



## TERMS OF REFERENCE FOR STANDING COMMITTEE FOR RESEARCH & DEVELOPMENT

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### 1. Introduction

This document sets out the framework in which the Standing Committee for Research & Development shall operate.

### 2. Aim

The aim of the Standing Committee for Research & Development is to act as the strategic advisor and co-ordinator to relevant ENFSI-entities on matters of forensic research and development, funding and innovation in a broad sense.

### 3. Means

The aim shall be achieved through (not limitative):

- Developing and maintaining ENFSI's Strategy on Research and Development to meet the priorities of the ENFSI community.
- Carrying out the activities in order to implement ENFSI's Strategy on Research and Development in the respective domains.
- Developing, following and maintaining the future Trends in Forensic Science.
- Providing pre-processed information to ENFSI members and statutory bodies on relevant forensic research and development, funding and innovation topics and/or opportunities.
- Pro-actively monitoring and identifying potential funding sources (e.g. EU-programs) and interacting with those who provide these funds, being in close communication with ENFSI's Board through the Board's appointed Liaison. Facilitating the approach and access to these funds for ENFSI members and statutory bodies.
- Stimulating initiatives in areas of strategic importance e.g. those that maybe common to a number of ENFSI members or Expert Working Groups.
- Facilitating joint-research and grant applications between Forensic Laboratories and Academies internationally.
- Supporting and facilitating communication between all actors involved in forensic research and its end users to promote the transfer of knowledge.
- Maintaining web (EPE, ENFSI public website) based pages on research and development.
- Supporting the Board and EAFS Triennial Meetings organizers in the areas of forensic research, development and innovation.

## 4. Composition

- The Standing Committee for Research & Development shall consist of a Chairperson and 5 - 7 individuals from the ENFSI member institutes.
- These 5 - 7 individuals should present a vital mix of ENFSI Expert Working Groups and ENFSI member institutes. Composition should maintain best possible balance between academic ENFSI member institutes as well as ENFSI member institutes from case-oriented Law Enforcement Authorities.
- The Board appoints the Chairperson and the members for a period of three years. The Chairperson must always be from an ENFSI member institute.
- The Board shall make the appointments so that there is a balance between continuity and renewal.
- The Board appoints a Board Member as permanent liaison to be present/informed on RDSC activities.
- The Standing Committee for Research & Development is encouraged to invite co-opted individuals from academic institutions and institutes in relation to specific ongoing work or plans. These invited individuals do not have voting rights.

## 5. Operation

The Standing Committee for Research & Development shall:

- Meet face-to-face at least once a year and after every two months in teleconferences.
- Make an Annual Plan of activities to be presented at ENFSI's Annual Meeting.
- Report annually according to the Framework for Planning & Reporting (BRD-FWK-009).
- Liaise and co-operate regularly with the (other) ENFSI Standing Committees as well as with the Expert Working Groups.
- Liaise with EU agencies or other international LEOs Research & Development contacts.
- Contribute to the ENFSI Strategic Plan and follow the trends in EU multi-annual strategic planning.
- Distribute the meetings minutes from the R&D Standing Committee and other relevant information to the ENFSI Secretariat and other relevant ENFSI entities. The minutes shall also be published at the RDSC's Europol Platform for Experts (EPE) site.
- Contribute to the content of the ENFSI Annual Report.
- Organize the domain-specific events such as One Day One Topic Seminars (OOS) or combined with other events.

## 6. Contacts and Representation

- The Chairperson, or his/her nominated substitute, shall be invited by the ENFSI Secretariat to attend the ENFSI Business Meeting, the Joint-Meeting and Board Meetings whenever discussions related to RDSC's scope as well as ENFSI's long term strategic planning are taking place.
- The Standing Committee for Research & Development shall liaise and co-operate with relevant partners from outside the ENFSI community as seems opportune or necessary.

## 7. Accountability

The Standing Committee for Research & Development shall be accountable to the ENFSI Board.

## 8. Amendments to previous version

- General layout changed according to new version of Framework of Approval BRD-FWK-004, Issue No. 6.
- Paragraph »Aim«, added: »funding and innovation«
- Paragraph »Means«, added: »in the respective domains«
- Paragraph »Means«, added: »Developing, following and maintaining the future Trends in Forensic Science«.
- Paragraph »Means«, changed: »Providing information to ENFSI members on relevant research and development topics to Providing pre-processed information to ENFSI members and statutory bodies on relevant forensic research and development, funding and innovation topics and/or opportunities.«
- Paragraph »Means«, changed: »Identifying potential funding sources (e.g. EU-programs) and coordinating with those who provide these funds to Pro-actively monitoring and identifying potential funding sources (e.g. EU-programs) and interacting with those who provide these funds, being in close communication with ENFSI's Board through the Board's appointed Liaison. Facilitating the approach and access to these funds for ENFSI members and statutory bodies.«
- Paragraph »Means«, changed: »Facilitating joint-research between laboratories internationally to Facilitating joint-research and grant applications between Forensic Laboratories and Academias internationally.«
- Paragraph »Means«, changed: »Supporting and facilitating communication between all actors involved in research and forensic and end users to affect the transfer of knowledge to Supporting and facilitating communication between all actors involved in forensic research and its end users to promote the transfer of knowledge.«
- Paragraph »Means«, changed: »Maintaining web-based pages on research and development to Maintaining web (EPE, ENFSI public website) based pages on research and development.«
- Paragraph »Means«, changed: Supporting the EAFS Triennial Meetings organizers and other open activities in the area of research and development to Supporting the Board and EAFS Triennial Meetings' organizers in the areas of forensic research, development and innovation.«
- Paragraph »Composition«, changed: »4 – 6 individuals to 5 – 7 individuals«.
- Paragraph »Operation«, added: »Organize the domain-specific events such as One Day One Topic Seminars (OOS) or combined with other events«
- Paragraph »Operation«, deleted: »Establish and maintain a R&D Liaison Group (RDLG) of representatives from the ENFSI laboratories as well as the Expert Working Groups«
- Paragraph »Operation«, deleted: »Liaise and meet with the RDLG«.
- Paragraph »Contacts and Representation«, changed: »The Chairperson, or his/her nominated substitute, shall be invited to attend the ENFSI Business Meetings to take part in discussions within the area of the Standing Committee to the Joint-Meeting and Board Meetings whenever discussions related to RDSC's scope as well as ENFSI's long term strategic planning are taking place.«
- Paragraph »Contacts and Representation«, added: »as seems opportune or necessary.«

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