

ADVISORY COMMITTEE ON NOVEL FOODS AND PROCESSES

ACNFP ANNUAL REPORT 2008

Issue

The Committee issues an annual report outlining the work it has carried out in the preceding year. A draft of the 2008 report is attached for comment (**Annex 1**). The Committee is also asked to consider the Food Standards Agency's Good Practice Guidelines (**Annex 2**), which are specifically focused on the operation of scientific advisory committees, by answering the points in the attached questionnaire (**Annex 3**).

Background

1. The format of the annual report and production timetable is similar to that of previous years. The body of the report essentially reflects the minutes of the meetings in 2008, and the appendices provide background material and copies of formal opinions. The report is therefore a compilation of information that has already been published in a less permanent form, i.e. via the Internet.
2. Members are particularly asked to check that the details of membership and members' interests in Appendix I are accurate for the period January-December 2008.
3. The FSA's Good Practice Guidelines (**Annex 2**) were adopted in December 2006 (see ACNFP/82/6) and contain a list of principles which each FSA Committee is asked to reconsider annually as part of the preparation of its Annual Report. The Good Practice Guidelines will be attached as an Appendix to the Annual report. Recognising the range of activities of the different Committees, the document notes that not all of the guidelines will apply to all Committees all of the time.
4. The Committee's response to the attached questionnaire (**Annex 3**) will provide the basis for an annual report from the FSA's Chief Scientist to the Government's Chief Scientific Advisor.

Committee Action

5. Members are requested to provide substantive comments on the report and any other drafting suggestions in writing by 6 March.
6. If Members are content, it is proposed that the final text of the Committee's Annual Report be cleared by Chairman's action. However, a redraft will be circulated to Members for comment if any substantial points are raised.

7. Members are also asked to consider the Committee's performance during 2007 against the Guidelines and to suggest any areas where the ACNFP should review or adapt its working practices. Member's comments on performance during 2008 will be used to draft a response to the questionnaire for consideration at the next meeting.

**Secretariat
February 2009**

Annexes attached:

Annex 1: ACNFP Annual Report 2008: main text + Appendix 1 (*Draft - Restricted*)

Annex 2: Food Standards Agency's Good Practice Guidelines

Annex 3: Scientific Advisory Committees' Self Assessment against the Good Practice Guidelines