

1. Exchange of scientific information

Activities	Priority	Output	Output indicator	Calculation method
1. Focal Point (FP) shares with EFSA, AF and FPs information on national planned Risk Assessment (RA) activities (including mandates) through the R4EU database.	high	overview on national RA planned activities in preparation of AF meeting	% of RA planned activities shared with EFSA over the total number of risk assessment planned activities that the FP is able to gather information on	% of RA planned activities shared in the R4EU database
2. FP shares relevant evidence (e.g. scientific outputs) and/or supporting documents (e.g. datasets) on EFSA's remit through the Knowledge Junction (KJ) and promotes its use through national networks e.g. through email, information sessions, training sessions, webinars, etc.	high	upload of documents in KJ, training courses and information material	% of evidence shared with EFSA over the total of evidence the FP is able to gather information on	% entries (including linked DOIs from national platforms) uploaded in KJ
3. FP disseminates at national level or through the FP network, using the EFSA MS word template, requests for specific information sent by other FPs or EFSA or originating from his/her own country, respectively.	high	effective information exchange through FP Network	% of requests disseminated within 10 working days after dissemination request being received	% e-mails with requests processed within 10 working days
4. FP disseminates at national level, by email or other tools ¹ , other information ² submitted to the FP network by EFSA and/or other FPs and disseminates to EFSA and other FPs, using the same tools, information about national, regional or international scientific cooperation activities.	mandatory	EFSA calls disseminated widely on national level	% of requests disseminated within 10 working days after dissemination request being received	% e-mails forwarded within 10 working days
5. FP provides information to relevant national institutions, as required, on available EFSA services in the area of regulated products during the entire applications life-cycle enabling EFSA to provide targeted support to applicants ³ .	low	contacts established with the relevant national institutions in the REPRO domains	Contacts established in regulated products areas	YES / NO

¹ e.g. FP Webpages, newsletters, Social Media, intranets.

² e.g. calls for expressions of interest, Grant & Procurement (G&P) calls, calls for data, events.

³ e.g. small and medium-sized enterprises (SMEs).

2. Networking, engagement and research

Activities	Priority	Output	Output indicator	Calculation method
1. For the purpose of information dissemination, FP maintains a list of national contacts that ensure EFSA's remit is covered as far as possible.	high	effective and large spread of information on national level	Number of EFSA domains covered by the FP list of national contacts over total number of domains available at national level	% of the EFSA domains (list to be provided by EFSA based on the R4EU database) covered over total number of domains available at National level
2. FP liaises with organisations and facilitates processes at national level and with EFSA, in line with described procedures, to ensure that all organisations on the list of competent organisations meet the criteria and information in the profiles is updated regularly, at least every 3 years.	mandatory	organisations in the list meet the eligibility criteria	Verification of compliance with the criteria every year	YES / NO Non-compliances not detected after 3 years
3. FP implements the new processes and tools for managing the list of competent organisations. To this end, FPs shall exchange experiences and best practices among themselves, referring in particular to the appointed regional groups ⁴ .	mandatory	workshops/events and/or support requested/provided on request	Number of events attended; and/or answers/replies made/provided in the context of the implementation of the new processes and tools	YES/NO – At least one mentoring event attended/organised; YES/NO – answers/replies to made/provided
4. FP disseminates, at national level, information on networking opportunities from EFSA and beyond, as appropriate.	mandatory	communication / promotion activities for networking opportunities	Number of communication / promotion activities	% of communication/promotion activities over the overall number of networking opportunities known to the FP
5. FP supports new partnerships and, when appropriate, the formation of consortia, including the exchange of information and implementation of research-oriented and research funding-oriented actions. To this end, FPs are encouraged to liaise with relevant national organisations that directly interact with research funders, for example the national contact points for Horizon 2020 ⁵ .	low	partnership and research consortia promoted	Number of partnership or research consortia formed/supported	Number of partnership or research consortia (at least one)

⁴ The five regional country groups have been set and the coordination of these groups follows the Article 36 FP Task Force structure established in 2018. This specific activity, including the appointed coordinators and country groups shall be revised by the FP network following the experiences gathered during the first year (2019) of implementation of the new approach.

⁵ https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

3. Outreach and scientific visibility

Activities	Priority	Output	Output indicator	Calculation method
1. FP maintains national webpages to inform about EFSA and/or FP activities requiring a wide dissemination / outreach ⁶ . To this end, the FP should request relevant support within the organisation and as well from the Communication Expert Network (CEN) representative.	high	national webpages	% of info disseminated through national webpages (over the requests for web disseminations)	% e-mails with requests processed on webpages
2. Through the use of tools available to FP's in their organisations, FP supports communication initiatives that raise EFSA's visibility and outreach ⁷ . Support from Communication Expert Network (CEN) representatives is recommended.	low	communication initiatives	Number of communication initiatives related to EFSA	Number of communication initiatives related to EFSA (up to 4)
3. FP organises, delivers presentations, presents posters and / or facilitates EFSA's and/or other FPs contribution to national, regional or international events, of relevance to EFSA and other FPs ⁸ .	high	events organised / attended	Number of events executed / attended during the year	Number of events (up to 2)

4. Capacity building

Activities	Priority	Output	Output indicator	Calculation method
1. FP disseminates to relevant national networks information notably provided by EFSA or other FPs regarding publicly funded capacity building initiatives in RA, including international ones ⁹ .	mandatory	Capacity building initiatives disseminated widely on national level	% of initiatives disseminated within 10 working days after dissemination request being received	% initiatives forwarded within 10 working days over the overall number received by FP
2. FP supports capacity building initiatives, including the international ones ¹⁰ .	low	Capacity building initiatives supported by the FP	Number of initiatives supported by FP	YES / NO

⁶ e.g. EFSA corporate information, relevant scientific outputs, calls for expressions of interest, G&P calls, EFSA job offers, EFSA public announcements such as newstories & press releases, new services and initiatives included in the Catalogue of Services, etc.

⁷ e.g. through use of Social Media, printed or e-media material such as newsletters, factsheets, and infographics.

⁸ e.g. conferences / seminars / workshops.

⁹ e.g. Better Training for Safer Food (BTSF) training courses, EFSA RA training courses, webinars, EU-FORA calls, Partnering Grant calls, and capacity building initiatives shared by FPs.

¹⁰ through e.g. support to national RA training courses, identification of candidates, recommending tutors, supporting the setting up of consortia for G&P capacity building initiatives, and promoting the dissemination of training material.

5. Support on data related matters

Activities	Priority	Output	Output indicator	Calculation method
1. FP maintains an up-to-date list of national data providers across data domains (areas) relevant to EFSA's remit ¹¹ .	low	list of data providers established and kept up-to-date	List of data providers created	YES / NO
2. FP supports EFSA in facilitating two way communications with national data providers on a need basis ¹² .	low	number of communications with national data providers	Number of communications with national data providers within the deadlines set	YES / NO
3. FP supports the promotion of best practices for sharing public sector information. To this end, and if needed, the FP shall identify a national contact point to support the implementation of this activity.	high	number of initiatives raising awareness of open data portals and best practices	Number of initiatives for awareness raising done	YES / NO

6. Support to scientific networks

Activities	Priority	Output	Output indicator	Calculation method
1. FP liaises with Advisory Forum (AF) member, exchanging relevant information concerning AF, FP and scientific network activities.	mandatory	Adequate information flow regarding scientific networks in place	AF member kept informed about scientific network activities	YES / NO
2. FP liaises with scientific network representatives facilitating information exchange (e.g. through regular meetings with network representatives and AF member) and promoting best practices ¹³ .	high	Contacts between FP and the network representatives	Number of meetings for exchanging information including best practices	YES / NO
3. FP supports the AF member in the identification of national representatives for the FP network and EFSA's scientific networks.	low	Appointment for network representatives processed	Reply to all EFSA requests for the appointment of scientific network representative	YES / NO

Document history

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¹¹ e.g. contaminants, pesticide residues, etc.

¹² e.g. when other communication channels do not work; or on cross-cutting issues.

¹³ e.g. the use of the procedures laid down on the existing guidelines.