

**ADVISORY COMMITTEE FOR NOVEL FOODS AND PROCESSES**

**CODE OF PRACTICE AND TERMS OF REFERENCE**

**Issue**

Expert committees that independently advise the Food Standards Agency (FSA) operate to a Code of Practice (CoP). The CoP define the principles for the Committees when operating and are set in line with central government guidance.

The FSA Committees have been asked to consolidate the information on their working practices, the code of practice and terms of reference into a single document. Members are asked to review the document and comment on whether this accurately reflect the work of the Committee.

**Background**

1. As part of our Commitment to making the work of the Committees open and transparent we have been asked to collate the key information on the Committees working practices. This has two purposes the first to align the information provided across the Committees and the second to make this accessible in one place. The intention is not to change the requirements only how they are displayed. The final document once agreed with members will be made available on the ACNFP website.
2. The Secretariat has composed a new Code of Practice document, containing all the relevant information that currently provided on the ACNFP website to explain how the ACNFP governs its operations;

**Committee Action Required**

- Members are asked to review the new document (**Annex A**) and comment on whether the content of the document is accurate and reflects the Committee's working practices
- Members ask if there are any changes that should be made to reflect the work of the Committee.

**Secretariat  
October 2019**

**Annexes**

**Annex A** – The draft Code of Practice document