



ANNEX 6 - Deliverable acceptance criteria for EFSA

This Annex defines the acceptance criteria for each deliverable type and will be taken into consideration when reviewing, validating and checking deliverables before acceptance.

Quality Criteria for Meetings

A meetings deliverable must satisfy the following criteria:

- The working language for contract implementation including execution of tasks and meetings shall be English.
- Meetings are held according to the plan and scheduled at least 7 working days in advance, or as otherwise agreed, ensuring that all relevant persons participate
- Materials, including the agenda, are provided to all participants at least 7 working days in advance of the meeting, or as otherwise agreed
- Issues and other discussion points for the meeting are highlighted to EFSA as soon as possible, at least 5 working days in advance of the meeting
- Meeting minutes are provided to EFSA at the latest 5 working days after the meeting
- Virtual meetings are held using MS Teams (or exceptionally other pre-agreed tool)

Quality Criteria for Documents

A document deliverable must satisfy the following criteria:

- Any written deliverables must be to a high standard of English which does not require proof reading.
- The document can be in the form of MS Word, PowerPoint, Visio, Project or Excel, as appropriate and agreed,
- The document contains a Table of Contents, unless inappropriate
- The purpose of the document is clear and complete
- All known audiences/customers/users are described thoroughly and accurately
- The scope of the document is accurate and covers all functions implemented
- The document stays focused on its objective and target audience
- The language used is suitable to target audience, avoiding technical jargon, when appropriate
- The document flow and structure are logical for the audience to follow
- Communication effectiveness is maximised by using images, bulleted lists, recaps
- The document text is concise, clear and of high editorial quality (including high English level)
- The document must use the appropriate template, if provided by EFSA.