



Module 6.2 – Applicant tutorial E-Submission Food Chain platform SCRIPT



Applicant and food business operator tutorial: Interactions with the authorities during the validation phase

00:12	<p>Once submitted, the dossier will follow an automated path to either your selected Member State or to the Commission, depending on the sector.</p> <p>The dossier now faces an initial legal confirmation to enter the process.</p>
00:23	<p>'Acknowledged' will show on your dashboard and on the dossier timeline. You will also receive an email for each notification.</p> <p>The Member State Competent Authority responsible for the validation of the application, in this case for the Food Contact Material example, based in Austria, may request further information via a so-called 'RFI'.</p>
00:43	<p>The dossier status changes to 'On hold' until the RFI is addressed. All interactions are flagged by the top-right notifications bell.</p> <p>Click on the RFI overview tab here.</p>
00:56	<p>You'll see the sections where there are questions. Click 'View' to see the request directly, or navigate to it via the left section tabs.</p> <p>This way the section opens displaying a red email icon. Here is where you update the dossier as requested. All other sections are locked.</p>
01:15	<p>Now add a note using that same email icon to return to this active text box.</p> <p>When you are ready, click 'Add response' – but remember that this has not yet been sent. You can edit your content now, or during further sittings.</p>



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01:29	<p>The now-green icon shows the RFI has been addressed. Make sure you respond to all updates in the section.</p> <p>On the left bar, the green markers show completed RFIs, while the red ones flag any outstanding questions.</p>
01:43	<p>All RFIs must be suitably addressed for the dossier to proceed.</p> <p>Click 'Resubmit', add a message and complete the action – your update/s are sent.</p> <p>The timeline displays the RFIs and responses. Here the status is no longer 'On Hold'. Now you need to wait.</p>
01:59	<p>Once cleared to enter the assessment process, EFSA acknowledges receipt and the dossier status reflects this.</p> <p>A Question Number is issued, which also appears on the Register of Questions.</p>
02:11	<p>This Completeness & Suitability phase determines whether the content scope meets minimum requirements, and whether it is suitable for scientific assessment.</p> <p>Now it is EFSA which may request further information. You receive and respond to RFIs in the same way.</p>
02:24	<p>Once the authority is satisfied that the dossier is 'Valid' for scientific risk assessment, you are informed and the next phase begins.</p>