



FRAMEWORK OF THE FINGERPRINT WORKING GROUP

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1. Aims and Objectives

The FIN-WG promotes development and improvement in the fields of fingerprint examination, through the identification and dissemination of best practice, quality management, harmonised methods, education and training. This is achieved through:

- The organization of regular meetings, providing an opportunity for networking, the development of professional relationships between examiners.
- Activities linked to processes, training, quality assurance, education, development of skills, and exchanges of experience.
- Sharing of research outcomes, allowing members to be kept up to date with current developments.
- Identification of projects for research and development, and collaboration in research and validation projects.
- Co-ordination of proposals for research funding at national, European or International level.
- Promotion of quality management systems and publication of Best Practice Manuals.
- Development of a program of collaborative exercises and proficiency testing.
- Education and training through workshops and training sessions.
- Exchanges of colleagues among members for education and training.
- Active communication with the other ENFSI Working Groups and relevant professional bodies related to fingerprints, for example: International Fingerprint Research Group (IFRG), International Association for Identification (IAI), NIST-OSAC Friction Ridge Subcommittee, American Standard Board Friction Ridge Consensus Body, Chartered Society of Forensic Sciences, and other institutions involved in the fingerprint field.

2. Membership

To conform with ENFSI requirements there are two categories of members:

Member

Membership to the FIN-WG is open to representatives from all member-institutes and is active in fingerprint examination.

Each member-institute has the right to nominate one representative to vote on behalf of his/her institute.

Voting operations have to be done during the FIN-WG annual meetings. The vote can be secret and the result of voting operation has to be recorded and published among the FIN-WG.

Associate Member

Representatives from non-ENFSI institutes which are active in the field of fingerprint examination can apply for associate membership. Admittance to the working group will be decided by the FIN-WG with a simple majority.

Where the number of Associate members exceeds 50% of the membership, authorization shall be sought from the ENFSI Board by the Chairperson.

One Associate member has the right to vote on behalf of his/her institute.

Membership will be from countries members of the Council of Europe. However, to reflect the research, methods, experience etc. of the wider international community Associate Memberships from extra-European countries will be considered.

All members are expected to actively contribute to the aims and objectives of the FIN-WG.

The steering committee may decide to invite a guest from organizations, institutes or companies for meetings or specific sessions of a meeting. Guests are not WG members and do not have the right to vote.

3. Structure of the Group

The EFP-WG consists of a Steering Committee and four Subcommittees. Subcommittees and Project Groups may be established or dissolved as required.

Steering Committee

The Steering Committee (SC) deals with the organisation and business procedures related to the FIN-WG, to ensure that the requirements of the ENFSI Board are implemented, and is responsible for meeting the objectives of the Plan, arrangements for the FIN-WG Annual meeting and all other FIN-WG activities.

The SC consists of a maximum of eight persons. A quorum of 50 percent of the SC members is required at each meeting.

Membership of the SC is as follows:

Chairperson

- The Chairperson will be a member of the FIN-WG and will represent the FIN-WG at ENFSI meetings, in published articles, presentations, other meetings or conferences, etc. The Chairperson may nominate a fellow member of the Steering Committee to undertake other duties if required.
- In the absence of the Chairperson the Deputy Chairperson will hold the functions of the Chairperson.
- The Chairperson will be nominated from within the SC and ratified every two years.
- The Chairperson is responsible that the SC members fulfil their duties as assigned.

Deputy Chairperson

- The Deputy Chairperson will be elected from within the SC and ratified every two years.
- The Deputy Chairperson holds the duties and functions of the Chairperson when nominated by the Chairperson or when the Chairperson is absent.
- The Deputy Chairperson will be responsible to act as Secretary of the FIN-WG, being responsible for maintaining membership information, records of SC meetings, voting operations, communications and other documents associated with the running of the FIN-WG.

Treasurer

- The Treasurer will manage the finances of the FIN-WG and will oversee full accounts of funds and expenditure for the Chairperson, cooperating with the ENFSI Secretariat in the management of the funding allocated to the FIN-WG, according to the Framework for Finances (BRD-FWK-008).
- The Treasurer will be nominated from within the Steering Committee and ratified every two years.

Quality and Competence Committee Liaison

- The QCC liaison person is responsible for developing policies and provide advice to the FIN-WG, to help the laboratories of the ENFSI members comply with best practice and international standards.
- The QCC liaison person is the FIN-WG representative in the Quality and Competence Liaison Group (QCLG) and he/she is responsible to attend the meetings of the QCLG, updating the FIN-WG on the outcomes, being responsible of providing to the QCC the information on the outcomes of proficiency tests and collaborative exercises according to the guideline FIN-GDL-001.
- The QCC liaison person is a member of the Proficiency tests and Collaborative exercises Subcommittee.
- The QCC liaison person will be nominated from within the Steering Committee and ratified every two years.

Standing Committee of Research and Development Liaison

- The RDSC liaison person acts as the strategic advisor to the FIN-WG on matters of Research and Development in a broad sense.
- The RDSC liaison person improves knowledge transfer between forensic researchers and forensic practitioners through the organisation of training opportunities (lectures and workshops), supporting the Chairperson in coordinating project sponsoring opportunities.
- The QCC liaison person will be nominated from within the Steering Committee and ratified every two years.

Website Editor

- The website editor will manage the content of the FIN-WG website as established by the Steering Committee, granting access to the FIN-WG members.
- The website editor will be nominated from within the Steering Committee and ratified every two years.

Visualisation Subcommittee Chairperson and Comparison Subcommittee Chairperson

- Visualisation and Comparison Subcommittee Chairpersons will represent each Subcommittee. They will plan and implement the activities of the Subcommittees.
- Visualisation and Comparison Subcommittee Chairpersons will be elected by the members of the respective Subcommittee during a FIN-WG Annual meeting. The voting operation can be secret and shall be recorded.
- Visualisation and Comparison Subcommittee Chairpersons are members of the Proficiency tests and Collaborative exercises Subcommittee.
- Visualisation and Comparison Subcommittee Chairpersons will be ratified every two years.
- Visualisation and Comparison Subcommittee Chairpersons could be elected also from current members of the Steering Committee, thus holding a double office.

Membership of the Steering Committee (other than as Visualisation and Comparison Subcommittee Chairpersons) will be decided by election by the members during a FIN-WG Annual meeting. The voting operation can be secret and shall be recorded.

Each SC member serves in the Steering Committee for four years, with no limitation for subsequent elections.

The expenses for attending the SC meetings are expected to be met by the institute of the SC member. However, at direction of the ENFSI Board, meetings may be subsidised in part by ENFSI, through ENFSI central budget, as established by the ENFSI Board. Moreover, the Steering Committee may decide to fund SC members to attend SC meetings and/or other activities relevant for the FIN-WG. Attendance at the FIN-WG Annual meeting is not funded by the FIN-WG budget.

In order to seek for election in the Steering Committee the candidate member should send a formal candidature to the Chairperson in advance to the FIN-WG Annual meeting. The candidature has to be endorsed in a written form by the institute.

FIN-WG members and associate members are eligible for the Steering Committee. However, the election of an Associate member to the Steering Committee shall be ratified by the ENFSI Board. An Associate member may not undertake the role of Chairperson. Members are eligible for nomination in the Steering Committee preferably if there are no other representative of the same institute.

Resolution of issues within the Steering Committee will be by single majority vote. If a majority is not reached after three subsequent votes, the Chairperson will not participate in the fourth vote.

The Chairperson may invite a member to join the Steering Committee for a specific period and purpose. Such members have no vote in the Steering Committee.

The list of members of the Steering Committee, including dates of tenure, will be made available to all members.

Members of the Steering Committee wishing to stand down in advance to the natural term of their mandate shall notify the Chairperson six months prior to the next FIN-WG Annual meeting.

A new member of the Steering Committee should be elected during the next full meeting, as a substitute of the resigning Steering Committee member and he/she will serve for the time necessary to complete the mandate of the resigning SC member.

According to the modification introduced by this document, in order to ensure continuity in the steering action of the WG, starting from 2022 a transient rule will be considered for the Steering Committee. During the transient year only one member of the current Steering Committee elected prior 2018 will cease his/her term, only in case no other SC members will voluntarily stand down. In 2025 the transient rule will end.

Visualization and Comparison Subcommittees

- All members and associate members will be a member of one of the two Subcommittees: Visualization or Comparison.
- The Visualization Subcommittee will be formed of members associated with the detection, recovery and imaging of fingerprints (or associated research), whilst the Comparison Subcommittee will comprise members engaged in comparison of fingerprints (or associated research).
- Each of the Subcommittees shall select a member (or associate member) from their number to be the Subcommittee Chairperson. It is the responsibility of all members in the Subgroup to ensure that a representative to the Steering Committee is nominated. In case of the nomination of an associate member as Subcommittee Chairperson, his/her participation to the Steering Committee shall be ratified by the ENFSI Board.

- The Subcommittee Chairpersons represent their group membership within the Steering Committee. They may organise the Subcommittee as necessary to achieve the aims and objectives of the FIN-WG and the Plan. They are responsible for organising Subcommittee activities and will provide the Steering Committee with a written report of such activities, yearly by the 30th September.

Best Practice Manuals and Guidelines Subcommittee

The BPMG Subcommittee consists of a Chairperson and up to six members, nominated by the Steering Committee.

The responsibility of the BPMG Subcommittee is to revise biannually all the official documents published by the FIN-WG.

The BPMG Subcommittee could meet two times per year, at discretion of the Subcommittee Chairperson.

With the prior approval by the SC, expenditures for the meeting could be covered by FIN-WG budget, following the rules of the Framework for Finances (BRD-FWK-008).

Proficiency Tests and Collaborative Exercises Subcommittee (PTCE Advisory Group)

The PTCE Advisory Group consists of a Chairperson, and up to six members. The responsibility of the PTCE Advisory Group is to coordinate and/or realise annually Proficiency test and/or Collaborative exercises for the FIN-WG members, publishing the tests results.

The PTCE Advisory Group should meet twice a year, at discretion of the Chairperson, for the organisation and for the review of the results of the tests.

With the prior approval by the SC, expenditures for the meeting could be covered by FIN-WG budget, following the rules of the Framework for Finances (BRD-FWK-008).

Other expenditures pertaining the costs of the realisation of the tests will be reimbursed. The upper limit of personal and material expenditures is fixed by the SC.

Other Subcommittees

Other temporary or standing Subcommittees may be formed by the Steering Committee to consider aspects relating to the organisation and activities of the FIN-WG.

Project Groups

For specific scientific or technical issues, a Project Leader or Project Group may be created by the Steering Committee or Subcommittees Chairperson. Each project will have defined objectives and timescales, approved by the Steering Committee. A written report of all activities will be made available yearly, by 30th September, to the Steering Committee or Subcommittee Chairperson by the Project Leader or Group.

4. Meetings

SC Meetings

The Steering Committee will meet at least once a year to

- Discuss the progress of the FIN-WG against the Plan
- Review the Plan
- Consider activities of Subcommittees and Project Groups
- Determine how the funds are best used to further the aims of the FIN-WG
- Review feedback from membership
- Ensure arrangements for the FIN-WG annual meeting
- Discuss and implement as necessary requirements of ENFSI Board.
- Produce a written report of the Annual meeting
- Produce an Annual Report.

FIN-WG Annual Meetings

FIN-WG Annual meetings should be held each solar year (in person or virtually). They should be organised in plenary sessions and Subcommittees sessions.

Plenary session: will include forums and seminars comprising all FIN-WG members in relation to the activities of the FIN-WG as outlined in the Plan. Scientific and other presentations, by members and guests will also be delivered during this session.

Subcommittees session: will comprise forums, seminars, workshops, etc. specific to the activities of the relevant Subcommittee.

Other Meetings

Additional meetings may be arranged by Chairperson, Steering Committee, Subcommittees Chairpersons, and Project Leaders in relation to their activities. All such meetings will be ratified by the Steering Committee.

5. Plan and Annual Report

A Plan will be produced by the Chairperson and ratified by the Steering Committee. The Plan will outline the objectives of the FIN-WG and its Subcommittees. The Steering Committee will be responsible for ensuring that the Plan is implemented.

An Annual Report will be produced by the Chairperson for presentation to the ENFSI Board.

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