



ENFSI ACTION PLAN			
PERIOD: 2022-2023	REF: BRD-FWK-010	ISSUE NO: 4	DATE: 4 May 2022

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 (2020-2023), 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 2022.

2. ACTIONS RELATED TO ENFSI STRATEGY

ENFSI Strategic Plan 2020-2023 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 - The medium- and long-term trends in forensic science are recognized and a process for development is defined.

The recognition of trends in the next 5 to 15 years is centrepiece and basis for determining the direction of action. The sources and instruments must be identified and accessible.

White Papers serve as starting point for appropriate steering.

ACTION – 1.1		
Conceptual design for monitoring and compiling the Trends in Forensic Sciences		
<p>Description:</p> <p>A defined process how to gather, evaluate and maintain the Trends in Forensic Sciences for the next 5 to 15 years. The conceptual design describes “the what, when, how and who” on the installation and future maintenance of the product including:</p> <ul style="list-style-type: none"> • The process is executed by the RDSC. • Timelines and milestones in a 3 years cycle in line with the ENFSI Strategic Planning Cycle are defined. Updated versions shall be (at least) presented in written form before the Annual meeting, one year before the next strategic plan takes effect. (May 2022 for the Strategic Plan 2023-2026, May 2025 for the Strategic Plan 2026-2029 etc.) • Potential sources where trends can be anticipated and observed are identified and made available. (e.g. Research Fields of the private sector in relation to forensic sciences, Academia, Publications like from ANZPAA/NIFS, White Papers of the ENFSI EWG’s, EAFS-Meeting, etc.) • Templates how to summarize and present the trends to our customers (doc, ppt). • How the workload is shared within RDSC during the year reaching the defined milestones. 		<p>Reference:</p>
<p>Owner: RDSC</p>	<p>Deliverable: Conceptual Design</p>	<p>End date: May 2023</p>
<p>Other persons/bodies involved: Board, EWGs through White paper Revisions</p>	<p>Up-date on initiated and ongoing projects</p>	<p>Ongoing</p>

ACTION – 1.2		
Trends in Forensic Sciences for the coming 5 to 15 years are recognized and analysed		
<p>Description:</p> <p>Build-up process which started in 2020 in a more formalized structure, based on Action 1.1.</p> <p>ENFSI has this information offhand to inform the customers and stakeholders.</p> <p>Supporting the members and the association to substantiate and justify projects or funding.</p>		<p>Reference:</p> <p>Conceptual Design (Result of Action 1.1)</p>
<p>Owner: RDSC</p>	<p>Deliverable: Presented by RDSC at least at Joint Meeting and Annual Meeting.</p>	<p>End date: On-going</p>
<p>Other persons/bodies involved: Board, EWG’s, Membership, IFSA</p>		

II - Consolidate the interaction with the stakeholders and partners

The recognition of the *Trends in forensic sciences* as well as the needs and opportunities for *Education and Training* are information of great interest to ENFSI's partners and stakeholders. It supports collaboration so that:

- Direct Grants can be agreed and negotiated more specifically with the EU
- The trainings for CEPOL and EJTN are steered
- LEWP can be informed specifically
- ENFSI members will be encouraged to become more involved
- ENFSI can play an active role in IFSA

ACTION – 2.1		
Overview on potential Education and Trainings for ENFSI and its customers and stakeholders are established		
<p>Description:</p> <p>Make the cooperation between ENFSI and relevant organisations stronger.</p> <p>E-learning tools shall be promoted, using existing platforms, and benefiting of experience from previous successful projects, e.g. e-learning tool used for training of textile and hair experts.</p> <p>To recognize and prioritise E&T within ENFSI like OOSs and to negotiate with our stakeholders/partners on their or mutual needs of E&T.</p> <p>To revisit the concept of E&T Subcommittee and to define options for handling E&T issues within ENFSI.</p>		<p>Reference:</p>
<p>Owner: Board, E&T Subcommittee</p> <p>Other persons/bodies involved: CEPOL, EJTN, EU-Academy</p>	<p>Deliverable: Conceptual Design</p>	<p>End date: AM 2023</p>

ACTION – 2.2	
Promote the dissemination of ENFSI's products-Explore the necessity of issuing an annual newsletter about ENFSI's scientific and non-scientific publications	
<p>Description:</p> <p>ENFSI products such as BPM, guidelines, software tools are popular, well received, and used. Acceptance and acknowledgment have been facilitated by the introduction of the public reviewing process.</p> <p>Moreover, the issuance of an annual newsletter gathering ENFSI's scientific and non-scientific publications could further enhance their acknowledgment.</p> <p>The uploading of the newsletter on ENFSI's website and the dissemination to the Network's stakeholders would ensure the disclosure of the work done by the Board, the SCs, and the EWGs.</p> <p>ENFSI will define which products should be distributed and through established communication channel (also see Action 3.4)</p>	<p>Reference:</p>

Owner: Board Other persons/bodies involved: QCC, RDSC, EWG's, Direct Grant Manager / WP Leaders	Deliverable: Discussions of the necessity of issuing the proposed newsletter during the Joint Meeting 2022. A statement on products that should be distributed to a larger community.	End date: Ongoing January 2023
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ACTION – 2.3		
Adoption of the ENFSI Vision for EFSA 2030 by the EU Council		
Description: Following the Action 2.4 of last year's Action Plan, the ENFSI Board will support the continued work of the ENFSI Trio (representatives from the three EU Member States). This is to encourage the implementation of the Network's Initiative for European Forensic Science Area 2030 (EFSA2030) , capitalizing on the positive feedback received by the LEWP and the upcoming Czech and Swedish Presidency of the EU Council.		Reference:
Owner: Board Other persons/bodies involved: RDSC, QCC, DG Migration and Home Affairs, Police cooperation, LEWP	Deliverable: Active support of ENFSI in the drafting of the Council Conclusions and the Action Plan of EFSA2030.	End date: June 2023

ACTION – 2.4		
Enhancement of ENFSI's interaction with IFSA and further dissemination of IFSA's products within the Network		
Description: IFSA is a partnership between Regional Networks of Operational Forensic Laboratories aiming to create opportunities for strategic collaboration across the global forensic community. ENFSI is one of the seven IFSA's Member-Organizations since 2008. IFSA's projects such as the connection of the Research & Innovation responsible persons of the Alliance's Members as well as the produce of the Minimum Required Documents (MRDs) in several forensic fields, worth ENFSI's active involvement, as they promote the collaboration among the participating Networks in order the latter to successfully address the emerging forensic challenges in international level.		Reference:
Owner: Board Other persons/bodies involved: Secretariat, EWG, RDSC, E&T	Deliverable: Reviewing of MRDs Participation in IFSA's "R&I Connection Project"	End date: Ongoing

ACTION – 2.5		
OOS on using the EU Participant Portal		
Description: Participation of ENFSI members as beneficiary in EU Grants demand a well understanding and self-reliant use of the Participant Portal.		Reference:
Owner: Secretariat, Direct Grant Manager	Deliverable: OOS	End date: AM 2023
Other persons/bodies involved: Membership		

ACTION – 2.6		
Initiate co-operation with Europol and EUCB		
Description: ENFSI shall initiate co-operation with Europol and Europol Clearing Board (EUCB) in order to understand the new opportunities around interaction. ENFSI action is to explore how we can interact and contribute to the interaction.		Reference:
Owner: Board	Deliverable: Report- Cooperation Opportunities and Implementation Plan	End date: AM 2023
Other persons/bodies involved: R&D SC, EWGs, Membership		

III- Strengthening the network through professionalization

The demand within the network, as well as that of our customers and stakeholders, regarding timeliness, reliability and high product quality increases and confronts the association accepting the borderline and limitations of the association. Beside the full employed Secretariat and the Direct Grant Manager, all tasks in the association are managed on a voluntary basis.

It is supported by a majority of the members that empowering the networks activities and duties - as part of professionalism - is by returning to the principles from the early days of the network, which has been characterized by self-initiatives, voluntariness, solidarity and self-funding to a certain extent. The strengths of the members in the network are made available on one side, and member's limitations are supported in solidarity on the other side. A non-negligible minority of members wish to favour a professionalization and correction of the deficits by an increase in permanent employees, be it in the Secretariat (support process) or in the management (executive process). Outsourcing specific tasks would be another option.

ACTION – 3.1		
Continuation of measures to implement the ENFSI data protection concept at the ENFSI Expert Working Group and Standing Committee level		
Description: The formation of an ENFSI Data Protection Team has been completed (composed of 1 representative from each Working Group as well as from the Standing Committees, the Data Protection Coordinator (ENFSI Secretariat) and ENFSI's Data Protection Manager (DDI)). Next step is to define and implement the measures necessary in the EWGs and SCs to implement the requirements of data protection law.		Reference: EU GDPR
Owner: EWG and SCs	Deliverable: Guideline for the implementation of data protection law's requirements within the EWGs and SCs. Finalisation of implementation to have the GDPR imbedded in everyday work.	End date: Joint Meeting 2022
Other persons/bodies involved: ENFSI Data Protection Manager, Secretariat		

ACTION – 3.2		
Finalizing the data protection concept and implementing the data protection measures still outstanding in the ENFSI Secretariat		
Description: The data protection report 2021 by ENFSI's data protection officer identified existing gaps and outstanding activities. These are to be implemented on an ongoing basis.		Reference: EU GDPR
Owner: Secretariat	Deliverable: Fulfilment of the identified gaps and outstanding activities.	End date: AM 2023
Other persons/bodies involved:		

ACTION – 3.3		
Development of a professional graphical portfolio of ENFSI products and presentations		
Description: ENFSI's internal operation as well as Board's, SCs' and EWGs' involvement in various projects usually results in different products or in the delivery of a presentation. The uniformity of the templates along with the inclusion of graphical elements in the above-mentioned entities are aspects that should be taken into account, since they reflect Network's professionalism and, in some cases, help the final result to be easier read or even distributed.		Reference:
Owner:	Deliverable:	End date:

Secretariat Other persons/bodies involved: Board, SCs, E&T, EWGs, Direct Grant Managers / WP Leaders	Professional graphical portfolio including templates for ENFSI products and presentations	AM 2023
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ACTION – 3.4		
Raise the Profile of ENFSI		
Description: <p>In continuation to Action 3.3 and aiming to enhance even further ENFSI's professionalization, the profile of ENFSI needs to be clarified and raised. This is to meet the expectations of a world that change the communication needs and habits.</p> <ul style="list-style-type: none"> - ENFSI should define ways to raise the profile of ENFSI. - Review and update approach of communication. - Explore and establish social media account - ENFSI shall implement the use of ISBN, new graphic design and the service of proofreading 		Reference: <p>Framework for Communication BRD-FWK-010 (Issued 2012)</p>
Owner: Board, Secretariat Other persons/bodies involved: Membership, EWGs, SCs	Deliverable: Updated ENFSI Framework for Communication One established social media account Information about ISBN, new graphical profile and the service of proofreading.	End date: AM 2023 Joint meeting 2022
