

ADVISORY COMMITTEE ON THE MICROBIOLOGICAL SAFETY OF FOOD

No	Recommendation	Action / responsibility identified	Complete	In Progress	For future	Current position / action towards implementation
	<i>Role of the secretariat</i>					
3	the Agency should continually review the efficacy of the Secretariats, in consultation with the Committee Chairs (para 20)	<u>HoD</u>		✓		MSD HoD will write to ACMSF Chair requesting his views on the support provided by the Secretariat.
6	the possibility of learned societies and Research Councils helping to identify individuals with particular expertise should be explored further with them (para 31)	<u>Secretariats</u> to contact the societies and Councils when advertising for members		✓		Secretariat is taking this forward for the current appointments round.
8	the Agency should specify clearly what is expected of all members, focussing particularly on the role of non-specialist members (para 34)	<u>Secretariats</u> (with advice from Consumer Branch)		✓		Secretariat is taking this forward for the current appointments round.
	<i>Training and Support for members</i>					
10	the Agency should provide induction for new committee members and this should include training in consumer issues for scientific members, and possibly facilitated sessions in effective committee functioning (paras 37, 38 & 40)	<u>Secretariats</u> (with advice from Consumer Branch)		✓		Secretariat is taking this forward for the current appointments round based on a training course developed by Consumer Branch.
12	training in media skills should be offered to Chairs and certain other committee members (para 39)	<u>Secretariats</u> (with support from COMS)		✓		Training will be arranged via COMS on an ad hoc basis.
13	the Agency should obtain feedback from committee members on the adequacy of the support and training they receive and should take the necessary action to address any deficiencies (para 41)	<u>HoD</u>		✓		MSD HoD will write to committee members asking them for their evaluation on training and support received – this recommendation is linked in with Recommendation 3 above.

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	Remuneration of members					
18	the Agency should make employers aware of the valuable contributions made by committee members (para 51)	Secretariats to draft letters for FSA Chairman to write to relevant employers when appointment / re-appointments are made <i>[and when members reach the end of their period of office ?]</i>	✓			Now part of standard appointments procedures
	Indemnities					
20	statements of indemnity should be drawn up and kept up to date for committees, their sub-groups and other ad hoc expert groups (para 55)	<u>Secretariats</u> to ensure indemnities are kept up to date		✓		PED are developing a standard statement of indemnity
	THE COMMITTEES' RESPONSIBILITIES – CONDUCT OF COMMITTEE BUSINESS					
	Openness					
22	committees should follow standard practices in making their documents available, by publishing agendas and committee papers in advance of each meeting, and minutes and/or summary reports afterwards (para 63)	<u>Secretariats</u> to implement as appropriate for each committee	✓			This is now done routinely.
26	all committees should move to a position where they conduct as much of their business as possible in open sessions (para 66)	<u>Secretariats</u> to implement as appropriate for each committee	✓			The ACMSF's quarterly meetings are now all held in public.

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	Handling conflicts of interest					
33	interests should be declared by prospective committee members to enable a sensible balance to be achieved on the committee at the time that appointments are made (para 83)	<u>Secretariats</u> to obtain information and use it during appointment procedure		✓		ACMSF application form is being re-designed with a new section on declarations of interest.
34	chairs of the Agency's advisory committees should not be employed by, or receive personal remuneration from, industrial organisations or pressure groups during their term of appointment (para 85)	<u>Secretariats</u> to apply this principle during appointment procedure and to monitor interests thereafter	✓			The current ACMSF Chair has terminated his industrial consultancy work. When advertising for new chair, will draw attention to this requirement in both the advert and on the application form
	Role of the chair and members					
38	at the end of their first year of membership, members should be asked to prepare a report that reflects how they perceive their role within, and contribution towards, the work of the committee (para 91)	<u>Secretariats</u> to arrange meetings between members and chairs		✓		This will be introduced in March 2004 – the earliest date possible based on the appointments.
	Specialist members					
39	each committee has access to advice on quantitative analysis and modelling (para 94)	<u>Secretariats</u> with advice from EA Division	✓			We are currently using EA Division.
49	the Agency, in consultation with committees, should develop a formal approach to risk assessment (para 105)	<u>Secretariat</u> to take forward in the light of the Agency's risk statement?		✓		Progress will be made in 2003.
	Research					
50	the Agency's Advisory Committee on Research should monitor whether committee research recommendations are being suitably implemented by the Agency (para 107)	<u>Secretariats or Policy Divisions</u> to provide information to ACR Secretariat at [annual?] intervals			✓	Await FSA decision on what is required of ACMSF

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