



FRAMEWORK FOR THE EUROPEAN NETWORK OF FORENSIC HANDWRITING EXPERTS (ENFHEX)

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1 AIMS AND OBJECTIVES

1.1 The European Network of Forensic Handwriting Experts (ENFHEX) is a Working Group of the European Network of Forensic Science Institutes (ENFSI) and supports the aims and objectives of ENFSI in the area of Forensic Handwriting Examination.

1.2 ENFHEX has a number of key Aims and Objectives, namely:

- Defining and developing standards for performing forensic handwriting examination, including preparing and updating a Best Practical Manual
- Providing relevant education and training
- Strengthening the scientific value of forensic handwriting examination by initiating Research & Development projects
- Maintaining and supporting quality management systems by organizing Collaborative Exercises
- Promoting the European and International exchange of knowledge/expertise on the field of forensic handwriting examination by:
 - Organizing international conferences
 - Organizing internships in foreign laboratories
 - Creating and maintaining databases of copybook models and handwritten samples.

1.3 The Framework is posted on the ENFSI website within the ENFHEX sub-site.

1.4 The Framework will be reviewed every five years by the steering committee. If, as a result of the review, changes to the ENFHEX Framework are recommended the revised document will be distributed to each ENFHEX Member two months prior to the next Business Meeting and voted upon by the Membership (see paragraph 3.3.1).

2 MEMBERSHIP

2.1 Membership of ENFHEX is separated into two categories, namely Full and Associate Members.

2.2 Full Membership

2.2.1 Open to ENFSI Institutes representatives. Members have to be active in the area of Forensic Handwriting Examination. Each ENFSI Institute shall appoint a lead contact person. The contact details of the lead person must be supplied to the ENFHEX Chairman.

2.3 Associate Membership

- 2.3.1 Associate Membership is open to Handwriting Experts from non-ENFSI (forensic) institutes and universities who can apply for Associate Membership using the standard application form. The form is available from the ENFHEX Chairman.
- 2.3.2 Applications for Associate Membership shall be reviewed by the Steering Committee (SC) to determine eligibility of the application.
- 2.3.3 The acceptance of an Associate Member shall be decided on by simple majority of ENFHEX members (see section 3.3). Associate member shall appoint a lead contact person. The contact details of the lead person must be supplied to the ENFHEX Chairman.
- 2.3.4 Associate Membership can be suspended by the SC if the Associate Member fails to maintain the criteria detailed in the membership application form.
- 2.3.5 Associate membership will constitute no more than 50% of the membership of ENFHEX.

3 **BUSINESS MEETING**

3.1 Attendance and frequency of meetings

- 3.1.1 The ENFHEX Business Meeting is open to both Full and Associate Members of ENFHEX.
- 3.1.2 The Business Meetings are held in conjunction with the ENFHEX Conference.

3.2 Agenda for the Business Meeting

- 3.2.1 The Business Meetings will cover matters identified by ENFSI, such as quality assurance, proficiency testing, best practice, training and education and communication. They will also monitor the activities of similar bodies, such as OSAC's Forensic Document Examination sub-committee in the USA, the GFS in Europe and ANZFEC in Australasia, and communicate significant findings to Members.
- 3.2.2 The Steering Committee will decide on place, date and time of the ENFHEX Business Meeting and notify Full and Associate Members of ENFHEX at least four months in advance of the meeting.
- 3.2.3 The Agenda for the Business Meeting shall be prepared by the ENFHEX Chairperson, following discussion at the last Full Steering Committee Meeting held before the Business Meeting.
- 3.2.4 Specific Agenda proposals by Full and Associate Members ENFHEX must be sent to the Steering Committee Chairperson generally at least one month prior to the Business Meeting.
- 3.2.5 The Agenda shall be distributed to all Full and Associate ENFHEX Members no later than 2 weeks before the Business Meeting.

3.3 Voting procedures

- 3.3.1 The following decisions must be ratified by a vote at an ENFHEX Business Meeting or by electronic vote:

- All the proposals on the adoption of new Framework made by the Steering Committee or the ENFHEX Members (either Full or Associate);
- Any changes to the organisational structure of the Working Group proposed either by the Steering Committee or the ENFHEX Members (either Full or Associate). In this case, the proposals must have been sent to the Steering Committee Chairperson generally at least one month prior to the Business Meeting;
- The election of the Steering Committee members;
- Miscellaneous (such as the approval of new actions arising from the activities plan of ENFHEX).

3.3.2 Both Full and Associate Members of ENFHEX have voting rights. Each Institute will have one single vote.

3.3.3 All voting shall be decided by a simple majority of votes cast at the Business Meeting. In the event of a tie the standing Chairperson shall have the casting vote.

3.3.4 Elections for the Steering Committee are held at least every three years.

3.3.5 Nominations for the Steering Committee vacancies shall be made in writing to the ENFHEX Chairperson three weeks prior to the commencement of the Business Meeting. Current Steering Committee Members are nominated automatically unless they inform the Chairperson of their intention to resign.

3.3.6 The voting for the Steering Committee shall be conducted by two Full Members of ENFHEX who are not standing for election to the Steering Committee.

3.3.7 New candidates for the position of Steering Committee member should present themselves at the beginning of Business Meeting.

3.3.8 The Chairperson of ENFHEX is voted for by the Steering Committee.

3.3.9 The Chairperson of ENFHEX shall only serve two consecutive terms as Chairperson.

3.4 Minutes

3.4.1 Minutes of each Business Meeting will be taken and agreed by the Steering Committee.

3.4.2 A copy of the minutes will be posted on the EPE-ENFHEX website within two months of the Business Meeting.

4 ENFHEX STEERING COMMITTEE

4.1 Attendance and frequency of Meetings

4.1.1 The ENFHEX Steering Committee Meeting is open to members of the ENFHEX Steering Committee and other individuals invited on a meeting by meeting basis, and whose presence is for a specific purpose. If a member wishes to attend a Steering Committee meeting for a specific purpose they must make a request to the Chairperson at least one month in advance.

4.1.2 The Steering Committee Meetings are held at least twice a year, with one Meeting in conjunction (where possible) with the ENFHEX Business Meeting and ENFHEX Conference.

4.1.3 The Steering Committee should consist of no more than eight persons, and have nominated the following posts:

- A Chairperson
- A Deputy Chairperson
- A Treasurer
- A liaison person for the Quality and Competence Committee
- A liaison person for the Standing Committee of Research and Development
- A website editor

4.1.4 Members of the Steering Committee should have at least four years' experience of handwriting examinations and a reasonable understanding of English (the working language of ENFSI).

4.2 Agenda for the Steering Committee Meeting

4.2.1 The Steering Committee Meetings will cover all aspects of the work of ENFHEX, including the management of specific projects or work areas, such as quality assurance, proficiency testing, best practice, training and education and communication. Standing items on the Agenda are to include:

- General ENFHEX items
- Progress against objectives
- Quality Assurance (including proficiency testing)
- Best Practice and Methods and Procedures
- Training and Education
- Communication
- Research and Development
- Funding
- Future Conferences and Meetings
- Any Other Business

4.2.2 The Steering Committee has responsibility for organising the scientific aspect of ENFHEX Business Meetings and ENFHEX Conferences, and will help organise the functioning of the ENFHEX Business Meetings and ENFHEX Conferences.

4.2.3 The Steering Committee Chairperson, following discussion with both the members of the Steering Committee and other ENFHEX Members shall prepare the Agenda for the Steering Committee Meeting.

4.2.4 The Agenda shall be distributed to all ENFHEX Steering Committee members no later than one week before the Steering Committee Meeting.

4.2.5 Specific Agenda items proposed by Members of ENFHEX must be sent to the ENFHEX Chairperson four weeks prior to the Steering Committee Meeting.

4.3 Voting procedures

4.3.1 The election of the Chairperson will be by vote with every member of the Steering Committee participating allowed one vote. If there is a tie then the two participants draw lots.

4.3.2 In all other issues the consensus of opinion will be sought from the Steering Committee without a vote, if possible. If the issue is considered by the Chairperson to be of importance to the Framework of ENFHEX then the Chairperson may decide to put the decision to the Business Meeting. Otherwise, when a vote is necessary, each Steering Committee member will have one vote and the decision will be made by a simple majority. Voting can be done live - at a Steering Committee Meeting (in person, virtual or mixed) or electronically (e.g. via email or online form). In the case of live voting, only Steering Committee Members present may cast a vote. In case of a tie, the Chairperson will have the casting vote.

4.4 Minutes

4.4.1 Minutes of each Steering Committee Meeting will be taken and agreed on by the Steering Committee within one month of the end of the Steering Committee Meeting.

4.4.2 A copy of the minutes will be posted on the EPE-ENFHEX website within two months of the end of the Steering Committee Meeting.

5 ENFHEX CONFERENCE

5.1 Attendance and frequency of ENFHEX Conferences

5.1.1 The ENFHEX Conference is open to both Full and Associate Members of ENFHEX and invited Guests.

5.1.2 The ENFHEX Conferences are routinely held every eighteen to twenty-four months.

5.1.3 A review of the Conference, including the programme and abstracts, will be produced no later than two months after the end of the Conference. This review will be placed on the ENFSI website.

5.2 Guests

5.2.1 Handwriting Experts who are neither Full nor Associate Members of ENFHEX will either be invited or can apply to attend the ENFHEX Conference as Guests.

5.2.2 Applications for the attendance of Guests at the Conference shall be submitted to the Chairperson at least three months prior to the Conference. Their acceptance will be decided by the Steering Committee.

5.2.3 Guests of ENFHEX have no voting rights.

5.2.4 The ENFHEX Conference is intended to promote the flow of scientific information, including the results of research, new technology and significant relevant material, as well as ensuring the exchange of information from other organisations and meetings world-wide relevant to forensic handwriting examinations.

5.2.5 The host organisation, who can either be a Full or Associate Member, will organize the conference in conjunction with the Steering Committee.

6 Amendments to previous Edition

- General layout changed according to new version of Framework for Format and Approval BRD-FWK-004, Issue No. 6.
- Some minor spelling, formatting and punctuation changed
- Paragraphs 1.2 to 1.4 reworded to detail mechanism for development, change and publication of Aims and Objectives
- Paragraph 2.1, text changed: “Membership of ENFHEX is separated into two categories”
- Paragraph 2.2.1, text changed: “Each ENFSI Institute shall appoint a lead contact person. The contact details of the lead person must be supplied to the ENFHEX Chairman.”
- Paragraph 2.3.1, text changed: “Associate Membership is open to Handwriting Experts from other non-ENFSI (forensic) institutes and universities who can apply for Associate Membership using the standard application form. The form is available from the ENFHEX Chairman.”
- Paragraph 2.3.2, text added: “to review eligibility of the application.”
- Paragraph 2.3.3, text added: “of ENFHEX members (see section 3.3).”
- Paragraph 2.3.5 added.
- Section 2.4 “Guests” deleted.
- Paragraph 3.2.1, text changed: “They will also monitor the activities of similar bodies, such as OSAC’s Forensic Document Examination sub-committee in the USA, the GFS in Europe and ANZFEC in Australasia”.
- Paragraph 3.3.1, text added: “or by electronic vote”.
- Paragraph 3.3.2., text changed: “Both Full and Associate Members of ENFHEX have voting rights.”
- Paragraph 3.3.4., text changed: “Elections for the Steering Committee are held every three years.”
- Paragraph 4.1.1, text added: “to the Chairperson”.
- Paragraph 4.1.3, text added: “and have nominated the following posts:” as well as sic bullet points.
- Paragraph 4.2.5, word “Full” removed.
- Paragraph 4.3.1, amended to “The election of the Chairperson will be by vote with every member of the Steering Committee participating allowed one vote. If there is a tie then the two participants draw lots.”
- Paragraph 4.3.2, additional text “If there is a tie, then the casting vote will be made by the Chairperson.”
- Paragraph 5.1.2, text changed: “approximately every eighteen to twenty-four months”.
- Paragraph 5.1.3, added.
- Paragraph 5.2.2, amended “Applications for the attendance of Guests at the Conference shall be submitted to the Chairperson at least three months prior to the Conference. Their acceptance will be decided by the Steering Committee.
- Heading at 5.3, (from old version), “Agenda for the ENFHEX Conference” removed.
- Paragraph 5.2.5, text added “who can either be a Full or Associate Member” added.