

Register of actions from the 6th Science Council meeting open session (17 December 2019)

Number	Action	Owner	Deadline	Progress
Action Dec-19-1	Secretariat to update Science Council Register of Interests and members to inform Secretariat of any changes.	Secretariat	17 January 2020	Done
Action Dec-19-2	Secretariat to publish the draft minutes as final of the 5th meeting on 27th June.	Secretariat	10 January 2020	Done
Action Dec-19-3	Secretariat to establish when the Science Council will consider ACSS recommendations on best practice for risk communication.	Secretariat	<del>17 January 2020</del> 24 June 2020	Rescheduled: Timeline updated to be presented at the 7 <sup>th</sup> Science Council meeting
Action Dec-19-4	CSA and Council members to report on progress engaging with FSA and non-FSA advisory committees over the next 6 months.	FSA CSA/Council	24 June 2020	Covered by SAC update and Chair's update at the 7 <sup>th</sup> Science Council meeting.
Action Dec-19-5	Head of SSCR Unit to share the summary documents of each	Secretariat	17 February 2020	Done

	team with the Science Council.			
Action Dec-19-6	Science Council to be regularly updated on the progress of FSA Horizon Scanning activities at Science Council open sessions.	Secretariat	24 March 2020	Done
Action Dec-19-7	Secretariat to share Risk Analysis Board paper with the Science Council before the January FSA Board meeting.	Secretariat	17 January 2020	Done
Action Dec-19-8	CSA to regularly provide the Science Council with updates on the National Food Strategy.	FSA CSA	24 March 2020	Done
Action Dec-19-9	Working Group 5 Chair to consider and share what support he might need from the Council.	Paul Turner	<del>31 January 2020</del> Ongoing	Changed to ongoing.
Action Dec-19-10	Secretariat to update the Science Council on resourcing for Working Group 5 and timelines for delivery	Secretariat	<del>31 January 2020</del> 24 March	Rescheduled: Update provide at March workshop.
Action Dec-19-11	Secretariat to share a timetable of Science Advisory Committee meetings for the next	Secretariat	24 January 2020	Done.

	calendar year with the Science Council and ensure all relevant documents are circulated by the SAC Secretariat to the appropriate Science Council Member			
Action Dec-19-12	Secretariat to review which Science Council members attend Science Advisory Committee meetings.	Secretariat	30 June 2020	Secretariat to present review at 7 <sup>th</sup> Science Council meeting in June.
Action Dec-19-13	Chair to write to the SAC's on new ways of working to seek opportunities, share insight and have more collaborative / efficient working.	Chair	30 April 2020	Outstanding
Action Dec-19-14	Secretariat to discuss with SAC Secretariats attendance of their members at future Science Council meetings.	Secretariat	<del>29 February 2020</del> Ongoing	Changed to ongoing to reflect regular SAC coordination meetings.
Action Dec-19-15	Secretariat to prompt Science Council members when expenses claims are due.	Secretariat	At least 1 week before the end of a financial quarter	Ongoing

Action Dec-19-16	Secretariat to circulate draft minutes to Chair within 2 working weeks of the meeting.	Secretariat	10 January 2020	Done
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