

ADVISORY COMMITTEE ON THE MICROBIOLOGICAL SAFETY OF FOOD

ANNUAL REPORT 2004 : DRAFT 1

1. Members are invited to consider the attached first draft of the Committee's Annual Report for the calendar year 2004. Members are particularly asked to verify their personal details in Annex I and in the Register of Members' Interests (Annex II). If changes are required to be made, particularly to the Register of Interests, it would be appreciated if Members would notify these to the Secretariat as soon as possible.
2. It will be noted that Chapter 3 of the Report deals, with the Committee's future work programme. Members views are sought on possible areas of work for the Committee in the short to medium-term.
3. In terms of finalising this draft Report, the intention is that, as soon as possible after 1 December, the Secretariat will produce a second draft, reflecting the outcome of the 1 December meeting and any comments on Draft 1. This will be circulated to Members by post, for clearance in correspondence. An agreed final draft will then be submitted by the Chairman to the Chairman of the Food Standards Agency, requesting early publication. Clearing the second draft in correspondence, rather than waiting for it to be considered at the ACMSF's March 2005 meeting, enables the Report to be published earlier in 2005 than would otherwise be possible.
4. In summary, Members are invited to :-
 - comment on the first draft of the ACMSF Annual Report 2004;
 - notify the Secretariat as soon as possible of any changes required to Annex I and II of the draft;
 - offer any suggestions in connection with the Committee's short and medium-term work programme; and
 - note the proposals for progressing the drafting and subsequent publication of the Report.

**Secretariat
November 2004**