



ENFSI ACTION PLAN			
PERIOD: 2024-2025	REF: BRD-FWK-010	ISSUE NO: 6	DATE: 30.05.2024

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;
- be based on the new Strategic Plan (2023-2026), affected by the topical developments and formulated as concrete targets;
- be sent to the Membership no later than six weeks after the Annual Meeting 2024.

Note: Updated versions of the Action Plan shall be presented in written form before the Annual meeting.

2. ACTIONS RELATED TO ENFSI STRATEGY

The ENFSI Strategic Plan 2023-2026 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. Contribute to the establishment of the European Forensic Science Area 2.0 through the implementation of its Action Plan

EFSA 2.0 along with its Action Plan serve as a basis of the ENFSI Strategy for forthcoming years. EFSA 2.0 Action Plan is based on three pillars: Meeting the Future, Strengthening the Impact of Forensic Results, and Demonstrating the Reliability in Forensic Results. ENFSI shall actively contribute to the effective implementation of the Action Plan, particularly focusing on the points where ENFSI is the main responsible body. This should be realized through the ENFSI involvement in EU-funded Direct Award scheme and encouragement towards project execution within ENFSI forensic community, Expert Working Groups and Standing Committees. Furthermore, ENFSI shall cooperate with all stakeholders involved in implementation of the EFSA 2.0. Action Plan.

ACTION – 1.1		
Implementation of EFSA 2.0 Action Plan		
<p>Description:</p> <p>Council of the European Union adopted EFSA 2.0 Action Plan based on ENFSI Vision 2030 including three main pillars:</p> <ul style="list-style-type: none"> • meeting the future • strengthening the impact of forensic results • demonstrating reliability in forensic results <p>ENFSI shall start planning the implementation of the Action plan through projects funded by ISF-P Direct Award and regular EWG, SC activities.</p>		<p>Reference:</p> <p>Council Conclusions on the vision of the European Forensic Science Area 2.0 (EFSA 2.0) of 13 October 2022 and European Forensic Science Area (EFSA) 2.0 Action Plan of 9 March 2023 published by the Council of the European Union</p>
<p>Owner ENFSI Board</p> <p>Other persons/bodies involved: EWG's, Standing Committees, Members</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> • Projects and actions presented yearly by ENFSI Board and RDSC at Annual Meeting and Joint Meeting. 	<p>End date:</p> <p>2030</p>

ACTION – 1.2		
Undertake Forensic Science horizon scanning		
<p>Description:</p> <p>A defined process capturing the emerging medium- and long-term trends in forensic science should be developed and maintained. The process should:</p> <ul style="list-style-type: none"> • Be managed by the RDSC. • Ensure effective horizon scanning for innovation in all disciplines of forensic science and related sectors including academia, industry and forensic science organizations around the world. • Include a pipeline of developments and opportunities that is readily available to the ENFSI community. • Identify conferences where research, technical developments and process improvements are showcased and ensure that proceedings are made available to the ENFSI community • Promote the effective sharing of new ideas and concepts within the ENFSI community, customers and stakeholders <p>The objectives will be delivered through the following micro actions:</p> <p>1.2.1 Preparation of a RDSC Action Plan</p> <p>1.2.2 Scan and disseminate funding opportunities</p> <p>1.2.3 Scan and disseminate scientific and technical developments and opportunities, through the preparation of a list for the Secretariat, who will publish those on ENFSI website</p>		<p>Reference:</p> <p>Council Conclusions on the Action Plan for the European Forensic Science Area 2.0 of 9 March 2023 § A. Meeting the Future – New tools and emerging technologies – action 8</p>

1.2.4 Identify upcoming scientific conferences		
Owner 1. RDSC 2. RDSC, DG manager, Secretariat 3. RDSC, EWGs, Secretariat 4. RDSC, EWGs, Secretariat Other persons/bodies involved: Board, Standing Committees and Task Forces	Deliverables: 1. RDSC Action Plan 2. Effective communication of the funding opportunities to ENFSI community 3. Up to date and visible list of emerging developments and opportunities in forensic science 4. Effective communication of relevant conferences short notice to the secretariat to update website	End date: AM 2025 On annual basis As they arise As they arise

ACTION – 1.3		
Identify the requirements for Education and Training for ENFSI and its customers and stakeholders		
Description: To reinforce the cooperation between ENFSI and relevant organisations. 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. 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. The objectives will be delivered through the following micro actions: 1.3.1 Deliver e-learning tools 1.3.2 Promotion of e-learning tools 1.3.3 Identify further need for e-learning tools 1.3.4 OOS on e-learning and training		Reference: Council Conclusions on the Action Plan for the European Forensic Science Area 2.0 of 9 March 2023§ C. Demonstrating reliability in forensic results – Competence actions 6 and 7
Owner Board, E&T Task Force Other persons/bodies involved: CEPOL, EJTN, EU-Academy, EWGs	Deliverables: <ul style="list-style-type: none"> • E-learning modules (ENFHEX, EPGT, ETHG) • Presentation of results of E&T Task Force survey • OOS on training 	End date: End of 2024 AM 2025 Prior to AM 2025

II- Strengthening the network through professionalization

ENFSI as a non-profit Association works on semi-professional basis. Besides professional Secretariat services, all other work is being undertaken on a voluntary basis, often in free time. As a growing organization with ambitious goals and considered as a reference in the field of forensic science, it is essential to reconsider further professionalization of ENFSI. This shall be achieved through identification of operational areas which are not presently covered (role gap analysis) in ENFSI, with a view to ensure the smooth management of the Network and fulfillment of its mission and goals in an even more structured and efficient way.

ENFSI will, as a part of its corporate identity, continue to develop a common design for its products and take steps to create a common ENFSI infrastructure for databases, webinars, e-learning, e-forums etc.

ENFSI will further improve cooperation with its main stakeholders and enhance its commitment and cooperation with forensic science networks and organizations globally.

ACTION – 2.1		
Development of a professional corporate identity of ENFSI and ensuring the visibility of ENFSI deliverables		
<p>Description:</p> <p>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. This shall include webpage design and all other types of products, which should be visible to the public.</p> <p>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 the Network’s professionalism and contribute to improved legibility and availability of products and in some cases, assist the final product to be more easily read or even distributed.</p> <p>After implementing the new templates for ENFSI frameworks and minutes, the Secretariat shall continue to create uniform templates for all other document types.</p> <p>The objectives will be delivered through the following micro actions:</p> <p>2.1.1 Secretariat to work with Graphic Designer to establish a single corporate design for all ENFSI documents to bring uniformity to ENFSI products</p> <p>2.1.2 ENFSI shall contract a proof-reading service</p> <p>2.1.3 ENFSI shall implement the use of ISBN</p>		<p>Reference:</p>
<p>Owner Secretariat</p> <p>Other persons/bodies involved: Board, SCs, E&T TF, EWGs, Direct Grant Manager / WP Leaders</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> Finalized ENFSI graphical portfolio Accessible and cost appropriate proof-reading service 	<p>End date:</p> <p>AM 2025</p> <p>AM 2025</p>

ACTION – 2.2		
Raise the Profile of ENFSI		
<p>Description:</p> <p>Undertake engagement activity to promote and represent the interests of ENFSI in other bodies and institutes.</p>		<p>Reference:</p> <p>Framework for Communication BRD-FWK-010 (Issued 2023)</p>
<p>Owner Board, Secretariat</p> <p>Other persons/bodies involved: Members, EWGs, SCs</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> Attendance at non ENFSI events Increased number of Followers and more frequent reports on LinkedIn. 	<p>End date:</p> <p>AM 2025</p> <p>Joint Meeting 2024</p>

ACTION – 2.3		
Empower ENFSI with its own IT infrastructure		
<p>Description:</p> <p>ENFSI currently provides different products like e-learning, databases and similar on different platforms, which is not in line with future ENFSI corporate identity. The common infrastructure should include:</p> <ul style="list-style-type: none"> - E-learning (currently on Moodle) - Webinars (different sites) - Business administration <p>Possibility to improve reliability and robustness of Forensic Science through databases and Data sharing will be evaluated.</p> <p>The objectives will be delivered through the following micro actions:</p> <p>2.3.1 Plan to build ENFSI infrastructure for e-learning 2.3.2 Explore opportunities for administrative ENFSI infrastructure</p>		
<p>Owner Board, Secretariat</p> <p>Other persons/bodies involved: Members, EWGs, SCs</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> • Infrastructure that includes e-learning, databases, webinars, administrative business. • The contents of the functionalities will be evaluated and reviewed periodically. • Result of SWOT analysis 	<p>End date:</p> <p>AM 2025</p> <p>On annual basis</p> <p>AM 2025</p>

ACTION – 2.4		
Promote the dissemination of ENFSI products		
<p>Description:</p> <p>ENFSI products such as Best Practice Manuals (BPM), guidelines, software tools are popular, well received, and used. Acceptance and recognition have been facilitated by the introduction of the public reviewing process.</p> <p>ENFSI will define which products should be distributed. ENFSI will explore most appropriate communication channel including social media (also see Action 2.2)</p> <p>The objectives will be delivered through the following micro actions:</p> <p>2.4.1 Define which ENFSI products will be distributed 2.4.2 Promote through IFSA 2.4.3 Provide short meeting reports to the Secretariat</p>		<p>Reference:</p>
<p>Owner 1. & 2. Board, Secretariat 3. Board, Members, EWGs, SCs</p> <p>Other persons/bodies involved: Direct Grant Manager / WP Leaders</p>	<p>Deliverables:</p> <ol style="list-style-type: none"> 1. Dissemination of ENFSI Best Practice Manuals and Guidelines to the global forensic community 2. Further links on the IFSA and other relevant websites. 3. Short meeting reports of in-person meetings to be uploaded to the website and social media 	<p>End date:</p> <p>Ongoing</p> <p>Ongoing</p> <p>2 weeks after each meeting</p>

III - Consolidate and improve cooperation within ENFSI

Identification and evaluation of the needs of ENFSI Community in the areas of education and training, quality management, proficiency testing, research, will be performed and further improved by tightening the cooperation between the ENFSI Board, Membership, Standing Committees as well as Expert Working Groups. ENFSI Working Groups will be encouraged for cooperation in research, training and proficiency testing. Direct awards will be discussed with the EU and other stakeholder to reach scientific goals, as identified, among others, in the Action Plan.

ACTION – 3.1		
To decide on ENFSI operating model		
<p>Description:</p> <p>The first official ENFSI Board was elected in 1995 and the first Constitution governing its operating principles has been established in 1999. Beyond past reactive adjustments to the Constitution to deal with short term resourcing issues, there is a need to identify the roles, responsibilities and any gaps in structure, policy or procedures which can be adapted to effectively discharge the full responsibilities of the Board.</p> <p>A review will be conducted and should include, however not limited to:</p> <ul style="list-style-type: none"> - Roles, numbers, - Responsibilities, - Any other considerations to improve the functionality of the Board. <p>The review process should identify any areas which might need improvement or corrective action with the aim of professionalising further the activities of the Board and its key functions.</p> <p>The objectives will be delivered through the following micro actions:</p> <p>3.1.1 Conduct a survey of ENFSI Board and its operating model</p> <p>3.1.2 Presentation of the outcome to the membership</p>		<p>Reference:</p> <p>ENFSI Constitution</p>
<p>Owner Board, Secretariat</p> <p>Other persons/bodies involved: Members, EWGs, SCs</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> • Providing the survey to the membership and EWGS, SCs and TFs • Presentation 	<p>End date:</p> <p>AM 2024</p> <p>AM 2025</p>

ACTION – 3.2	
Identify tools for internal ENFSI Cooperation	
<p>Description:</p> <p>According to the ENFSI Expert Working Groups communication between the Board and permanent representatives and EWG's is not sufficient.</p> <p>ENFSI Board evaluated and identified possible ways to improve communication.</p> <p>Analysis of the use and effectiveness of the selected communication tools.</p>	<p>Reference:</p>

<p>The objectives will be delivered through the following micro actions:</p> <p>3.2.1 Establish a streamlined method of collecting information from the EWG's</p> <p>3.2.2 Gather regular feedback from EWG through meetings and surveys</p> <p>3.2.3 Develop Task List for ENFSI bodies in relation to EFSA 2.0 AP and ENFSI AP</p>		
<p>Owner Board</p> <p>Other persons/bodies involved: SCs, EWG's, Direct Grant Manager / WP Leaders</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> • Collected feedback from ENFSI bodies • Efficient and easy to use tool for EWGs for Report and Planning established • JM and other meeting minutes • Virtual meetings with EWGs, SCs and TFs, presence of EWGs, SCs and TFs at the AM will be evaluated • Task lists created and communicated to ENFSI bodies 	<p>End date:</p> <p>Ongoing</p> <p>JM 2025</p> <p>On annual basis</p> <p>AM 2025</p>

ACTION – 3.3		
Enhancement of ENFSI's interaction with IFSA and further dissemination of IFSA's products within the Network		
<p>Description:</p> <p>IFSA is a partnership between Regional Networks of Operational Forensic Laboratories aiming to create opportunities for strategic collaboration across the global forensic community. ENFSI has been one of the seven IFSA's Member-Organizations since 2008.</p> <p>ENFSI has taken the leadership role in IFSA until the end of 2025, which entails further assignments to the Board.</p> <p>The objectives will be delivered through the following micro actions:</p> <p>3.3.1 Establish a direct link on the IFSA website to ENFSI documents</p> <p>3.3.2 Reviewing IFSA MRD's</p> <p>3.3.3 Review and sign the MoU with IFSA</p>		<p>Reference:</p>
<p>Owner Board</p> <p>Other persons/bodies involved: Secretariat</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> • Link to ENFSI documents on IFSA website • Participation in IFSA activities • Review of MRDs • Signed MoU with IFSA 	<p>End date:</p> <p>End of 2025</p> <p>On annual basis</p>