



ENFSI Action Plan 2019 - 2020 version 18.3.2019

<b>ENFSI ACTION PLAN</b>			
PERIOD: 2019-2020	REF: BRD-FWK-010	ISSUE NO: 2	DATE: 18 March 2019

## **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 (2017-2020), 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 2019.

## **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.*

<b>ACTION – 1.1</b>		
Facilitate the establishment and sharing of BPMs and Guidelines		
<b>Description:</b>  Work with the EC by applying through the Direct Grant 2018 (AFORE) to obtain funding for creating new BPMs and Guidelines and updating existing documents, including their translation into EU languages.		<b>Reference:</b>  EFSA 1. activity
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Direct Grant Manager, WP-Leader, EWGs	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM2020

<b>ACTION – 1.2</b>		
Facilitate the establishment and sharing of Forensic Databases.		
<b>Description:</b>  Work with EU agencies to establish a solid platform and maintenance system for forensic databases. Compile alternatives to run and maintain Forensic Databases within the ENFSI network.		<b>Reference:</b>  EFSA 2. activity
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> FIT WG	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM2020

<b>ACTION – 1.3</b>		
Facilitate the establishment of new Proficiency Tests and Collaborative Exercises.		
<b>Description:</b>  Explore the availability of ENFSI Member institutes and private service providers to produce the tests on a regular basis.		<b>Reference:</b>  EFSA 3. activity
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> QCC, EWGs	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM2020

<b>ACTION – 1.4</b>		
Guide the coordinators of actions 4, 5 and 6 of the EFSA2020 Action Plan.		
<b>Description:</b> Ensure the EFSA2020 actions 4, 5 and 6 will be implemented such that ENFSI Member institutes needs will be taken into consideration.  Action 4: Support CEPOL and EJTN with trainers and definition of forensic courses. Action 5: By using the Direct Grant 2018 (AFORE) stimulate the Accreditation of Scene of Crime (WP2), Training of Forensic Personnel in Accreditation Matters (WP 3) and Training of Technical Assessors (WP 4).		EFSA: 4, 5, 6
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Direct Grant Manager, AFORE WP Leaders 2, 3 and 4, EWG's	<b>Deliverable:</b> Progress Report	<b>End date:</b> AM2020

## **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*

<b>ACTION – 2.1</b>		
Develop the governance of ENFSI		
<b>Description:</b>  Develop ENFSI's governance in order to be prepared to the increasing workload in the future. This will be achieved by re-defining certain roles within the association and optimizing general work flows. This shall be reached by following actions (list not limited): <ul style="list-style-type: none"> <li>-</li> <li>- amendment of further ENFSI documents (other than the Constitution)</li> <li>- evaluation of the Secretariat's services</li> <li>- optimize and consolidate the workflow between Secretariat and Board</li> <li>- skill adjusted and well balanced work load for the Board</li> <li>- improve the internal communication</li> </ul>		
<b>Owner:</b> Board, ENFSI Secretariat  <b>Other persons/bodies involved:</b> EWGs, SCs	<b>Deliverable:</b> Progress report, amended ENFSI documents	<b>End date:</b> AM2020

<b>ACTION – 2.2</b>		
Organize ENFSI Forensic Governance Forum (FGF)		
<b>Description:</b> Organize the next Forensic Governance Forum (FGF) in fall 2019 based on the experience of the FGF2017.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Estonian Forensic Science Institute (EFSI), Tallinn	<b>Deliverable:</b> Feedback evaluation	<b>October 2019</b>

<b>ACTION – 2.3</b>		
Develop the next 3 years strategic plan 2020-2023		
<b>Description:</b> Critical review of ENFSI’s performance capacity in the light of the given and self-defined objectives. Measures to strengthen its performance capacity and corresponding strategy alignment.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Membership, EWGs	<b>Deliverable:</b> Workshop AM 2019, Strategic Plan 2020-2023,	<b>End date:</b> AM2020

<b>ACTION – 2.4</b>		
Organize new “ <i>One Day – One Topic Seminars (OOS)</i> ”		
<b>Description:</b> Encourage the Membership to arrange new OOSs. Stimulate relevant topics reflecting the needs. Provide reasonable financial aid.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> E&T TF, Membership	<b>Deliverable:</b> Budget allocated for organizing OOS, revised template for OOS, at least one OOS to be organised in 2019	<b>End date:</b> AM2020

<b>ACTION – 2.5</b>		
Facilitate and stimulate the use of the EPE		
<b>Description:</b> 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.		
<b>Owner:</b> Secretariat, EWGs, SCs  <b>Other persons/bodies involved:</b> Board, TFs	<b>Deliverable:</b> Evaluation Report, Training for EPE Managers at Europol	<b>End date:</b> AM2020

<b>ACTION – 2.6</b>		
Improving external communication		
<b>Description:</b>  Develop the open public 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.		
<b>Owner:</b> Secretariat  <b>Other persons/bodies involved:</b> Board, Permanent Members, EWGs, SCs, TFs	<b>Deliverable:</b> Progress report, ENFSI Newsletter	<b>End date:</b> AM2020

<b>ACTION – 2.7</b>		
Support the EAFS 2021 conference		
<b>Description:</b> Support the EAFS2021 conference organizer such that ENFSI, it’s EWGs and SCs activities will be presented in an attractive way.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> NFC Sweden (Christina Bertler), EWGs, SCs	<b>Deliverable:</b> A report at the AM2020 illustrating the way the ENFSI activities will be demonstrated during the EAFS 2021 conference.	<b>End date:</b> AM2020

### III - Consolidate the interaction with the stakeholders and partners

*ENFSI will establish along its strategy a group of Liaison officers and an Advisory Committee to improve trustworthiness of our association to the outside and to discuss strategic matters. Liaison officers will be appointed for permanent communication with partners such as EA, ILAC, ICC, CEN/ISO, NIST/OSAC.*

*An Advisory Committee should 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.*

<b>ACTION – 3.1</b>		
Involve Strategic Liaison Officers of ENFSI Stakeholders		
<b>Description:</b>  Invite representatives of ENFSI Stakeholders, e.g. those from EU agencies <b>etc.</b> , 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.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Persons from EU agencies, ENFSI Membership	<b>Deliverable:</b> Progress report in the AM2020, agendas, minutes	<b>End date:</b> Ongoing

<b>ACTION – 3.2</b>		
Appoint ENFSI liaison officers for the communication with partner organizations.		
<b>Description:</b> Liaison officers to carry out continuous discussion with external organizations including but not limited to ICC, CEN/ISONIST/OSAC, LEWP is required. Covering all these relations exceed the ENFSI Board's capacity.  Make a selection of organizations to start with.  Define the reporting/communication process between the liaison officer and the Board.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Permanent Members (appointed Liaison Officers)	<b>Deliverable:</b> Progress report	<b>End date:</b> AM2020

<b>ACTION – 3.3</b>		
Develop an ENFSI Advisory Committee.		
<b>Description:</b>  Invite selected individuals of stakeholders to specific ENFSI meetings and explore a suitable way of communication (before the creation of an official ENFSI Advisory Committee) to improve trustworthiness of ENFSI to the outside, to discuss strategic matters and to identify future needs.  The selected individuals will consist of representatives from the ENFSI Board and ENFSI Strategic Liaisons. They 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.		
<b>Owner:</b> Board  <b>Other persons/bodies involved:</b> Persons from EU agencies and other ENFSI Stakeholders	<b>Deliverable:</b> Progress report in the AM2020, agendas, minutes	<b>End date:</b> Ongoing