



FRAMEWORK FOR FORMAT AND APPROVAL OF ENFSI DOCUMENTS			
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1. Introduction

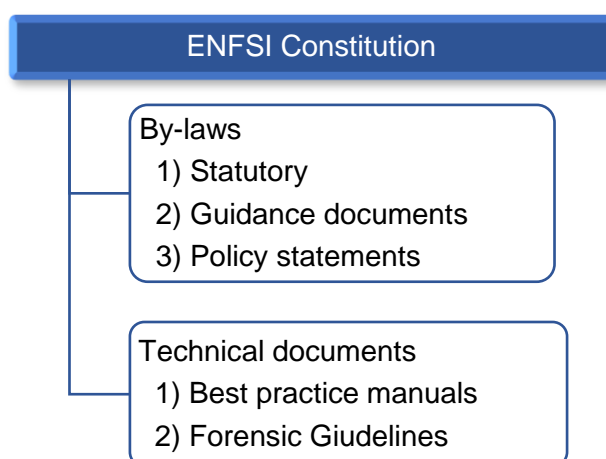
The number of documents published within ENFSI is substantial and therefore guidance for identifying, layout, approval and archiving is necessary.

2. Scope

This Framework applies for all types of ENFSI documents (see paragraph 3) except the ENFSI Constitution. This document does not apply to working documents such as Application Forms, Minutes, Agendas, Certificates and similar.

3. ENFSI document structure and hierarchy

3.1 Hierarchy of documents



The *Constitution* is the basic and core document of ENFSI, governing main rules of the association. All other ENFSI documents will follow the rules laid down in the Constitution.

3.2 By-laws

By-laws are documents that govern particular types of ENFSI activities and are divided into several groups, depending on the scope of their use and approval procedure.

ENFSI rules and policies:

- *Statutory documents (Terms of Reference)*: govern core activities of ENFSI (i.e. work of the board, general assembly, ...) and are approved by the membership;
- *Guidance documents (Frameworks)*: cover activities of working groups, certain everyday board's activities etc. and are not subject to membership approval but rather to board's approval;
- *Policy statements*: define ENFSI position regarding important issues of Forensic Science (i.e. Policy on Accreditation). Policy statements are approved by the membership.

3.2 Technical documents

Technical documents describe topic or discipline-based the 'what' and to a certain extent also the 'how' to perform forensic science. They follow the changes and trends in the field and are therefore subject to revisions.

- *Best Practice Manual (BPM)*: describes the means by which the optimal outcome can be achieved, at the present moment, for a particular requirement under a given set of circumstances.
- *Forensic Guideline*: gives recommendations, advice or clarification on a particular aspect/aspects of a forensic topic. The guideline may cover only a (narrow) aspect of a forensic discipline or comprise a broad application in the forensic domain. A guideline assumes prior knowledge in the forensic discipline. It is based on consensus among the relevant forensic experts and reflects the accepted practices at the time of writing.

4. Creation and approval of documents

Responsibility for creation of ENFSI rules and policies lies primarily with the board and secondarily with expert working groups or standing committees. The board may assign an individual with the attributed competence and if appropriate a task force to prepare documents. If a Board member is not directly involved, an appointed Board member acts as contact point and follows the development of the document.

4.1 Statutory documents

- Statutory documents are prepared by the board and can be initiated by the board, the membership, working groups, standing committees or the ENFSI Secretariat.
- Final drafts are evaluated by the board and formally checked by the secretariat, before sending them to the membership for further evaluation. Timeframe for membership evaluation cannot be shorter than 30 calendar days.
- After final evaluation, the document will be voted upon at the General Assembly. In the case of urgency the document may be voted upon via e-voting.
- Each statutory document should be revised by the board on a five year basis.
- Changes of any document can be initiated during the board's revision or by the membership at any time.
- If the revision of the document does not demand any changes (or those are only editorial), the board shall approve the document.
- If changes of the documents are to be implemented (during the revision or initiated by the membership), the document shall be approved by voting at the General Assembly.
- After approval the document will be published on the ENFSI website.

4.2 Guidance documents

- Guidance documents are initiated and prepared by the board, working groups, standing committees or the ENFSI Secretariat.

- Final drafts are evaluated by the board and the secretariat and will be returned to the issuing body.
- After final evaluation by the issuing body the board approves the document.
- Each guidance document should be revised by the issuing body or board members on a five-year basis. It is up to the issuing body to assure the revision process.
- Changes of any document can be initiated during the revision or by the issuing body or the board at any time.
- After approval the document will be published on the ENFSI website.

4.3 Policy statements

- Policy documents are generally prepared by the board but can be prepared by any ENFSI member as well. Policy document can be initiated either by the board, the membership, standing committees or working groups.
- Final drafts are evaluated by the board members and formally checked by the secretariat before sending them to the membership for further evaluation. Timeframe for membership evaluation cannot be shorter than 30 calendar days.
- After final evaluation of the document by the membership, the document will be voted upon at the General Assembly. In the case of urgency the document may be voted upon via e-voting.
- Policy statements do not require any revision unless it is needed. However, if there is a need for revision, then a new document shall be drafted and evaluated and approved as described above.
- After approval the document will be published on the ENFSI website.

4.4 Best Practice Manuals and Forensic Guidelines

- The Best Practice Manuals and Forensic Guidelines creation is defined in the ENFSI document Process for the Creation of Technical Documents (QCC-BPM-003, QCC-DOC-001).
- Best Practice Manuals and Forensic Guidelines are both based on consensus amongst the relevant forensic experts and reflect the accepted practices at the time of writing.
- On the creation of Best Practice Manuals and Forensic Guidelines five steps are described in the document. Process for the Creation of Technical Documents: Preparation, Creation phase, Review phase, Finalisation and Publication.
- The document Process for the Creation of Technical Documents also demands consultation and/or peer review of the draft document.
- Best Practice Manuals and Forensic Guidelines shall be published on the ENFSI public website after being peer-reviewed or consulted upon for at least 30 days for public evaluation by the professional community.
- Quality and Competence Standing Committee shall check the peer reviewed documents and edit them according to the template.
- Only evaluation from the professional community shall be considered.
- Remarks from the professional community shall be respected if reasonably justified.
- Best Practice Manuals and Forensic Guidelines are pre-approved by the Quality and Competence Standing Committee and finally approved by the ENFSI Board.
- After approval the document will be published on the ENFSI website.

4.5 Other documents

Other documents, like project plans, annual reports, minutes, agendas etc., should follow the layout of ENFSI documents when appropriate, but their structure is at the discretion of the ENFSI Board.

5. Archiving of the documents

- All approved documents shall be archived by the ENFSI Secretariat.
- The issuing entity and the ENFSI Secretariat will keep a record of the history of the documents (current status, historic versions, dates of issue, etc.).
- All documents which have been written at the time of creating, reviewing and finalising of the documents (if applicable) shall be stored by the issuing body (peer reviews and public comments in particular) until new version of the document is approved.
- Quality Assurance dedicated software can be used for administrating the documents.

6. General Requirements

Each document should satisfy the following requirements:

- Consistent with other, approved documents;
- Written in accordance with templates when available;
- In accordance with ISO 17025/ILAC document G-19 "Modules in a Forensic Science Process";
- Uniform, clearly structured and neatly laid out;
- Uniquely identified (reference code and issue number);
- It should have ENFSI logo in upper left corner of the first page;
- It can contain other logos (i.e. working group logo, project logo, EU logo) when available and approved by the Board.

7. Format

This Framework itself follows the agreed format provided in a template.

Templates and examples can be downloaded from the ENFSI intranet when available (<https://epe.europol.europa.eu/group/enfsi/>).

7.1 Top Header

The status of the document "draft" or "approved by" on day/month/year has to be stated in the top header of every page of the document.

7.2 Header

The document should have a header on the title page containing:

- ENFSI logo in upper left corner of the first page;
- Title;
- Type;
- Reference Code;
- Issue number;
- Issue date.

7.3 Footer

The document should have a footer on every page containing:

- Abbreviation for document type;
- Reference code;
- Issue number;
- Issue date.

8. Reference Code

Each document should have a unique reference code. This code consists of:

- Letters identifying the issuing entity

- Abbreviations (letters of characters) related to the subject of the document (see 10.)
- Number of the document

9. Filename

The filename should be closely related to the reference code, contain the issue number and short title of the subject. The beginning would allow for traceability and the short title to understand quickly what it is about.

10. Abbreviations

10.1 General abbreviations

Following abbreviations shall be used by ENFSI Standing Committees, the ENFSI Board and Secretariat:

BRD – ENFSI Board
QCC – Quality & Competence Standing Committee
RDC – Research & Development Standing Committee
SEC – Secretariat
AFS – European Academy of Forensic Science

10.2 Abbreviations for Expert Working Groups

Following abbreviations shall be used by ENFSI Working Groups in Technical documents:

APS – Animal, Plant and Soil Traces Working Group
DI – Digital Imaging Working Group
DNA – DNA Working Group
DOC – European Document Experts Working Group
DWG – Drug Working Group
EPG – European Paint & Glass Working Group
EXP – Forensic International Network for Explosives Investigation
FEI – Fire and Explosion Investigations Working Group
FGR – Firearms and GSR Working Group
FIN – European Fingerprint Working Group
FIT – Forensic Information Technology
FHX – European Network of Forensic Handwriting Examiners
FSA – Forensic Speech and Audio Analysis Working Group
MRK – Expert Working Group Marks
RAA – Road Accident Analysis Working Group
SOC – Scene of Crime Working Group
THG – European Textile and Hair Working Group

10.3 Other abbreviations

BPM – Best Practice Manual
GDL – Forensic Guideline
FWK – Framework
TOR – Terms of Reference
GEN – General
TPL – Template

11. Amendments to previous version

- General layout changed according to new version of Framework for Format and Approval BRD-FWK-004, Issue No. 6.
- Paragraph »Scope«, text changes: »This document does not apply to working documents such as Application Forms, Minutes, Agendas, Certificates and similar.«
- Paragraph »ENFSI document structure and hierarchy was added and replaces the former Paragraph “Types of documents“
- Paragraph »Creation and approval of documents« was added
- Paragraph »Archiving of the documents « was added
- Paragraph »General requirements«, changed: Enumeration from 4 to 6.
- Paragraph »General requirements«, added: »It should have ENFSI logo in upper left corner of the first page « and »It can contain other logos (i.e. working group logo, project logo, EU logo) when available and approved by the Board«
- Paragraph »Format«, changed: Enumeration from 5 to 7.
- Paragraph »Format«, added: 7.1 Top Header » The status of the document “draft” or “approved by” on day/month/year has to be stated in the top header of every page of the document. «
- Paragraph »Format«, added: 7.2 Header »in upper left corner of the first page«
- Paragraph »Format«, deleted: 7.2 Header »Issuing entity (e.g. Board or WG) «
- Paragraph »Format«, added: 7.3 Footer »Abbreviation for document type; Issue date«
- Paragraph »Format«, deleted: 7.3 Footer »Page number and the total number of pages«
- Paragraph »Reference code«, changed: Enumeration from 6 to 8.
- Paragraph »Reference code«, deleted: »Sequential number [in case more documents on the same subject are created] «
- Paragraph »Filename«, changed: Enumeration from 7 to 9.
- Paragraph »Layout«, deleted: The layout is now explicitly mentioned in the template for ENFSI By-laws.
- Paragraph »Template/examples«, deleted.
- Paragraph »Approval and routing«, deleted.
- Paragraph »Archiving«, deleted.
- Paragraph »Abbreviations«, added: Headlines 10.1 – 10.3
- Paragraph »Abbreviations«, added: »TPL – Template«

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