

EUFRAM

Concerted action to develop a European Framework for probabilistic risk assessment of the environmental impacts of pesticides¹

Work Package 12

PLANS FOR END-USER TESTING PHASE²

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Andy Hart (CSL)³

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² EUFRAM partners welcome public comment and discussion on this document. Comments may be contributed via the EUFRAM website at www.eufram.com. This document is the responsibility of its publishers and in no way represents the views of the European Commission or its services.

³ Work Package leader. All EUFRAM partners are members of this Work Package, and the author is grateful for their contributions to the development of this plan.

1 OBJECTIVE

The objective of Work Package 12 is to arrange extensive testing of the draft project outputs by a wide range of end-users. This will also make a major contribution to disseminating the project outputs. The aim of this paper is to provide an initial outline of the proposed plan for the work package, and identify the preparatory work required.

2 OVERVIEW

In September 2004, Work Packages 2-11 will deliver draft reports that will be integrated by Work Package 1 to produce the first draft of the “Integrated Framework Document”.

The Framework Document is intended to be suitable for adoption by the EU as a practical guidance document for end-users in regulatory authorities and industry. In summary, will contain:

- Basic principles for probabilistic assessment of the environmental risks of pesticides (combined outputs of WP 3-7)
- Recommendations on software and databases for probabilistic assessments
- Case studies illustrating application of the principles, software and databases
- Recommendations for validating probabilistic approaches and results of validation studies already completed.
- Recommendations for improving access to data for probabilistic assessments.
- A summary of ongoing research and recommendations for further research required to implement probabilistic approaches.

The EUFRAM project will not itself develop specific models, software or databases for use by end-users although it may recommend such tools developed by other projects, if appropriate.

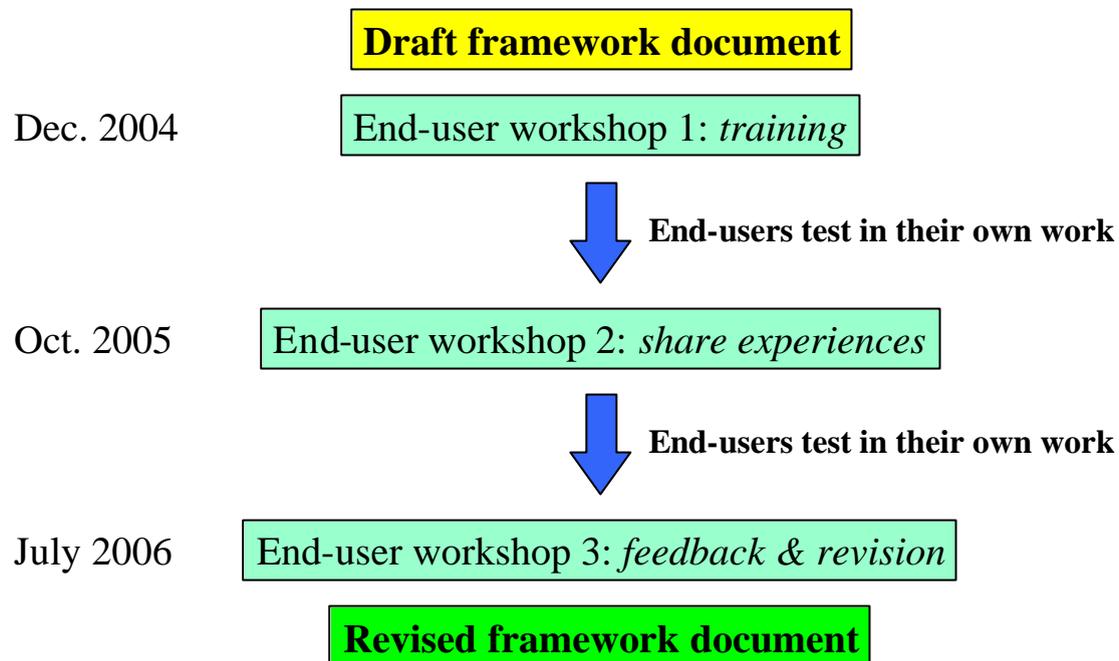
The Framework Document will be reviewed by Project Meeting 3, to produce a second draft for general publication in December 2004.

The Framework Document will then be subjected to end-user testing. This will comprise:

- three workshops for end-users, in December 2004, October 2005 and July 2006
- intervening periods during which the end-users try applying the Framework Document in their own work, and provide feedback to the project
- opportunities for other end-users to test the Framework Document and provide feedback
- specific activities by project members to evaluate particular aspects of the Framework Document.

After the end-user testing period, the findings will be used to produce the final version of the Framework Document. The overall process is summarised in Figure 1.

Figure 1. Overview of end-user testing phase.



3 DEVELOPMENT OF PLANS FOR END-USER TESTING

Planning and preparations for the end-user testing phase will be carried out by CSL and summarised in written plans, to be discussed at project meetings PM1 (this document), PM2 and PM3. The initial versions of the plan will outline the main principles, with more detail being added in later versions (e.g. identification of workshop venues and participants, detailed agenda, identification of chairs and rapporteurs for each part of the agenda; procedures for handling feedback via project website, etc). CSL will revise the plans after each meeting to incorporate any agreed changes.

4 END-USER WORKSHOPS

There will be three end-user workshops. Each workshop will have a target of about 100 participants comprising:

- at least one invitee from each of the 29 EUFRAM partner organisations (Contractors and Members)
- one invitee from the relevant regulatory body in each of the 15 current EU member states
- one invitee from the relevant regulatory body in each of the 13 EU accession states

- invitees from industry (including pesticide registrants and consultancies), who will participate at their own expense
- invitees from relevant international organisations including WHO, FAO and EPPO.

EUFRAM partners will attend at the own expense: in many cases this can be recovered from their EU funding for the project. CSL's budget for the project includes funds intended to support the participation of 25 regulatory invitees.

As far as is practical, the same invitees will attend all three end-user workshops, so that they can be introduced to the framework in workshop 1 and then report back on their experiences with it at workshops 2 and 3. They will be encouraged to pass on their learning to colleagues within their own organisations between workshops, and report back on their experiences also.

The Coordinator will carry out all practical arrangements for the workshops, including liaising with participants and venue, and providing participants with necessary information and documents via email and/or website before the workshop (see WP1 and WP2 for details of website posting of successive versions of framework document and integrated research strategy document).

At each workshop, project members will act as chairs and rapporteurs as appropriate, contribute to discussions, and report findings from their own ongoing research and experience (selection of chairs and rapporteurs will be done after project meeting 2).

Project members who are Contractors, plus PSD, will remain at the venue after each workshop to participate in a project meeting, which will review and synthesise the findings of the workshop and decide on any actions required to refine the framework, and any other actions to be taken during the next phase of the project.

After each workshop, the Coordinator will collect the written output from workshop rapporteurs and compile and edit it to produce a concise report summarising the findings of the workshop and the resulting decisions.

4.1 End-user workshop 1 (December 2004)

The first workshop will last 3 days. It will include a day of presentations and discussion of the draft outputs of work packages 2 to 11, a day of training in the use of the guidance, case studies and any software and databases that have been evaluated as suitable for general use, and a day of hands-on experience with support from project members. Consideration will be given to devoting different parts of the workshop to different topics, or different types of assessment (e.g. aquatic versus terrestrial assessments). The workshop will include discussion sessions and questionnaires to record user feedback. It will also include opportunities for sharing information about other relevant activities and research projects, including the EU FP5 project DEMETRA, which is linked to EUFRAM.

The first workshop will be followed by a period of at least 9 months during which end-users (not only those at the workshop) will be encouraged to use and evaluate the project outputs in their day-to-day work. Project members will provide collect feedback (see below). Comments on the draft project outputs will be requested from the European Food Safety Authority's Scientific Panel on plant health, plant protection products and their residues, the European Commission and other relevant bodies.

4.2 End-user workshop 2 (October 2005)

The second workshop will last 2 days. On day 1, Work Package leaders will give short presentations summarising feedback received between workshops (see below), and end-users will report and discuss their experiences during the testing period. On day 2, end-users and project members will together agree on final changes required to improve the project outputs. This workshop will be followed by a second 9 month period of end-user evaluation.

4.3 End-user workshop 3 (July 2006)

The third workshop will last 2 days. On day 1, Work Package leaders will give short presentations summarising feedback received between workshops (see below), and end-users will report and discuss their experiences during the testing period. On day 2, end-users and project members will together agree on final changes required to improve the project outputs.

4.4 Workshop venues

The project budget was designed to allow all three workshops to be held in the Netherlands, at the same venue as the EUPRA workshop (Leeuwenhoorst, near Amsterdam). At the EUFRAM project meeting in May 2003, participants noted that while Leeuwenhoorst is a good venue it might be preferable (from the point of view of participants travelling from different parts of Europe) not to have all workshops in the same place, and also to ensure that at least some meetings are held near Brussels to facilitate full participation of relevant Commission Services and EFSA.

5 END-USER FEEDBACK BETWEEN WORKSHOPS

The Coordinator will produce special public pages on the project website where anyone can submit comments and queries regarding the draft framework, or feedback on their experience of using it. The website will automatically store these submissions in a database which anyone will be able to search online. It will also provide facilities for project members to post amendments or clarifications to the framework, if this is appropriate in response to comments or queries received. Leaders of each of the WPs 3-11 will give short presentations at end-user workshops 2 and 3, summarising main points arising for their WP from the feedback received in this way. In addition, anyone will be able to engage in email discussion of the framework, or of the comments posted on the website, via the project's public listserv.

6 RESPONSIBILITIES OF OTHER WORK PACKAGES

Responsibilities of leaders and members of other work packages are specified in the descriptions of those work packages in the EUFRAM contract. They include participation in the end-user workshops, monitoring of feedback between workshops, and posting clarifications/amendments to their section of the Framework Document on the project website when appropriate. WP leaders will give presentations on feedback as mentioned above.

In addition, members of WP 9 (validation) will carry out an evaluation of consistency amongst users in their use of the Framework Document, both during and between the end-user workshops. Their findings will be presented at end-user workshops 2 and 3 and used to agree necessary changes to the Framework Document, so as to improve consistency of use. At each workshop, Alterra will produce a short report on findings from this work and submit it to CSL for inclusion in the workshop report.

7 TIMETABLE, DELIVERABLES AND MILESTONES

This document	D12-1-2. Version 2 of plans for end-user testing phase, delivered via public website after project meeting 1.
June 2004	D12-1-3. Version 3 of plans for end-user testing phase, delivered to partners via the project website before project meeting 2.
August 2004	D12-1-4. Version 4 of plans for end-user testing phase, delivered via public website after project meeting 2.
October 2004	D12-1-5. Version 5 of plans for end-user testing phase, delivered to partners via the project website before project meeting 3.
November 2004	D12-1-6. Version 6 of plans for end-user testing phase, delivered via public website after project meeting 3.
November 2004	D12-2. Online feedback database, delivered via public website.
November 2004	D12-3-1. Information for first workshop, delivered to participants.
December 2004	M12-5-1. First end-user workshop.
January 2005	D12-4-1. Report of first end-user workshop, delivered via public website after project meeting 1.
September 2005	D12-3-2. Information for second workshop, delivered to participants.
October 2005	M12-5-2. Second end-user workshop.
November 2005	D12-4-1. Report of second end-user workshop, delivered via public website after project meeting 2.
June 2006	D12-3-3. Information for third workshop, delivered to participants.
July 2006	M12-5-2. Third end-user workshop.
August 2006	D12-4-1. Report of third end-user workshop, delivered via public website after project meeting 3.

8 REVIEW OF PLAN AT PROJECT MEETING 1

This paper was presented and discussed at the EUFRAM project meeting in May 2003. Participants expressed their support for the proposed approaches.

9 ACTIONS FOR NEXT PHASE

1. Develop more detailed versions of plan for review by partners at Project Meetings 2 and 3. (CSL)

2. Consult partners about availability for End-User Workshop 1 and select suitable dates. (CSL)
3. Identify and book suitable venue for End-User Workshop 1. (CSL)
4. Decide the number of invitees per EUFRAM partner. Send invitations to Member States and accession states. Decide on the allocation of invitations to industry, consultancies, and international organisations and suitable methods for identifying invitees. Issue invitations and operate reserve list for untaken places. If necessary, consider organising additional end-user workshops (subject to finding appropriate ways to finance this). (CSL)
5. WU/CSL to discuss possibility of producing web-learning tools based on End-User Workshops to provide wider access.