restricted information, whereas information available on the web should normally not be duplicated on the Extranet. However, if such public information is discussed at a meeting, the Extranet should contain a cover note with the relevant Web link for convenience and clarity.
- Pre-notification of news under embargo would become a separate sub-community handled by the Communications Directorate under the Advisory Forum work space in order to avoid duplicating information in different Extranet work spaces and to have a strict control with the access rights.
- Information on the AFCWG and AF IT WG would become available under the Advisory Forum work space (but the responsibility for administering the information will remain unchanged).
- Requests from EFSA and information shared by the Member States will be handled in the Scientific Cooperation work space¹. A broader access, and possibly a web based system, may be considered.
- An overview of all existing ESCOs would appear under the Scientific Cooperation work space for clarity (while the responsibility for administering the ESCO sub-communities would remain with the unit/team ensuring the ESCO secretariat function).

¹ Except for news under embargo and information to be discussed at an AF plenary or working group meeting.

- The Extranet sub-communities will be structured in a way that allows for *ad hoc* meeting participants to be granted access for a specific meeting only.
- The Extranet would not be used for national experts meetings and scientific colloquia.