



E·MAR·S

**Enhancing Market Surveillance
through Best Practice**

A PROSAFE Project

Supported by the European Commission,
DG-SANCO, Consumer Affairs Directorate 

Newsletter

Issue 2 – March 2007

A word from the Prosafe Chairman

This edition of the newsletter also marks the first anniversary of the project. The annual report has been submitted to the European Commission. We feature the highlights of the report in this edition of the newsletter. You will see that much progress has been made with the project. The most immediately obvious development is the new logo and name for the project. Other very significant developments have however also taken place with the recruitment of the secretariat and most importantly within the work packages of the project.

Branding of the project

The project has been given its own identity. The acronym EMARS is derived from the title of the project "Enhancing **MAR**ket **SUR**veillance through best practice". The new logo for the project is shown on the header of the newsletter.

Web-site

A public web-site has been developed at www.emars.eu. For the time being there is a short presentation of the project and access to the newsletter. The home-page is shown below.

Recruitment of Secretariat

A rigorous procedure for the recruitment of the secretariat was adopted reflecting the need for high levels of openness and transparency when dealing with public funds and the desire to identify the best candidates for the posts. We will introduce you properly to the members of the secretariat in our next edition. The secretariat is housed in the offices of EFTA in Brussels. Contact details are given at the end of the newsletter.

Progress with the work packages

We go on to review the progress with all the work packages in this edition of the newsletter. You will see that considerable progress has

been made with all the work packages and at this stage the project is making good progress towards its ultimate objectives with many of the work packages entering into operational phases and producing concrete deliverables. Further details of the progress made during 2006 can be found in the annual report that is available from the new EMARS web-site www.emars.eu.

Lastly I would like to thank all of you who have participated in the project in 2006 and we look forward to counting on your further support and input during 2007.

Best wishes

Dirk Meijer, Prosafe Chairman

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Work Package 1 Cross-sharing of information and expertise

Knowledge Base

The level of experience member states have with market surveillance varies greatly. The Knowledge Base aims to be a common body of knowledge on market surveillance that will help promote the adoption of best practices throughout the EU and facilitate the spread of knowledge and avoid the unnecessary duplication of efforts by member states. The development of the knowledge base is being handled by Work package 1 Cross-sharing of information and expertise.

Progress in 2006

Following a request for relevant documents approximately two hundred and fifty have now been received. One hundred and forty of these are from member states and one hundred and twenty from the UK DTI and the US CPSC. Decisions have also been taken concerning the storage of the documents. A database has been set up on the document management system that has been implemented for the whole project. This database allows the knowledge base to be searched using certain keywords. In addition the documents themselves are contained in a document depository on the document management system which allows for full-text search of the documents themselves. More information on the database is contained in the annexes to this summary report. Work has also begun on a peer review process to evaluate the documents in the knowledge base. Work has yet to begin on the identification of best practices in the use of ICSMS which was scheduled for 2006. A meeting however will be held between EMARS and ICSMS at the beginning of 2007 to kick-start this activity and to explore closer collaboration between ICSMS and EMARS.

Summary of deliverables produced in 2006

250 documents collected and being catalogued
Criteria for selecting documents
Database structure
Memo on filing and reviewing practices
Draft procedure for peer review

Outlook for 2007

All the documents collected thus far will be loaded onto the document management

system and the database. Peer review of these documents will then begin. The identification of best practices in relation to the use of ICSMS will also be undertaken during 2007.

Coordination with other relevant initiatives

Interest in information sharing is being shown by DG Enterprise as part of the measures envisaged implementing the provisions of the revision of the new approach as far as they relate to market surveillance. A meeting to be held in January 2007 with ICSMS to discuss the relative roles of ICSMS and EMARS in supporting any future initiatives proposed by the European Commission with respect to information sharing.

Work Package 2 Advice on market surveillance issues

Market surveillance authorities often have to decide if a product complies with legal requirements in the absence of established standards or specific regulations. The rapid advice system is being established with the aim of providing market surveillance authorities with informal advice from their colleagues in other jurisdictions as to their assessment of a particular product. This will hopefully lead to more consistent and coherent decisions across the EU and help identify emerging issues. The rapid advice forum is being developed in work package 2 - Advice on Market Surveillance Issues.

Progress in 2006

Considerable progress has been made with the development of procedures for the rapid advice forum (RAF). Some practical experience has been gained with two test cases. A large pool of experts has been identified across fifteen member states. The operational phase of the RAF will begin at the beginning of 2007. In the meantime the Prosafe meetings, also deliverables under WP2, continue to provide a platform for the exchange of information on dangerous products and emerging hazards.

Summary of deliverables produced in 2006

Procedure and other standard documentation for RAF
Number of test cases
Identification of pool of experts
Prosafe meetings

Outlook for 2007

The active phase of the RAF will commence at the beginning of 2007. Outreach is planned to the ADCOs and the GPSD committee to help promote the use of the RAF and to identify additional national experts. Towards the end of 2007 an evaluation group will be established. This group will be charged with examining the experience gained in the first full year of the operation of the RAF. .

Work Package 3 : Inspection programmes and Techniques

The best Practice handbook is intended to promote the adoption of best practice throughout the EU resulting in more consistent and effective market surveillance by all member states. The handbook will reflect the information contained in the knowledge base and address a number of issues. These include see

- Procedures for inspection programmes (guidelines, forms etc)
- Procedures for performing inspection and sample collection
- Screening probes for testing on the spot
- Testing procedures when using e.g. Notified Bodies.
- How to react towards the manufacturer/importer.
- Methods for communication with the public
- Procedures for contact with mass media

The handbook is being developed within Work package 3 Inspection Programmes and Techniques of EMARS.

Progress in 2006

The first stage of the development of the best practice handbook has been the development of a baseline study examining the existing arrangements for market surveillance in the countries participating in the project. A questionnaire has been developed and sent to the participating countries. A first analysis of the results of the questionnaires was presented at the November meeting of PROSAFE. A draft report has now been developed on the basis of this initial analysis and has been sent out for consultation with a view to being finalised at the beginning of 2007. In addition to the participating countries two countries outside of the financial scheme have also responded to the questionnaire. A presentation of the EMARS project made to the November meeting of the International

Consumer Product safety caucus (ICPSC) in Brussels generated considerable interest in the handbook as well as the other deliverables to be produced in the scope of the project. As a result the members of the ICPSC undertook to complete a modified questionnaire and send the completed questionnaires to EMARS at the beginning of 2007. The members of the ICPSC include Australia, Canada, China, Japan, Korea and the United States. Completed questionnaires from these jurisdictions will broaden the experience WP3 can draw on in identifying best practise.

Joint projects

WP3 intends to test the best practices it identifies in a series of joint projects. WP3 does not have the resources to carry out these projects in its entirety rather it has funding to help kick-start some projects and provide the necessary resource to introduce the best practices in the projects and evaluate their effectiveness in practice. During 2006 progress has been made in forging links with three joint projects, one on lighters, one on luminaires and one on extension cords. The lighter project is aimed at ensuring the efficient application of the recent Commission regulation on lighters. EMARS has been able to play a key role in kick-starting the project and in producing the first deliverables under the project. The luminaires project and the extension cords project is being coordinated by the LVD-ADCO. EMARS has established contacts early in the process of developing the proposal for these projects.

Lighters project – deliverables during 2006

Market surveillance strategy

Training seminar for European customs and market surveillance authorities

Meetings with European manufacturers and importers

Training seminar for Chinese manufacturers

**Our new web-site is
online at
www.emars.eu**

Summary of deliverables produced in 2006

Draft table of contents for best practice handbook

Questionnaire

Seventeen responses to questionnaire

Questionnaire also sent to jurisdictions outside Europe

Presentation of preliminary analysis of questionnaires

Draft report on market surveillance based on results of questionnaires

First draft questionnaire on market surveillance plans

Involvement in and support to the luminaires project

Launch of lighters project

Launch of extension cord project

Outlook for 2007

The baseline report on market surveillance will be finalised early in 2007. A workshop is being organised for the 22nd of March 2007 to reflect on the results of the report and to discuss the drafting of the best practice handbook. More information about attending the workshop is available from the EMARS secretariat info@emars.eu. A first draft of the handbook should be available before the end of the year. Work will continue on the lighters project and the extension cords project and WP3 will actively promote other joint actions that could provide opportunities to test best practice. WP3 will be aided in this task by work that will be undertaken to identify national market surveillance programmes. Work will also be commenced in 2007 on examining best practice in the training and recruitment of inspectors.

Work Package 4 Risk assessment

Market surveillance authorities need to have recourse to well-established risk assessment methods that give consistent results and promote confidence in the decisions taken by market surveillance authorities. Risk assessment guidelines have been developed at the European level but experience has shown that their practical application is not straight-forward and there is a large variation in

the conclusions drawn by different experts using the same procedure. The handbook on risk assessment aims to set out an approach to the practical application of a common risk assessment procedure that results in consistent results across different member states. The handbook is being developed within Work package 4 Risk Assessment of EMARS.

Progress in 2006

One of the first decisions that have been taken is to incorporate the results of the work of WP4 into the Best Practice handbook being developed by WP3. The results of WP4 work then will not be a separate handbook but rather a module in the handbook being developed in WP3. The other important issue that WP4 has had to address before commencing its work was to reconcile the different roles of a number of parallel initiatives in this area. The European Commission is revising the risk assessment procedure for RAPEX within IRAG REF and Eurosafe has also established a working group on risk assessment. WP4 has developed a memo addressing the interaction between the three groups. The main points are set out in the box below.

Relative roles of EMARS WP4, IRAG and Eurosafe

Relative roles of EMARS WP4, IRAG and Eurosafe		
IRAG – developing revised risk assessment procedure based on Rapex guidelines	Eurosafe – developing basic definitions to be used in risk assessment	EMARS WP4 examining the application of revised risk assessment guidelines being developed in IRAG and tools to facilitate their use in practice practical application

Against this backdrop WP4 has coordinated its activities with IRAG in particular and has provided field testing of the draft revised procedures and some of the concepts being discussed in IRAG. This has been done through the examination of a series of test cases. WP4 has also been able to develop some reporting tools that have been fed into

Summary of deliverables produced in 2006

Memo on links between EMARS and other initiatives

Selection of methods and cases for risk assessment

Risk assessment form and table

Assessment of case studies

Draft table of contents for risk assessment component of best practice handbook

Quarterly reports

Outlook for 2007

WP4 will continue to analyse test cases and support the work of IRAG. The links between WP4 and the Rapid Advice Forum in WP2 will increase as the RAF starts to evaluate risk assessment based issues.

Work Package 5 Co-ordination and secretariat**Strategy document**

A major deliverable of the project will be a strategy document examining the further enhancement of market surveillance building on the deliverables and other results of the EMARS project.

Work is not scheduled to start on the document until 2008. However in light of the ongoing initiatives within the European Commission for example the revision of the New Approach work will already begin on examining the role that EMARS and its deliverables can play together with other initiatives such as ICSMS in the market surveillance framework being proposed. This work will help orientate the development of the strategy document in 2008.

Lastly we can report on the progress that has been made in establishing the secretariat for the project and the work that has been done on coordinating the work of the project with other initiatives in the field of market surveillance. A project of this size with many partners and deliverables requires a great deal of coordination. The work of the project is also not being carried out in a vacuum and although the project has specific aims and objectives it has to be cognisant of parallel developments and ultimately how the deliverables of the project will be accepted and used in practice in

the future. Work Package 5 of EMARS deals with co-ordination and the secretariat.

Progress in 2006**Information infrastructure**

A document management system has been implemented on a commercial web-based product. The system provides a range of functionality that contributes to the efficient operation of the project.

Coordination of input from participating member states

The secretariat is examining different ways to ensure the transparency of the contributions being made by the representatives of the participating countries. Representatives are required to record the time they spend on the project but other ways of recording their practical contributions such as commenting on documents, participating in the rapid advice forum are also being considered. Some of the functionality contained in the document management system may facilitate this task.

Participation of countries not included in the financial scheme

A memo has been drawn up indicating how countries not included in the financial scheme may participate in the project. To date Spain and Switzerland have completed the questionnaire on market surveillance practices and the UK has undertaken to participate in the work in WP3 on the training and recruitment of inspectors. Questionnaires have also been sent to Turkey and to the members of the International Consumer Product safety Caucus following a presentation at their meeting during international product safety week in Brussels in November 2006. Their members include Australia, Canada, China, Japan, Korea and the United States.

Coordination with other relevant initiatives

Considerable importance is being attached to coordinating the work of the project with other initiatives and stakeholders in the market surveillance sector. We have already seen how the project is coordinating with IRAG, Eurosafe, and ICSMS. There is also active coordination and cooperation with the ADCOs and the GPSD committee. This is manifesting itself in the joint actions that are being used as a test bed for the best practices but also hopefully with participation by some of these stakeholders in other aspects of the EMARS project such as the RAF. Close collaboration with these stakeholders should help promote the acceptance of the results of the project.

Summary of deliverables produced in 2006

Integrated work programme
Nine month progress report
Establishment of Secretariat
Implementation of document management system including guidance material
Memo on allocation of consultant resources
Regular management and coordination meetings
Outreach to other groups
Memo on non-participating countries

Outlook for 2007

The secretariat will continue to contribute to the execution of the project and to coordinate the activities of the different work packages and the contributions of the participating countries. The secretariat will attempt to reach out to more countries outside the financial scheme to encourage them to participate actively in the project.

Work Package 6 Dissemination

A number of deliverables relate to the dissemination of the results of the project and the promotion of the project. These include a website, a database on 'who is who', enforcement structures and procedures, body of knowledge and product fact sheets and guidelines and manuals. These tasks are being undertaken by Work Package 6 Dissemination.

Progress in 2006

Communications Strategy

A comprehensive communications strategy has been developed during 2006 and is now being implemented. Some of the individual components of the strategy include branding of the project; a web-site, a newsletter, outreach activities. Progress with these individual components is elaborated on below.

Newsletter

Agreement has been reached on a format for the newsletter and the first newsletter was published in the autumn. A distribution list has been drawn up that includes not only Prosafe and other market surveillance bodies such as the GPSD committee and the ADCOs but also other interested stakeholders for example from business and consumer organisations. A plan

for the content of future newsletters has also been drawn up and the next edition of the newsletter will be produced at the beginning of 2007.

Web-site

We have already seen that the project now has its own web-site at www.emars.eu. In addition to the information concerning EMARS there is also access to the draft market surveillance strategy for the lighters project and a short presentation of the lighters project. Links are also provided from the web-site to the document management system based on a commercial server called Webex, the Prosafe web-site and the web-sites of the European Commission, EFTA and other organisations engaged in market surveillance.

Welcome to EMARS

Welcome to the web-site of the project EMARS, enhancing market surveillance through best practice. EMARS is being undertaken by Prosafe, the Product Safety Enforcement Forum of Europe with the generous financial support of the Consumer Policy Directorate-General Health and Consumer protection of the European Commission. Between now and the end of 2008 market surveillance officials from across Europe will be working together to identify best practice to improve the safety of non-food consumer products.

Over the coming months we will be developing this web-site as the public face of the project. We will provide you with more information on the project and on the progress we are making. We will also want however to engage in dialogue with interested parties. In the meantime we would like to draw your attention to our first newsletter which can be downloaded in PDF format from the link on the right of this page. The first newsletter provides an overview of the aims and objectives of the project.

If you would like further information about EMARS please contact the EMARS secretariat. They can be reached at info@emars.eu

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- Cigarette Lighters
- First Newsletter
- European Commission
- EFTA
- EMARS Webex
- Prosafe
- E-mail us!

Who's who

One deliverable of the project is a who's who of market surveillance authorities and contacts across Europe. A questionnaire was sent out at the end of 2006. This should allow the completion of the who's who early in 2007. Once it is completed the who's who will be available from the EMARS web-site.

Other outreach activities

Representatives of the project have attended a number of meetings to present the project. These presentations have resulted in concrete collaboration between the EMARS and other groups for example with the joint actions that have been planned and with the distribution of questionnaires to members of the ICPSC from outside Europe. A full list of meetings attended by the project is included in the annexes.

Summary of deliverables produced in 2006

Communications strategy
EMARS branding
Web-site
First newsletter and plan for format and future content
Outreach activities – in addition to coordination with ADCOs etc - ICPSC, ICPHSO,
Pro forma for who is who

Outlook for 2007

We have noted that the who's who will be finalised at the beginning of 2007 and will be accessible from the EMARS web-site. Another edition of the newsletter will be produced at the beginning of 2007 and again will be available from the web-site. Other promotional material will be developed as the demand and need for it becomes apparent. There will be continued outreach to stakeholders for example at the Orlando meetings of ICPHSO and ICPSC on February 26th and 27th. Further presentations will also be made during the course of the year to the ADCOs and the GPSD committee.

Meet the Work Package Coordinators and Secretariat

The coordinators of the individual work packages are

- WP1 – Jan Roed, Denmark, in cooperation with Helmuth Perz, Austria
- WP2 – Jan Deconinck, Belgium, in cooperation with Helmuth Perz, Austria
- WP3 – Gunnar Wold, Norway, in cooperation with Noel Toledo, Malta
- WP4 – Dirk van Aken, the Netherlands
- WP5 – Dirk Meijer and Jan van Leent, the Netherlands
- WP6 – Jan van Leent, in cooperation with Renate Lipman, the Netherlands

The secretariat is comprised of Bruce Farquhar, consultant and project coordinator, Torben Rahbek, consultant to WPs 1, 2 and 4. Fabio Gargantini, consultant to WP3, Jan-Willem Weijland, consultant and Lola Oduwole, office administrator.

We are pleased to introduce you to some of them this month.

Noel Toledo

Noel Toledo was appointed Director of the Market Surveillance Directorate in Malta in 2000. He is responsible for coordinating and periodically reviewing all market surveillance activities in all aspects related to product safety, including all the related New and Old Approach Directives as well as the GPSD. He has been a member of PROSAFE since 2001 and has attended various market surveillance ADCO groups over the years; this includes acting as the Maltese representative on the GPSD Committee.



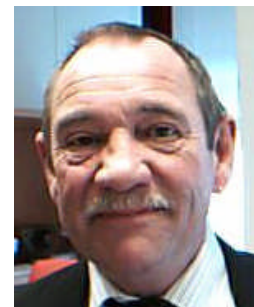
Jan Deconinck

Jan is an Advisor to the Belgian Deputy Prime Minister and Vice Chairman of Prosafe. Jan received a Master of Science in applied sciences: civil mechanical and electro-technical engineer in 1988 from the Free University of Brussels (VUB) - Faculty of Polytechnics. He is a market surveillance officer for the Belgian Federal Ministry of Economics. He is also a Technical Expert BELAC (Belgian Accreditation System), the National Data Base Administrator of the European Injury Data Base and Coordinator of the Belgian Central Contact Point for Consumer Safety.



Gunnar Wold

Gunnar Wold studied science and earned a Masters in Science and Chemical Engineering from the University of Trondheim, Norway. From 1977 – 1979, he worked in paints and lacquers within the chemical industry and thereafter joined the enforcement authority where he is presently based. Initially appointed as Inspector of inflammable goods, he has taken up positions as Head of Unit for this department, Head of third party inspection organisation; namely pressure equipment and is now Head of Unit for product safety.



Jan van Leent

Mr. Jan van Leent studied physics for two years at the Delft University of Technology in the Netherlands. In 1985 he received a Master's degree in Science Engineering in the area of Industrial Design. From 1985 until 1990 he was involved in wheelchairs and in adaptations of cars for disabled people. In 1991 he accepted the post as senior public health officer in the area of physical/mechanical consumer product safety in the governmental organisation that merged into the VWA. His main areas of interest are international affairs, product safety and machinery and he has been active as Secretary of PROSAFE since 1999.

**Renate Lipman**

Renate has worked at the Product Safety Department of the Food and Consumer Product Safety Authority (VWA), in Zwijndrecht since January 2006. Amongst others she assists Jan van Leent, Secretary of PROSAFE. Renate drew up the first draft of the communication plan of the EMARS project as well as the lay out of the first edition of the newsletter. She finds working in the field of product safety to be a fascinating world.

**Lola Oduwole**

From the glitzy world of opera and classical music, Lola Oduwole now takes centre stage in the Prosafe office in Brussels. She manages the day-to-day administrative tasks of the EMARS office and works in close coordination with the project's coordinator. Originally from London, she is now based in Gent; Flanders, and has worked as a freelance copy-editor and translator. Lola also lectures yearly at the University of Gent on 'Business Presentations'.

**Torben Rahbek**

Torben Rahbek (M.Sc.EE and Graduate Diploma in Management and Organisation) is an independent consultant providing services on product safety in a strategic perspective. He was head of the market surveillance department in the Danish Safety Technology Authority until January 2006 and has been the Danish representative in several groups in the European cooperation on administration of GPSD, LVD and the Toys Directive. For more information visit www.torbenrahbek.dk.

**Jan Willem Weijland**

Jan Willem Weijland studied pharmacy at Groningen State University, where he subsequently obtained a Ph.D. in analytical chemistry. He then joined the Food and Consumer Product Safety Authority, as head of a laboratory for the analysis of cosmetics, household chemicals and toys. In that capacity he published extensively and co-authored a textbook on the side effects of cosmetics and drugs. In 1998 he became Senior Public Health Officer with the VWA, giving direction to the activities of the VWA in the areas of the LVD, MD, GAD and amusement rides. He was a member of LVD ADCO for many years, and served as its chairman. He also represented the VWA in the Machine Directive ADCO. Jan Willem Weijland retired from the VWA at the end of 2005, but continues to participate in several European projects as a consultant/expert for market surveillance, including the EMARS project.

**New Contact Details**

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