

ADVISORY COMMITTEE ON NOVEL FOODS AND PROCESSES

ACNFP ANNUAL REPORT 2018

Issue

The Committee issues a report, annually, outlining the work it has carried out in the preceding year. A draft of the 2018 report is attached for comment (**Annex A**). The Committee is also asked to consider the Food Standards Agency's Good Practice Guidelines (**Annex B, pg. 24**) which are specifically focused on the operation of Scientific Advisory Committees (SACs).

Background

1. The format of the annual report has been updated. It is like that of 2017, however, it has been updated to reflect the change in focus for the Committee's work in 2018 to traditional food notifications. The format has also been updated to better enable online readers to locate the relevant ACNFP minutes and opinions highlighted.
2. The report also includes links to the website and 2018 meeting page leading readers to the agendas, minutes and committee papers for discussion of previous meetings.
3. The Food Standards Agency's Good Practice Guidelines 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 (**Annex B**) and the Committee's self-assessment will be attached as part of Annex 1 to the annual report. Recognising the range of activities of the different Committees, the good practice document notes that not all of the guidelines will apply to all Committees all of the time.
4. If Members are content, it is proposed that the final text of the report be cleared by Chair's action. However, a redraft will be circulated to Members for comment if any substantial points are raised.

Committee Action Required

- Members are asked to note the format of the report and comment on the text (**Annex A**).

- Members are asked to check that their personal details are correct, together with personal and non-personal interests (current & historic) (pages 7-17 of **Annex A**).
- Members are also asked to consider the Committee's performance during 2018 against the Good Practice Guidelines and to suggest any areas where the ACNFP should review or adapt its working practices (refer to Annex 2).
- Members are requested to provide substantive comments on the report at the meeting. Any minor drafting points can be sent direct to the Secretariat by **21 May**.

**Secretariat
April 2019**

Annexes:

Annex A- *ACNFP Annual Report 2018 (Draft - Restricted)*

Annex B- *Food Standards Agency's Good Practice Guidelines*