



ENFSI ACTION PLAN			
PERIOD: 2017-2018	REF: BRD-FWK-009	ISSUE NO: 1	DATE: 7 July 2017

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 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 2017.

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.	
Description: Explore with the EWGs the current need of new BPMs. Make available a series of peer reviewed guidelines, which the Expert Working Groups have produced. Update if necessary. Streamline the BPM approval process to ensure the documents are well-harmonized and uniform.	Reference: EFSA 1. activity

<p>Make all BPMs and other guidelines available on the enfsi.eu site.</p> <p>Work with the EC to obtain funding for creating new BPMs and updating existing BPMs, including their translation into EU languages. Discuss with the EWGs to ensure the BPMs are regularly on the agenda of their Annual Meetings.</p> <p>Inform the EA about the availability of BPMs.</p>		
<p>Owner: Board</p> <p>Other persons/bodies involved: EFSA2020 Task Force, QCC</p>	<p>Deliverable: Progress Report</p>	<p>End date: AM2018</p>

ACTION – 1.2

<p>Facilitate the establishment and sharing of Forensic Databases.</p>		
<p>Description: Map out the most relevant areas where common European databases would be beneficial to be applied. Ensure the data collected are harmonized and thus comparable. Make a clear separation between knowledge databases and case related databases.</p> <p>Work with Europol to achieve a solid platform and maintenance system for forensic databases.</p> <p>Work with the EC to provide funding for the development of new databases and their implementation into a common network.</p>		<p>Reference: EFSA 2. activity</p>
<p>Owner: Board</p> <p>Other persons/bodies involved: EFSA2020 Task Force</p>	<p>Deliverable: Progress Report</p>	<p>End date: AM2018</p>

ACTION – 1.3

<p>Facilitate the establishment of new Proficiency Tests and Collaborative Exercises.</p>		
<p>Description: Carry out an evaluation of existing PTs together with the EWGs.</p> <p>Raise awareness of ENFSI member laboratories about the availability of existing PTs.</p> <p>Work with the EC to provide funding for new Proficiency Tests and Collaborative Exercises.</p> <p>Explore the availability of ENFSI Member institutes and private service providers to produce the tests on a regular basis.</p>		<p>Reference: EFSA 3. activity</p>
<p>Owner: Board</p> <p>Other persons/bodies involved: EFSA2020 Task Force, QCC, EWGs</p>	<p>Deliverable: Progress Report</p>	<p>End date: AM2018</p>

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	Deliverable: Progress Report	End date: AM2018
Other persons/bodies involved: EFSA2020 Task Force, QCC		

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		
Strengthen the ENFSI Board		
Description: Seek support from the Membership to expand the Board in the 2018 AM to ensure continuity and sufficient performance. Two Board Members and the Chairperson will leave the Board in 2019 AM. Also, there is currently a growing number of tasks for the Board.		
Owner: Board	Deliverable: High performance of the Board, Board report	End date: AM2018
Other persons/bodies involved: Permanent Members that should propose good candidates		

ACTION – 2.2		
Organize ENFSI Forensic Governance Forum (FGF)		
Description: ENFSI will organize Forensic Governance Forum (FGF) in Finland in November. The event is designed for ENFSI lab directors and deputies.		
Owner: Board	Deliverable: Feedback evaluation	End date: November 2017
Other persons/bodies involved: ENFSI Chair		

ACTION – 2.3		
Maintain and further develop co-operation with the EU funding programmes		
Description: Work with the EC to seek other funding programmes to supplement the Direct Grant Monopoly funding (ISF). Find relevant persons and work with them to establish confidential relations. Seek more sustainable funding especially for training and education of experts.		
Owner: Board	Deliverable: Intermediate Report	End date: Ongoing
Other persons/bodies involved: RDSC		

ACTION – 2.4		
Re-activate the “ <i>One Day – One Topic Seminars (OOS)</i> ”		
Description: ENFSI will respond to the forensics needs as requested.		
Owner: Permanent Members	Deliverable: Feedback evaluation	End date: AM2018
Other persons/bodies involved: Board, RDSC		

ACTION – 2.5		
Facilitate and stimulate the use of the new intranet platform		
Description: Further develop the new EPE platform together with the Expert Working Groups and Standing Committees. Arrange support to the EWGs and SCs.		
Owner: Chairman	Deliverable: Progress Report	End date: AM2018
Other persons/bodies involved: EPE Task Force, EWGs, SCs		

ACTION – 2.6		
Update the information on the internet website		
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 on the website. The public website will be developed such that ENFSI activities will be more transparent. This is needed to make ENFSI even more credible organization.		
Owner: Secretariat	Deliverable: Up to date public website	End date: AM2018
Other persons/bodies involved: Permanent Members, EPE Task Force, EWGs, SCs		

ACTION – 2.7		
Carry out regular feedback surveys on all major ENFSI events		
Description: Feedback surveys will become a standard procedure for all major ENFSI events (AM, JM, OOS) and the results will be communicated to all members.		
Owner: Board	Deliverable: Useful information about the participant satisfaction to be used in the further development of the events.	End date: AM2018
Other persons/bodies involved: Secretariat, OOS organizer		

ACTION – 2.8		
Establish Task Forces for dedicated tasks of ENFSI		
Description: EWGs, SCs and the Board alone cannot implement all tasks that are important for ENFSI. Also, the whole membership is required to carry out pan-European development. Model of a Task Force (TF) has been successfully tested in the areas of communication, EPE implementation and EFS2020 Action Plan. New TFs will be established, starting from one which studies the current needs to organize One day – One Topic Seminars (OOS). The TF will also help the Permanent Members to organize the events by outlining questionnaires to be used for feedback surveys. New TFs will be formed by a group of Permanent Members.		
Owner: Board	Deliverable: Progress Report, questionnaire	End date: AM2018
Other persons/bodies involved: Permanent Members		

ACTION – 2.9		
Support the EAFS2018 conference		
Description: Support the EAFS2018 conference organizer such that ENFSI EWGs and SCs activities will be presented in an attractive way.		
Owner: Board	Deliverable: A report at the AM2018 illustrating the way the ENFSI activities will be demonstrated during the EAFS2018 conference.	End date: AM2018
Other persons/bodies involved: Local organizer, EWGs, SCs		

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		
Establish an ENFSI Advisory Committee.		
<p>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 will consist of representatives from the European Commission and from relevant EU Agencies such as e.g. Europol, Eurojust, CEPOL and EJTN. The Committee will advise ENFSI on topical and relevant issues and ensure information exchange.</p> <p>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.</p>		
<p>Owner: Board</p> <p>Other persons/bodies involved: Persons from EU agencies, ENFSI Membership</p>	<p>Deliverable: Progress report in the AM2018, agendas, minutes</p>	<p>End date: Ongoing</p>

ACTION – 3.2		
Appoint liaison officers for the communication with partner organizations.		
<p>Description: Appoint liaison officers to carry out continuous discussion with external organizations such as EA, ILAC, 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.</p> <p>Make a selection of organizations to start with.</p> <p>Define the reporting/communication process between the liaison officer and the Board.</p>		
<p>Owner: Board</p> <p>Other persons/bodies involved: Permanent Members</p>	<p>Deliverable: Progress report</p>	<p>End date: AM2018</p>