



ENFSI ACTION PLAN

PERIOD: 2018-2019

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ISSUE NO: 1

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1. Preamble

The ENFSI Action Plan is regulated by the guidance document – FRAMEWORK FOR PLANNING & REPORTING – last amended 22-05-2015. Based on this framework, the ENFSI action plan:

- shall present actions of the Board together with the Association Organs 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 2018.

2. ACTIONS RELATED TO ENFSI STRATEGY

ENFSI Strategic Plan 2017-2020 is composed of three main themes and the Action Plan aims to implement the plan through a number of actions. In the following the actions have been described under each of the three main themes of the Strategic Plan.

I - Contribute to the establishment of a European Forensic Science Area 2020 through the implementation of the Action Plan.

This concerns in particular the actions in which ENFSI has been given coordinator's role:

- 1. 'Best Practise Manuals for forensic disciplines'*
- 2. 'Stimulating exchange of forensic information from databases, for example in the areas of weapons and ammunition, explosives and drugs'*
- 3. 'Proficiency tests and collaborative exercises for forensic disciplines'*

In addition to the above, ENFSI will guide the coordinators of other actions, because ENFSI member laboratories are directly involved in all the actions.

ACTION – 1.1

Facilitate the establishment and sharing of BPMs and Guidelines

Description: Work with the EC to obtain funding for creating new BPMs and updating existing BPMs, including their translation into EU languages.		Reference: EFSA 1. activity
Owner: Board Other persons/bodies involved: EFSA2020 Task Force, QCC, EWGs	Deliverable: Progress Report	End date: AM2019

ACTION – 1.2

Facilitate the establishment and sharing of Forensic Databases.

Description: Ensure the data collected are harmonized and thus comparable. Make a clear separation between knowledge databases and case related databases. Work with Europol to achieve a solid platform and maintenance system for forensic databases. Work with the EC to provide funding for the development of new databases and their implementation into a common network.		Reference: EFSA 2. activity
Owner: Board Other persons/bodies involved: EFSA2020 Task Force	Deliverable: Progress Report	End date: AM2019

ACTION – 1.3

Facilitate the establishment of new Proficiency Tests and Collaborative Exercises.

Description: Work with the EC to provide funding for new Proficiency Tests and Collaborative Exercises. Explore the availability of ENFSI Member institutes and private service providers to produce the tests on a regular basis.		Reference: EFSA 3. activity
Owner: Board Other persons/bodies involved: EFSA2020 Task Force, QCC, EWGs	Deliverable: Progress Report	End date: AM2019

ACTION – 1.4

Guide the coordinators of actions 4, 5 and 6 of the EFSA2020 Action Plan.

Description: Ensure the EFSA2020 actions 4, 5 and 6 will be implemented such that ENFSI Member institutes needs will be taken into consideration.		EFSA: 4, 5, 6
Owner: Board Other persons/bodies involved: EFSA2020 Task Force, QCC	Deliverable: Progress Report	End date: AM2019

II - Strengthen the capability of the ENFSI organisation as a resource to support the forensic science community.

This objective will be fulfilled by setting up appropriate actions so that:

- *ENFSI members will be encouraged to become more involved.*
 - *This will be facilitated by using tools to reduce time such as video conferencing and the EPE Message Forum.*
 - *Feedback will be actively sought by the board to solve issues and achieve objectives.*
- *The Forensic Governance training will be continued and developed to meet the growing needs of the ENFSI community.*
- *Internal and external communication will be expanded and made more transparent.*
- *Members will be encouraged to participate in EU funding programs*
- *Harmonization of the financial procedures and utilization of the ENFSI Accounts for the EWGs will be completed*

ACTION – 2.1		
Develop the governance of ENFSI		
Description: Develop ENFSI’s governance in order to better respond to the increasing demand from different stake holders and thereby to the increasing workload. This will be achieved by improving transparency, efficiency and capacity of the ENFSI Association. Individual actions may include but are not limited to: <ul style="list-style-type: none"> - optimization of general work flows in order to disburden the ENFSI Secretariat and Statutory Bodies - refinement of the roles of the Board and Secretariat as well as those of the individual members of them - amendment of further policy documents (other than the Constitution) - evaluation of the supply and demand of the Secretariat services and increasing its human resources, if necessary 		
Owner: Board, ENFSI Secretariat Other persons/bodies involved: EWGs, SCs	Deliverable: Progress report, amended ENFSI documents	End date: AM2019

ACTION – 2.2		
Organize ENFSI Forensic Governance Forum (FGF)		
Description: Organize the next Forensic Governance Forum (FGF) in fall 2019 based on the experience of the FGF2017.		
Owner: Board Other persons/bodies involved: Voluntary Permanent Members	Deliverable: Feedback evaluation	End date: December 2019

ACTION – 2.3		
Organize new “One Day – One Topic Seminars (OOS)”		
Description: Encourage the Membership to arrange new OOSs. Provide relevant topics reflecting the needs. Provide reasonable financial aid.		
Owner: Board Other persons/bodies involved: E&T TF, Membership	Deliverable: Budget allocated for organizing OOS, revised template for OOS, at least one OOS to be organised in 2018	End date: AM2019

ACTION – 2.4		
Facilitate and stimulate the use of the EPE		
Description: Further develop the EPE platform together with the Expert Working Groups and Standing Committees. Add more contents and harmonize the lay-outs of different subsites. Arrange training together with Europol for EPE Managers of the EWGs. Provide support by the Secretariat.		
Owner: Secretariat, EWGs, SCs	Deliverable: Evaluation Report, Training for EPE Managers at Europol	End date: AM2019
Other persons/bodies involved: Board, TFs		

ACTION – 2.5		
Improving external communication		
Description: Further develop the website by feeding it with more information and documents. Member institutes, EWGs, SCs and the Board are key stakeholders in providing information to be uploaded. ENFSI's activities shall also be presented in a more transparent manner. An ENFSI Newsletter shall be created. The newsletter shall be provided to Members and relevant strategic partners each quarter.		
Owner: Secretariat	Deliverable: Progress report, ENFSI Newsletter	End date: AM2019
Other persons/bodies involved: Board, Permanent Members, EWGs, SCs, TFs		

ACTION – 2.6		
Development of ENFSI Annual Meetings		
Description: Further streamline the part of the Business Meeting to deal with the administrative issues more efficiently thus releasing more time to discuss about forensic and managerial issues. Restructure the general procedure of the Annual Meetings, including the Thematic Meeting and the Business Meeting, in order to accelerate discussions in the various areas of forensic governance and other topics important for laboratory management.		
Owner: Board	Deliverable: Satisfaction survey, revised Framework	End date: AM2019
Other persons/bodies involved: Permanent Members		

III - Consolidate the interaction with the stakeholders and partners

ENFSI will establish an Advisory Committee to improve trustworthiness of our association to the outside and to discuss strategic matters. The Advisory Committee will consist of representatives from the ENFSI Board, the European Commission and from relevant EU Agencies such as e.g. Europol, Eurojust, CEPOL, and EJTN. It will advise ENFSI on topical and relevant issues and secure information exchange.

Similarly, liaison officers will be appointed for permanent communication with partners such as EA, ILAC, ICC, CEN/ISO, NIST/OSAC.

ACTION – 3.1		
Involve Strategic Liaison Officers of ENFSI Stakeholders		
Description: Invite representatives of ENFSI Stakeholders, e.g. those from EU agencies etc. , on a regular basis to Annual Meetings, Joint Meetings and other ENFSI meetings/events. Frequent meetings will give ENFSI a chance to exchange information and to find most appropriate persons to be invited to the Advisory Committee.		
Owner: Board	Deliverable: Progress report in the AM2019, agendas, minutes	End date: Ongoing
Other persons/bodies involved: Persons from EU agencies, ENFSI Membership		

ACTION – 3.2		
Establish an ENFSI Advisory Committee.		
Description: Establish an ENFSI Advisory Committee to improve trustworthiness of ENFSI to the outside, to discuss strategic matters and to identify future needs. The Advisory Committee also provides important means to maintain and further develop co-operation with the EU funding programmes. The Advisory Committee will consist of representatives from the ENFSI Board and ENFSI Strategic Liaisons. The Committee will advise ENFSI on topical and relevant issues and ensure information exchange. Finding most suitable persons representing organizations relevant to ENFSI may take time. In this action the outcome is more important than the speed of progress.		
Owner: Board	Deliverable: Progress report in the AM2019, agendas, minutes	End date: Ongoing
Other persons/bodies involved: Persons from EU agencies and other ENFSI Stakeholders		

ACTION – 3.3		
Appoint liaison officers for the communication with partner organizations.		
Description: Appoint liaison officers to carry out continuous discussion with external organizations including but not limited to ICC, CEN/ISO, NIST/OSAC is required. ENFSI Board does not have the capacity to take care of all that and thus the work will be partly delegated to liaison officers. Make a selection of organizations to start with. Define the reporting/communication process between the liaison officer and the Board.		
Owner: Board	Deliverable: Progress report	End date: AM2019
Other persons/bodies involved: Permanent Members		