



FOCAL POINT REPORTING 2017

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FP REPORTING SEASON 2017

**Key
timelines**

**FP report
structure**

**Key
information**

**Audit of FP
reports**



FP REPORTING SEASON 2017

Key timelines

FP report structure

Documents

Audit of FP reports

OPENING OF
REPORTING
SEASON

13 Oct 2017

SUBMISSION OF
FINAL REPORTS & LETTERS
REQUESTING PAYMENT OF
BALANCE (*CAN BE DONE
EARLIER*)

1–17 Nov 2017

LETTER EXCHANGE
FOR RENEWAL OF FP
AGREEMENTS &
PAYMENT OF 70% OF
GRANT FOR 2018

08 Sep 2017

DRAFT REPORTS
SUBMITTED
FOR COMMENTS
(*NOT COMPULSORY*)

31 Oct 2017

APPROVAL OF FP
REPORTS
& PAYMENT OF
BALANCE

20–30 Nov 2017

Reporting period 2017

FP REPORTING SEASON 2017

**Key
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FP report
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Audit of FP
reports

13 Oct 2017

**Submit
signed reports**
compulsory!

1–17 Nov 2017

08 Sep 2017

**Submit
draft reports**
recommended

31 Oct 2017

20–30 Nov 2017


Reporting period 2017

FP report structure

TEMPLATE FOR FOCAL POINT TECHNICAL REPORT IN 2017

- 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 FP



efsa
European Food Safety Authority

ANNEX III

TEMPLATE FOR FOCAL POINT TECHNICAL REPORT IN 2017

Reporting back the activities undertaken by Focal Points is a requirement laid down in this Focal Point Agreement. This reporting template has been developed to facilitate the reporting process. The activities indicated on the template are based on those described generally in Annex I. Before the start of this Agreement, Focal Points are obliged to carry out all activities marked between brackets, while the remaining ones are optional and depend on whether they are relevant (not the case for most directly). Should other activities than the ones given on this template be undertaken by Focal Points, they can also be included in Part I, on the table with the reference "An other activity performed under this template" or on Part II of the reporting template, reserved for "Comments". Focal Points are asked to fill in the [grey fields](#) as appropriate.

This report has two distinctive parts:

1. DESCRIPTION OF THE ACTIVITY
2. COMMENTS FROM FOCAL POINT

Focal Point: **(Country)**

05/11/2017

DESCRIPTION

Focus on relevant scientific outputs, data collection activities and/or performing risk assessment

	Feedback
Focus on national risk assessment activities and/or Risk Assessment	Yes/No/Example of information shared (if) Yes/No/Example
Network, via email or/and the local media into risk reporting activities (if a specific scientific	Yes/No/Example of information shared (if) Yes/No/Example
Requests for specific issue or through text using the appropriate	Yes/No/Example of requests shared with the EFSA and/or dissemination of national risk (if a specific scientific)
Yes/No/Example of requests shared with the EFSA and/or dissemination of national risk (if a specific scientific)	Yes/No/Example
Yes/No/Example of requests shared with the EFSA and/or dissemination of national risk (if a specific scientific)	Examples of information shared
Is needed:	Yes/No/Example of additional activities carried out

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<http://www.efsa.europa.eu/en/activities/annual-activities-focal-points>

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FP REPORTING SEASON 2017



ANNEX III


TEMPLATE FOR FOCAL POINT TECHNICAL REPORT IN 2017

1. Description of the Action

- ***Provide detailed description of FP activities, with examples***
- ***Reporting on mandatory activities its compulsory***

2. Comments from FP

- ***In case of mandatory activity not done, provide justification***



efsa
European Food Safety Authority

ANNEX III

TEMPLATE FOR FOCAL POINT TECHNICAL REPORT OF 2017

Reporting each the activities undertaken by Focal Points is a requirement laid down in this 'Focal Point Agreement'. This reporting template has been developed to facilitate the reporting process. The activities indicated on the template are based on those described generally in Annex I. Before the start of this Agreement, Focal Points are obliged to carry out all activities marked below the mandatory, while the remaining ones are optional and depend on whether they are relevant to the user for your country. Should other activities that are not given on this template be undertaken by Focal Points, they can also be included in Part 3, on the fields with the reference "Any other activity performed under this mandate", or in Part 2 of the reporting template, reserved for "Comments". Focal Points are asked to fill in the **grey boxes** as appropriate.

This report has two distinctive parts:

1. DESCRIPTION OF THE ACTIVITY
2. COMMENTS FROM FOCAL POINT

Focal Point: **Country**

01/01/2017-2017

DEMANDS

action on relevant scientific outputs, data collection activities and/or monitoring the measurement

	Feedback
action on national risk-based activities and/or Risk Assessment	YES/No/Examples of information shared (if YES)/No reason
Network, via email or the focal table links to ongoing activities in EU networks	YES/No/Examples of information shared (if YES)/No reason
Requests for specific issue or through them using the appropriate	YES/No/Examples of resources shared with the EFSA network and/or dissemination of national scientific information (if YES)/No reason
to facilitate, has some other information in e.g. the table for data and scientific data, and/or	Examples of information shared
to facilitate,	YES/No/Examples of additional resources shared (if YES)

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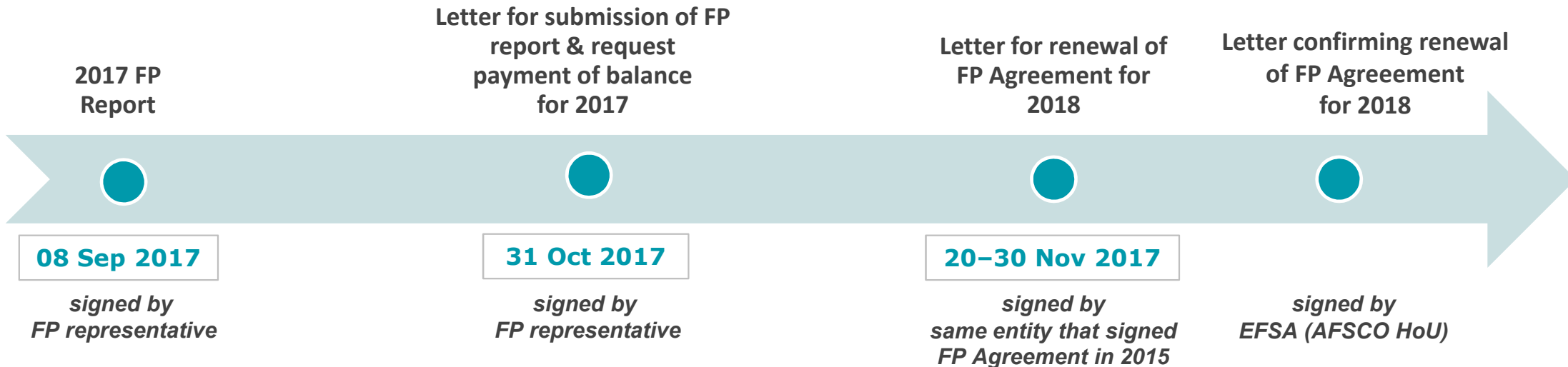
<https://www.efsa.europa.eu/en/files-and-materials/2017/01/efsa-fpa-2017-01>

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FP REPORTING SEASON 2017



Templates and documents exchanged in DMS



Digital signature / certification of all signed documents

FP REPORTING SEASON 2017

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**Audit of FP
reports**

Improvements from 2016 Audit:

Risk-based approach for country selection:

Grant not fully spent

Mandatory activities not executed

Volume of grant

FP REPORTING SEASON 2017

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**Audit of FP
reports**

Improvements from 2016 Audit:

Layout / content of Audit Template

Reduced burden for provision of documental evidence

FP REPORTING SEASON 2017

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**Audit of FP
reports**

Improvements from 2016 Audit:

Selection of activities to be audited:

not audited before
& follow up of 2016 recommendations

higher outreach/impact

relevance (exclusion of activities fading out
e.g. pooling of expertise)

FP REPORTING SEASON 2017

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**Audit of FP
reports**

2017 Audit:

Two countries will be audited in 2017

**Audit follows approval of FP report
(payment of balance and renewal process not put on hold)**



Continuous improvement is better than delayed perfection
– Mark Twain –