

ADVISORY COMMITTEE ON NOVEL FOODS AND PROCESSES

ACNFP OPEN MEETING

Issue

The Committee is asked to consider the details and proposed agenda for the ACNFP open meeting to be held on 24 November 2004.

Background

1. The Committee's November meeting will take place over two days, 24 – 25 November. The Secretariat has booked conference rooms at Aviation House for both days and will organise accommodation for Members as required. It is suggested that the open meeting be held on the afternoon of 24 November, with a closed meeting following on 25 November to discuss applications and other Committee business.

2. The Secretariat proposes that the open meeting should follow the same pattern as in previous occasions, lasting two and a half to three hours and comprising of two or three discrete sessions followed by a final discussion and summing up period with input from the audience and Committee Members.

3. In the light of the forthcoming review of the Novel Foods Regulation the Secretariat proposes that the meeting should be used as a forum to discuss approaches to the regulation and assessment of Novel Foods. As this is a broad area for discussion Members may wish to spread the dialogue over two or three sessions in order to focus the analysis. Members may also wish to consider the use of breakout groups, which had a mixed reception at the November 2003 open meeting. The manner in which these sessions are chaired or summed up will be decided when the format and discussion topics have been agreed.

4. The final session will again be reserved for the Committee to respond to questions from the audience. Written questions will be invited from the audience when they apply for tickets, and a selection of these could be tabled and discussed. There will also be an opportunity for follow-up questions and comments from the floor. Professor Gasson will chair this section of the meeting.

5. In the light of feedback from last year's meeting (Annex A) the Secretariat wish to suggest a number of minor amendments to the organisation of the meeting.

a.) In order to make best use of the available time individual Committee Members will not perform introductions. It is proposed that the *ACNFP Committee Members* fact sheet should be circulated to attendees prior to the meeting instead.

b.) The Secretariat also proposes to distribute copies of the *Advisory Committees* fact sheet. It is hoped that this document will clarify the remit of

the Committee and minimise the potential for questions that address issues falling outside the remit of the ACNFP.

c.) In the light of Members' comments the Secretariat will ensure that a member of the Food Standards Agency Board is invited to the meeting. A member of the Secretariat to the Advisory Committee on Releases to the Environment (ACRE) will also be invited to attend in order to take account of any overlapping queries. Any such issues will be noted and addressed outside of the meeting.

d.) If smaller group discussions are required individual rooms will be arranged in order to reduce the noise levels. Consideration will also need to be given to the manner in which these discussions are chaired and reported.

Committee Action Required

6. Members are asked whether they are content for the meeting to take place in the format described above.

7. Members are invited to consider what topics should be covered, based on the suggestion listed above and any others they wish to put forward.

8. When the format of the meeting and issues for discussion have been agreed, the Secretariat will publicise the meeting and issue relevant papers to facilitate the discussion. Attendance will be by ticket only, issued in advance on a first come first served basis.

Secretariat
July 2004