

**SPECIAL HISTORICAL OVERVIEW OF PEOPLE  
AND ACTIVITIES RELATED TO THE DUTCH  
ENFSI SECRETARIAT**

# ENFSI

**SPECIAL  
2012**

**2012 ENFSI REPORT SPECIAL**

# 10

**YEARS OF ENFSI  
SECRETARIAT IN  
THE NETHERLANDS**

# HISTORICAL OVERVIEW

## ENFSI SECRETARIAT IN THE NETHERLANDS

### Start

In the early days of ENFSI, the network lacked a permanent Secretariat. Usually, the Board Members did the administrative work themselves, being supported by personal assistants of consecutive Chairmen. Due to the growth of ENFSI and the increase of work this situation was not a convenient one. Moreover, the lack of a Secretariat at a regular place had serious disadvantages. It was not easy for other organisations to get in touch with ENFSI because the contact details changed every year (at that time the term of office for ENFSI Chairmen was one year). Also, the creation of an ENFSI archive, memory of the organisation, posed a great challenge. In 2001, overlooking the situation and taking into account the ambition of ENFSI to become a relevant partner in the international forensic community, Albert Koeleman (the then director of the Netherlands Forensic Institute – NFI) came up with an idea to set up a permanent Secretariat. After consultation with the ENFSI pioneer Ingvar Kopp (SKL – Sweden), he generously offered to host the ENFSI Secretariat for free for a period

of two years with Wim Neuteboom (NFI) as the candidate to become the first ENFSI Secretary. At the Annual Meeting 2002 in Linköping, the offer by the NFI was unanimously accepted by the Membership. It was embedded in a broader decision to start a fundamental discussion on the future of ENFSI. Organising that discussion was one of the first tasks for the newborn Secretariat. It led to the Future of ENFSI Meeting held in the small city of in Noordwijkerhout (The Netherlands) in January 2003.

### Status

ENFSI, being a network, had no legal status and it was a barrier to function optimally. To overcome this problem a new legal entity was created in addition to the ENFSI network i.e. the Stichting (Foundation) ENFSI Secretariat under the Dutch law. Stichting is a common legal structure in The Netherlands which requires registration at the Chamber of Commerce. It was laid down in the ENFSI by-laws that the ENFSI Board should also participate in the Board of the Stichting. This condition guaranteed the subsidiary relation between the Stichting and ENFSI.

### People

The Dutch hosting period (May 2002 – December 2012) involved a group of people who were active in the ENFSI Secretariat. Wim Neuteboom acted as the Secretary for the full period. Judy van Overveld (2006–2009) and Peter de Bruyn (2009–2012) were consecutively the Co-Secretaries. Arno van de Sande became the ENFSI webmaster in 2009. Later, Alla Pavlovskaja joined the Secretariat to run the financial administration. Her responsibilities became more important and time-demanding from the moment when ENFSI achieved the monopoly status from the European Commission. This led to a series of so-called Monopoly Programmes funded by the EC with a huge financial and administrative workflow.

### Activities

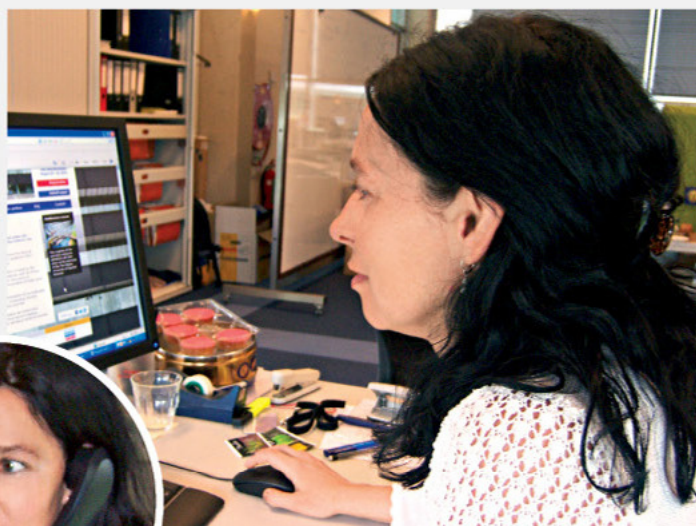
The range of activities by the ENFSI Secretariat was broad. These included administrative, operational, communicative and strategy-oriented work.

### Dutch Secretariat in Numbers

■ Total number of incoming e-mails equalled

### Biography of Alla Pavlovskaja

Alla Pavlovskaja joined the NFI in 2007. She originates from Kiev, Ukraine where she studied at the Pedagogical University, specialising in Slavic literature and languages. After settling in The Netherlands, she took courses on finances and administration. In 2010 she moved part-time to the ENFSI Secretariat to run the financial administration, focusing in particular on the Monopoly Programmes. It was a great pleasure for her to combine administrative work and external contacts especially with Slavic countries. Additionally, she was a great support to the Secretaries by translating the e-mails coming from Slavic-speaking countries. After the transfer of the Secretariat to Poland, she returned to the NFI Financial Department. Currently, she is missing the international dimension of working for the ENFSI Secretariat.



40.000. Almost the same number of e-mails was sent out in response.

- The Secretaries prepared the agendas and minutes of **63 Board Meetings, 10 Annual Meetings** and **10 Joint Meetings**. Attending these meetings required about **100.000 kilometres** of traveling by plane. This equals **2.5 times** the circumference of the earth.
- As from 2002 till now, **20 forensic laboratories** applied for joining ENFSI (14 accepted; 6 not accepted). The Secretariat facilitated these application procedures step by step.
- Today the **number of ENFSI by-laws** (frameworks, terms of reference, etc.) **is 23** whereas the number of **historic versions is 58**. It is not an exaggeration to state that through the years the Secretariat played a major role in setting up, editing and updating these **81 documents**.
- The design and production of **3 consecutive** ENFSI brochures were carried out in The Hague.
- The publication of **3 External Annual Reports** was performed by the Dutch Secretariat as from 2009.

## Website

The Secretariat was also responsible for maintenance and editing of ENFSI website **www.ENFSI.eu**. The first website was set up at the turn of 2006/2007. This project was greatly facilitated by the NFI, in particular by Manon Kleijn. The – very complex – website consisted of three distinct levels of access:

# ON 1ST JANUARY 2013, AFTER 10 YEARS OF ACTIVITY, ENFSI SECRETARIAT HAS BEEN TRANSFERRED FROM THE HAGUE, THE NETHERLANDS TO WARSAW, POLAND.

for the public, for the ENFSI community and for specific groups within ENFSI. This website appeared to be quite cumbersome in its maintenance. Arno van de Sande was hired from 2009 until 2012 to counter the problems. He served both as technical webmaster as well as content editor. Due to the fast technological developments and the need for new and more customised features, at the turn of 2011/2012 the development of a completely new website was started by the

Secretariat. In the summer of 2012 the new public website was launched. Still, it was decided to postpone the development of the new member's website and establish it after the transfer of the Secretariat to Poland.

## Monopoly

As a result of the EC decision to recognise ENFSI as an important representative of the forensic community in Europe, ENFSI was able to apply for specific funding: Monopoly Programmes (MP). The application for the first MP2009 started already during 2008 and it took until December 2009 before the entire set of paperwork was ready to be submitted to Brussels. The time and effort of the MP Manager Richard Gill and the Secretariat in preparing the application appeared to be much greater than expected. Nonetheless, they also prepared the application for MP2010 and MP2011.

## Change

At the Annual Meeting 2012 in Dublin, the ENFSI Membership faced two bids for hosting the Secretariat for the next period i.e. after the end of the running hosting term by the NFI on 31 December 2012. One came from the NFI and the second was submitted by CFLP in Warsaw, Poland. The Membership decided on the transfer of the ENFSI Secretariat from The Hague to Warsaw as of January 2013. After a preparatory phase of some months, the actual transfer of the Secretariat including the website took place in December 2012.

## Biography of Arno van de Sande

Arno van de Sande joined the NFI in 1999 after his graduation from Graphic Design studies in Rotterdam. In 2008 he left and started his own company Web4life. In 2009 he became the ENFSI Webmaster and his name became familiar to the ENFSI Community. Web4life built the new ENFSI website in 2012 which has been moved to Poland. Arno also designed and built the innovative EAFS2012 website.



## Biography of Wim Neuteboom

Wim Neuteboom studied analytical chemistry at the Delft University. He has been employed by the NFI since 1978 in various scientific and managerial positions. Wim has been active in ENFSI since the very beginning in the early 1990's. In addition to the role of the ENFSI Secretary (2002–2012), he held a series of other positions e.g. Chairman of the EAFS Standing Committee (1997–2003), organiser of the Noordwijkerhout sessions in 2003 ('Future of ENFSI'), member of the ENFSI Quadropol Project (benchmark model 2002/2003), Program Manager of EMFA-2, organiser of the ENFSI Annual Meeting 2005 as well as the EAFS2012 Triennial Conference and moderator of forensic science courses at CEPOL. He was involved in many Quality Assurance Projects in various European countries. Currently, he is active as Senior Project Manager at the NFI. Moreover, possessing the most detailed knowledge, he has promised to write a booklet on the History of ENFSI.



## Biography of Judy van Overveld

Judy van Overveld started her career at the NFI in August 1990 at the Environmental Department. A few years later she moved to the QA-department focusing on the implementation and maintenance of the QA-system. During that period she established contacts with foreign countries that needed help on the implementation of their QA-system. Then, she became a member of QCC SC. It was her first adventure with ENFSI. In 2006, she was asked to join the ENFSI Secretariat as ENFSI Co-Secretary. Judy accepted and she worked there till 2009. It was a great time for her as she learned a lot and met many interesting people. In 2009, Judy left ENFSI to become the NFI International Key-Account Manager responsible for Latin America and some countries in Europe. Although she loves her current job, ENFSI will never be forgotten. Now and then Judy is still in contact with people from the ENFSI-community.



## Biography of Peter de Bruyn

Peter de Bruyn studied analytical chemistry at Eindhoven University of Technology. He started his career at the NFI in 1989. After two years he became specialist in forensic explosives investigation and worked as a Senior Case Officer in the area of explosives for almost twenty years. In 2001 he started as a Project Manager to set up NFI response team for forensic investigation on CBRN incidents. Peter was a founder and Steering Committee Member of the ENFSI Expert Working Group on Explosives – FINEX from 2004 until 2007. During 2008 he participated in the EC funded ENFSI project 'Obstacles in International Cooperation'. In 2009 Peter joined the ENFSI Secretariat as Co-Secretary to perform this great job until the Secretariat's transfer to Poland in January 2013. Although Peter fully enjoys his challenging new job as Project Manager of Knowledge Management at the NFI, he will always have warm memories of the time spent at the ENFSI Secretariat.

