



TERMS OF REFERENCE FOR STANDING COMMITTEE FOR QUALITY AND COMPETENCE

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1. Introduction

This document sets out the general regulations in which the Standing Committee for Quality and Competence (QCC) shall operate.

2. Aim

The aim of the QCC is to act as the strategic advisor and co-ordinator to relevant ENFSI-entities (see section 3.1) on matters of quality and competence in a broad sense.

3. Means

The aim (see above) shall be achieved through (not limitative):

3.1 Policy

Developing guidances or policies and provide advice, pro-active or asked, to the relevant ENFSI-entities e.g.:

- Board of ENFSI;
- Expert Working Groups (EWG);
- Standing Committees (SC);
- Quality and Competence Liaison Group (QCLG).
- Project Groups (PG).

3.2 QCC Focus Areas

- Identifying quality and competence issues to be addressed and progressing these as specific projects with clearly defined objectives.
- Supporting the ENFSI members to comply with international standards and best practice including achieving and maintaining accreditation.
- Supporting the implementation and maintenance of Competence Assessment (CA) systems.
- Stimulating and/or organising meetings (e.g. OOS and specialised workshops) on quality and competence topics.
- Maintaining ENFSI and EPE websites containing QCC, QA and CA topics (e.g. relevant guidelines, forthcoming events, etc.).
- Keeping an overview on the ENFSI members' accreditation status.

4. QCC Composition

4.1 General

The QCC shall consist of

- a chairperson, being an ENFSI member;
- up to 6 individuals with tasks regarding QA in their laboratories, being ENFSI or associate members which are representatives from other forensic institutes, universities or other institutions which are not member institutes of ENFSI, but are members of ENFSI Expert Working Groups. The acceptance of an Associate Member shall be approved by the ENFSI Board.

The Board appoints a Board member as liaison to QCC.

4.2 Regulations concerning the composition

- The Board appoints the Chairperson and the members for a period of three years.
- The QCC initiates recruitment for new QCC members, preferably in balance between continuity and renewal.
- The QCC may invite other persons from ENFSI member laboratories to take part in the Committee activities; these persons do not have voting rights.

5. Operation

The QCC shall:

- Meet at least once a year.
- Make an annual plan of activities to be presented at the ENFSI Joint Meeting of Expert Working Groups and the ENFSI Annual Meeting.
- Establish and maintain a Quality and Competence Liaison Group (QCLG) of representatives from the ENFSI laboratories as well as the Expert Working Groups.
- Liaise and meet with the QCLG, preferably once a year.
- Liaise and co-operate with the (other) ENFSI Standing Committees as well as with the Expert Working Groups.
- Contribute to the (triennial) ENFSI Strategic Plan.
- Report annually according to the Framework for Planning & Reporting (BRD-FWK-009)
- Distribute the meetings minutes from the QCC and other relevant information to the ENFSI Board and other relevant ENFSI-entities. The minutes are also published on the EPE website hosted by Europol (ENFSI part with restricted pages).
- Quality control of ENFSI Technical Documents according to BRD-FWK-004_Framework on Format and Approval of Documents.

6. Contacts and Representation

- 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.
- The QCC shall liaise and co-operate with relevant partners from outside the ENFSI community.
- The QCC shall be the official ENFSI representative for forensic quality issues with international organisations for accreditation, certification and calibration like EA, ILAC and BIPM.

7. Accountability

The Standing Committee for Quality and Competence is accountable to the ENFSI Board.

8. Amendments to previous version

- Paragraph 4.1: amendment of »which are representatives from other forensic institutes, universities or other institutions which are not member institutes of ENFSI. The acceptance of an Associate Member shall be approved by the ENFSI Board. «

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