

DATA UNIT

EFSA / DATA UNIT

Minutes of the 9th meeting of the EU Menu Working Group with Advisory Function TELE-CONFERENCE held on 26th September 2014, Parma

Agreed on 26 of September

Participants

- **Working Group Experts:**

Paul Finglas (Chair)

Arpad Ambrus

Mark Bush

Kari Kuulasmaa

Marga Ocke

Ellen Trolle

Jean-Luc Volatier

Juergen Koenig

- **EFSA:**

– DATA Unit: Liisa Valsta, Davide Arcella, Liis Kambek

1. Welcome and apologies for absence

The Chair welcomed the participants. Apologies were received from Leif Busk, Joao Breda, Alanna Moshfegh and Frans Verstraete (DG SANCO).

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 8th Working Group meeting held on 2-3rd of September 2014.

The minutes were agreed and published on the EFSA website on 22th of September.

5. Scientific topic(s) for discussion

The working group discussed the updated draft Guidance on the EU Menu methodology and supporting documents and added suggestions for amendments. The WG also discussed the draft EU Menu progress report.

6. Next meeting(s)

The next meeting of the WG will be scheduled after the comments on the Guidance document of the EU Menu methodology from the EFSA Network on Food Consumption Data have been received and considered by the WG.

7. Other business

The plans for the 9th annual meeting of the Network on Food Consumption Data were discussed with the WG members.

8. Closing of the meeting

The chair thanked the participants of the meeting and closed the meeting.

DATA UNIT

EFSA / DATA UNIT

**Minutes of the 8th meeting of the EU Menu Working Group with Advisory Function
held on 2-3rd September 2014, Parma**

Agreed on 3rd of September

Participants

- **Working Group Experts:**

Paul Finglas (Chair)
Arpad Ambrus
Mark Bush
Leif Busk
Kari Kuulasmaa
Marga Ocke
Ellen Trolle
Jean-Luc Volatier (3 September)
Juergen Koenig

- **EFSA:**

- DATA Unit: Liisa Valsta, Davide Arcella, Sofia Ioannidou, Liis Kambek

1. Welcome and apologies for absence

The Chair welcomed the participants. Apologies were received from Joao Breda, Alanna Moshfegh and Frans Verstraete (DG SANCO).

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 7th Working Group teleconference meeting held on 9th of April 2014.

The minutes were agreed and published on the EFSA website on 8th of May.

5. Scientific topic(s) for discussion

The working group discussed the draft Guidance on the EU Menu methodology and structure of the manual and added further suggestions for amendments. The WG also discussed the updates on the communication plan for the distribution of the EU Menu project.

6. Next meeting(s)

The next teleconference meeting of the WG is planned to take place on 26 September 2014.

7. Other business

No other business was discussed.

8. Closing of the meeting

The chair thanked the participants of the meeting and closed the meeting.

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

DATA UNIT

EFSA / DATA UNIT

Minutes of the 7th meeting of the EU Menu Working Group with Advisory Function TELE-CONFERENCE held on 9th April 2014, Parma

Agreed on 29/04/2014

Participants

- **Working Group Experts:**

Paul Finglas (Chair)

Arpad Ambrus

Mark Bush

Leif Busk

Kari Kuulasmaa

Marga Ocke

Ellen Trolle

Jean-Luc Volatier

- **EFSA:**

- DATA Unit: Liisa Valsta, Liis Kambek

1. Welcome and apologies for absence

The Chair welcomed the participants. Apologies were received from Juergen Koenig, Joao Breda, Alanna Moshfegh and Frans Verstraete (DG SANCO).

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 6th Working Group teleconference meeting held on 25-26th of March 2014.

The minutes were agreed and published on the EFSA website on 10th of April.

5. Scientific topic(s) for discussion

The working group discussed the written comments sent in for the draft Guidance on the EU Menu methodology and added further suggestions for amendments.

6. Next meeting(s)

The next physical meeting of the WG is planned to take place in September 2014.

7. Other business

No other business was discussed.

8. Closing of the meeting

The chair thanked the participants of the meeting and closed the meeting.

DATA UNIT

EFSA / DATA UNIT

Minutes of the 6th meeting of the EU Menu Working Group with Advisory Function TELE-CONFERENCE held on 25-26 March 2014, Parma

Agreed on 28/03/2014

Participants

- **Working Group Experts:**

Paul Finglas (Chair)
Arpad Ambrus
Mark Bush
Juergen Koenig (26th of March)
Marga Ocke (26th of March)
Ellen Trolle (25th March)
Jean-Luc Volatier (26th March)

- **European Commission and/or Member States representatives:**

- DG SANCO Frans Verstraete (25th March, observer)

- **EFSA:**

- DATA Unit: Liisa Valsta, Davide Arcella (25th of March), Liis Kambek

1. Welcome and apologies for absence

The Chair welcomed the participants.

Apologies were received from Alanna Moshfegh, Joao Breda, Kari Kuulasmaa and Leif Busk.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 5th Working Group teleconference meeting held on 13 February 2014.

The minutes were agreed and published on the EFSA website on 7 March 2014.

5. Scientific topic(s) for discussion

The working group discussed the written comments sent in for the draft Guidance on the EU Menu methodology and added suggestions for amendments.

6. Next meeting(s)

The next teleconference meeting of the WG is planned to take place in early April and the next physical meeting of the WG is planned to take place in September 2014.

7. Other business

No other business was discussed.

8. Closing of the meeting

The chair thanked the participants of the meeting and closed the meeting.

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

DATA UNIT

EFSA / DATA UNIT

Minutes of the 5th meeting of the EU Menu Working Group with Advisory Function
Held on 13 02 2014, Parma

Agreed on 26 02 2014

Participants

- **Working Group Experts:**
 - Paul Finglas (Chair)
 - Leif Busk (Vice-Chair)
 - Arpad Ambrus has participated via teleconference
 - Mark Bush
 - Juergen Koenig
 - Kari Kuulasmaa
 - Marga Ocke
 - Ellen Trolle has participated via teleconference
 - Jean-Luc Volatier

- **Hearing Experts:** Anna Gavrieli, Hellenic Health Foundation, Greece (item 4)

- **European Commission:**
 - Frans Verstraete (DG SANCO) observer (item 4)

- **EFSA:**
 - DATA Unit: Liisa Valsta, Davide Arcella, Francesco Vernazza, Sofia Ioannidou, Liis Kambek
 - COMMUNICATIONS: Anthony Smith (item 5)

1. Welcome and apologies for absence

The Chair welcomed the participants.

Apologies were received from Joao Breda and Alanna Moshfegh.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 4th Working Group teleconference meeting held on 11 December 2014.

The minutes were agreed and published on the EFSA website on 18 December 2013.

5. Scientific topic(s) for discussion

The working group discussed the updating of the EFSA Guidance on the collection of food consumption data from 2009. The WG also discussed the results of the EFSA dietary monitoring tools for risk assessment procurement project and aspects to be taken into account in the update of the EFSA guidance. The WG also discussed the future communication activities related with the launch of the updated guidance document in April 2014.

5.1 Updating of the EFSA Guidance on Food Consumption Data from 2009 – draft structure (EFSA-Q-2013-00564)

The topics included in the update of the EFSA Guidance on Food Consumption Data from 2009 were discussed. The draft structure included updates on the following topics:

- sampling methodology
- the food description
- the dietary tools
- non-dietary information
- dietary survey design
- food propensity questionnaire
- quality control activities
- data transmission schema

5.2 Results of the EFSA Dietary Monitoring Tools for Risk Assessment procurement project

The main results of the EFSA dietary tools project were discussed with main emphasis on the quality indicators of the tools.

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

5.3 Communication activities

The future communication activities were discussed with regards to the update of the guidance document and the EU Menu project.

6. Next meeting(s)

Next teleconference meeting is planned to take place in March 2014. Final meeting of the year is planned to take place in September 2014.

7. Other business

No other business was discussed.

8. Closing of the meeting

The vice-chair thanked the participants of the meeting and closed the meeting.

DCM UNIT

EFSA / DCM UNIT

Minutes of the 4th meeting of the EU Menu Working Group with Advisory Function TELECONFERENCE, held on 11 12 2013, Parma

Agreed on 11 12 2013

Participants

- **Working Group Experts:**
 - Paul Finglas (Chair),
 - Juergen Koenig,
 - Marga Ocke,
 - Mark Bush,
 - Ellen Trolle,
 - Arpad Ambrus,
 - Jean-Luc Volatier.
- **EFSA:**
 - DCM Unit: Davide Arcella, Liis Kambek, Liisa Valsta.

1. Welcome and apologies for absence

The Chair welcomed the participants.

Apologies were received from Kari Kuulasmaa, Joao Breda, Leif Busk, Alanna Moshfegh, Frans Verstraete (observer, DG Sanco).

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencepolicy.pdf>

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

conflicts of interests related to the issues discussed in this meeting have been identified during the screening process.

4. Agreement of the minutes of the 3rd Working Group meeting held on 21-22 October 2013.

The minutes were agreed and published on the EFSA website on 30 October 2013.

5. Scientific topic(s) for discussion

Feed-back of from the EU Menu progress and Network meetings (EFSA-Q-2013-00564) The working group discussed the outcomes of the EU Menu progress and Network meetings. The working group discussed the proposals for the EU Menu process and the draft structure of the update of the EFSA Guidance.

5.1 Updating of the EFSA Guidance on Food Consumption Data from 2009 – draft structure (EFSA-Q-2011-01258)

The update of the EFSA Guidance on Food Consumption Data from 2009 was discussed. The draft structure included updates on the following topics:

- study population and exclusion criteria (special attention to institutionalised subjects)
- using the household budget survey as a sampling frame
- the inclusion of pregnant women in the sample
- recruitment of subjects
- minimum requirements of the data collection tool
- harmonisation of the food list and facet descriptors
- quality control in the survey (including training of the staff)
- calculation of the response rates
- how to increase participation rates
- usual intake modelling
- annexes based on the deliverables from the PANCAKE and PANEU projects

6. Next meeting(s)

Next meeting is planned to take place on 13 February 2014. Additional teleconference may take place in spring or early summer 2014 and final meeting of the year is planned to take place in October 2014.

7. Other business

EU Menu progress report is planned to be published on the EFSA website. Further actions were agreed.

Annex I

Interests and actions resulting from the oral declarations of interests done at the beginning of the meeting

- a) **NO CONFLICT:** With regard to this meeting **DR. PAUL FINGLAS** declared the following interest: continuing participation in the EU/EURODISH project and the becoming JPI DEDIPAC project In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests, and taking into account the specific matters discussed at the meeting in question, the interest above was not deemed to represent a conflict of Interest for the expert concerned.

Parma, 22 October 2013

EFSA / DCM UNIT

**Minutes of the 3rd meeting of the EU Menu Working Group with Advisory Function
Held on 21-22 October 2013, Parma**

Agreed by the WG on 22 October 2013

Participants

- **Working Group Experts:**
 - Paul Finglas (Chair), Ellen Trolle, Arpad Ambrus, Kari Kuulasmaa
 - Marga Ocke has participated via teleconference in agenda points 1-13, Jean-Luc Volatier in agenda points 1-6 and Leif Busk in agenda points 5-12
- **Hearing Experts:**
 - None
- **European Commission and/or Member States representatives:**
 - None
- **EFSA:**
 - DCM Unit: Liisa Valsta, Davide Arcella, Sofia Ioannidou (Day 1), Francesco Vernazza (Day 1), Liis Kambek

1. Welcome and apologies for absence

The Chair welcomed the participants.

Apologies were received from Joao Breda, Leif Busk (day 1), Mark Bush, Juergen Koenig and Alanna Moshfegh, Frans Verstrate (observer, DG Sanco).

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes¹ and the Decision of the Executive Director implementing this Policy regarding

¹ <http://www.efsa.europa.eu/en/keydocs/docs/independencypolicy.pdf>

Declarations of Interests ², EFSA screened the Annual Declaration of Interest and the Specific Declaration of interest filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process. For further details on the outcome of the Oral Declaration of Interests made at the beginning of the meeting, please refer to the Annex I.

4. Agreement of the minutes of the 2nd Working Group meeting held on 14 November 2012, TELE-conference.

The minutes were agreed and published on the EFSA website 12 December 2012.

5. Scientific topic(s) for discussion

5.1 EU Menu related activities (EFSA-Q-2013-00564)

The working group reviewed the status of the EU Menu process and discussed the outcomes of the methodological pilots PANCAKE, EMP-PANEU and PILOT-PANEU. Some of the participants gave updates on current initiatives in the area such as the Nordic-Baltic workshop on dietary survey methodology and related EU projects. The working group discussed the proposals for the EU Menu process and future strategies.

5.2 Update of the Guidance on Food Consumption Data from 2009 (EFSA-Q-2011-01258)

The critical issues with regards to the update of the EFSA guidance document on the collection of food consumption data were discussed. The topics included:

- Sampling and how to increase the participation rate (presentation on experiences from the EHES and Finnish surveys by Kari Kuulasmaa),
 - Food description and the EFSA FoodEx2 food classification system (presentation by Francesco Vernazza),
 - Use of a food propensity questionnaire,
 - Dietary software,
 - Quality control of the survey, and
 - Training of the staff conducting the survey.
- Provisional roadmap for the update was agreed.

6. Next meeting(s)

Next meeting is planned to take place as a teleconference on 15 November 2013 followed by a physical meeting or teleconference in early 2014. The exact date will be decided at a later stage.

² <http://www.efsa.europa.eu/en/keydocs/docs/independencerules.pdf>

Annex I

Interests and actions resulting from the oral declarations of interests done at the beginning of the meeting

- a) **NO CONFLICT:** With regard to this meeting **DR. PAUL FINGLAS** declared the following interest: continuing participation in the EU/EURODISH project and the becoming JPI DEDIPAC project In accordance with EFSA's Policy on Independence and Scientific Decision-Making Processes and the Decision of the Executive Director implementing this Policy regarding Declarations of Interests, and taking into account the specific matters discussed at the meeting in question, the interest above was not deemed to represent a conflict of Interest for the expert concerned.

Parma, 14 November 2012

Minutes of the 2nd meeting of the EU Menu Working Group with Advisory Function

Teleconference, 14 November 2012

Agreed by the WG on 14 November 2012

Participants

WG Experts: Paul Finglas (Chair), Arpad Ambrus, Mark Bush, Juergen Koenig, Kari Kuulasmaa, Marga Ocke, Ellen Trolle, Jean-Luc Volatier, Alanna Moshfegh

Observers from EC: Frans Verstraete

EFSA: Davide Arcella, Petra Gergelova, Sofia Ioannidou, Fanny Heraud, Mary Gilsean, Liisa Valsta

1. Welcome and apologies

The Chair welcomed the participants. Apologies were received from Leif Busk and Joao Breda.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Declarations of Interests, EFSA screened the Annual Declaration of interest (ADoI) and/or Specific Declaration of interest (SDoI) filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process or at the beginning of this meeting.

4. Discussions

The working group discussed the updated strategy document and the roadmap drafted by EFSA and agreed on the modifications in the strategy proposed by EFSA. Experts gave advice on how to proceed with specific activities and particular importance was given to clear objectives related to the exposure assessment, to the time required for data collection and data transfer, and targeted dissemination. WG members indicated the importance for the continuing provision of adequate resources for the expert guidance by EFSA to the MSs. These points should be addressed in the strategy document. As other developments at EU level, the planned activities from the recently started EURO DISH project related to the conceptual framework for a new food and health research infrastructure in Europe were presented. The progress report of the EU Menu project 2012 was endorsed by WG after minor editorial changes. The need of additional members, particularly covering the nutrition

field, was raised and WG participants were asked to propose appropriate candidate/s to be taken into consideration by the end of November 2012.

5. Next meeting date

Two WG meetings are anticipated in 2013 with the first meeting in spring 2013.

DCM UNIT

Parma, 1 June 2012

**Minutes of the 1st meeting of the EU Menu Working Group with Advisory Function
Parma, 31 May-1 June 2012
EFSA / DCM UNIT**

Agreed by the WG on 1 June 2012

Participants

WG Experts: Paul Finglas (Chair), Arpad Ambrus, Mark Bush, Leif Busk, Juergen Koenig, Kari Kuulasmaa, Marga Ocke, Ellen Trolle, Jean-Luc Volatier (31 May), Joao Breda (31 May),

Observer from EC: Frans Verstraete (DG SANCO)

EFSA: Stefan Fabiansson (31 May), Davide Arcella, Petra Gergelova (1 June), Sofia Ioannidou (1 June), Liisa Valsta

1. Welcome and apologies

The Chair welcomed the participants. Apologies were received from Alanna Moshfegh.

2. Adoption of agenda

The agenda was adopted without changes.

3. Declarations of interest

In accordance with EFSA's Policy on Declarations of Interests, EFSA screened the Annual Declaration of interest (ADoI) and/or Specific Declaration of interest (SDoI) filled in by the experts invited for the present meeting. No conflicts of interests related to the issues discussed in this meeting have been identified during the screening process or at the beginning of this meeting.

4. Discussions

The working group reviewed the state of the art of the EU Menu project and discussed the relevant issues emerging from the EU Menu pilot studies, from the FoodEx2 food classification system development, and from other European harmonisation processes, like the EuroFIR and EHES projects. The need for an updated strategy document including a communication plan to engage with all relevant stakeholders was seen as the main priority. The role of the EU Menu WG was discussed and a provisional framework was agreed.

5. Next meeting date

Next meeting is planned to take place as a teleconference in September 2012. The exact date will be decided at a later stage.