

ADVISORY COMMITTEE ON NOVEL FOODS AND PROCESSES

CODE OF PRACTICE

Issue

1. Under the instruction of the FSA chair, further changes have been made to the Codes of Practice, including formatting and content changes. This code of practice is now to be reviewed by the ACNFP Committee.

Background

2. Expert committees that independently advise the Food Standards Agency (FSA) operate to a Code of Practice (CoP). The CoP defines the principles for the Committees when operating and are set in line with central government guidance.
3. In November 2019, the Secretariat composed a new CoP document, containing all the relevant information currently provided on the ACNFP website to explain how the ACNFP governs its operations which was reviewed by the ACNFP at the time.
4. Since then there was a corporate move towards standardising the CoP's for all of the Scientific Advisory Committee's, with the aim of making them shorter and more succinct. As a result, the Code of Practice was revised.
5. In June 2020, the Committee reviewed the revised CoP and further areas for improvement and clarity were provided.
6. The ACNFP Secretariat have considered these suggestions and made some further additions which are coloured in green in **Annex A**. This is what the Committee will be reviewing.
7. A Statement of Indemnity for all FSA Scientific Advisory Committees (SACS) has also been created by the SACS co-ordination team which is referred to within the CoP (**Annex B**). All governance related documents are to be published on SACS websites.

Committee Action Required

- Members are asked to review the new CoP document (**Annex A**) and comment on whether the content of the document is accurate and reflects the Committee's working practices. As members have already reviewed the CoP, members are asked to focus on the additions that have been made by the ACNFP secretariat.

- Members are asked to review the Statement of Indemnity to ensure they are content with the statement (**Annex B**)

Annexes

Annex A – Code of Practice

Annex B- Statement of Indemnity

Secretariat
August 2020