

MEETING SUMMARY

HEADS OF ENCASIA WORKING GROUPS

BRUSSELS, ON 4 JULY 2013

The ENCASIA chairman, deputy chairman and the heads of the ENCASIA working groups (WG) held a coordination meeting to discuss priorities for the next actions of the Network's work programme. Germany chaired the meeting with the participation of Belgium, Denmark, France, Ireland, Italy, Slovenia, the United Kingdom and DG MOVE. It is worth noting the variety of Member States chairing these groups.

The meeting started with a useful discussion on **Peer Reviews** (WG5). In summary, Peer Reviews have a dual function: 1) To enable the Commission to ensure that key provisions of Regulation (EU) No 996/2010 are correctly implemented in the reviewed MS; 2) To foster the dissemination/cross-fertilization of best practices amongst the safety investigation authorities so that each authority can ultimately harmonize them. Peer reviews are foreseen to be beneficial for both sides: the reviewers and the ones who will be reviewed. A detailed planning will be proposed to the ENCASIA plenary meeting as a priority for the next grant application.

The head of WG1 (**Network communication and Internet presence**) announced that the structure and the content of the future website will be proposed for adoption to ENCASIA in September.

The head of WG2 (**Inventory of best practices of investigation in Europe**) informed the meeting about its actions in cooperation with the groups on 'Safety recommendations' and 'Peer reviews'. Although there is already a lot of collected information available on CIRCABC, these good/best practices need to be further promoted and will have to be more easily accessible through the upcoming ENCASIA site.

The head of WG3 (**Procedures for asking and providing help**) will break down its output in three phases. In the short term, one part of the data that are already on CIRCABC will be centralized on the ENCASIA website. The second phase will address a way to share more data/procedures/resources availabilities in a user-friendly manner, probably through restricted webpages. Finally, the specifications for an automated management tool will be refined on basis of the feedback received after the first two phases.

The head of WG4 (**Training of investigators**) delivered the final version of its guidance manual on training. The ENCASIA deputy chairman summarized the successful training course organized by ENCASIA in the United Kingdom thanks to the first Commission's grant. The efficient role of the subcontractor who handled logistics was also acknowledged as key. The training steering committee will work with WG5 to prepare the grant application (ENCASIA 2), mindful of the upcoming deadlines.

The head of WG6 (**Safety recommendations**) presented the draft Terms of reference to be approved during the plenary September meeting. The ToRs notably emphasize common procedures as well as the analysis of the content of the new European safety recommendations database (SRIS) "with a view to identifying important safety recommendations of Union-wide relevance".

This meeting also enabled to discuss common needs (such as questionnaires in order to avoid overlapping requests) and to brainstorm on the way forward. The participants expressed concerns in relation to human resources and the time spent on administrative matters to comply with the cumbersome procedures related to grants. In the near future, these procedures should be better known and less time-consuming thanks to the experience gained.

The meeting was also helpful to prepare the next September ENCASIA plenary meeting that will be reduced to one day.