



<b>ENFSI ACTION PLAN</b>			
PERIOD: 2016-2017	REF: BRD-FWK-009	ISSUE NO: 1	DATE: 30 June 2016

## **Preamble**

The ENFSI Action Plan is regulated by the guidance document – FRAMEWORK FOR PLANNING & REPORTING – last amended 29-05-2013. Based on this framework, the ENFSI action plan

- shall present actions of the Board together with the Standing Committees covering the forthcoming year of the PLANNING & REPORTING cycle;
- shall be based on the current Strategic Plan, affected by the topical developments and formulated as concrete targets;
- shall be sent to the Membership no later than six weeks after the Annual Meeting 2016.

## **Introduction**

The ENFSI Action Plan 2016-2017 is based on the **ENFSI Strategic Plan 2014-2017** as approved by the membership at the Annual Meeting 2014 in Bratislava containing the following strategic objectives:

1. Strengthening the empirical scientific basis of forensic science by
  - a. developing Pan European Databases based on shared data models;
  - b. conducting statistical/scientific research from these databases to solidify the scientific basis of forensic science.
2. Creating funding opportunities for the forensic community by
  - a. providing information on funding topics and opportunities and creating funding possibilities through joint lobbying;
  - b. building consortia and providing grant application support.
3. Formulating and improving forensic quality standards by
  - a. creating standards for interpretation of scientific evidence;
  - b. developing complete process standards.
4. Improving Forensic Governance by
  - a. sharing best practices and experience on forensic management, service delivery, and stakeholder relations;
  - b. facilitating education and training of managers of forensic service providers.

The ENFSI strategy and the derived actions are focused on those matters that are impossible or difficult to achieve by individual members themselves.

In the framework of the ENFSI strategy the European Council Conclusions (14 December 2011) on the Vision for European Forensic Science 2020 play an important role. This vision

includes the creation of a **European Forensic Science Area** (EFSA2020) and the development of a forensic science infrastructure in Europe, accentuating the following 10 progress areas:

1. Accreditation of forensic science institutes and laboratories;
2. Respect for minimum competence criteria for forensic science personnel;
3. Establishment of common best practice manuals and their application in daily work of forensic laboratories and institutes;
4. Conduct of proficiency tests/collaborative exercises in forensic science activities at international level;
5. Application of minimum quality standards for scene-of-crime investigations and evidence management from crime scene to court room;
6. Recognition of equivalence of law enforcement forensic activities with a view to avoiding duplication of effort through cancellation of evidence owing to technical and qualitative differences, and achieving significant reductions in the time taken to process crimes with a cross-border component;
7. Identification of optimal and shared ways to create, update and use forensic databases;
8. Use of advances in forensic science in the fight against terrorism, organised crime and other criminal activities;
9. Forensic awareness, in particular through appropriate education and training of the law enforcement and justice community;
10. Research and development projects to promote further development of the forensic science infrastructure.

The references in the ENFSI Action plan are to the above original list.

The ENFSI strategy and the strategic actions derived are in line with the actions of the EFSA 2020 initiative (see Action list below) as well as with the Action Plan which was defined at the LEWP, which had the following actions:

1. Best Practice Manuals for forensic disciplines;
2. Stimulating exchange of forensic information from databases, for example in the areas of weapons and ammunitions, explosives and drugs;
3. Proficiency tests and collaborative exercises for forensic disciplines;
4. Forensic awareness and training for law enforcement and justice communities;
5. Stimulate accreditation of forensic service providers and competence of forensic personnel on a voluntary basis;
6. Stimulate exchange of forensic data via Prüm and improving its quality.

The draft version of this document has been presented at the ENFSI Annual Meeting in Bilbao (May 2016) for comments. The final version of the document will be submitted to the membership for voting not later than six weeks after the Annual Meeting.

## 1. ACTIONS RELATED TO ENFSI STRATEGY

### *I - Strengthening the empirical scientific basis of forensic science by:*

- *Developing Pan European Databases based on shared data models;*
- *Conducting statistical/scientific research from these databases to solidify the scientific basis of forensic science.*

<b>ACTION – 1.1</b>		
Manage the ENFSI Monopoly Projects related to R&D		
<b>Remark:</b> These are: - MP2013 – Towards the Vision for European Forensic Science 2020 (TVEFS-2020).		<b>EFSA:</b> 7, 10
<b>Owner:</b> Board	<b>Deliverable:</b> Final Report to EC MP2013) at AM 2017	<b>End date:</b> AM 2017

<b>ACTION – 1.2</b>		
Manage the ENFSI Monopoly Projects related to Forensic Databases		
<b>Remark:</b> These are: - MP2014 – Towards the Development of Pan-European Databases in Forensic Science (TDPEDFS) Work Packages N1-N5.		<b>EFSA:</b> 7
<b>Owner:</b> Board	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM 2017

<b>ACTION – 1.3</b>		
Cataloguing of the forensic databases available to the forensic community in Europe		
<b>Remark:</b> Elaborate with the relevant partners regarding the existence of forensic reference databases and their availability to other stakeholders (as defined as a task in the Monopoly Project 2014 Grant Agreement).		<b>EFSA:</b> 7
<b>Owner:</b> RDSC – Databases	<b>Deliverable:</b> Progress Report, Inventory	<b>End date:</b> AM 2017

<b>ACTION – 1.4</b>		
Make the forensic databases available to the forensic community in Europe		
<b>Remark:</b> Continue to elaborate with relevant LE agency (Europol) the possibilities of hosting and sharing of Pan-European forensic reference databases (incl. Monopoly Project 2014 outcomes).		<b>EFSA:</b> 7
<b>Owner:</b> Board	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM 2017

<b>ACTION – 1.5</b>		
Establish a discussion, in close collaboration with Eurojust, on the exchange of expert opinions between different member states		
<b>Remark:</b>		<b>EFSA:</b> 3, 6
<b>Owner:</b> Board	<b>Deliverable:</b> Meetings, intermediate progress reports	<b>Reports:</b> 31.12.2016

## II - Creating funding opportunities for the forensic community by:

- *Providing information on funding topics and opportunities as well as creating funding possibilities through joint lobbying;*
- *Building consortia and providing grant application support.*

<b>ACTION – 2.1</b>		
Funding for R&D		
<b>Remark:</b> Develop an overview of potential international funding sources for forensic R&D and – in line with the ongoing action with respect to Horizon 2020 – identify ways to influence funding organisations. Attention will also be given to other international, national and regional funding sources. To this end, contacts and working relations with e.g. NATO will be further developed.		<b>EFSA:</b> 10
<b>Owner:</b> RDSC – Finance	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM 2017

<b>ACTION – 2.2</b>		
Create an active network of ENFSI R&D Professionals		
<b>Remark:</b> The RDSC will take up and maintain contact with the EWG Steering Committees, probing their need for assistance on R&D matters. The aim will be to identify a realistic service level of the RDSC towards the EWGs. Subsequently, the RDSC will work on realizing this service level. This may ultimately lead to an activation of the group of R&D Liaisons, to be appointed in each EWG Steering Committee.		<b>EFSA:</b> 10
<b>Owner:</b> RDSC	<b>Deliverable:</b> Meeting, Minutes and Progress Report	<b>End date:</b> AM 2017

## III - Formulating and improving forensic quality standards by:

- *Creating standards for interpretation of scientific evidence;*
- *Developing complete process standards.*

<b>ACTION – 3.1</b>		
Participation in the CEN TC 419 and ISO TC 272 by following the aims of EFSA2020 in order to develop harmonized Forensic standards for the whole forensic process (from Crime Scene to Court room)		
<b>Remark:</b> Attend meetings as liaison and bring in ENFSI knowledge to CEN and ISO.		<b>EFSA:</b> 1, 5, 6
<b>Owner:</b> QCC	<b>Deliverable:</b> Report	<b>End date:</b> AM2017

<b>ACTION – 3.2</b>		
Streamlining the procedure of Proficiency Tests and Collaborative Exercises within the Expert Working Groups. The goal is to identify gaps sufficient proficiency tests covering the major disciplines		
<b>Remark:</b> - QCC has made a PT/CE list. This will be updated in 2016-2017. - QCC will identify gaps together with EWGs (see also EFSA 2020 Action Plan) - EWGs will provide actual and accurate information to the QCC / ENFSI intranet. - Evaluate the proficiency test available via different providers and make a list of recommended tests (see also EFSA 2020 Action Plan)		<b>EFSA:</b> 1, 4
<b>Owner:</b> QCC	<b>Deliverable:</b> Updated list PT/CE's and gap analysis	<b>End date:</b> AM 2017

**ACTION – 3.3**

Make all current ENFSI documents easily accessible to ENFSI members

**Remark:** There should be a proper publication and archiving system whereby all ENFSI documents can be accessible if need be. The involvement of all EWGs are requested.

**EFSA:** 1

**Owner:** ENFSI Secretariat

**Deliverable:** Publication and archiving system available for all ENFSI members

**End date:** 01.01.2017

**ACTION – 3.4**

Developing a plan to benchmark quality management systems within ENFSI

**Remark:** ENFSI members have implemented their quality management systems according to ISO 17025. Although the specific organisations of different countries have developed their QM systems according to ISO 17025, the implementation and scope differs. Benchmarking should help to find most efficient ways of implementing and performing quality management. Benchmarking will take place in 2017 and first half 2018.

**EFSA:** 1

**Owner:** QCC

**Deliverable:**

- Plan to benchmark quality management systems.
- Results of first inventory (4 labs)
- Workshop on QCLG (November 2016)

**End date:** 01.01.2017

**ACTION – 3.5**

Undertake a stock taking exercise on the available BPMs

**Remark:** see EFSA 2020 Action Plan

**EFSA:** 3

**Owner:** QCC

**Deliverable:**

- List of available BPM's
- List of needs in different forensic fields

**End date:** 01.01.2017

**ACTION – 3.6**

Organize a strategic discussion on the competency / certification of forensic personnel

**Remark:** At the Annual Meeting it became clear that there is no common point of view related to the certification of forensics experts / (inter)national register of forensic experts. It would be good to have the opportunity to define the different aspects and obtain an ENFSI statement / strategy towards this issue.

**EFSA:** 2

**Owner:** Board + QCC

**Deliverable:**

- OOS

**End date:** AM2017

**ACTION – 3.7**

Organisation and analysis of the ENFSI survey 2016

**Remark:** Member survey (60+ labs) to obtain information on quality management issues and accreditation scope.

**EFSA:** 1

**Owner:** QCC SC

**Deliverable:** ENFSI Survey and analysis report.

**End date:** 01.01.2017

#### IV - Improving Forensic Governance by

- *Sharing best practices and experience on forensic management, service delivery, and stakeholder relations;*
- *Facilitating education and training of managers of forensic service providers.*

<b>ACTION – 4.1</b>		
Examine possibilities for a continuation of the Forensic Governance Course (FGC)		
<b>Remark:</b> FGC 2012 and 2015 initial capacity and gathered knowledge can be developed further with new professional provider.	<b>EFSA:</b> 9	
<b>Owner:</b> Board	<b>Deliverable:</b> Development plan	<b>End date:</b> AM 2017

<b>ACTION – 4.2</b>		
Re-activate the “ <i>One Day – One Topic Seminars (OOS)</i> ”		
<b>Remark:</b> ENFSI will respond to the forensics needs in general and more particular, to the demands in field of Forensic Governance/Forensic Intelligence.	<b>EFSA:</b> 9	
<b>Owner:</b> ENFSI Board	<b>Deliverable:</b> List of possible topics and organisers	<b>End date:</b> end of 2016

<b>ACTION – 4.3</b>		
Education and Training activity strategy and plan		
<b>Remark:</b> The QCC and RDSC E&T-group will present an advisory strategy and plan on E&T to the Board (Spring 2016). After approval by the ENFSI Board the E&T group will start executing this plan.	<b>EFSA:</b> 9	
<b>Owner:</b> QCC & RDSC	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM 2017

## 2. ACTIONS RELATED TO ENFSI’S INTERNAL ORGANISATION

In order to professionalize the ENFSI internal structure and prepare it for the challenges in the nearby future a number of actions are necessary.

<b>ACTION – 5.1</b>		
Facilitate and stimulate the use of the new intranet platform		
<b>Remark:</b> The new EPE platform for the intranet of ENFSI will be promoted to the working groups by providing support (training, assistance in maintenance, helpdesk) to the webmasters of the statutory bodies of ENFSI.	<b>EFSA:</b> --	
<b>Owner:</b> Board / Secretariat	<b>Deliverable:</b> Internal website (ENFSI/EPE)	<b>End date:</b> AM2017

<b>ACTION – 5.2</b>		
Update the information on the internet website		
<b>Remark:</b> A major effort will be undertaken to put the information on the public website up to date. In particular, the existing BPM’s will be made available on the public website (see EFSA 2020 Action Plan)	<b>EFSA:</b> 3	
<b>Owner:</b> Board / Secretariat	<b>Deliverable:</b> up to date public website	<b>End date:</b> AM2017

<b>ACTION – 5.3</b>		
Submit a proposal to the ISF/Police funds for the AWP2017		
<b>Remark:</b> If the AWP for 2017 contains a call for proposals as planned for ENFSI so that projects can be financed, the ENFSI Board will prepare a project proposal to respond to this call.	<b>EFSA:</b> depending on the proposals	
<b>Owner:</b> ENFSI Board	<b>Deliverable:</b> Submitted proposal	<b>End date:</b> 31.12.2016