



FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

Establishment of a long-term Science-Policy-Society interaction Terms of Reference (TOR)



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INDEX OF CONTENTS

1	Background information about the ToR	3
2	ToR.....	5
2.1	BACKGROUND	5
2.2	Objectives of the ToR	6
2.2.1	EU Food Safety Platform Objectives	6
2.3	The Governance structure.....	9
2.3.1	EU Food Safety Platform bodies	9
2.3.2	Meetings and decision making mechanisms	12
2.4	MEMBERSHIP.....	14
2.5	ROADMAP.....	16
2.6	ACTIVITIES PLAN	18
2.6.1	PLATFORM GOVERNANCE, STRATEGY & POLICY, ADVISORY.....	18
	This process will involve the following bodies to guarantee the platform governance and strategy:.....	18
2.6.2	LONG TERM SCIENCE-POLICY-SOCIETY INTERFACE: EU FOOD SAFETY FORUM (PARTICIPATORY PROCESS).....	19
2.6.3	NETWORKING & ENGAGEMENT	20
2.6.4	COMMUNICATION	21
2.6.5	PLATFORM and KNOWLEDGE MANAGEMENT	22
2.7	MONITORING and ACCOUNTABILITY	23
2.8	TRANSPARENCY	23
2.9	CONFIDENTIALITY	23
2.10	SIGNATURES	24
3	Section Signatures.....	Errore. Il segnalibro non è definito.
	ANNEX I EU Food Safety Platform Membership Agreement for organizations	25
	ANNEX II EU Food Safety Platform Membership Agreement for individuals	30

1 Background information about the ToR

This document, the FoodSafety4EU Terms of Reference (ToR) aims at establishing a **long-term Science-Policy-Society interaction strategy among the FS4EU consortium partners**, according to the Grant Agreement No. 101000613.

It describes how the ToR it's expected to support the positioning of the EU Food Safety Platform in the EU Food Safety System, through the implementation of the strategy.

It includes the expected benefits that the actors of the Food Safety System will receive from becoming EU Food Safety platform members and what they can do to feed the platform itself.

The ToR defines how the platform will work, its governance, membership and mechanisms. Finally, it explains the roadmap and the plan of activities of the EU Food Safety Platform.

This **Terms of Reference** (ToR) is a document serving as a comprehensive guide outlining the purpose, objectives, structure, and functions of the FoodSafety4EU platform which share a common goal, responding to scope of the FoodSafety4EU project and the related Horizon 2020 call supporting the launch of a public/private - institutional or voluntary based – initiative in the field of Food Safety in Europe.

This document acts as a blueprint for the establishment, operation, and governance of the FS4EU platform aiming to reach defined objectives, ensuring clarity, transparency, and consistency in its activities.

By signing the ToR, the FS4EU Consortium partners agree with its mission, objectives, and contents and become Members of the FS4EU Platform. FS4EU Platform is a contractual collaboration and does not create any legal entity or joint venture between its Members.

FS4EU Consortium partners participation is expected to be carried out on voluntary base, however the platform Members, individually or jointly in a new consortium/partnership, could apply for further external funding to feed and update/upgrade the platform.

This TOR has been prepared through the following steps:

a) Preparing the TOR structure and proposal

This step has involved several partners of the FS4EU project, as the concept of the Platform - that underpinned the ToR - has been developed and shared during many Executive Committee meetings, according to the original idea of the Platform. In Deliverable D6.1 and D6.2 several input for structuring the Platform ToR have been indicated.

b) Consultation between the Consortium ExC, EAB, DG Commission on the proposed ToR

The ToR proposal has been shared among the FS4EU Consortium members to collect any additional input, while its concept linked to the Platform sustainability strategy has been shared during the FS4EU General Assembly and with some members of the External Advisory Board (EFSA). The ToR has been sent for consultation to the FS4EU policy advisor and policy officer (DG Research and Innovation) at M32 (as per Milestone M16 – M6.2).

c) Preparation of the final version

After collecting input from the consultation, the ToR proposal has been prepared and circulated among FS4EU Consortium partners for collecting the signatures.

d) Presentation at the EU Food Safety Forum

During the EU Food Safety Forum, to be held in Brussels on 28 and 29 November 2032, the FS4EU consortium will present officially the ToR and launch it as a basis for establish a long-term Science-Policy-

Society interaction strategy within the EU Food Safety multi-stakeholder platform. A ToR abstract will be published in the FS4EU digital platform.

2 ToR

2.1 BACKGROUND

The European Union (EU) has implemented various policies and initiatives related to food and agriculture, aiming to ensure food safety, sustainability, and security, in order to reach the targets defined in the *2030 Sustainable Development Goals adopted by the United Nations General Assembly*, related to food (ending hunger, promoting sustainable agriculture, ensuring food security, and addressing climate change).

In this direction, the **Farm to Fork Strategy**, as part of the European Green Deal policy, aims to create a robust, fair, healthy, resilient and environmentally sustainable food system. It is complemented by the **FOOD 2030 strategy** that introduces the systemic approach and encourages a Research & Innovation for future proofing food systems through a collectively implementation of the **pathways for actions** addressing four co-benefits: nutrition, climate, circularity, innovation. It's expected to shape an EU-wide research and innovation **partnership** accelerating the transition towards healthy diets that are safe and sustainably produced in resilient EU and global food systems. The overall goal is to **transform the food system safely towards increased sustainability**.

The FS4EU platform for Food Safety in Europe, hereinafter referred to as 'the **EU Food Safety Platform**' or 'the **Platform**' is an **informal network** established contractually within the framework of the FS4EU project entitled "*FoodSafety4EU: multi-stakeholder platform for Food Safety in Europe*", funded by Horizon 2020 programme (GA 101000613), under the policy-driven call "*FNR-08-2020 -Supporting the food safety systems of the future*", which has required to deliver a research and innovation platform for collaboration and coordination across food safety stakeholders in Europe. The network is coordinated by CNR ISPA, as FS4EU project coordinator, while the digital platform has been co-designed by FS4EU partners and developed by the partner Premotec. Following an internal agreement, CNR ISPA will take care of the platform after the end of the project, supported by technical assistance by Premotec and will coordinate the Platform during the transition period from the FS4EU project towards the "EU Food Safety Platform" for the first year of its implementation (see section 2).

Multi-stakeholder platforms are asked to act as large cooperation spaces, where Food System actors (i.e. policymakers, scientists, enterprises, civil society – up to individual consumer level) can co-design and pilot solutions, strategies, and models, aligning their vision towards common objectives.

This Platform is going to be positioned in the European Food Safety System (FSS) as one of the interfaces that can facilitate the dialogue between different FSS actors (EFSA, EC and Agencies, Food Safety Authorities, Risk Assessors, Research and Academia, Industries, Small and Medium Enterprises, Citizens and Consumers) contributing to build a future proof food safety system. It will focus on food safety as a cross-cutting issue among the ongoing and future European partnerships under Horizon Europe programme (among others: Sustainable Food System for People, Planet & Climate; Animal Health and Welfare, Accelerating farming system transition: agroecology living labs and research infrastructures).

*The overall **mission** of the Platform is to become a **Knowledge/Competence Centre for Food Safety in Europe** supporting the transformation towards a **SAFE and SUSTAINABLE** food system, by facilitating connections and cooperation among Food Safety Systems actors in a multi-level interaction process. Its main value is to involve and engage different parties – public and private, but also academia and policy makers, industries and consumers, in a structured participatory process.*

The Platform can participate in the EU dialogue on food safety by providing updated knowledge and toolkits, by joining high level expert groups, by sharing tested multi-actor approach, and hosting pilot actions. This can facilitate links with macro-level actors (i.e. EFSA, EC, JRC).

The FS4EU project has developed ~~The platform hosts~~ a **collaborative space in a digital environment**, where Food Safety Authorities, institutions and risk assessors can meet scientists, food business operators and citizens to share knowledge and resources, create synergies, new partnerships and joint activities and networking.

The platform also contributes to identify opportunities for improving food safety across food and feed chain, considering an overarching approach (in line with the ONE Health) and facilitates inter-sector cooperation.

2.2 Objectives of the ToR

The **EU Food Safety Platform** Terms of Reference (ToR) aims to:

- indicate the EU Food Safety Platform objectives, the field of activities and expected initiatives.
- create the basis for a long-term cooperation among the FS4EU stakeholders, by defining how the network could cooperate and interact
- define the network governance, by establishing mechanisms to support the multi-stakeholder platform generated by the FS4EU project.

2.2.1 EU Food Safety Platform Objectives

The scope of the **EU Food Safety Platform** is to represent a place where all the stakeholders of the European Food Safety System (FSS) can interact and participate in shaping the system, in order to sustain its safe, sustainable, and healthy transformation.

The **Vision** of this platform relies on the vision presented in the FS4EU platform “business model”,¹: to become a Knowledge/Competence Centre for Food Safety in Europe supporting the transition towards a SAFE and SUSTAINABLE food system.

The **Mission** consists in boosting collaboration among FS community and regulatory science to support FS policies, supporting the FS system for food future, assessing the safety of innovations and addressing citizens concerns and expectations.

It relies on the following important **values**:

- *Cooperation* by enhancing networking among various stakeholders from macro, meso and micro levels.
- *Transparency* by making available a variety of relevant data, documents, scientific evidence, research results and so on.
- *Openness* by enabling access to resources to all interested parties.
- *Knowledge* by providing insights, education and training services.
- *Multi-actor* by encouraging co-creation activities and services.
- *Inclusion* by supporting all categories of stakeholders regardless of genders, backgrounds, ethnicity, sex, culture, etc.
- *Integrity* in all the actions carried out in relation to partners, users, staff and other interested parties

¹ FS4EU Platform Business Model (D6.3) is a deliverable of the FS4EU project, describing a potential operational scheme of the platform in the medium-long term, showing its expected features according to the users' requirements and needs, and how it could work in practice, not considering any profit scope.

- *Reliability* by providing key data and information related to food system from relevant and trustful sources.

The platform is intended as a multi-actor community whose members share the objectives hereinafter indicated, and have access to the digital environment (the digital platform) developed by the FS4EU project. The platform will enable the FSS stakeholders in having mutual learning, growing together, collaborating in new projects, experimenting co-creation to feed the system with new models of participation and cooperation, accessing reliable information and data.

The main strategic objectives of the **EU Food Safety Platform** are to:

1. facilitation of dialogue for promoting R&I and policy coherence by supporting the macro level stakeholders (EU and national authorities), including EFSA and European Commission (EU), in the preparation of legislative proposals and policy initiatives food safety (e.g., upper limit for contaminants, policy briefs);
2. support the EU in food system transformation through different programmes and policies and the alignment of joint trans-national research programmes related to food safety, by providing technical and scientific input and data from the ground (e.g. provided by meso or micro-level stakeholders);
3. collect information on challenges and trends and the latest developments in the field, best practices, regulatory framework and strategies, policy, research results and projects and capacity building;
4. facilitate participatory process and co-creation, cooperation, and connection among the FSS stakeholders, enabling them to get opportunities to grow together through research, innovation, technology transfer, facilitate synergies with other projects and initiatives in food safety area, thus exploiting synergies and capabilities in FSS systems
5. facilitate open access to resources, the platform will help the system to grow and exploit its potential, sharing resources and services present in the system, research experts, information systems, technologies, up-to-date knowledge, communication, and digital tools thus engaging civil society
6. contribute to strengthening the evidence base for food safety and supporting science-policy-society interface;
7. contribute and support improving of food system safety and transparency, to identify and prioritise actions to be taken at EU level in order to better inform consumers (e.g. through the follow-up and the wide dissemination and implementation of the Platform's recommended practices and tools);
8. Improving communication of risk assessment and contribute to better communication and support guidance made by relevant stakeholders (acting at macro, i.e., institutions, and meso levels, i.e., research organization) and/or joint communications initiatives in hot food safety issues.

The main **contributors** to the Platform are from:

- Macro-level: Ministries, Food Safety Authorities Governmental agencies (national and regional); European and international public organizations;
- Meso-level: Education, Academia and Research; R&D Umbrella Networks;
- Micro-level: Food associations / federations / Food Business Operators; Laboratories (and networks) other supporting services (consultancy, advisory, advocacy etc.); Consumer and citizen organizations, media.

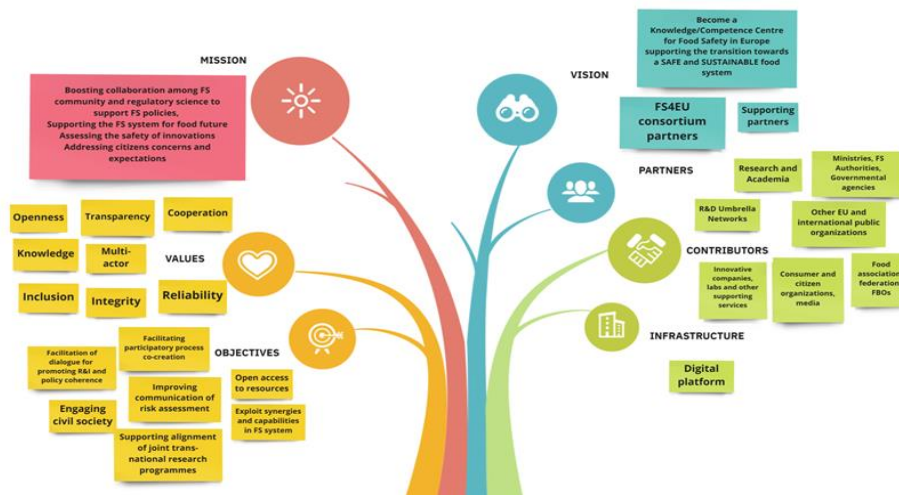


Fig. 2 - FS4EU Platform Governance

The EU Food Safety Platform is based on the knowledge developed by the FS4EU project, that is gathered in the digital platform, developed by PREMOTEC, in collaboration with CNR, APRE, IBA, and other partners contributing to feeding it through contents and project’s results (ie. Interviews, articles, tasks description, etc.). CNR will update the knowledge center and keep contributions to update the digital platform, by involving Members in providing contents.

The contents and the knowledge are public and the ownership of the knowledge is of its producer/developer or author.

The EU Food Safety Platform is identified through the logo used by FoodSafety4EU. The logo could be updated according to the MB decisions.

Definition of “Platform” and “Digital Platform”

"Platform" is a structured environment designed as a specific network bringing together individuals and organizations with specialized knowledge, competences, or interests, fostering collaboration, communication, and the exchange of information. In the context of the EU Food Safety Platform, the platform is intended as a virtual space where experts and professionals from the EU Food Safety System can connect, share insights, and collaborate on initiatives, thereby creating a synergistic community that enhances collective expertise and knowledge.

A "digital platform" refers to the FS4EU online digital environment that facilitates the exchange and access to knowledge, news, contents, and digital tools. It serves as a virtual space where Food Safety System stakeholders can connect, collaborate, and interact. The platform encompasses website, apps, and a collaborative space enabling users to engage in activities such as communication, content sharing, and collaborative work.

2.3 The Governance structure

The **EU Food Safety Platform** governance bodies will exert their mandate with the utmost regard to transparency and fairness. Decisions will be governed by equal treatment and taking ethically relevant aspects into account and reasonable continuity of the governance structure will be ensured.

The governance structure is composed of:

- a. Management Board (MB);
- b. Steering Committee (SC);
- c. Multi-Actor Advisory Board (MAAB)
- d. **FS4EU** Secretariat is consisting in minimum 4 members selected from the FS4EU consortium: coordinator, technical manager, IT and communication expert.

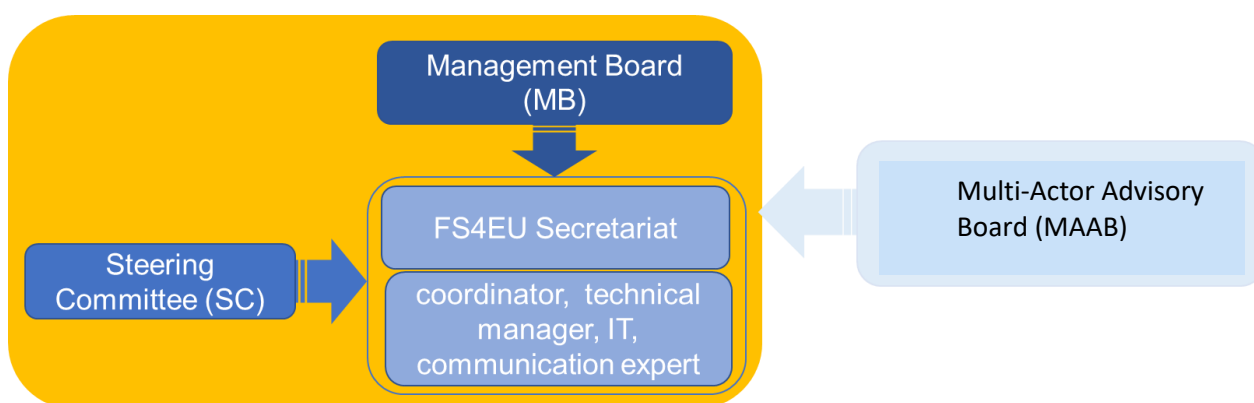


Fig. 3 Governance Structure for the EU Food Safety Platform

2.3.1 EU Food Safety Platform bodies

2.3.1.1 Management Board

The MB is the decision making body of the **EU Food Safety Platform**.

In this board, representatives of *all members* of the Platform are represented.

Each member may be represented by a maximum of two persons in the MB. Each organization has one vote for all required decisions.

The MB will seek advice from the MAAB in conducting important steps (such as developing the Strategic Research Agenda (SRIA) – within the FSOLab - and related matters). The MB may form **Task Forces**'s (TF's) around upcoming events, position papers, requests of EU authorities, requests for services, so on.

The TF's will consist of representatives of members, which will voluntarily cooperate around a specific topic.

Any FSS Stakeholders willing to use as contributor or user, or both, may be represented in MB. Active contribution to the future activities of **EU Food Safety Platform** is expected, such as active participation in the MB meetings.

Mandate of the MB

In the MB all relevant decisions are planned, taken and implemented. The MB is in charge of the overall coordination, supervision, implementation and progress of the FS4EU Platform.

The MB is coordinated by the “**EU Food Safety Platform Coordinator**”, who has mandate to sign agreements and other documents relevant to the “EU Food Safety Platform”.

The EU Food Safety Platform Coordinator is represented by the **FS4EU Coordinator** until the end of the project (31.12.2023) and for the first operational year of the **EU Food Safety Platform**, to ensure the alignment of this network with the vision and outcomes of the FS4EU project.

After the first year, the MB members will annually appoint the Coordinator of the EU Food Safety Platform, who will carry out the mandate for one year. The mandate can be reconfirmed.

The MB will strive to ensure that the **EU Food Safety Platform** has a visible profile and that the broad nature of the topic is reflected by the engagement of a range of FSS stakeholders’ member at EU level.

The MB could update the EU Food Safety Platform logo on the basis of the FoodSafety4EU one and discuss about the updating of the digital platform.

The MB will request advice from the MAAB related to updated Strategic Research Agenda and, respectively, FSS Stakeholders needs. For SRIA updating, a participative process will be maintained through the FS4EU Forum, feeding and upgrading the Food Safety Operational Labs ([FSOLabs](#)) developed in the FS4EU project.

The MB is in charge of decision-taking on the Strategic Research and the Innovation Agenda (SRIA) followed up by FS4EU SRIA’s Implementation Plans which will include the emergent priorities and transnational initiatives in the field.

The MB should implement the roadmap described in par. 2.5, including any discussion about the establishment of a legal entity, setting the liability and operative procedures.

2.3.1.2 Steering Committee

The multi-stakeholders Steering Committee (SC) is consisting of **3 to 7 representatives of MB:**

1 elected chair and minimum

3 representatives of macro, meso and micro FSS stakeholders members, as categorized by the FS4EU stakeholders’ portrait².

SC deals with daily and urgent issues on behalf of the MB and is the linking pin between the MB and the Secretariat. It discuss about strategy and any policy issues, to boost the long term SPS interface, by providing also any advice/insighte to shape/adapt the participatory process (Task Forces).

It approves the **EU Food Safety Platform** membership requests by new applicants (organizations or individuals, according to the procedure described in sec. 2).

The members of Steering Committee are elected for 3 years with a prolonging period with one additional year, if needed.

² 10.5281/zenodo.7660741

2.3.1.3 Multi-Actor Advisory Board (MAAB)

This board is formed by EU/internationally recognized Food Safety experts, participating in the Task Forces and stakeholders from relevant organizations among food safety community.

They are proposed by MB and they will pass an election process elected within MB.

2.3.1.4 FS4EU Secretariat

This secretariat is organized for better coordination of the **EU Food Safety Platform**. It includes the Platform Coordinator and the Platform Manager, a technical manager, and a communication expert belonging to the FS4EU Consortium.

The Secretariat will support the MB, the SC, the MAAB and the TF's in all aspects concerning the preparation and implementation of decisions. The Secretariat will take care of the day to day management of the digital Platform and implement those tasks assigned to it. It will take the necessary actions and will report accordingly to the MB.

Platform Coordinator

The EU Food Safety Platform Coordinator (Platform Coordinator) is an individual responsible for overseeing the operations, activities, and collaborative efforts within the platform. The Platform Coordinator is appointed by the MB and coordinates the activities by implementing the MB decisions. He/she has mandate to represent the network towards third parties. The platform coordinator plays a crucial role in fostering an engaged community, often working to align the platform's goals with the needs and expectations of its Members.

Platform Manager

The EU Food Safety Platform Manager is an individual responsible for managing the overall functioning, development, and strategic direction of the platform. He/she plays a pivotal role in the leadership and management of a platform, working to create an environment conducive to collaboration, growth, and the achievement of shared objectives among the secretariat team and participants. The platform manager typically oversees day-to-day activities, coordinates efforts among various stakeholders, and works to align the platform's goals with the broader mission or objectives to ensure its effective operation. The platform manager has a crucial role in facilitating communication among members, organizing events or initiatives, ensuring the smooth functioning of the platform, and serving as a central point of contact for coordination and collaboration.

2.3.1.5 Task Forces (TF)

Task Forces are ad-hoc working groups in which MB members are voluntary participating for solving pressant issues related to the Platform in terms of knowledge offer, efficiency of networking and cooperation, and access to resources.

2.3.2 Meetings and decision making mechanisms

2.3.2.1 Meetings of the MB

The MB will meet on a regular basis, at least two times a year (in presence or on-line). Additional meetings may be organised upon request of any of the members of the MB, or upon request of the EU Food Safety Platform Coordinator (hereinafter “Coordinator”). The date and place of the meetings will be decided by the MB at its preceding meeting at the latest.

The Coordinator will give notice in writing of a meeting to each Member as soon as possible, but at least 2 calendar months preceding an ordinary meeting. In exceptional cases and only in matters of urgency, the Coordinator may ask to convene an extraordinary MB meeting at shorter notice, but no less than 10 working days preceding such an extraordinary meeting. Special attention will be paid to the fulfilment of the quorum for these meetings. Any decision taken in such a setting by the MB will only be valid and effective if confirmed in writing (letter or e-mail) by each member of the MB without undue delay after such a meeting. At least one representative of each Member should attend the meetings of the MB.

External speakers may be invited to any meeting of the MB at the request of any member of the MB, or of the Coordinator.

Agenda and preparatory documents will be circulated to the MB by the Coordinator at least 15 working days prior to each meeting. Any Member may add an item to the original agenda by written notification to all of the other Members no later than 5 working days before the meeting. If an agenda item requires decisions by the MB this will be indicated in the agenda. Items requiring a decision must be added at least 15 working days prior to each meeting.

Any decision may also be taken without a meeting by circulating to all Members a written document, which is then decided unanimously. This decision can be given in writing or by electronic means (such as e-mail or web-based voting systems). Members must be given at least 15 working days to make a decision and respond.

2.3.2.2 Admission of observers or external guests/specialists to the meetings of the MB

MAAB. The chair of the MAAB is invited to attend the meetings of the MB. The chair of the MAAB has an observer status during these meetings and cannot vote. In case the chair is unable to attend, he/she may appoint a different representative (preferably the respective vice-chair) from the MAAB members. To ensure alignment between the MB and its advisory body, a representative from the MAAB secretariat will be present as an observer during the MB meeting.

Secretariat. The Coordinator will attend the meeting of the MB, but cannot vote. Other representatives from members of the Secretariat may only be present in the MB meeting when items relevant to the Secretariat are on the agenda, unless the Steering Committee decides otherwise. The representatives from Secretariat members cannot vote.

European Commission (EC) and European Food Safety Authority (EFSA). Representatives of the EC may attend the MB meeting with an observer status.

Invited experts. If items on the agenda need additional expertise, external experts can be invited to participate in – part of - the meetings of the MB. MB members and the Coordinator may suggest candidates. The Steering Committee will decide to invite them. Suggestions for experts will need to be made no later than 10 working days before a meeting. Invitations to external experts will be issued by the Coordinator. External guests/experts cannot vote.

2.3.2.3 Decision making mechanisms

Quorum. To ensure the quality of the discussions and the involvement of the members, the MB will not deliberate and decide validly unless at least two-thirds (2/3) of its members who can vote are represented. In the absence of this quorum, the Coordinator will look for an alternative solution such as voting by a written procedure. It should be avoided to cancel or close the meeting.

Voting. The MB will take its decisions by consensus. However, in absence of consensus, decisions will be taken by a voting of its members present, upon suggestion from the Coordinator. Each Member has one vote in the MB, irrespective of the number of its representatives. The vote will be anonymous. The required majority differs for different issues:

- Changes to the ToR: 3/3 of all full members of the MB;
 - Adoption of the SRIA: 2/3 of all full members of the MB;
 - Procedures to update the SRIA: a simple majority of all full members of the MB;
 - Suggestions to implement specific initiatives: any number of full members willing to participate;
 - Any conflict situation with/among Members: 3/3 of all full members of the MB
- Any other issues related to the platform including its potential transformation into a legal entity: 3/3 of all full members of the MB

For all other decisions of the MB the required proportion to validate decisions will be a simple majority of the members present, unless otherwise decided in advance of the MB meeting. In addition, MB members may vote on a decision via electronic systems or by providing consent to a decision in writing, provided that the number of votes is not less than the minimum number of votes that would be necessary to take such a decision at a physical meeting and that the required number of votes are received to make the vote quorate and that consent has been requested, in writing, from all MB members. The members of the MB have 15 working days to vote in such a procedure. Each decision adopted by the MB will be recorded and circulated to all MB members. A statement of the views may be entered in the minutes along with the decision, if a member so requests.

Written procedures for decision making. Decisions of the MB are taken during meetings. In exceptional cases, where circumstances do not allow for a (physical) meeting, decisions of the MB might also be taken by written procedure on a suggestion from the Coordinator and consented to by the MB. A written procedure may take the form of an electronic procedure set up by the Secretariat. The members of the MB have 15 working days to approve or reject a decision.

The members of the MB will be informed without delay about the outcome of a written or an electronic procedure.

Transmission of final documents/ Minutes of meetings. The coordinator will provide written minutes of each MB meeting, which will be the formal record of all decisions taken. The coordinator will send these electronically in draft form to all of its members within 15 working days after the meeting. The draft minutes will be considered as approved, if, within 15 working days from sending, no member has objected in writing to the coordinator about the accuracy of the draft minutes. The approved minutes will be sent to all of the members of the MB and uploaded in the HumHub (or in any new sharing point/cloud as a repository adopted by the Platform and accessible to its members). The minutes will be formally adopted at the beginning of the next MB meeting.

Finalised documents will be circulated to all MB members no later than 40 working days after the meeting and will include answers and comments, suggestions and/or objections.

2.4 MEMBERSHIP

The ToR defines the framework of the EU Food Safety Platform, its main features and expected functioning. This aims to facilitate a seamless onboarding process for organizations and individuals seeking to become members of the EU Food Safety Platform, fostering a collaborative environment for advancements in food safety.

The ToR It is adopted by the **FS4EU consortium members as founders** through its signature, following the procedure used for the FS4EU Consortium Agreement establishment, with the FS4EU Coordinator, who is the Coordinator of the EU Food Safety Platform until the end of the FS4EU project (31.12.2023) and for the first year after.

Prospective members interested in joining the EU Food Safety Platform must familiarize themselves with the Terms of Reference (ToR).

A **membership agreement** is required for new organizations, individuals not belonging to the FS4EU Consortium to join the EU Food Safety Platform.

Three membership levels are available to join the EU Food Safety Platform: EU Food Safety Platform MEMBER, SUPPORTING PARTNER (SP), and INDIVIDUAL USER. By signing the Membership agreement individuals users and/or organizations acquire the status of **Member** fo the EU Food Safety Platform.

- **EU Food Safety Platform MEMBER** - as a private or public organization out of the FS4EU Consortium and any organization which will sign the **EU Food Safety platform membership agreement** (as per Annex I).

Its membership should be approved by the **Steering Committee**.

A member has the following rights to be fully engaged in the Platform’s activities by logging in the digital platform in the JOIN US area:

- Register as a member of the Platform to receive newsletters, information, being included in the Platform members directory;
- Have access to the HumHub restricted workspace, and actively interact within the community, do networking, contact other platform members, have a chat, consult resources, participate to working groups (FSOLabs), do networking with platform members
- Have access to the Platform community to:
- Upload: share any resources in the Platform by uploading materials, data, documents for internal and/or for public use, to be published in the platform knowledge center;
- Promote projects and actions, initiatives, any service to address the FSS stakeholders needs and requests;
- Actively sustain the platform and co-organize initiatives
- Participate in the Managing Board and/or Steering Committee of the Platform.

- **SUPPORTING PARTNER (SP)** is a private or public **organization** - a “**corporate user**” - which will sign the **EU Food Safety Platform supporting partner agreement** (as per Annex I) in order to be involved in the platform activities, at different levels (dissemination and communication, projects, initiatives, working group, consultations).

Its membership should be approved by the **Steering Committee**.

Its logo is shown in the Supporting partner section of the digital platform.

The SP has the opportunity to be included in the network. In this category are also included:

- the FS4EU supporting partners involved in the FS4EU project from the beginning or during the project's life (2021-2023), who joined it by signing the supporting partners' agreement;
- other organizations belonging to EU funded projects whose coordinators have signed agreements with FS4EU project can also act as supporting partners.

- **INDIVIDUAL USER** is a FSS stakeholder – as **an individual** – who subscribes as an USER of the digital platform to receive updated information (newsletters). He/she doesn't gain the status of EU Food Safety Platform member.

An user has the following chances to be engaged in the Platform's activities by registering in the Platform in the JOIN US area:

- Register as an user and subscribe to the Platform, to receive newsletters, information;
- Get involved in Platforms' open initiatives as an expert or invited panelist;
- Participate in open surveys, to be involved in open consultations;

Individuals users can acquire the status of **Member** of the EU Food Safety Platform, by signing the Membership agreement (Annex II).

Members, Supporting Partners, and Individual Users are encouraged to actively engage in the platform's activities, fostering collaboration, and contributing to the overall goals of the EU Food Safety Platform. They will receive periodic updates and communications through newsletters and other platform channels

Membership application and approval process

Application:

- Organizations interested in becoming Members or Supporting Partners must submit a request, by contacting the EU Food Safety Platform Coordinator or any member of the Steering Committee.
- They will sign the EU Food Safety Platform Membership Agreement or EU Food Safety Platform Supporting Partner Agreement.

Approval Process:

- All membership applications, whether for EU Food Safety Platform MEMBER or SUPPORTING PARTNER, will undergo a review and approval process by the Steering Committee.
- An approval process is applied to individual users by Secretariat (as the access to register to the digital platform is free)
- The membership applications will be managed and approved by the Steering Committee. The EU Food Safety Platform Coordinator will sign the agreement.

Termination of Membership

Membership may be terminated based on non-compliance with the terms and conditions outlined in the ToR and/or respective membership agreements.

A member have the possibility to withdraw from the EU Food Safety Platform by sending an official communication to the EU Food Safety Platform Coordinator, who will manage the withdrawal (i.e. deleting the access to the digital platform, removing any reference from documents, platform etc.).

The Membership duration is of 5 years.

2.5 ROADMAP

According to the FS4EU Platform business model, a roadmap for the evolution of the Platform can be envisaged by assuming a strong participation of active users and contributors, as shown in the figure below:

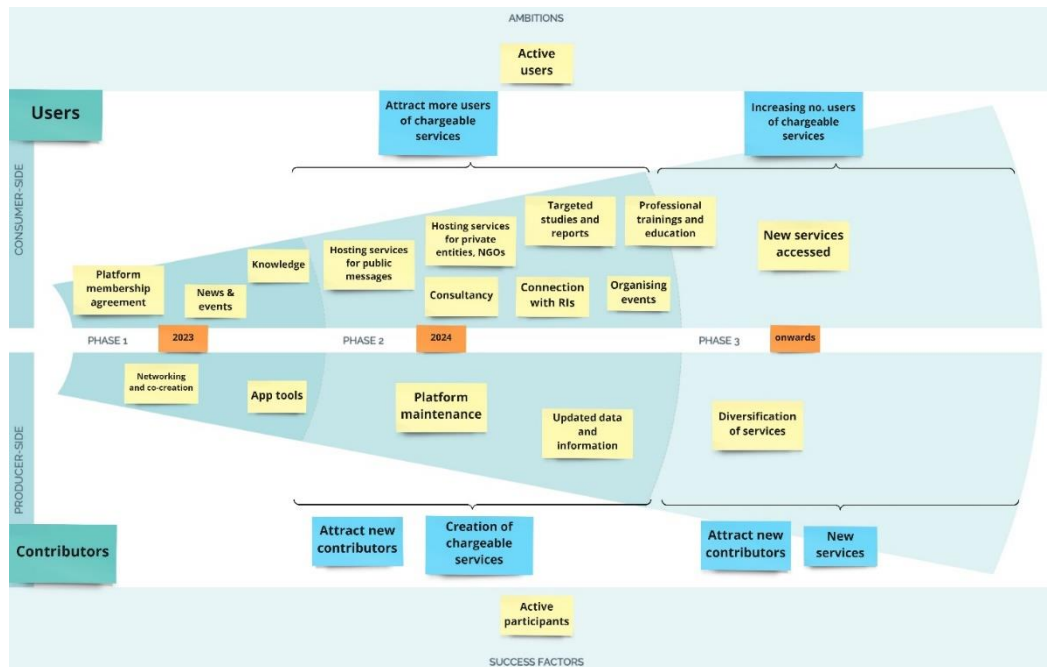


Fig. 4 FS4EU Platform roadmap

This roadmap shows the ambitions and success factors of the Platform, in a 5 years timeline, launching and updating/recurring current and future services. Services are grouped by 3 main pillars: knowledge, networking and access to resources. Some services can be provided continuously while other quarterly, once or twice per year upon users' request.

A first set of activities expected to last for a 3 years period has been planned by the FS4EU platform Consortium to ease the implementation of the long-term Science-Policy-Society interaction strategy, and specifically;

- support the Food Safety System in providing input for new proposals and policy initiatives in the field of Food Safety (such as different actions announced in the Farm to Fork Strategy, or in partnerships to keep food safety in the transformation towards the sustainability)
- provide information and knowledge on the highlights in food safety, experience, good practice and lessons learned, providing a forum for exchange on effective interventions, innovative solutions, and programmes;
- support EFSA and EU Commission in facilitating the implementation of regulations, programmes and policies with an impact on food safety by providing input on technical and scientific issues as well as practical experiences, if required;
- support the EU Commission to identify and prioritize actions to be taken at EU level in order to boost and leverage food safety by proposing and updating a SRIA – Strategic Research and Innovation Agenda, as well as to support all the Food Safety Systems actors in identifying and

implementing appropriate actions to be taken at national, regional and local levels (e.g. through the follow-up and the wide dissemination and implementation of key recommendations), where required or needed (i.e. in case of consultations);

- contribute to improve communications initiatives in selected priority areas (e.g., risk communication, communication campaigns to consumers, etc. or any other area relevant for the EU Food Safety Platform);
- contribute to and facilitate synergies with the other initiatives and EU funded projects;
- strengthening the evidence base for food safety and evaluate the effectiveness of actions.

In order to deliver these tasks, the EU Food Safety Platform will also operate in sub-groups dedicated to specific areas of work, named Task Forces (see Sect. 3.3.1.5) that will continue and upgrade the participatory processes conducted in the FoodSafety4EU project: Risk Assessment, R&D Funding, SRIA, risk Communication through the above mentioned FSOLabs.

The expected interaction and activities among the EU Food Safety Platform bodies is represented in the following scheme:

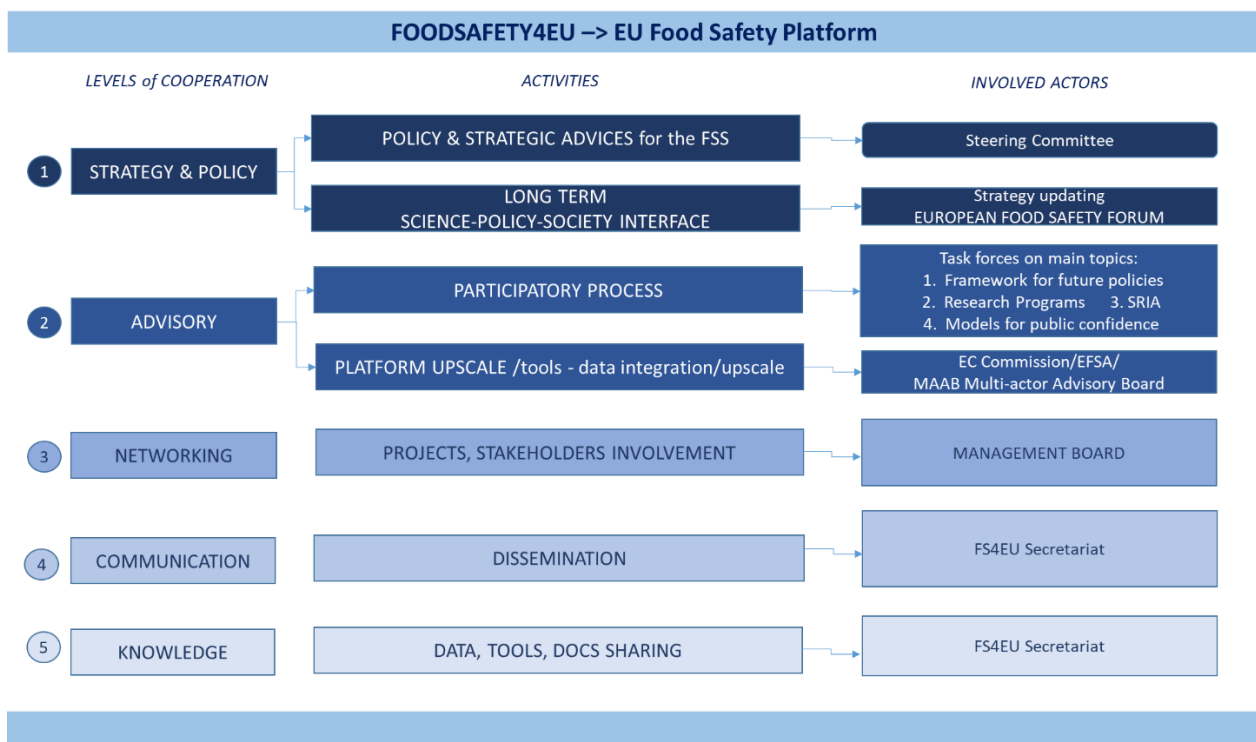


Fig. 5 FS4EU cooperation model

2.6 ACTIVITIES PLAN

To realize the roadmap for long term interaction, 5 processes will be performed by the EU Food Safety Platform bodies and actors:

- 1 **PLATFORM GOVERNANCE, STRATEGY & POLICY, ADVISORY**
- 2 **LONG TERM SCIENCE-POLICY-SOCIETY INTERFACE: EU FOOD SAFETY FORUM (PARTICIPATORY PROCESS)**
- 3 **NETWORKING & ENGAGEMENT**
- 4 **COMMUNICATION**
- 5 **PLATFORM and KNOWLEDGE MANAGEMENT**

2.6.1 PLATFORM GOVERNANCE, STRATEGY & POLICY, ADVISORY

This process will involve the following bodies to guarantee the platform governance and strategy:

- a. Steering Committee (SC): it will meet to share strategy and policy issues, to boost the long term SPS interface, by providing also any advice/insight to shape/adapt the participatory process (Task Forces)
- b. Management Board (MB): it will meet to organize activities (mainly the yearly EU Food Safety Forum) and activate Task Forces, according to SC and MAAB addresses
- c. Multi-Actor Advisory Board (MAAB): it will meet to enhance cooperation, networking and sharing best practices, once a year, during the EU Food Safety Forum
- d. FS4EU Secretariat: it will meet quarterly to discuss and implement any planned action and feed the digital platform.

These bodies could also organize additional meetings to detail actions and initiatives, and define the areas of interventions, by defining the structure and organization of the annual EU Food Safety Forum.

3 years plan of activities (to be extended to 5 years upon annual review and update)

Meetings	2024				2025				2026			
	3	6	9	12	15	18	21	24	27	30	33	36
Steering committee	SC 1 Kick off meeting online (before MB meeting)			SC 2				SC 3				SC 4
Management Board	MB 1		MB 2 hosted by members ³		MB 3 hosted by members		MB 4 hosted by members		MB 5 hosted by members		MB 6 hosted by members	
MAAB				MAAB 1				MAAB 2				MAAB 3
FS4EU Secretariat	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12

The governance mechanisms are described in par. 3.3.

³ Meetings open to other stakeholders, to enlarge the network, including Ministries, FSAs, Funding Agencies, etc.

2.6.2 LONG TERM SCIENCE-POLICY-SOCIETY INTERFACE: EU FOOD SAFETY FORUM (PARTICIPATORY PROCESS)

This process aims to organize the EU Food Safety Forum, as an annual follow up of the first event prepared under the FS4EU project (27-28 Nov 2023, Brussels). An EU FS FORUM Organizing Committee (OC) supported by the MB will implement any action to boost and feed the participatory process, thus preparing the annual Forum.

The Management Board supported by MAAB and the FS4EU Secretariat will meet to feed the Task Forces to co-generate input for policies and EU Framework Programmes and funding schemes, thus updating the FSOLabs and feeding continue discussions (i.e. updating documents, animate the groups arising from FSOLabs).

3 years plan of activities (to be extended to 5 years upon annual review and update)

MB MAAB FS4EU Secretariat EU FS Forum OC support for EU FS Forum	2024				2025				2026			
	3	6	9	12	15	18	21	24	27	30	33	36
MB + MAAB: animating the dialogue and involving networks		online meeting		EU FS FORUM		online meeting		EU FS FORUM		online meeting		EU FS FORUM
EU FS FORUM OC: Preparing agenda		x				x				x		
EU FS FORUM OC: Event organization and secretariat (invitations, registrations, venue, communication)		x	x	x		x	x	x		x	x	x
EU FS FORUM OC: Reporting and sharing output within the platform				x				x				x

2.6.3 NETWORKING & ENGAGEMENT

The EU FS Platform bodies should be actively involved in promoting initiatives and engagement opportunities to enlarge the network, by exploiting any results and tool delivered by the FS4EU project, as well as by participating in EU initiatives, projects, consultations, events.

According to the Minimum Viable Platform concept, several engagement routes could be activated, as indicated in the table below. Being these activities not scheduled as they depend on future external initiatives some minimum targets have been considered in the plan (i.e., 2 participations to events); they are indicated as an expected target (at least No.xx) at the end of each year.

3 years plan of activities (to be extended to 5 years upon annual review and update)

SC - MB – MAAB FS4EU Secretariat support for Engagement & networking	2024				2025				2026			
	3	6	9	12	15	18	21	24	27	30	33	36
FS4EU Secretariat: Exploitation of FS4EU results in other events/projects				3				3				3
MB+ MAAB Participation in EC Consultations				2				2				2
MB+ MAAB Stakeholders' agreements				4				6				8
SC+MB+MAAB Events/ participation- cooperation				3				3				3
SC+MB+MAAB Other joint initiatives i.e., proposals/calls				1				2				2
SC, MB, MAAB requesting any services (on demand) management MB+ FS4EU Secretariat: - Consultancy - Training - Communication - Facilitations for members Projects/proposals				1				1				1

2.6.4 COMMUNICATION

Communication and dissemination activities are strategic to enhance the platform visibility and reputation, as well as to provide updated informative services to the Food Safety Systems in Europe. This activity needs to be continuously implemented to foster cooperation and interaction.

3 years plan of activities (to be extended to 5 years upon annual review and update)

FS4EU Secretariat support for Communication	2024				2025				2026			
	3	6	9	12	15	18	21	24	27	30	33	36
Communication Digital content management - News&Events	x	x	x	x	x	x	x	x	x	x	x	x
Social Media Management	x	x	x	x	x	x	x	x	x	x	x	x
Materials preparation, collection and publication	x		x		x		x		x		x	x
Collective newsletter (2months) by youngs -> annual publication		x		x		x		x		x		x

An EU Food Safety Platform Member will be annually appointed by the SC to manage the communication of the platform.

2.6.5 PLATFORM and KNOWLEDGE MANAGEMENT

The digital platform hosts a place where the stakeholders virtually can meet and have a single-entry point to the FSS. In this virtual space the FSS stakeholders can operate to get information, be engaged and interact with the desired stakeholders, share and update their knowledge, access to resources, experiment ways of cooperation to increase their benefits. It will support the co-creation participatory process by giving FSS stakeholders a voice to discuss in future forums about the topics addressed by the FS4EU project in the FSOLabs: Risk Assessment, R&D Funding, SRIA, risk Communication.

These domains can be adapted according to future needs or specific requirements by Macro-Meso-Micro stakeholders, by considering the dynamic evolution of the Food Safety Systems.

These rooms will be open for further discussion to working groups of stakeholders who will feed and co-design the EU Food Safety Forum to be held yearly from 2023 on.

CNR will coordinate and feed the digital platform, by using its tools, updating it and stimulating the participation, while PREMOTEC will guarantee the technical assistance and support.

3 years plan of activities (to be extended to 5 years upon annual review and update)

FS4EU Secretariat support for Platform Management	2024				2025				2026			
	3	6	9	12	15	18	21	24	27	30	33	36
Platform coordination	x		x		x		x		x		x	
Digital platform content management (updating Knowledge hub, participatory process)	x	x	x	x	x	x	x	x	x	x	x	x
Digital Platform Technical management and maintenance (digital tools)		x		x		x		x		x		x

2.7 MONITORING and ACCOUNTABILITY

Per each activity, the involved participants will ensure the accountability of the performed activities by providing any

- Agenda of the meetings
- Presentations available on the platform
- Reports or policy briefs arising from multi-actor working groups
- Report of survey/participation in EC Consultations
- relevant background documents.

An open access repository will host the relevant public documents and resources, while the working documents and any other confidential document will be stored in due time ahead of meetings, followed by timely publication of minutes in a dedicated space in the workspace Humhub, integrated in the FS4EU digital platform. Access to this section is submitted to user registration to the platform.

The Steering Committee and the Management Board will periodically monitor the outcomes and the progress of the working groups, by sharing the annual programme and considering the achievement of the defined objectives and targets. They can also review and update the ToR to accommodate changing needs and circumstances.

2.8 TRANSPARENCY

The ToR puts the basis to ensure **transparency**, by clearly defining the Platform's structure, functions, and processes, the ToR ensures transparency in the operations, promoting trust and confidence among stakeholders and the broader community.

All the documents and data will comply with the privacy policy as defined to the following link: <https://foodsafety4.eu/privacy-policy/>, under responsibility of CNR.

Any personal data included in or relating to this ToR or the specific agreement, including its execution shall be processed by Members pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data or any future legislation that will replace it.

2.9 CONFIDENTIALITY

The ToR subscribers agree to maintain strict confidentiality with respect to any information, documentation, data, reports arising from any activity performed according to section 2.6, or any other materials disclosed by either EU Food Safety Platform Member. This confidentiality clause pertains to information deemed confidential by the disclosing Member or information whose disclosure could demonstrably harm the interests of the disclosing Member. This provision does not apply to data that has legitimately become publicly available through third parties, through lawful actions performed independently, or has been made available to the receiving Members by third parties without any confidentiality restriction.

Furthermore, all parties involved in this ToR undertake to maintain the confidentiality of information, whether exchanged orally or in writing, for a period of five years following the expiry or termination of this

ToR. However, any Party may specify during the communication of information that the confidentiality of said information shall persist beyond the aforementioned five-year period.

2.10 SIGNATURES

The signatures of FS4EU partners as subscribers of this ToR and members of the **EU FOOD SAFETY PLATFORM** are displayed in the following pages (each partner has signed a separate page).

FS4EU partners

1. **Consiglio Nazionale delle Ricerche**
2. **UNIVERSITEIT GENT, GHENT UNIVERSITY,**
3. **VYSOKA SKOLA CHEMICKO-TECHNOLOGICKA V PRAZE**
4. **Teknologian tutkimuskeskus VTT Oy**
5. **TECHNISCHE UNIVERSITAET MUENCHEN**
6. **AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE**
7. **INSTITUTUL NATIONAL DE CERCETARE-DEZVOLTARE PENTRU BIORESURSE ALIMENTARE**
8. **AGENCE FEDERALE POUR LA SECURITE DE LA CHAINE ALIMENTAIRE**
9. **AUTORIDADE SEGURANCA ALIMENTAR E ECONOMICA**
10. **RUOKAVIRASTO**
11. **Autoriteti Kombetar i Ushqimit**
12. **Premotec GmbH**
13. **Zentrum für Soziale Innovation GMBH**
14. **AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA**
15. **EUROPEAN FOOD INFORMATION COUNCIL**
16. **ISEKI-Food Association**
17. **INTERNATIONAL LIFE SCIENCES INSTITUTE EUROPEAN BRANCH AISBL**
18. **FOODDRINKEUROPE**
19. **COMMUNAUTE EUROPEENNE DES COOPERATIVES DE CONSOMMATEURS - EURO COOP AISBL**
20. **FEDERAÇÃO DAS INDUSTRIAS PORTUGUESAS AGRO-ALIMENTARES**
21. **FEDERATION OF FOODS AND DRINKS INDUSTRIES CR**

Brussels, 29 November 2023

ANNEX I


EU Food Safety Platform Membership Agreement for organizations



FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

EU Food Safety Platform Membership Agreement

 **FoodSafety4EU** has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement No. 101000613

www.foodsafety4.eu



FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

EU Food Safety Platform Membership Agreement

Title ID	EU Food Safety Platform
Date	_____
Involved Parts	EU Food Safety Platform Coordinator _____
Dissemination Level	Confidential

Agreement	2023	Duration	5 Years
Start Date	Nov 2023	End Date	Dec 2028



FoodSafety4EU has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement No. 101000613



www.foodsafety4.eu

EU FOOD SAFETY PLATFORM MEMBERSHIP AGREEMENT

WHEREAS

FS4EU project has developed a multi-stakeholder platform intended as a responsive and adaptive community of FSS actors feeding a long term interface for the European Food Safety System (FSS), by structuring a participatory process.

This platform should last for 5 years after the FS4EU projects' end, that is Dec 2023, evolving in the **EU FOOD SAFETY PLATFORM**, according to **the Terms of Reference**, and represented by the FS4EU Coordinator

The TOR foresees different categories of platform memberships: Platform Member and Supporting Partner,

WHEREAS

- the Organization _____
represented by _____
(name, surname, job position and organization, country)

- the Organization foresees actions of cooperation with other international funded projects and initiatives in the field of Food Safety, to improve knowledge and collaboration and exchange information, joint activities, capitalization of public results, and dissemination including the co-organization of the international events;

- the Organization is interested in joining the EU Food Safety Platform according to the TOR as

- Platform Member
- Supporting Partner

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

the Organization _____
becomes an **EU FOOD SAFETY PLATFORM** Member / Supporting Partner

**EU Food Safety Platform
Coordinator**
CNR ISPA
Veronica Lattanzio
Italy

ORGANIZATION

Country:

Signature

Signature

Date:

Date:





FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

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ANNEX II

EU Food Safety Platform Membership Agreement for individuals



FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

EU Food Safety Platform Membership Agreement for individuals



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FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

EU Food Safety Platform Membership Agreement for individuals

Title ID	EU Food Safety Platform
Date	_____
Involved Parts	EU Food Safety Platform Coordinator _____
Dissemination Level	Confidential

Agreement	2023	Duration	5 Years
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Start Date	Nov 2023	End Date	Dec 2028
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EU FOOD SAFETY PLATFORM MEMBERSHIP AGREEMENT

WHEREAS

FS4EU project has developed a multi-stakeholder platform intended as a responsive and adaptive community of FSS actors feeding a long term interface for the European Food Safety System (FSS), by structuring a participatory process.

This platform should last for 5 years after the FS4EU projects' end, that is Dec 2023, evolving in the **EU FOOD SAFETY PLATFORM**, according to **the Terms of Reference**, represented by the FS4EU Coordinator

WHEREAS

- the TOR foresees individual membership

- the expert _____
(name, surname, job position and organization, country) has read the TOR

- He/She is interested in joining the EU Food Safety Platform according to TOR

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Mr/Ms/Mrs _____
becomes an **EU FOOD SAFETY PLATFORM** Member.

EU Food Safety Platform
Coordinator
CNR ISPA
Veronica Lattanzio
Italy

Name Surname

Country

Signature

Signature

Date:

Date





FoodSafety4EU

MULTI-STAKEHOLDER PLATFORM
FOR FOOD SAFETY IN EUROPE

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