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Foreword



The Committee had a busy year in 2010, offering expert advice on many challenging issues with potential impacts on the food chain. Changing animal feeding practices and the increasing global demand for animal protein is a major responsibility and concern for the Committee and we remain vigilant on matters of feed safety as they may affect the health of animals and the end consumer.

One of the main topics that Members considered was minimising the presence of packaging material in feed materials produced from recycled human food. This followed a recommendation by the European Commission's Food and Veterinary Office (FVO) after its mission to the UK on feed law enforcement in June 2009. The Committee visited a recycling plant to ensure they fully understood the technical aspects and as a result of the Committee's deliberations on this subject, a letter was sent to the European Commission. This outlined the Committee's observations and recommended that a risk assessment should be carried out by the European Food Safety Authority on the presence of packaging material in feeds.

The Committee was also invited to provide advice on supplementation of copper for dairy cattle and assist with the development of a Code of Practice for the feed industry. This has now been produced following consultation and will allow farmers to make better informed judgements on the sources of copper in feed and whether supplementation is required.

We also received a number of expert presentations. This was particularly helpful in assisting the Committee provide balanced evidence based informed advice by raising Members' technical and specific understanding on a number of key topical issues. This included food and feed production and its particular effect on climate, recycling of food, and copper supplementation. Several of the presentations were related to biofuels, which resulted in a commitment by ACAF to update its 2008 position paper on this increasingly important area of concern.

The Committee considered several other topical issues, such as the consequences of changes to food production and climate change and its effects on animal feed supply. The Committee agreed that both these areas should remain in its forward work plan and should be integrated into a forward work topic. This will include feed security and sustainability, but ensuring that we keep within our terms of reference by particularly considering the safety and use of animal feeds with special emphasis on protecting human health

I am extremely grateful to the many guest speakers for agreeing to provide presentations to the Committee. These were particularly informative, and

helped the Committee broaden its evidence based knowledge in areas of uncertainty, facilitating discussion and allowing the Committee to provide properly informed and practical advice to the farming community, the Food Standards Agency, and Ministers.

I hope that this Annual Report gives a good indication of what we have achieved over the last year. It was pleasing to note that the Food Standards Agency's Chairman and also the Chief Scientist reiterated their confidence in the work carried out by independent scientific advisory committees, including ACAF.

I am particularly grateful for the support, dedication and time Members and the Assessors give to the work of ACAF. Finally, I would like to thank the ACAF Secretariat for their continual support to the Committee in ensuring that the work programme is carried out in a timely and efficient manner.

A handwritten signature in dark ink, appearing to read 'I. Brown', with a horizontal line underneath.

**Dr Ian Brown – OBE BSc (Agric) FRCP FFOM
Chairman of ACAF**

About the Committee

1. The Advisory Committee on Animal Feedingstuffs (ACAF) was set up in June 1999 to advise on the safety and use of animal feeds and feeding practices, with particular emphasis on protecting human health and with reference to new technical developments and new feed materials and products.
2. The decision to set up the Committee was made in the light of concern about the integrity of animal feeds, particularly over the implications of Bovine Spongiform Encephalopathy (BSE) and the use of genetically modified (GM) feed ingredients. The decision was announced in the White Paper, “The Food Standards Agency: A Force for Change”, published in January 1998 and it implemented the principal recommendation of the report of the Expert Group on Animal Feedingstuffs, published in July 1992.
3. The Committee’s primary purpose is to advise on the safety and use of animal feed in relation to human health. However, it also covers animal health aspects and a wide range of contemporary issues including advice on the UK negotiating line on new European Union proposals, animal feed ingredients including genetically modified organisms (GMOs) and labelling and information for purchasers of animal feed.
4. ACAF is a UK-wide advisory committee and is made up of independent experts who are appointed by UK Ministers and the Chairman of the Food Standards Agency (FSA). Members are appointed for their individual expertise and experience and are not representative of any organisation.

Terms of Reference

5. ACAF advises the Food Standards Agency, the Secretary of State for Environment, Food and Rural Affairs, Ministers of the Scottish Government and of the Welsh Assembly Government and the Minister for Agriculture and Rural Development in Northern Ireland on the safety and use of animal feeds and feeding practices, with particular emphasis on protecting human health and with reference to new technical developments. In carrying out its functions, the Committee liaises with other relevant advisory committees as appropriate.

How to Contact the Committee

6. ACAF welcomes your views and suggestions on all aspects of its work. Please address your comments and any requests for information to:

The ACAF Secretariat
Food Standards Agency
Room 3C
Aviation House
London WC2B 6NH

Tel: 020 7276 8083
Fax: 020 7276 8910

e-mail: acaf@foodstandards.gsi.gov.uk

If you would like to receive ACAF documents regularly, please complete the form at Annex I and return it to the Secretariat at the address above.

The Committee's Work in 2010

Guidance on Minimisation of Packaging Material in Animal Feeds

7. At its March 2010 meeting, the FSA Assessor (Tim Franck) reminded Members that EU feed legislation prohibits the presence of packaging from the food and agriculture industry in animal feeds. He advised that a number of operators in the UK process surplus human food (e.g. out of specification crisps and bread) for animal feed use. During the Food and Veterinary Office's (FVO) mission to the UK on animal feed in June 2009, it visited a processor of surplus human feed and found that the zero tolerance for packaging in feed was not being achieved. This resulted in a recommendation from the FVO that the UK takes steps to ensure compliance with the legislation.
8. The FSA Assessor noted that there were both economic and environmental benefits resulting from the processing of surplus human food for feed. However, it is acknowledged that it was difficult for businesses to comply with the zero tolerance and there had been discussions at the Commission's Standing Committee on the Food Chain and Animal Health (Animal Nutrition Section) on possible changes to the legislation. At its meeting in December 2009, ACAF discussed the possibility of drawing up a guide to best practice to help businesses minimise the presence of packaging in feed.
9. To facilitate discussion and to aid the Committee's understanding of the issues, ACAF visited a food recycling plant in May 2010.
10. At its 3 June 2010 meeting Members were presented with a paper which set out areas that might be included in guidance on the minimisation of packaging in feed. However, several Members were concerned that if the Committee produced guidance as suggested, this would appear to condone the presence of packaging material in feed, which was contrary to EU legislation. Instead, it was agreed that the Secretariat would write to the European Commission reflecting the Committee's views. This would include the need for a risk assessment to be carried out on the presence of packaging material in feeds and the factors need to be taken into account in the preparation of such an assessment.
11. The Secretary to the Committee (Keith Millar) wrote to the European Commission on 2 July 2010 outlining the Committee's discussions and recommendations. The letter was also copied to other Member States and to the European Food Safety Authority.

Developments concerning the use of trace element additives to fortify animal feeds

12. The ACAF Secretariat (Dr Ray Smith) noted at the Committee's June 2010 meeting that it was common practice for compounds of certain trace elements (e.g. copper) to be added to manufactured feed. This is done to help ensure that the dietary needs of animals for these elements are satisfied. Members were advised that feed additives authorised under EC Directive 70/524 need to be re-assessed and re-authorised. The Committee was informed that it is possible that the authorisation of some trace element additives may be revoked.
13. The Committee was asked to note information provided in ACAF paper 10/08 on developments concerning the use of trace element additives to fortify animal feeds as they may be asked to consider and advise on future developments.
14. One Member reported that a working group of EFSA's Panel on Additives and Products or Substances used in Animal Feed (FEEDAP) was working on dossiers as part of the re-assessment/re-authorisation process and was awaiting the outcome of this work. The Member described the re-authorisation/re-assessment process which included:
 - receipt of documents;
 - work on documents;
 - preparation of a draft opinion for consideration by FEEDAP; and
 - issue of the formal EFSA opinion.
15. The ACAF Secretary informed Members that the Veterinary Laboratories Agency (VLA) and members of the feed industry had approached the Agency's Animal Feed Branch with their concerns on issues relating to copper and selenium toxicity in animals. Following this meeting, the VLA and feed industry were tasked to gather more information on this issue which may be presented to ACAF for its views at a future meeting.

Copper supplementation in feed for cattle

16. At its 22 September 2010 meeting Dr Jo Payne of the Veterinary Laboratories Agency (VLA) introduced a paper (ACAF/10/13) which had been co-written with members of the mineral industry, (Peter Bone of Telsol Ltd and John Twigge of Frank Wright Trouw). These industry representatives had approached the VLA in 2009 with their observations of copper toxicity. The purpose of the presentation was to inform the Committee of what appears to be excessive supplementation of copper and seek its agreement on the preparation of a Code of Practice for the industry.

17. Copper is an essential trace element and copper deficiency has been diagnosed relatively frequently by VLA in beef suckler cattle on grass-based diets. Copper deficiency occurs when a forage-based diet does not meet requirements, or when antagonists such as molybdenum, iron and sulphur reduce the bioavailability of copper.
18. Dr Payne stated that she believed that the modern UK dairy cow on a standard diet will virtually never receive insufficient copper. Dr Payne said that copper allowance in diets is always over generous. Diets are supplemented to provide sufficient copper for maintenance, production and during pregnancy. Additional copper also overcomes the effects of copper antagonists. Copper is often supplemented to prevent infertility, but infertility can be caused by a range of factors.
19. Defra/VLA had investigated copper toxicity in detail between 1999 and 2003 and it was considered that causes of copper toxicity had not changed much in the last decade. The main cause of copper toxicity was due to excessive supplementation.
20. The aim of the code of practice would be to encourage farmers to adopt good supplementation practice by using the following measures:
 - assessing the need for supplementation;
 - ensuring supplementation is carried out in line with the individual animal's requirements;
 - considering all possible sources of copper in the animal's diet; and
 - monitoring the cattle post-supplementation.
21. The feed industry had developed the copper code of practice to provide guidance to industry rather than to decrease the maximum permitted level of copper in complete feeds.
22. The Committee agreed that before it could provide advice on this issue, it would require more evidence. As a result, the Committee held a further discussion on this subject at its December 2010 meeting. It noted information provided by the ACAF Secretariat that included the Regulation that controlled the use of copper (Commission Regulation 1334/2003 (corrigendum)), assessments carried out by EFSA and studies that the Agency had carried out to assess levels of copper in food.
23. Members agreed that there was a need for the code of practice but the text needed to be drafted in plain English. The Secretariat was asked to collaborate with the authors to assist with redrafting. Once the code of practice was redrafted, ACAF would be invited to consider whether it could endorse the document. It was envisaged that the code of practice would be published in Spring 2011.

Maximum Residue Limits Developments on Nicarbazin products

24. At its June 2010 meeting, the ACAF Secretariat (Dr Ray Smith) updated the Committee on maximum residue limits (MRL) developments on nicarbazin products. Members were informed that nicarbazin was a permitted coccidiostat (used to prevent protozoal infection in the gastro-intestinal tracts of poultry and some ruminants) and at present there were no current maximum residue limits. The Food Standards Agency had set up a project group as a joint initiative with the Veterinary Medicines Directorate, the British Poultry Council and the National Farmers Union, to identify ways in which industry could reduce the incidence and levels of nicarbazin residues in British chickens, and to raise awareness of this issue amongst farmers.
25. Members were informed that FEEDAP had published formal opinions that pave the way for the adoption of maximum residue limits of the nicarbazin metabolite dinitrocarbanilide (DNC), which is used as the marker residue and the major residue in edible tissues. The ACAF Secretariat said that it was anticipated that the European Commission would propose legislation that would introduce MRLs for DNC as statutory limits in the near future.
26. It was noted that the Agency had contacted members of the Nicarbazin Project Group informing them of the EFSA opinions and proposed MRLs and seeking their views on possible disbandment of the Group. Therefore, it was expected that ACAF, in liaison with the Veterinary Residues Committee (VRC) will provide future advice required on coccidiostat residues once MRLs are established. The ACAF Secretariat confirmed that the Committee will be updated on this issue once a proposal is issued.
27. The ACAF Secretary asked the Committee to confirm if they were content to take on extra responsibilities if the Nicarbazin Working Group was to be disbanded. He agreed to contact the Secretariat of the VRC as the additional work will require close liaison between the two committees. The Committee was content with the proposals.
28. At its December 2010 meeting the Committee was provided with an update on developments since the Committee's meeting in June 2010. Mr Andrew Spencer of the Agency's Chemical Safety Division, reported that since the June meeting (and following Opinions of the European Food Safety Authority), the Commission had proposed maximum residue limits (MRLs) for 4,4'-dinitrocarbanilide (DNC) in the tissues of broilers. These had been agreed at a vote at the July 2010 Standing Committee meeting in Brussels. The MRLs agreed were:
- 15,000 µg/kg in fresh liver;
 - 6,000 µg/kg in fresh kidney; and

- 4,000 µg/kg for fresh muscle and skin.
29. The Committee were informed that with the introduction of the MRLs, the Agency's Nicarbazin Working Group would be disbanded. Therefore, the Committee was asked if it would, in liaison with the Veterinary Residues Committee, provide advice on relevant future issues relating to nicarbazin. The Committee agreed to this request.

Update on GACS Issues

30. The General Advisory Committee on Science (GACS), established in December 2007, provides independent advice on the Food Standards Agency's governance and use of science. The Committee's work includes horizon scanning, science governance, developing good practice and informing science priorities.
31. The GACS comprises an independent Chair, four independent expert members, two lay members and the Chairs of the nine scientific advisory committees that advise the Agency, who are members of GACS in an ex officio capacity. Throughout 2010 the ACAF Chairman provided Members with details of forthcoming meetings of GACS and following each, meeting a summary of its discussions which was of interest to ACAF.

Presentations

32. The Committee received several presentations from external experts during 2010 to help facilitate their consideration of animal feed issues. It was generally agreed that the presentations were also useful in providing opportunities to shape the Committee's agenda and possible outcomes.

'Animals, their feeds and the environment: the inescapable consequence of food production'

33. At its March 2010 meeting, the Committee received a presentation from Professor Chris Reynolds of the University of Reading on animals, their feeds and the environment. It was noted that future increases in demand for food, water and energy will have major socio-economic impacts and increase the need for more efficient food production. Professor Reynolds made it clear that climate change will add to the challenge of meeting demands for food and resources and that there are increasing concerns about the environmental impact of animal agriculture on global greenhouse gas emissions.

34. Professor Reynolds informed the Committee about methane production in ruminants and associated energy loss and global warming effects. He suggested that agriculture accounts for 43% of UK methane emissions and that emissions are related to the feed they consume. He stated that there were several options for modifying feed formulations to reduce the amount of methane produced by ruminants. Professor Reynolds also spoke about concerns regarding nitrogen utilisation and excretion in ruminants; this was associated with global warming from nitrous oxide emissions. He said there was significant pressure on the agricultural industry to reduce dietary nitrogen for animals. Finally, Professor Reynolds spoke about phosphorus pollution and the interest in increasing the digestibility of phosphorus thereby reducing pollution.
35. In conclusion, Professor Reynolds acknowledged that there are various dietary approaches that show promise for reducing the amount of methane, nitrogen and phosphorus pollution from livestock production. The Committee agreed that the work area would remain in the Committee's forward work plan.

‘Climate Change and its effects on animal forage and feed’

36. At ACAF's September 2010 meeting, the Committee received a presentation from Professor Tim Wheeler of the University of Reading on climate change to help the Committee understand some of the challenges posed for future cultivation of crops and the impact this might have on the animal feed sector and feed safety.
37. Professor Wheeler spoke about various projections and scenarios for changes in temperature, rainfall, crop productivity; it was clear that the various models did not agree in their predictions, and that there are geographical differences in the projections; one region may show positive effects on productivity, while another may show negative effects. However, it is important to state assumptions when giving such projections. Professor Wheeler explained that it was possible that the UK would see challenges to feed safety; however, these were complex issues and other factors could affect this. He also stated that agri-business and the livestock industry would face both challenges and opportunities, but the focus should be to increase the accuracy of predictions in order to seize the opportunities provided.
38. Professor Wheeler summarised his view that climate change would affect our sourcing of feed in the following ways:
- increased volatility of supply;
 - changed geographical regions of supply;
 - new opportunities for sourcing products; and

- threats to current centres of production.

39. The Committee noted that there was a clear shift of crop productivity towards the North and South Poles, and that the frequency of extreme events will be a significant challenge for agriculture in the future. It was clear that the UK cannot avoid some climate change, and it is important to be proactive and for the UK Government to take the lead. Members agreed that this topic would remain on the Committee's forward work plan.

Presentation on the work of the Foodchain & Biomass Renewables Association (Fabra)

40. At its March 2010 meeting, the Committee received a presentation from Mr Stephen Woodgate, Chief Executive of the Foodchain and Biomass Renewables Association (Fabra) on the work of this new organisation. Fabra is an industry association that represents businesses in the environmentally sustainable foodchain and biomass recycling sectors.

41. Mr Woodgate reported that the main processes operated by Fabra members are validated animal by-product processes such as 'rendering' and 'anaerobic digestion'. The former produces products which may be used directly in the food chain. The latter process produces fertilisers which may be indirectly linked to food production. Additionally, Fabra members offer collection and safe processing of food industry by-products, such as 'used cooking oil' some of which, after processing and refining, may be suitable for use in animal feed. Mr Woodgate also stated that Fabra members operate in niche markets, such as in the production of 'blood products' for use in animal feeds (including aquaculture) and for use in pet foods.

42. Mr Woodgate concluded that Fabra would be able to assist the Committee by, firstly, providing information on direct inputs into animal feeds such as glycerol produced during the production of biodiesel. Secondly, by providing indirect inputs, e.g. the use of minerals produced in biofuel manufacture as soil dressings or fertilisers.

43. The Committee agreed that as a result of the presentation, it was appropriate for it to update its biofuels position paper which was published in April 2008. One Member suggested that as part of the update it would be useful to have some data on the use of co-products. At the Committee's request, Mr Woodgate agreed to assist in this update exercise.

Presentation on Biofuels – from David Maxwell

44. At its meeting in June 2010, the Committee received a presentation from Mr David Maxwell of Vivergo Fuels. Mr Maxwell's presentation covered two areas; the biofuels sector, relevant drivers, rationale for location of

production facilities, the scale of plants, and the impact that biofuel production would have on the animal feed sector and possible options in the future.

45. It was explained that the drivers for biofuel regulations varied by country. Mr Maxwell noted that despite initiatives in the EU to reduce green house gases (GHGs), transport GHGs have increased. This has resulted in a net increase in emissions in the EU.
46. Mr Maxwell confirmed that Vivergo was building a new biofuel plant in the UK. It is expected that the new Vivergo plant will be operational during 2011. This plant will cover 25 acres, produce 420 million litres of bioethanol per annum and use 1.1 million tonnes of wheat as the feedstock. Vivergo will produce around 500,000 tonnes of protein rich, high-fibre animal feed per annum, produced from UK wheat. Mr Maxwell suggested that the Committee could assist the biofuel industry by supporting the view that biofuel co-products are not waste products, but a valuable feed source.
47. Mr Maxwell also stated that research was being carried out to investigate the possibility of converting sugar to biodiesel, the production of biobutanol and using energy grasses as a feedstock. Some of these techniques may involve the use of products from GM technology.
48. The ACAF Secretary summed up the Committee's discussions on this area noting that consideration of the issues raised by the production of feed from the biofuel industry was very central to the work of the Committee. It was agreed that the Secretariat would update the Committee's position paper taking on board Members' comments and in particular obtaining more quantitative data. A revised paper will be prepared for the Committee to discuss at a future meeting.

Codex Task Force on Animal Feed

49. At its September and December 2010 meetings, Members were informed by the ACAF Secretary that the Codex Alimentarius Commission meeting held in July 2010, agreed to the re-establishment of the Codex Task Force on Animal Feed. He said that the Task Force had been dormant for about 5 years, but had now been given two working areas to consider:
- feed safety assessment guidance; and
 - development of a global list of feed hazards.
50. At the Committee's December 2010 meeting, Alexander Döring the Secretary General to FEFAC (European Feed Manufacturers' Federation) described the work of the Task Force and suggested that it may wish to reverse the order it tackles the two work items, as drawing up a list of feed hazards would assist in focusing on which risk assessment methods are

required. Mr Döring expected that more scientific data would be available at the preparatory meeting scheduled for January 2011. He said that there would be benefits for the UK to participate in the Task Force as there were currently gaps in EU risk assessment and management, and development of this area would aid best practice and facilitate trade between member countries of Codex (essentially the United Nations).

51. The ACAF Secretary reported that preparations for the Task Force were in their early stages. He wished to keep ACAF aware of developments, and as the UK was reliant on imports of feed materials from non-EU countries, it was important to make importers aware of EU principles on best practice, in order to address feed safety issues properly. Therefore, better education and communication of issues with third country suppliers was essential. The ACAF Secretary agreed to provide the Committee with further updates and papers on this subject.
52. The ACAF Secretary explained that he would represent the UK in the Task Force negotiations, involving all relevant stakeholders as necessary. He anticipated that the Committee would prove helpful to inform the UK negotiating stance.
53. The Committee agreed to provide advice and assistance to help inform the UK negotiating position once the work of the Task Force commences in the latter part of 2011.

Genetically Modified (GM) Issues related to animal feeds

Approval of GM lines

54. During 2010 the Committee was informed of progress with authorisation of various GM crops that had been evaluated by the European Food Safety Authority under EU Regulation 1829/2003 on GM food and feed. In this period eleven authorisations were issued by the European Commission for the import, processing and use of new GM maize varieties. Only one of these authorisations included cultivation within the EU. A full list of GM approved materials is maintained on the European Commission's website:

http://ec.europa.eu/food/dyna/gm_register/index_en.cfm

Evaluation of the EC legislative framework on GM Food and Feed

55. At the Committee's March 2009 meeting the ACAF Secretary reported that the European Commission intended to conduct an evaluation of the EU legislative framework on GM food and feed. As the legislation was six years old, and the Community had enlarged since its implementation, the review would consider how the legislation had operated. This will include

the circulation to stakeholders of a questionnaire prepared by consultants appointed by the Commission.

56. At its September 2010 Members were informed that the Commission's review of GM food and feed legislation had not yet been published.

Low Level Presence of GMOs

57. At the Committee's September 2008 meeting, the ACAF Secretary had drawn Member's attention to the European Commission's plans for a 'technical solution' in respect of the low level presence of non-authorised GMOs. Currently there is a zero tolerance within the EU.
58. The Committee was given a further update at its December 2010 meeting. At that meeting, the ACAF Secretary reported that the Commission had issued a proposal that would allow 0.1% tolerance of such material in consignments destined for animal feed. However, the proposal did not take account of material destined for food, which could prove problematical for importers, as materials are not routinely prescribed to feed or food use until after import. Although the Agency was supportive of the proposals, it was still waiting for a mandate from the UK Ministers on this issue. It was anticipated that a vote on the Commission's technical solution proposal would take place at the February 2011 meeting of the Standing Committee of the Food Chain and Animal Health.

GM Consumer Engagement

59. Members were informed that the Agency had announced that it had created a GM consumer engagement Steering Group to be chaired by Professor John Curtice. At its December 2009 meeting, Members were told that the Agency had embarked on a GM Consumer Engagement initiative looking at consumer attitudes on GM issues. The exercise was expected to last for approximately 18 months and some Members may be contacted for their views as part of the exercise.
60. However, Members were informed at its September 2010 meeting that the GM dialogue project, which aimed to cover consumer views of the risks and benefits of GM, will not continue in its current format. This project was being co-ordinated by the FSA following a request by the previous Government. The details of the new Government's policy on the use of GM technology in food and agriculture were still being determined.

EU Developments

61. In addition to those already mentioned, the Committee received reports on a wide range of EU policies and legislation throughout 2010. Relevant papers are listed in Annex III.

Official feed and food controls - Regulation (EC) No 882/2004

62. Regulation 882/2004 sets out the general approach that must be taken, and the principles that must be adopted, by the competent authorities in EU Member States that have responsibility for monitoring and enforcing feed and food law and animal health and animal welfare rules.

63. This legislation also provides the legal basis for the European Commission to assess the effectiveness of national enforcement arrangements. The aim being to create a more comprehensive and integrated, risk-based, EU-wide, 'farm to fork' approach to official controls. Additionally, it will improve the consistency and effectiveness of controls across the EU and raise standards of food safety and consumer protection, and provide a more level playing field for businesses. Most of the provisions applied from 1 January 2006, with others, primarily those on the financing of official controls, applied from 1 January 2007.

UK National Control Plan (January 2007 to March 2011) and annual report

64. In 2007, the Committee was informed about the development of a single, integrated National Control Plan (NCP) for the enforcement of Feed and Food legislation in the UK covering the period January 2007 to March 2011. The Plan describes the regulatory landscape in the UK in the feed and food sectors (as well as animal health, animal welfare and plant health sectors). It gives details of the roles and responsibilities of the different authorities and associated bodies that are involved and provides an overview of how they work together to safeguard public, animal and plant health and to protect consumer interests.

65. The UK's first multi-annual National Control Plan, was prepared jointly by the Agency and the four Agriculture/Rural Affairs Departments in order to meet a requirement in Regulation 882/2004, and was published in December 2006. The Plan is kept under review and Revision 4 was published in February 2010. No substantive amendments were made but the Plan was updated to reflect some organisational changes and to reflect the publication of new or revised guidance material and European and national legislation. The third annual report on progress towards implementing the Plan, covering the period 1 January to 31 December 2009, was published in August 2010. The Plan and annual reports can be found on the FSA website at:

<http://www.food.gov.uk/foodindustry/regulation/europeleg/feedandfood/ncpuk>

First European Commission report on the overall operation of official controls across the European Community

66. This report covers the period 1 January to 31 December 2007 and provides an overview of the way competent authorities in Member States carry out their official controls on feed and food law, animal health and animal welfare rules and plant health. It was published in August 2010. The report focuses on data submitted by Member States and concludes with ideas to help simplify and streamline the report compilation process in the future.

Implementing rules for import controls for 'high-risk' feed and food of non-animal origin

67. European Commission Regulation (EC) 669/2009 implementing the above rules was published in the Official Journal of the European Union on 25 July 2009. Legal measures needed to give effect at national level to the requirements of Regulation 669/2009 on import controls for high risk feed and food of non-animal origin came into force on 25 January 2010. The new provisions are included in the Official Feed and Food Controls (England) Regulations 2009 (SI 2009/3255). Parallel legislation has been enacted in Scotland, Wales and Northern Ireland (copies of the legislation may be downloaded from the Office of Public Sector Information (OPSI) at opsi.gov.uk).

68. An amended Annex I list to Regulation (EC) No 669/2009, received a favourable opinion by the Standing Committee on the Food Chain and Animal Health (SCoFCAH) at its meeting on 14 July 2010. Following the second quarterly review, the Commission proposal to amend the list of products in Annex I (expected to enter into force on 1 January 2011) was endorsed at the meeting of SCoFCAH on 12 October 2010.

69. Guidance Notes for (i) feed and food business operators; and (ii) feed and food enforcers aimed at ensuring consistency in application by the regulatory authorities, were published and can be viewed on the FSA website at:

food.gov.uk/multimedia/pdfs/fbohighighriskguidance0912.pdf

food.gov.uk/multimedia/pdfs/ec6692009guideforenforcers.pdf

Better Training for Safer Food (BTSF)

70. The Committee was advised at its December 2009 meeting of this European Commission initiative aimed at training officials of competent authorities in Member States and third countries that carry out official controls in the feed, food, animal health and welfare, and plant health sectors. At its December 2010 meeting, the Committee was informed that previous EU training programmes included courses on feed law controls. However, the programme for 2010/11 did not include such courses, but the Agency on behalf of the UK was asked to consider the programme for 2012/13 onwards and submit comments and suggestions for future training activities by 12 November 2010. The final agreed course programme for 2012/13 is awaited.

Review of fees and charges for official controls

71. Article 27 of Regulation (EC) 882/2004 provides the legal basis for Member States to collect fees or charges to cover the costs incurred from carrying out official controls. The Commission started discussions with Member States in September 2009 on possible future options for changes to the provisions on fees and charges. This is in response to the findings of an external study carried out in 2008 which, in particular, considered the scope of existing arrangements and whether the system of mandatory fees should be extended.

72. As part of the on-going review of the inspection fees system, the Commission undertook an impact assessment to evaluate the options available and the need to prepare a legislative proposal.

EC Regulation 152/2009 on sampling and analysis and Commission Directive 2009/141 amending the maximum permitted levels for certain undesirable substances

73. At its 3 March 2010 meeting the Committee was informed that Commission Regulation 152/2009 of 27 January 2009 laying down the methods of sampling and analysis for the official control of feed was published in the Official Journal of the European Union on 26 February 2009 and applied directly in all Member States from 26 August 2009. It replaced a number of Commission Directives which had been amended and extended on numerous occasions, bringing their provisions together in a single, comprehensive document. The Commission had also deleted some harmonised Community methods of analysis, either because they were considered to be no longer valid or fit for purpose or because there are a number of satisfactory alternative analytical methods available.

74. Members of the Committee noted that the provisions of EU Regulations cannot be repeated in national legislation and that it would be necessary to repeal existing secondary legislation and introduce a new measure to provide for the administration and application of the Regulation.
75. Commission Directive 2009/141 of 23 November 2009 amending certain entries in Annex 1 of Directive 2002/32 on undesirable substances was published in the Official Journal of the European Union on 24 November 2009 and had to be transposed into national law no later than 1 July 2009. Annex 1 of Directive 2002/32, which was transposed into national law as Schedule 5 to the Feeding Stuffs (England) Regulations 2005, lays down statutory upper limits for a range of contaminants from various sources. The Commission Directive extended the statutory upper limits for arsenic, theobromine and certain alkaloid-containing or toxic weed seeds, following an Opinion from the relevant panel of the European Food Safety Authority.
76. The Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010 came into force in all parts of the UK on 11 October 2010. Separate but parallel Statutory Instruments were made for England, Scotland, Wales and Northern Ireland.

EC Regulation 767/2009 of 13 July 2009 on the placing on the market and the use of feed

77. Regulation 767/2009, which is part of the Commission's modernisation and simplification programme, replaced five existing Directives and brought their provisions together in a single comprehensive document. The Regulation also introduced a number of changes, most importantly the repeal of the requirement for the mandatory percentage declaration for the ingredients of compound feed, which was estimated to save the UK feed industry around £44 million a year. Other changes included a new requirement for fuller labelling of additives in feeds, the introduction of a procedure for the authorisation of new nutritional purposes for which certain products may be promoted, and controls on the levels of additives in complementary feeds.
78. Because the Feeding Stuffs (England) Regulations 2005 would have required extensive amendment, it was decided to repeal the existing legislation in its entirety and to make a new set of Regulations, the Animal Feed (England) Regulations 2010 to provide for the enforcement of EU Regulation 767/2009/EC. Among other things, the new Regulations designate competent authorities for the enforcement of these provisions; re-enact those provisions of the Feeding Stuffs (England) Regulations 2005 concerning EU feed measures not covered by the Regulation; make ambulatory references to those measures so that any amendments to them take effect without having to be transposed into national law; and increase

the penalties for breaches of the Regulations, to bring them into line with those for breaches of feed hygiene.

79. After public consultation the Animal Feed Regulations 2010 came into force in all parts of the UK on 23 November 2010. (Separate but parallel Statutory Instruments were made for England, Scotland, Wales and Northern Ireland).
80. A measure to amend the limits of variation (i.e., the permitted tolerances for analytical declarations) in Annex IV of the Regulation was published in the Official Journal of the European Union as Commission Regulation 939/2010 of 20 October 2010.

Report on the outcome of the Quinquennial Review

81. The 2002 Food Standards Agency Report of the Review of Scientific Committees¹ recommended that all Scientific Advisory Committees should be reviewed at least once every five years to determine ‘whether each committee fulfils its intended function and whether all the current committees are still needed.’
- 82.. A review of ACAF started on 14 September 2009 and ended on 30 November 2009. The main objectives of the review were to assess:
- the continued need for the Advisory Committee on Animal Feedingstuffs (ACAF);
 - the Committee’s role, methods of operation and effectiveness (including its terms of reference and composition);
 - the openness and transparency of its procedures and the relationships between ACAF, the commissioning department and other bodies with related responsibilities (in particular the other scientific advisory committees which advise the Agency); and
 - the implementation of the 2002 review recommendations, the revised Code of Practice for Scientific Advisory Committees² and the current governance structures.
83. At its March 2010 meeting the Committee discussed the outcome of the quinquennial review which had recommended that there is a continuing need for ACAF as it adds value to the FSA, UK agriculture departments and stakeholders. It is important that ACAF maximises the value that it provides and that it continues to demonstrate evidence of its value. The report of the review had highlighted that ACAF had good practices in place including:

¹ food.gov.uk/science/researchpolicy/commswork/scicomrev

² www.berr.gov.uk/consultations/page39872.html

- the Chair and Secretariat routinely confirm at meetings that issues to be considered by ACAF are within its remit;
- holding meetings in open session;
- ACAF's meetings are an example of good practice in terms of well run meetings which, together with the agenda, papers and minutes of each meeting available on ACAF's website, provide a high level of openness and transparency;
- each meeting providing updates on the work of other advisory committees in an information paper;
- a Secretariat held in high regard by members and stakeholders;
- the recruitment procedure of members being in line with the FSA's requirements for the appointment of members to its scientific committees;
- thorough and effective induction of new members; and
- publication of an annual work programme.

84. Additionally, the Committee routinely discusses topical issues and works well as a team. Consistent and appropriate scientific support is provided by the FSA's Animal Feed Branch and it is important for that level of support to be continued.

85. There were 17 recommendations that the Committee was asked to consider and comment upon. The Committee commended the process and accepted the outcomes of the review. In addition, the Committee provided its comments on the review which were discussed at the GACS meeting held on 4 March 2010. At the GACS meeting, the Chief Scientist advised GACS that he would develop a proposed Agency response to the review, for consideration by the Board, drawing on views from ACAF and GACS. The Agency Board supported the proposed Agency response to the review which was submitted in September 2010. The recommendations together with the Committee's agreed response are listed in Annex IV:

ACAF Visit to York

86. As part of its commitment to accessibility, each year the Committee holds one of its meetings outside London. The Committee is also keen to continue to make relevant industry visits to enable it to see at first hand the issues it considers.

87. ACAF held its 50th meeting in York on 3 June 2010. Topics discussed included:

- a presentation on biofuel production;
- minimisation of packaging material in feed produced from recycled human food);

- developments concerning the use of trace element additives to fortify animal feeds; and
 - recent developments on maximum residue limits (MRL) for nicarbazin products.
88. Information on these issues is set out in more detail in other sections of this report. The Committee also visited the Food and Environment Research Agency (FERA) at Sand Hutton near York.
89. FERA's over arching purpose is to support the development of a sustainable food chain, a healthy natural environment, and to help protect the global community from biological and chemical risks. The Committee was shown around FERA's site and was particularly interested in FERA's work on testing of animal feed for the presence of dioxins.
90. The Committee found the visit extremely useful, and expressed their appreciation for the relevant and informative insights provided by their host.



ACAF Members, Secretariat and officials at the Food and Environment Research Agency, near York.

Forward Work Programme and Horizon Scanning

91. At its September 2010 meeting the Committee conducted an exercise that combined consideration of its Forward Work Programme and other items suggested for horizon scanning. The Committee decided that further information was required before it could consider adding the following new items on to its forward work plan:

- Feed markers; and
- Sustainability

A copy of the Committee's Forward Work Programme is shown at Annex V.

Food Standards Agency – Governance of Science

92. During 2006 the Committee was actively involved in helping to develop Good Practice Guidelines for scientific advisory committees that advise the Food Standards Agency. This came on the back of a drive to strengthen systems and processes used for science governance within the Food Standards Agency and making them more transparent.
93. Since its foundation in April 2000, the Food Standards Agency has based its policy decisions on scientific evidence. The network of independent scientific advisory committees that provide external scientific expertise and advice are fundamental to the Food Standards Agency's work and reputation. The Dean Review³ showed that there was overwhelming support for the Food Standards Agency's policy of basing decisions on scientific evidence, and that this policy should be maintained and developed further. In response, the Food Standards Agency made proposals for strengthening the systems and processes used for science governance and making them more transparent, the development of the Good Practice Guidelines being one of them.
94. The Guidelines set out in Annex VI list the basic principles which are followed by scientific advisory committees such as ACAF when assembling and using scientific advice.

³ An independent review of the Food Standards Agency conducted by The Rt Hon Baroness Dean of Thornton-le-Fylde in 2005.

Membership

Meet the Members

95. ACAF currently consists of a Chairman and 13 members from wide-ranging backgrounds including consumer affairs, farming, the feed industry and science. Members are appointed in accordance with the Nolan Principles and guidance issued by the Office of the Commissioner for Public Appointments (OCPA), which aim to ensure fairness and transparency in appointments to public bodies. ACAF members and their main areas of expertise are listed below.



Dr Ian Brown (Chairman) is a medically qualified registered specialist in occupational medicine and toxicology. He is also a graduate in agricultural biochemistry and nutrition and has a wide range of knowledge and experience covering occupational health, toxicology, agriculture and food safety. Dr Brown was formally a Consultant Physician in Occupational Medicine and Toxicology at Southampton University Hospitals NHS Trust and is now Director of the Occupational Health Service at the University of Oxford and is also an honorary consultant physician in occupational medicine to the Oxfordshire Primary Care Trust division of Public Health Medicine. He is also Chair of the Pesticide Residues Committee and a member of the Advisory Committee on Toxic Substances of the Health and Safety Commission and a member of the Food Standards Agency's General Advisory Committee on Science. From 1999 to 2005 Dr Brown was a member of ACAF, and from May 2001 until May 2002 served as the Acting Chair, following the unexpected resignation of the Chair, at that time.



Dr Dozie Azubike (lay person/consumer) is a part-time Inspector with the Health and Safety Executive. He has a wide range of experience in the voluntary sector and is a member of the Board of the Thames Valley Charitable Housing Association and a lay Magistrate. He is also a member of the General Optical Council Fitness to Practice Committee and an adjudicator for the Solicitors Regulatory Authority.



Dr Paul Brantom (toxicology) is an independent consultant in toxicological risk assessment and was previously Head of the Toxicology and Information Department of BIBRA International Ltd (an independent contract research organisation specialising in research in toxicology and chemical safety). He is currently a member of the Veterinary Products Committee, the Advisory Committee on Novel Foods and Processes and the EFSA Panel on additives and products or substances used in animal feed (FEEDAP).



Tim Brigstocke (feed materials) is an independent farm livestock consultant who specialises in animal feeds. He is currently Policy Director for the Royal Association of British Dairy Farmers, Executive Director for Cattle Health Certification Standards (CHeCS) and Executive Chairman for the Rare Breeds Survival Trust. Tim serves on a large number of bodies including the board of RUMA, the Institute of Agricultural Management and has recently been appointed to chair the Society of Biology College of Elected Members. He is a member of the Veterinary Residues Committee.



Dr Bruce Cottrill (animal nutrition) is a senior research scientist at ADAS. He has over 25 years experience of a wide range of farming and livestock practices and in advising government departments (MAFF/Defra and the Food Standards Agency) on feed-related issues. He has served on a number of expert national and European Community committees, and the CONTAM Panel of EFSA.



Barrie Fleming (veterinary science) is a partner in a poultry only practice, St David's Poultry Team. Mr Fleming had nine years experience in general practice before moving into the pharmaceutical and animal feed additive specialism in 2002, where he remained until 2008 when he joined the St David's Poultry Team. He has broad veterinary experience involving all domestic species and is a member of several relevant industry committees.



Professor Stephen Forsythe (microbiology) is a Professor of Microbiology at Nottingham Trent University. His main research area is primarily on foodborne infections. He has been an invited participant and speaker at three FAO/WHO risk assessments on the microbiological safety of powdered infant formula. Professor Forsythe has also been a member of the European Food Standards Authority: Additives and Food Contacts Materials panel and an ad hoc member on the Qualified Presumption of Safety and Biohaz Panels.



Professor Ian Givens (animal nutrition) is Professor of Animal Science and Director of the Nutritional Sciences Research Unit and the Centre of Dairy Research at the University of Reading, School of Agriculture, Policy and Development. He is also joint leader of the University's Food Chain and Health research theme.

Within the University he has responsibilities for managing a large research group. In addition to research on animal nutrition, the research includes the impact of animal derived foods on chronic disease in humans and the potential for their composition to be improved together with aspects of environmental nutrition. He is a Member of the Scientific Advisory Committee to the British Nutrition Foundation and a member of the External Advisory Committee of the University College Dublin Institute of Food and Health.



Professor Nigel Halford (novel technology) is a Research Leader at Rothamsted Research, the UK's largest crop and agricultural research institute. He has been involved in research using the genetic modification of plants for almost 25 years. Professor Halford has considerable experience of assessing the risks of GM technology and also has the practical experience of running a field trial on GM wheat. He is the author of more than 100 refereed scientific papers, many relating to plant biotechnology, and has written and edited books and numerous articles on GM crops.



Mrs Heather Headley (feed manufacturer) is Managing Director of her own independent feed material supply company. She has 29 years experience in the animal feed supply industry holding various posts since graduating in Animal Nutrition and Biochemistry. She has a working knowledge of practical farming to complement other skills.



Diane McCrea (consumer) is a consultant in food and consumer affairs and is also the Chair of the Consumer Council for Water Wales Committee. She has considerable experience of consumer representation and committee work, having been a member of several advisory committees and boards, including Assured Food Standards, the Meat and Livestock Commission and the Food Standards Agency's Advisory Committee on Research. Ms McCrea has also represented Consumers International for more than 10 years at international food standards committees of the Codex Alimentarius Commission (including the Codex Task Force on Animal Feeding).



Richard Scales (local authority enforcement) is Principal Trading Standards Officer at Hampshire County Council with up to 22 years experience of Trading Standards work, including feed law enforcement. He currently specialises in agricultural aspects of enforcement and is a member of the Agriculture Focus Group of the Local Authorities Co-ordinators of Regulatory Services (LACORS). Mr Scales also chairs the Trading Standards South East Authorities Feeds Sub- Group.



Edwin Snow (feed industry) is the Technical Manager – Milling Division at Noble Foods (the UK's leading egg producer). He is responsible for the development and maintenance of quality systems and ensuring compliance with feedingstuffs, medicines and hygiene regulations as well as industry codes of practice. In addition, he is a member of the Agricultural Industries Confederation Legal Affairs and Scientific Committee and Organic Farming Working Group. He is also a member of the Royal Society of Chemistry and advises the British Egg Industry Council on all matters relating to feedingstuffs.



Marcus Themans (farmer) owns a mixed farm in South Shropshire, producing bacon pigs and lambs, most of which are processed in the on-farm licensed butchers' shop and sold pre-packed, (retail and wholesale) under the Wenlock Edge Farm brand.

Marcus is a member of the Health and Safety Executive (HSE) Agriculture Advisory Committee, Chairman of the Shropshire Rural Hub, A Champion for the Strategy for Sustainable Food and Farming and sits on West Midlands Rural Development Programme steering groups.

He is a member of Meadow Quality Livestock (co-operative marketing group) and Heart of England Fine Foods.

Current Terms of Office of ACAF Members

96. To ensure continuity, re-appointments to ACAF (usually for periods of three years) are staggered so that only a proportion of the membership falls vacant each year. The terms of office of ACAF members are as follows:

Until 8th May 2011

Dr Ian Brown* (Chairman)
Mr Barrie Fleming * (Veterinary Science)

Until 31 May 2011

Professor Ian Givens* (Animal Nutrition)

Until 30 June 2011

Mr Tim Brigstocke (Feed materials)
Mrs Heather Headley (Feed manufacturer)
Mr Edwin Snow* (Feed Industry)

Until 30 September 2011

Dr Paul Brantom (Toxicology)
Dr Bruce Cottrill (Animal Nutrition)

Until 31 August 2012

Ms Diane McCrea (Consumer)
Mr Marcus Themans (Farmer)

Until 30 June 2013

Dr Dozie Azubike (Lay person)
Professor Nigel Halford (Novel technology)
Mr Richard Scales (Local authority enforcement)

Until 31 August 2013

Professor Stephen Forsythe* (microbiology)

* first term of office

Appointments 2010

97. Professor Stephen Forsythe was appointed as the Committee's microbiologist. His term of appointment runs from 1 September 2010 until 31 August 2013.

Re-appointments 2010

98. The period of appointment for three members – Dr Dozie Azubike, Professor Nigel Halford and Mr Richard Scales – was extended to a third three year term lasting until the end of June 2013.

ACAF Secretariat

99. The Committee's secretariat is staffed by officials from the Food Standards Agency.



From left to right – (back row) Ray Smith, Mandy Jumnoodoo, Keith Millar, Raj Pal, (front row) Stephanie Cossom, and Saleha Khatun.

The Committee's Commitment to Openness

100. ACAF is committed to a policy of openness and engagement with stakeholders. Copies of agendas, papers, advice, reports and minutes of meetings can be found on the Committee's website at:

<http://acaf.food.gov.uk>

101. Paper copies of these documents can be obtained by contacting the ACAF Secretariat at the address shown at paragraph 6.
102. The nature of the expertise and experience required for ACAF membership means that some members have links with the feed industry, farming and other relevant sectors. Details of members' interests can be found in the Register of Members' Interests at Annex VII. These details are regularly updated in the on-line version of the Register on the website. ACAF members are required to declare all relevant interests in writing

when they are appointed and are reminded to update as necessary at the beginning of each meeting. Members are also required to declare any direct commercial interests, or those of close family members, in matters under discussion at each meeting. This declaration is recorded in the minutes of meetings, which are freely available to members of the public.

103. The Committee held all four of its meetings in 2010 in open session, one of which was in York. These meetings were attended by observers from a range of stakeholders. Observers were not allowed to contribute to discussions, but were able to ask questions at the end of the meeting. ACAF is committed to continue to hold open meetings. Following each open meeting observers are canvassed for their views on the subject matter and conduct of the meeting.

Annex I**Request for Information on ACAF**

Information on ACAF can be found on its website. If you do not have internet access and would like to receive further information about the work of the Committee *free of charge* please complete and return the form below:

Name: -----

Address: -----

Company/Organisation: -----

Please send me the following ACAF papers as they become available:

(tick as appropriate)

Minutes of meetings

☐

Annual & other reports

☐

News Releases

☐

Consultation documents

☐

ACAF recruitment exercises

☐

Other information
(please specify)

☐

Please return your completed form to:

The Food Standards Agency

ACAF Secretariat

Room 3C

Aviation House

125 Kingsway

London WC2B 6NH

Tel: 020 7 276 8083

Fax: 020 7 276 8910

Email: acaf@foodstandards.gsi.gov.uk

✂ PLEASE CUT HERE

Membership of ACAF Sub-groups

The Committee had one sub-group operating in 2010.

GM Sub-group

Dr Paul Brantom (Chairman)

Dr Ian Brown (ex officio)

Dr Bruce Cottrill

Prof. Nigel Halford

Annex III**Papers Considered by ACAF in 2010**

NO. OF PAPER	NAME OF PAPER	MEETING NUMBER	DATE OF MEETING
ACAF/10/01	Animals, their feeds and the environment	49 th	3 March 2010
ACAF/10/02	Work of Fabra	49 th	3 March 2010
ACAF/10/03	EC Developments.	49 th	3 March 2010
ACAF/10/04	Update on the work of other Advisory Committees.	49 th	3 March 2010
ACAF/10/05	Report on the outcome of the quinquennial review	49 th	3 March 2010
ACAF/10/06	Presentation on Biofuels	50 th	3 June 2010
ACAF/10/07	Guidance on Minimisation of Packaging Material in Animal Feeds	50 th	3 June 2010
ACAF/10/08	Developments concerning the use of trace element additives to fortify animal feeds	50 th	3 June 2010
ACAF/10/09	EU Developments	50 th	3 June 2010
ACAF/10/10	Update on the work of other Advisory Committees	50 th	3 June 2010
ACAF/10/11	Update on Nicarbazin	50 th	3 June 2010
ACAF/10/12	Presentation on 'Climate change impact on feed production'	51st	22 September 2010
ACAF/10/13	Copper and Selenium toxicity in dairy cattle	51st	22 September 2010
ACAF/10/14	Forward Work Programme Review (including Horizon Scanning)	51st	22 September 2010
ACAF/10/15	EU Developments	51st	22 September 2010
ACAF/10/16	Update on the work of other Advisory Committees	51st	22 September 2010
ACAF/10/17	Presentation on Copper Supplementation	52nd	15 December 2010

ACAF Annual Report 2010

ACAF/10/18	Codex Task Force on Animal Feed	52nd	15 December 2010
ACAF/10/19	Update on Nicarbazin Issues	52nd	15 December 2010
ACAF/10/20	EU Developments	52nd	15 December 2010
ACAF/10/21	Update on the work of other Advisory Committees	52nd	15 December 2010

Recommendations from Quinquennial Review

i. It is important that ACAF maximises the value that it contributes and continues to provide evidence of its value.

The Committee suggested that Recommendations 1, 6 and 9 are related. It agreed to take this recommendation forward and this will be done via annual reports and other opportunities. When the Committee commences work on a topic it will identify and agree desired outcomes.

ii. The role of ACAF within its overall remit has evolved over time and clarification of the current role at the next ACAF meeting would be beneficial. The terms of reference of the Committee are determined by Ministers and the Agency. The Committee considered that these were sufficiently wide-ranging and did not require amendment given the breadth of issues on which the Committee is required to provide advice. The Committee and Secretariat will identify at the start of the year key priorities it wishes to take forward. This will be reflected in the Committee's Forward Work Plan.

iii. The exact remit with regard to animal health and welfare should be clarified and formal action taken and recorded in the minutes of the meetings with regard to appropriate liaison with Defra for animal welfare issues. The Committee contends that its current remit works well. It recognises that although its main focus is on consumer safety, issues are often likely to have an animal health/welfare element.

iv. The process for determining the work programme should be improved to ensure that the potential value contributed by ACAF is maximised. The Committee notes this recommendation but does not think it requires specific action.

v. Work should be scheduled for each year so as to avoid 'light' agendas at meetings, with the number of meetings reduced if the required work does not warrant four meetings a year. The Committee notes this recommendation and will take this into account when planning future work.

vi. Completed work should be summarised in terms of outcomes and impact achieved.
See Recommendation 1 above.

vii. The Chair should continue to ensure that the Members of the Committee are aware that they can and should request the commissioning of data from the FSA if the Committee's view is that it is required in order for them to provide advice.
The Committee seeks and receives data from the FSA in order for it to provide

advice. It is not necessarily the Committee's role to commission research, but to recommend areas for further research work to be carried out. The Committee will seek clarification from the GACS on the commissioning of research.

viii. It is recommended that the Committee takes greater steps to show evidence of scientific rigour by using the FSA's Science Checklist more explicitly and also routinely considering whether peer reviews are appropriate for work on which the Committee's decisions are based.

The Committee will continue to act on this point.

ix. A brief summary of the Committee's outcomes and impact achieved would provide an appropriate summary of the Committee's activities and achievements for the Board.

See Recommendation 1 above.

x. The Committee should be more explicit in stating the level and type of uncertainty associated with its advice.

The Committee will continue to act on this point.

xi. The FSA needs to ensure that the risk management advice it asks ACAF for does not go beyond advice on risk management options put to them by the Secretariat.

The Committee will seek clarification from GACS on the role of the Committee in providing advice on risk management.

xii. It is recommended that ACAF should work with other committees as appropriate and take proactive steps to consider when that might be appropriate.

The Committee will continue to act on this point.

xiii. The FSA should have internal procedures in place to ensure that any differences of opinion between its own policy units with regard to risk management are handled appropriately.

This is a generic issue on which the FSA/GACS needs to provide advice.

xiv. The FSA should consider an alternative approach to the assessment of ACAF members and introduce an appropriate method of assessing the performance of the Chair.

This is a generic issue for the GACS Secretariat to liaise with all SACs.

xv. There is some uncertainty with regard to the exact roles and responsibilities of officials and assessors on the Committee and it would be beneficial to confirm those at ACAF's next meeting.

The Chair, Members, Assessors and the Secretariat are all fully aware of their roles. These were clarified at the Committee's meeting on 3 March 2010.

xvi. The out-of-London meetings are valued by members and stakeholders. It is recommended however that the FSA continues to monitor and take a view on the value of those meetings compared with the cost of running them and reassesses that approach at regular intervals.

The Committee considers that, as a UK-wide body, at least one out-of-London meeting should take place each year. This helps to engage a wide range of stakeholders and demonstrates openness and transparency which are the FSA core values. Budgetary considerations will be observed.

xvii. ACAF should consider whether it may be appropriate to set up additional subgroups to address specific issues in the future, particularly if only one or two members have specific expertise directly relevant to the issue to be addressed.

Where circumstances arise, the Committee will endeavour to set up sub-groups, with/or without other SACs.]

ACAF Forward Work Programme

High Priority - position of ACAF to be considered proactively

Item no.	Topic	Progress
1	<p>The manipulation of animal feed to enhance the nutritional value of food (milk, meat, eggs). Examples include:</p> <ul style="list-style-type: none"> - enhancing the selenium content of livestock produce; - enriching foods with polyunsaturated fatty acids (PUFAs); - developing foods with reduced concentrations of saturated fatty acids; - livestock feeding regimes that are designed primarily to improve the nutritional quality of products; - supplementing animal feed with requirements for a healthy diet (e.g. omega-3) that remain in the end product for human consumption. 	<p>The Committee first considered this issue in 2004-2005. A horizon scanning workshop organised by the GACS took place on 24 June 2009 and was attended by a number of ACAF Members. ACAF was requested to take forward the ideas discussed. At ACAF's September 2009 meeting Prof. Ian Givens agreed to carry out a literature review of research being carried out in this area. The report of the review was circulated to Members on 27 November 2009 and the key areas of research summarised.</p>
2	<p>Biofuels:</p> <ul style="list-style-type: none"> • possible impact of the availability and cost of widely used selected feeds ; and • the use of feed co-products from the production of biofuels. 	<p>The Committee has considered this subject area in depth and its position paper was published on 30 April 2008.</p> <p>At its 3 March and 3 June 2010 meetings the Committee received presentations on biofuels. The Committee agreed that its position paper should be revised and adapted to take account of quantifiable data and new developments.</p> <p>The Committee will update its Position Paper on biofuels in 2011.</p>
3	GM issues including future	The Committee receives a report from the GM Sub-

	developments in biotechnology (e.g. use of second generation GMOs) and possible links with GM nutritional work.	<p>group Chairman at every meeting; this includes future developments in biotechnology and the possible links that GM has with animal and human nutrition.</p> <p>Additionally, the Secretary provides an oral update on EU developments at each meeting of the Committee.</p> <p>The issue of asynchronous approvals of GM varieties and its future impact on the security of feed supply has been brought to the attention of the Committee and is being monitored.</p>
4	Updates on BSE and TSE developments	<p>Update on TSE and Bone meal issues was provided by Mr Patrick Burke (Defra) at the Committee's December 2008 meeting.</p> <p>The Committee also received a presentation from Mr Neil Leach (Defra) on an update of EU Animal By-Product Controls at its meeting in December 2009. Members agreed that this item should remain on its work plan and be periodically reviewed.</p>

Medium Priority - position of ACAF responsive to developments and considered regularly:

5	EU developments – including providing advice on UK negotiating lines.	<p>The Committee receives EU development updates at every meeting and provides valuable input to the UK delegation on a range of issues.</p> <p>During 2008, the Committee provided inputs to the UK negotiating line on the proposed EC Regulation on the Marketing and Use of Feed. The Regulation was adopted in June 2009 and came into effect in 1 September 2010.</p> <p>The Annexes to the Regulation are subject to amendment, and it is envisaged that an extended Catalogue of Feed Materials and Codes of Practice on Feed Labeling will be drawn up. The Committee's views have also been sought on these developments.</p>
6	Aquaculture	The Committee will continue to be updated on developments and will give advice as required. It is

		intended that ACAF will visit a aquaculture business prior to its out of London meeting in June 2011.
7	Climate change and the impact on feed production	The Committee received a presentation from Professor Tim Wheeler (University of Reading/Deputy Chief Scientific advisor to DFID) at its 22 September 2010 meeting. The Committee agreed to keep this item on its workplan.
8	Global demand for livestock and prices for primary production	This item stems from a GACS horizon scanning workshop held on 24 June 2009. The Committee agreed it would like to explore this area further at a future meeting. It was agreed that the Secretariat should arrange for presentations to cover: (a) the UK position; (b) the European position; and (c) the worldwide position. The Committee envisages that these presentations will help it determine its formal stance on these issues.
9	Work of EFSA including opinions on additives and contaminants relating to animal feed	The Secretariat will continue to draw relevant EFSA Opinions and documents to the attention of ACAF for discussion.
10	Feed additive developments and issues	<p>An information paper was prepared by Secretariat for ACAF's March 2008 meeting. The Committee will consider this topic again after November 2010, when the EFSA will commence assessment of applications for re-authorisation of feed additives according to Article 10 of Regulation 1831/2003.</p> <p>In 2005, the Committee considered the Scientific Advisory Committee on Nutrition's (SACN) Report on Vitamin A. At its 4 March 2009 meeting, the Committee was advised that EFSA had published an Opinion on vitamin A in February 2009. ACAF was informed that the Commission had sought the views of Chief Veterinary Officers (CVOs) in September 2009. Following this advice, the Commission has decided to await the outcome of the re-assessment of vitamin A under Article 10 of the EC Feed Additives Regulation 1831/2003 before considering whether the current maximum permitted levels for this feed additive should be changed. The matter will then be discussed again by ACAF.</p>
11	Forge closer links with other Advisory Committees and	ACAF will take the opportunity to develop links with other SACs in any cross-cutting issues.

	tackle issues of common interest.	
12	Animal production including feeding systems and the effect on the environment.	The Committee received a presentation from Professor Chris Reynolds (University of Reading) at its 3 March 2010 meeting. Members agreed that the work area would remain in the Committee's forward work plan.
13	Establish if there are any feed implications from research on the potential for multiple residues of pesticides and veterinary medicines in food to produce effects on human health.	Yet to be considered.

Low Priority - items to be kept under observation but major changes not expected.

14	Nanoscience	Members have been briefed on issues by an EFSA Opinion on nanoscience. A House of Lords Select Committee paper on this issue was published in January 2010, but contained little information relating to animal feed.
15	Feed issues relating to organic production.	Yet to be considered.

Annex VI

GOOD PRACTICE GUIDELINES FOR THE INDEPENDENT SCIENTIFIC ADVISORY COMMITTEES

PREAMBLE

*Guidelines 2000: Scientific Advice and Policy Making*⁴ set out the basic principles which government departments should follow in assembling and using scientific advice, thus:

- think ahead, identifying the issues where scientific advice is needed at an early stage;
- get a wide range of advice from the best sources, particularly where there is scientific uncertainty; and
- publish the scientific advice they receive and all the relevant papers.

The *Code of Practice for Scientific Advisory Committees*⁵ (revised in December 2007) provided more detailed guidance specifically focused on the operation of scientific advisory committees (SACs). The Agency subsequently commissioned a *Report on the Review of Scientific Committees*⁶ to ensure that the operation of its various advisory committees was consistent with the remit and values of the Agency, as well as the Code of Practice.

The Food Standards Agency's Board has adopted a **Science Checklist** (Board paper: FSA 06/02/07) to make explicit the points to be considered in the preparation of papers dealing with science-based issues which are either assembled by the Executive or which draw on advice from the Scientific Advisory Committees.

The Board welcomed a proposal from the Chairs of the independent SACs to draw up **Good Practice Guidelines** based on, and complementing, the **Science Checklist**.

⁴ Guidelines on Scientific Analysis in Policy Making, OST, October 2005. Guidelines 2000: Scientific advice and policy-making. OST July 2000

⁵ Code of Practice for Scientific Advisory Committees, OST December 2001

⁶ Report on the Review of Scientific Committees, FSA, March 2002

THE GOOD PRACTICE GUIDELINES

These Guidelines have been developed by 9 advisory committees:

Advisory Committee on Animal Feedingstuffs ⁷
Advisory Committee on Microbiological Safety of Foods
Advisory Committee on Novel Foods and Processes
Advisory Committee on Research
Committee on Carcinogenicity of Chemicals in Food, Consumer Products and the Environment ⁸
Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment ⁹
Committee on Toxicity of Chemicals in Food, Consumer Products and the Environment ¹⁰
Scientific Advisory Committee on Nutrition ¹¹
Spongiform Encephalopathy Advisory Committee ¹²

These committees share important characteristics. They:

- are independent;
- work in an open and transparent way; and
- are concerned with risk assessment not risk management.

The Guidelines relate primarily to the risk assessment process since this is the committees' purpose. However, the Agency may wish on occasion to ask the independent scientific advisory committees whether a particular risk management option is consistent with their risk assessment.

Twenty seven principles of good practice have been developed. However, the different committees have different duties and discharge those duties in different ways. Therefore, not all of the principles set out below will be applicable to all of the committees, all of the time.

This list of principles will be reconsidered by each committee annually as part of the preparation of its Annual report, and will be attached as an Annex to it.

Principles

Defining the issue

1. The FSA will ensure that the issue to be addressed is clearly defined and takes account of stakeholder expectations. The committee Chair will refer back to the Agency if discussion suggests that a re-definition is necessary.

⁷ FSA Secretariat

⁸ Joint FSA/HPA Secretariat, HPA lead

⁹ Joint FSA/HPA Secretariat, HPA lead

¹⁰ Joint FSA/HPA, FSA lead

¹¹ Joint FSA/DH Secretariat

¹² Joint Defra/FSA/DH Secretariat

Seeking input

2. The Secretariat will ensure that stakeholders are consulted at appropriate points in the committee's considerations and, wherever possible, SAC discussions should be held in public.
3. The scope of literature searches made on behalf of the committee will be clearly set out.
4. Steps will be taken to ensure that all available and relevant scientific evidence is rigorously considered by the committee, including consulting external/additional scientific experts who may know of relevant unpublished or pre-publication data.
5. Data from stakeholders will be considered and weighted according to quality by the committee.
6. Consideration by the secretariat and the Chair will be given to whether expertise in other disciplines will be needed.
7. Consideration will be given by the Secretariat or by the committee to whether other scientific advisory committees need to be consulted.

Validation

8. Study design, methods of measurement and the way that analysis of data has been carried out will be assessed by the committee.
9. If qualitative data have been used, they will be assessed by the committee in accordance with the principles of good practice, e.g. set out in guidance from the Government's Chief Social Researcher¹³.
10. Formal statistical analyses will be included wherever possible. To support this, each committee will have access to advice on quantitative analysis and modelling as needed.
11. When considering what evidence needs to be collected for assessment, the following points will be considered:
 - the potential for the need for different data for different parts of the UK or the relevance to the UK situation for any data originating outside the UK; and
 - whether stakeholders can provide unpublished data.

¹³ There is of guidance issued under the auspices of the Government's Social Research Unit and the Chief Social Researcher's Office (Quality in Qualitative Evaluation: A Framework for assessing research evidence. August 2003. www.strategy.gov.uk/downloads/su/qual/downloads/qqe-rep.pdf and The Magenta Book. www.gsr.gov.uk/professional_guidance/magenta_book/guidance.asp).

12. The list of references will make it clear which references have either not been subject to peer review or where evaluation by the committee itself has conducted the peer review.

Uncertainty

13. When reporting outcomes, committees will make explicit the level and type of uncertainty (both limitations on the quality of the available data and lack of knowledge) associated with their advice.
14. Any assumptions made by the committee will be clearly spelled out, and, in reviews, previous assumptions will be challenged.
15. Data gaps will be identified and their impact on uncertainty assessed by the committee.
16. An indication will be given by the committee about whether the database is changing or static.

Drawing conclusions

17. The committee will be broad-minded, acknowledging where conflicting views exist and considering whether alternative hypotheses fit the same evidence.
18. Where both risks and benefits have been considered, the committee will address each with the same rigour.
19. Committee decisions will include an explanation of where differences of opinion have arisen during discussions, specifically where there are unresolved issues and why conclusions have been reached.
20. The committee's interpretation of results, recommended actions or advice will be consistent with the quantitative and/or qualitative evidence and the degree of uncertainty associated with it.
21. Committees will make recommendations about general issues that may have relevance for other committees.

Communicating committees' conclusions

22. Conclusions will be expressed by the committee in clear, simple terms and use the minimum caveats consistent with accuracy.
23. It will be made clear by the committee where assessments have been based on the work of other bodies and where the committee has started afresh, and there will be a clear statement of how the current conclusions compare with previous assessments.

24. The conclusions will be supported by a statement about their robustness and the extent to which judgement has had to be used.
25. As standard practice, the committee secretariat will publish a full set of references (including the data used as the basis for risk assessment and other committee opinions) at as early a stage as possible to support openness and transparency of decision-making. Where this is not possible, reasons will be clearly set out, explained and a commitment made to future publication wherever possible.
26. The amount of material withheld by the committee or FSA as being confidential will be kept to a minimum. Where it is not possible to release material, the reasons will be clearly set out, explained and a commitment made to future publication wherever possible.
27. Where proposals or papers being considered by the Board rest on scientific evidence, the Chair of the relevant scientific advisory committee (or a nominated expert member) will be invited to the table at Open Board meetings to provide this assurance and to answer Members' questions on the science. To maintain appropriate separation of risk assessment and risk management processes, the role of the Chairs will be limited to providing an independent view on how their committee's advice has been reflected in the relevant policy proposals. The Chairs may also, where appropriate, be invited to provide factual briefing to Board members about particular issues within their committees' remits, in advance of discussion at open Board meetings.

Annex VII

Register of Members' Interests

	COMPANY/ ORGANISATION	NATURE OF INTEREST	COMPANY/ ORGANISATION	NATURE OF INTEREST
Dr D Azubike	Defra, Agricultural Dwelling House Advisory Committee (ADHAC) for Berkshire, Buckinghamshire, Hampshire, Isle of Wight and Oxfordshire.	Independent Member	None	None
Dr I Brown	Pesticide Residues Committee	Chairman	None	None
	Advisory Committee on Toxic Substances of the Health & Safety Commission	Member		
	Responsible Use of Medicines in Agriculture	Member		
	General Advisory Committee on Science	Ex officio Member		
Dr P Brantom	European Food Safety Authority Working Groups	Member		
	Advisory Committee on Novel Foods and Processes	Member		
Mr T Brigstocke	Tim Brigstocke Associates	Managing Partner	Royal Association of British Dairy Farmers	Policy Director
	Cattle Health Certification Standards (UK)	Exec. Director	Rare Breeds Survival Trust	Executive Chairman/Trustee
	Veterinary Residues Committee	Member	National Cattle Association (Dairy)	Executive Secretary
	Society for the Environment	Director/Trustee	Silcock Fellowship for Livestock Research	Trustee

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	Cattle Health & Welfare Group	Chairman	RUMA Alliance	Director/Hon Treasurer
	BBSRC Sustainable Agriculture Panel	Member	Lantra, the Sector Skills Council for the land based sector;	Trustee;
Dr B Cottrill	ADAS UK Ltd	Employee	Multiple framework service contract with the European Parliament's Committee on the Environment, Public Health and Food Safety;	
	European Food Safety Authority Working Groups	Member		
	Food and Agriculture Organisation Working Group on Livestock Feed Inventories	Member		
Mr B Fleming	St David's Poultry Team	Partner	British Veterinary Poultry	Honorary Secretary and Awards Co-ordinator
Professor S J Forsythe	School of Science and Technology, Nottingham Trent University	Employee	None	None
Professor D I Givens	University of Reading	Employee	European Commission	Research funder
	European Food Safety Authority Working Group	Ad hoc expert</td>	Various Companies	Research funders
	British Nutrition Foundation Scientific Advisory Committee	Member</td>		
	University College Dublin Institute of Food and Health, Scientific Advisory Panel	Member</td>		
	Estonian Biocompetance Centre of Healthy Dairy Products Scientific	Expert assessor</td>		

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	Panel			
Dr N G Halford	Association of Applied Biologists	Trustee, council member, convenor	Advanced Technologies Cambridge	Research partners
	American Chemical Society	Member	Kettle Foods	Research partners
	Imperial College Press;	Publisher;	Higgins Agriculture	Research partners
			Potato Processors Association	Research partners
			United Biscuits	Research partners
			European Snacks Association/SNACMA	Research partners
			The Potato Council	Research partners
			TESCO stores	Research partners
			ConAgra	Research partners
			University of Reading	Research partners
			Scottish Crop Research Institute	Research partners
			Jordans/Ryvita	Research partners
			DEFRA LINK	Research partners
			Home Grown Cereals Authority	Studentship
			Royal Society of Chemistry	Publishers
			Shanghai Academy of Agricultural Sciences	Honorary chair

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			University of Nottingham;	Special professorship;
Mrs H Headley	Withernay Ltd	Shareholder, Managing Director	None	None
Ms D McCrea	Various consumer Non Governmental Organisation groups, EU funded research projects and the Food Standards Agency	Consultancy work – project based	None	
	Consumer Council for Water	Board Member and Chair of Wales Committee		
	Assured Food Standards	Board Member		
	Defra Minister's Responsibility and cost sharing advisory group	Member		
	SEAC	Member		
	Soil Association Certification Limited Certification Scrutiny Committee	Member		
Mr R Scales	Agriculture Focus Group of the Local Authorities Co-ordinators of Regulatory Services	Member	None	None
	Trading Standards South East Feeds Subgroup	Chairman		
	Diploma in Consumer Affairs and Trading Standards Agriculture paper within TSSE region	Lecturer		
Mr E Snow	Noble Foods	Employee	Representative of Noble Foods/egg & poultry industry on AIC's Legal Affairs & Scientific	Member

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			Committee and Organic Farming Working Group	
	Tate & Lyle	Shareholder	British Egg Industry Council - feed related matters	Member
			Elanco - advising Elanco customers on residue controls during feed production	Member
Mr M Themans	E M Themans Company. Also Trading as: Wenlock Edge Farm	Farming Licenced Butchers	National Farmers Union	COPA feedingstuffs representative
	Health and Safety Executive Agriculture Advisory Committee	Member	West Midlands Rural Development Programme Steering Group	Member
	Shropshire Rural Hub	Chairman	Meadow Quality Livestock	Member
	A Champion for the Strategy for Sustainable Food and Farming Group	Member	Heart of England Fine Foods	Member

Abbreviations

ACAF	Advisory Committee on Animal Feedingstuffs
BSE	Bovine Spongiform Encephalopathy
CHeCS	Cattle Health Certification Standards
CH ₄	Methane
CONTAM	EFSA Scientific Panel on contaminants in the food chain
COT	Committee on Toxicity of Chemicals in Food, Consumer Products and the Environment
CVO	Chief Veterinary Officer
Defra	Department for Environment, Food and Rural Affairs
DFID	Department for International Development
DNC	Dinitrocarbanilide
EC	European Community
EFSA	European Food Safety Authority
EU	European Union
Fabra	Foodchain and Biomass Renewables Association
FAO	Food and Agriculture Organisation
FEEDAP	EFSA Scientific Panel on additives and products or substances used in animal feed
FEFAC	European Feed Manufacturers' Federation
FERA	Food and Environment Research Agency
FVO	Food and Veterinary Office
FSA	Food Standards Agency
GACS	General Advisory Committee on Science
GHG	Green House Gas
GM	Genetically modified
GMO	Genetically modified organism
HPA	Health Protection Agency
HSE	Health and Safety Executive
LACORS	Local Authorities Co-ordinators of Regulatory Services
MAFF	Ministry of Agriculture, Fisheries and Food
MRL	Maximum Residue Limit
NCP	National Control Plan
N	Nitrogen
N ₂ O	Nitrous Oxide
OPSI	Office of Public Sector Information
P	Phosphorus
PUFAs	Polyunsaturated fatty acids
RUMA	Responsible Use of Medicine in Agriculture
SAC	Scientific Advisory Committee
SACN	Scientific Advisory Committee on Nutrition
SCoFCAH	Standing Committee on Food Chain and Animal Health
SEAC	Spongiform Encephalopathy Advisory Committee
TSE	Transmissible Spongiform Encephalopathy

UK	United Kingdom
VLA	Veterinary Laboratories Agency
VRC	Veterinary Residues Committee
WHO	World Health Organisation

Annex IX

CODE OF PRACTICE FOR MEMBERS OF THE ADVISORY COMMITTEE ON ANIMAL FEEDINGSTUFFS

Public service values

1. Members of the Advisory Committee on Animal Feedingstuffs must at all times:

- observe the highest standards of **impartiality, integrity** and **objectivity** in relation to the advice they provide and the management of this Committee;
- be **accountable** through Ministers, to Parliament and the public for its activities and the standard of advice it provides; and
- in accordance with the Government policy on **openness**, comply fully with the Code of Practice on Access to Government Information.

2. The Ministers of the sponsoring departments (the Food Standards Agency, DEFRA, Department of Agriculture and Rural Development for Northern Ireland, Scottish Executive and National Assembly for Wales) are answerable to their respective Parliaments for the policies and performance of this Committee, including the policy framework within which it operates.

Standards in Public Life

3. All Committee members must:

- follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (see Appendix I);
- comply with this code, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of the Advisory Committee on Animal Feedingstuffs and any relevant statements of Government policy. New Committee members should consider the need for relevant training;
- not misuse the information gained in the course of their public service for personal gain or political purpose, nor seek to use the opportunity of public service to their private interests or those of connected persons, firms' businesses or other organisations;
- not misuse the influence gained in the course of their public service for personal gain, political purpose or promoting personal views; and

- not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of this Committee. When engaging in other political activities, Committee members should be conscious of their public role and exercise proper discretion. These restrictions do not apply to local Councillors.

Conditions of appointment and termination of appointment

4. Committee appointments can be terminated early by either party, by giving 3 months notice, in writing.
5. Should the Committee be disbanded before the end of the period of appointment, appointments will terminate on dissolution.
6. In the event that a member is found guilty of grave misconduct their appointment will be terminated immediately
7. Appointments are held subject to compliance with the Public Standards Committee Seven Principles of Public Life.
8. Members are expected to attend meetings regularly. The appointment may be terminated, without notice, if attendance becomes so erratic as to interfere with the good running of the Committee.

Role of Committee members

9. Members of the Advisory Committee on Animal Feedingstuffs have collective responsibility for the operation of the Committee. They must:
 - engage fully in collective consideration of the issues, taking account of all relevant factors, including any guidance issued by the sponsor departments or the responsible Ministers;
 - ensure that the Code of Practice on Access to Government Information is adhered to;
 - agree an Annual Report and, where appropriate, provide suitable opportunities to open up the work of the Committee to public scrutiny;
 - not divulge any information that is provided to the Committee in confidence;
 - respond appropriately to complaints, if necessary with reference to the sponsor departments; and

- ensure that the Committee does not exceed its powers or functions.

10. Communication between the Committee and Ministers will generally be through the Chair, except where the Committee has agreed that an individual member should act on its behalf. Nevertheless, any Committee member has the right of access to Ministers on any matter, which he or she believes raises important issues relating to his or her duties as a Committee member. In such cases the agreement of the rest of the Committee should normally be sought.

11. Individual members can normally be removed from office by Ministers if they fail to perform the duties required of them in line with the standards expected in public office.

Role of the Chair

12. The Chair has particular responsibility for providing effective leadership on the issues above. In addition the Chair is responsible for:

- ensuring that the Committee meets at appropriate intervals, and that the minutes of meetings and any reports to Ministers accurately record the decisions taken and, where appropriate, the views of individual members;
- representing the views of the Committee to the general public; and
- ensuring that new Committee members are briefed on appointment (and their training needs considered), and providing an assessment of their performance, on request, when members are considered for re-appointment to the Committee or for appointment to the Committee of some other public body.

Handling conflicts of interests

13. The purpose of these provisions is to avoid any danger of Committee members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All Committee members should therefore declare any personal or business interests which may, or may be *perceived* (by a reasonable member of the public) to influence their judgement. Members' interests will be recorded in a register of interests which should be kept up to date and open to the public. A guide to the types of interest which should be declared and how to declare them is at Appendix II.

Declaration of interests to the Secretariat

14. Members of the Committee should inform the Secretariat in writing of their current personal and non-personal interests, when they are appointed, including the principal position(s) held. Only the name of the company and the nature of the interest is required, the amount of any salary etc. need not be disclosed. Members are asked to inform the Secretariat of any change in their personal interests at the time the change occurs. Members will also be invited to complete an annual declaration of interests form. Where members are uncertain as to whether an interest should be declared they should seek guidance from the Secretariat. If members have interests that are not specified in Appendix II, but which they believe could be regarded as influencing their advice, they should declare them. However, neither the members nor the Secretariat are under any obligation to seek out links of which they might *reasonably* not be aware. For example not being aware of all the interests of family members or not being aware of links between one company and another. Failure to declare interests could lead to dismissal from the committee.

Declaration of interests and participation at meetings

15. Committee members are required to declare any direct commercial interests, or those of close family members, in matters under discussion at each meeting. Having fully explained the nature of their interests, the Chair may, having consulted with other members present, decide whether and to what extent the member should participate in the discussion and determination of the issue. If it is decided that the member should leave the meeting, the Chair may first allow them to make a statement on the item under discussion. Where members are uncertain as to whether an interest should be declared they should seek guidance from the Chair.

Personal liability of Committee members

16. Legal proceedings by a third party against individual Committee members of advisory bodies are very exceptional. A Committee member may be personally liable if:

- he or she makes a fraudulent or negligent statement which results in a loss to a third party;
- he or she commits a breach of confidence under common law or a criminal offence under insider dealing legislation, by misusing information gained through their position.

However, the Government has indicated that individual members who have acted honestly and in good faith will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Committee functions, save where the person has acted recklessly.

Openness and Confidentiality

17. The Government is committed to increasing the openness and transparency with which advisory committees and other public bodies operate. To further this aim, the agendas of ACAF meetings will be made available to the public and will be publicised by means of news releases. A news release will be issued after each meeting and minutes will also be available to the public. As a general rule, individual papers for information or discussion at meetings will also be available to the public on request. An annual report will also be published, summarising the Committee's activities and advice over the year.

18. However there will be some exceptions to this general principle of openness, for example:

- where individual papers contain commercially sensitive information such as product formulations/specifications, methods of manufacture, company evaluations and safety assessments, the general principle of the common law duty of confidentiality will apply, except in cases where the information was provided under legislation which deals specifically with disclosure and non-disclosure. Papers, which are deemed to be confidential, will be marked "For members' use only by the Secretariat and their contents should not be disclosed outside of the Committee.
- draft papers or reports which are due to be published at a later date but are not yet in the public domain should not be disclosed outside of the Committee.

19. Questions or approaches from the media should normally be directed to either the Chair who will act as official ACAF spokesman or the Food Standards Agency press office. Although members are encouraged to promote the role of the Committee in general terms, if asked for views on subjects that have been or are being considered by ACAF, members should always give the line agreed by the Committee.

THE SEVEN PRINCIPLES OF PUBLIC LIFE**Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.

TYPES OF INTEREST AND THEIR NOTIFICATION

The following is intended as a guide to the kinds of interest that should be declared and indicates how they should be declared.

1. Personal interests - involve the member personally e.g.

<i>Type of interest</i>		<i>Notification</i>
Consultancies:	any consultancy, directorship, position in or work for the industry, or other relevant bodies, which attracts regular or occasional payments in cash or kind.	To be notified to the Secretariat in writing on appointment to the Committee and at the time of any change to these interests. To be confirmed annually on the declaration of interests form.
Fee-paid work:	any work commissioned by industry or other relevant bodies for which the member is paid in cash or kind.	
Shareholdings:	any shareholding or other beneficial interest in shares of industry. This does not include shareholdings through unit trusts.	
Membership affiliation:	or to clubs or organisations with interests relevant to the work of the Committee.	

Definition of “industry”

For the purposes of the Advisory Committee on Animal Feedingstuffs, “industry” means:

- companies, partnerships or individuals who are involved in the production, manufacture, packaging, advertising, supply, sale or use of animal feedingstuffs. This definition includes those involved in the supply of animal feed raw materials and any other substance incorporated or otherwise used in the production of feedingstuffs. It also includes the users of animal feedingstuffs such as farmers;
- trade associations representing companies involved in such products;
- companies, partnerships or individuals who are directly concerned with research, development or marketing of an animal feedingstuff which is being considered by the Committee.

Definition of “other relevant bodies”

Organisations (not included in the definition of “industry”) with interests relevant to the work of the Committee. This could include charitable organisations and lobby groups.

2. Non-personal interests - involves payment which benefits a department for which a member is responsible, but is not received by the member personally e.g.

<i>Type of interest</i>		<i>Notification</i>	
		<i>£1000 or more from a particular company in the previous twelve months</i>	<i>less than £1000 from a particular company in the previous twelve months</i>
Fellowships:	the holding of a fellowship endowed by industry and other relevant bodies.	To be notified to the Secretariat in writing on appointment to the Committee. Any changes over the year should be declared on the annual declaration form and does not need to be notified at the time of change.	Does not need to be notified.
Support by industry and other relevant bodies*: e.g.	<ul style="list-style-type: none"> • a grant from a company for the running of a unit or department for which the member is responsible. • the grant of a fellowship or other payment to sponsor a post or member of staff in the unit for which the member is responsible. • the commissioning of research or other work by, or advice from, staff who work in a unit for which the member is responsible. 	As above	As above
Trusteeships**:	any investment in industry held by a charity for which the member is a trustee.	As above	As above

* Members are under no obligation to seek out knowledge of work done for, or on behalf of, industry and other relevant bodies by departments/units for which they are responsible, if they would not normally expect to be informed. Where members are responsible for organisations which receive funds from a very large number of companies in the industry and from other relevant bodies, they can agree with the Secretariat a summary of non-personal interests rather than draw up a detailed portfolio.

** Where a member is a trustee of a charity with investments in the industry, they can agree with the Secretariat a general declaration to cover this interest rather than draw up a detailed portfolio.

