



## MS-CA – Tutorial (non-GMO Part C) E-Submission Food Chain platform SCRIPT



### Member State Competent Authority (MS-CA) tutorial: Interactions and actions during authorisation

00:12	The user from the Member State Competent Authority – the MS-CA – logs into their E-Submission Food Chain dashboard. The left pane contains a support page which offers a range of links. Note the top-right user type.
00:28	With this 'Closed applications' tab, you can filter directly to dossiers which have ended the process through authorisation, withdrawal or rejection. Or here, open your individual list of bookmarked dossiers. 'Favourites' are added, or removed, by clicking the star icon within the dossier.
00:45	<p>A new dossier submission is notified by email to the MS-CA functional mailbox, and to the user's mailbox of the contact point linked to that MS-CA. To update your user list, email the support team.</p> <p>The notification shows the assigned dossier number, and links to the ESFC dashboard.</p>
01:05	At any time, the user can filter the dossier list using that number, or click to the dossier via the bell notification dropdown.
01:13	The dossier is split into three sections, Administrative Data, Public Summary and Technical Dossier. The Pre-submission overview tab collates on a single screen the uploads, notifications and identifiers, as submitted by the Applicant, and relating to the pre-submission phase of the dossier.
01:31	The first action is to acknowledge the dossier – 'Send acknowledgement of receipt' to the Applicant with a message. You can attach a document. The badge changes to 'Application Acknowledged'.



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	<p>Now check if the dossier can be forwarded to EFSA. The 'Forward to the authority' button would push the dossier along the assessment path.</p>
01:50	<p>However, if there is information missing according to the respective legislation, the MS-CA can request further information from the Applicant.</p>
01:59	<p>The sections now show clickable email icons. Each opens a Request for Information window – a so-called 'RFI' – that is specific to the section. Click, then input your question, to which you can attach a file with more detail and structure, then click 'Add request'. This can still be edited. Close the window and that icon is now green.</p>
02:24	<p>Prepare all your RFIs at the same time in the same way. When ready, again click 'Request More Information'. Provide a message, and then click 'Complete action'. They are sent – the dossier is now on hold.</p>
02:44	<p>In this screen the Applicant is logged in. They receive an email notification, and the dashboard indicates in which section there are questions. The new 'Request For Information' tab enables the Applicant to consider each RFI and any attached files.</p>
03:06	<p>Clicking to the section in question, content can now be updated, changed, or new files uploaded via the now-unlocked fields. The red email icon allows the Applicant to leave a message attached to each RFI. The Applicant resubmits the updates, adding a final overview message about the activity.</p>
03:36	<p>The MS-CA is informed. The MS-CA user can navigate to each response. The 'Check update' facility allows you to see the newly submitted information in relation to the original content. Based on these updates, a new request for information can be sent by clicking 'Add request', and then 'Request More Information'. The response process is the same for the Applicant.</p>



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04:16	<p>The Applicant response arrives. When the MS-CA is satisfied with the dossier, click 'Forward to the authority' for it to proceed. The pop-up message box shows the current and following phases.</p> <p>Click 'Complete action'. The dossier is transferred automatically to EFSA.</p> <p>Within minutes, EFSA assigns a Question Number and acknowledges receipt of the dossier. All actors, including all other MS-CAs, are informed and can access the dossier in 'read-only' mode.</p>
04:48	<p>You will be able to track a dossier by its dashboard timeline, and all actors will receive ongoing notifications.</p>
04:59	<p>The confidentiality process, however, is more restricted, involving only the active parties. But you will be informed about, and have access to, the 'sanitised' file versions which are the result of EFSA's assessment of confidentiality requests.</p>
05:16	<p>The sanitised files will replace the non-confidential files supplied by the Applicant. These will appear on EFSA's OpenEFSA portal to enable public scrutiny. Anyone logged-in can access the non-confidential components of a dossier once it is validated, along with justifications regarding notified study omissions, and other details, as required by Transparency legislation.</p>