

**RASFF WI 3.1:
RASFF NOTIFICATION TEMPLATES
LAST UPDATED: 2018-01-05**



1. OFFLINE TEMPLATES (MICROSOFT WORD)

on-screen help

For many fields of the notification templates a message is integrated in the template on how the field should be used. The message is displayed in the status bar of Microsoft Word. Therefore, please make sure that the status bar is visible. When a more detailed help message is available, this is mentioned in the status bar with the words “press F1 for more info”.

A. templates in use

The following templates are used for the creation of RASFF notifications in the event that iRASFF is not available (offline templates):

Name	Use	format	version
original notification	RASFF notification template for an alert, information or border rejection notification	MS Word 2003	3.3
follow-up	RASFF notification template for a follow-up notification	MS Word 2003	3.3

The following templates are used as annexes to the notification:

recipients list	List detailing the specific distribution of consignments of a product in a country.	MS Word 2003 MS Excel 2003	1.3
GMO-annex	Annex to RASFF notifications related to GMO detection results	MS Word 2003	1.0

STEC-annex	Annex to RASFF notifications relating to findings of pathogenic <i>Escherichia coli</i>	MS Word	1.0
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The iRASFF online template contains the same fields and content as the “offline” templates described below with the same order maintained as much as possible. There may also be some differences between iRASFF and the templates provided in annex to this SOP because of features that are not yet implemented in iRASFF. The explanation here below can also be used for entering information into iRASFF, however as regards iRASFF more applicable information is given in the user manual. Boxes marked with an * are also available on iRASFF.

1.A.1. Original notification

Box	name	Explanation
-	legal reference in title	Choose Regulation 178/2002 for all matters that fall into the scope of this Regulation (food safety – food <u>and</u> feed) and choose Regulation 183/2005 only for those matters that only fall into the scope of Regulation 183/2005 but not in the scope of Regulation 178/2002 (feed – animal health or environmental risk). Choose only Regulation 882/2004 to indicate that you are not sending a RASFF notification that will be distributed within the RASFF network but that you send the information to the RASFF contact point in application of the administrative assistance procedure in Regulation 882/2004.
1*	CP reference	A reference number chosen by the notifying contact point to internally identify the dossier and the RASFF notification, prior to attribution of a notification reference by the Commission.
<u>4</u> *	notification classification	Classification of the notification according to the definitions given in Regulation 16/2011 and to the guidance given in SOP 5.
<u>3</u> *	notification basis	Explains the type of event at the basis of the notification: mostly it concerns an official control on the market or at the border. In some cases a product presenting a risk is first detected because of a consumer complaint, company own check or a food poisoning. In such cases, this event is entered here, even if the event was followed-up by an official control. It should however be made clear if the sample was not taken officially; box 29 <i>sampling info</i> can be used to that purpose. Border control can be an official control on a consignment that is held at the border and subsequently rejected or it can be an official screening sample of a consignment that was cleared by customs (i.e. "consignment released"). Choose "border control – consignment under customs" when the consignment is no longer held at the border but has been sent onwards to its destination under customs seals.

Box	name	Explanation
7	linked RASFF notification	Fill in the reference number of an original notification of which the product is related to the product notified in this original notification and the risks identified there could also be relevant to the current notification. The use of this field creates a link between both notifications. Box 8 explains the nature of that link.
8	product relation to the product notified in linked notification	Relation between the notified product and the previously notified product (see box 7). The notification can be about one or more new consignments of an identical product, a different variety of product or can be a raw material or ingredient to the previously notified product or a processed product thereof.
9	information source	Specific source of the information contained in the notification if this is relevant to the understanding of the content of the notification, e.g. a food control body in a non-member country or a consumer association.
10	countries flagged for follow-up	When transmitting a notification, the notifying member country indicates through flagging which other countries are concerned and are supposed or requested to provide follow-up information. As with all boxes in the “general information” section, box 10 is meant for completion by the NCP just before transmitting the notification to the Commission. It will allow other countries to rapidly verify their involvement in the notification.
11	countries flagged for attention	When transmitting a notification, the notifying member country indicates through flagging which other countries are concerned but which are not directly expected to provide follow-up information, e.g. a country of destination of a product when that product did not reach that destination but was detained in the notifying country.
12*	INFOSAN (to be) informed	If you have informed INFOSAN prior to sending the notification or are going to do so immediately after, tick the checkbox next to <i>by notifying country</i> . If you want the Commission services to inform INFOSAN, tick the checkbox next to <i>by Commission services</i> . In both aforementioned cases, explain why notification of INFOSAN is necessary in the <i>reason</i> box if it falls outside the criteria of WI 3.2. In any other event, tick <i>no</i> .

Box	name	Explanation
=	eCommerce related	This box should be ticked if any information was found that one or more of the products notified is, might be or have been traded via the internet.
=	internet search performed	This box should be ticked if a sufficiently complete internet search for offers of the product on web sites (in the official language(s) of the notifying country or beyond) has been performed. If the search has been extended to web sites in other languages or if web shops have been found which offer the same product in additional languages, this information should be given under section "Additional information"
<u>13*</u>	risk decision	Gives information about the evaluation of the risk: <ul style="list-style-type: none"> - whether the risk is considered to be serious, not serious or undecided; - <i>motivate</i>: why was the risk evaluated as serious (only to be added when the evaluation as serious risk is not straight forward).
<u>18*</u>	product	short name of the product, giving a broad indication about what product is concerned, adding descriptors which could be relevant to the type of hazard(s) reported e.g. "chilled" or "frozen"
<u>19*</u>	product category	Choose the product category from one of the two lists (alphabetical order) or enter it into the <i>other</i> field if the category is not among the entries of the lists or if there are more than one (for more than one product belonging to different categories).
<u>20*</u>	product name(s) (on label)	Precise product name(s), characterising the product(s), without using any commercial name; often the product name on the label that can be found on the packaging.
21	product CN code	Enter the Common Nomenclature code for the product concerned.
<u>23*</u>	product aspect	Here you should enter important characteristics of the product such as the temperature at which it is kept but also e.g. the kind of packaging, etc.
<u>28*</u>	sampling dates	6 separate fields are provided for a maximum of 6 separate values to be entered.

Box	name	Explanation
29*	sampling info	Make a reference to a compulsory sampling methodology or inform about the circumstances in which the sample was taken (esp. if the sample was taken from an opened packaging of the product etc.).
30*	sampling place	Place where the samples were taken: use the list box provided or the field <i>other</i> if the place is not among the list entries or to specify the name of the operator.
32*	Sample treatment / matrix	What treatment has the sample undergone prior to analysis, or on which part of the sample the analysis was carried out, especially if this treatment could be relevant to the interpretation of the result e.g. washing, drying, fat extraction etc.
33*	Analytical method(s)	If a specific analytical method was applied, e.g. one described in legislation or in an EN or international standard, enter it here. Specify here also if an unaccredited method was used.
35*	counter analysis	The counter analysis list has four values: <ul style="list-style-type: none"> - none: no counter analysis was requested; - ongoing: the counter analysis was requested or is ongoing, the result not being known yet; - confirmed: the counter analysis was carried out and confirmed the original result; - not confirmed: the counter analysis was carried out but did not confirm the original result. In the latter case more information should be provided as to why the notification should nevertheless be transmitted.
36*	hazards identified	Enter the hazards that were evaluated as non-compliant (according to legislation or risk evaluation) as a result of the analysis or analyses.
37*	Analytical results	6 separate fields are provided for a maximum of 6 separate values to be entered. The analytical units in which the results are expressed can be selected from a list box at the end. If there are different units used, they can be typed in with the result.

Box	name	Explanation
38*	outcome of analysis	Describe the outcome of an analysis with a qualitative instead of a quantitative result.
39-41*	legislation	<p>If the non-compliance is not based on specific EU legislation, choose box 40 to specify the national legislation. If it concerns a European Directive, transposed into national law, enter also the number of the Directive in box 39. Enter a national or international standard in box 41 if applicable and there is no specific national or EU legal basis.</p>
43*	distribution status	<p>Distribution status on the EEA market of the consignment(s) involved as known to the notifying country at the time of the original notification. In order to choose a distribution status, consider the distribution of all product presenting a risk in the EEA, taking into account not only the distribution from yourself as notifying country but also the possible distribution from another country.</p> <ul style="list-style-type: none"> • Distribution restricted to notifying country: all distribution of the product is accounted for and none has left the notifying country. • Distribution to other member countries: some or all of the product was distributed to one or more other member countries than the notifying country and the country(ies) of origin or any country in the upstream traceability ("via-country"). If there is distribution to non-member countries as well as to member countries, choose "distribution to member countries" but indicate in the notification also which non-member countries received the product (box 67). • No distribution to other member countries: indicates that there was no distribution of the product to any other member countries than the notifying country and the country(ies) of origin or any country in the upstream traceability ("via-country"). • Distribution to non-member countries: some or all of the product was distributed to one or more non-member countries (but not to any other member countries than the notifying country). • Information on distribution not (yet) available: if distribution from the notifying country is not known or not all product is accounted for (but none is known to have been sent to other countries). • No distribution from notifying country: it was established that the product was not distributed from

Box	name	Explanation
		<p>the notifying country but may have been distributed from another member country (if the product was dispatched from another member country).</p> <ul style="list-style-type: none"> • Product (presumably) no longer on the market: the product was consumed or presumed consumed (expiry date exceeded). • Product not (yet) placed on the market: in case <ul style="list-style-type: none"> ○ the product is detained at the EEA border ○ the product has not left the premises of the manufacturer or ○ it has been detained at one operator in its entirety or ○ it is already withdrawn from the market in its entirety • Product allowed to travel to destination under customs seals: the product is not yet cleared by customs (border rejection) but is allowed to travel to destination pending the result of the analysis. • Product traded online: there is no information about the distribution of the product in question other than information about its online availability (for purchase).
<u>45*</u>	country of origin	<p>country where the product was manufactured or dispatched from (in case the former is unknown)</p> <p>Please enter “unknown” if neither of the above is known.</p>
44-54*	consignment information	<p>4 separate fields are provided in each row for a maximum of 4 separate values to be entered (details of 4 separate consignments). If there are more consignments, it is more practical to provide details in an attached list.</p>
55-74*	business operators	<p>Up to five business operators can be entered here with full detail.</p> <p>First you choose an operator with whom you will relate all other operators entered. Preferably this is the operator at which the sample was taken or the inspection carried out. You enter this operator into the first boxes (55-58). For a border control, choose the exporter. The small list box to the right (which we will</p>

Box	name	Explanation
		<p>name <i>trace box</i>) of the operator name shows a "0", meaning that this is our traceability point of reference.</p> <p>Forward traceability: If one or more consignments sent from the same consignor to the same consignee are involved, enter first consignor and then consignee. If necessary you can add the consignment numbers concerned under the <i>operator type</i> list box. You can add up to four more consignees in this way. If there are more you should consider using the recipients list template instead. Every consignee should have a "+1" in the trace box, unless one of the consignees has sent (part of) the consignment through to another operator. If so, enter this operator directly under that consignee and enter "+2" in the trace box etc.</p> <p>Backward traceability: Apart from the operator chosen as point of reference (trace box value = 0) and its consignees (trace box +1), you can add also operators with backward traceability. The operator which is supplier/consignor to the reference operator should be entered with a trace box value of "-1". The operator identified one step further backwards can then be entered with trace box value of "-2". If many business operators are involved, an attached list/flow chart is more practical.</p> <p>Distribution: For each operator, a distribution box is foreseen in which you should enter countries/regions to which the product was distributed, even if it is (only) your own country. If you specify regions enter them in brackets after the country name: country (region). If you know that no distribution has taken place, enter "no" or "none". If the distribution is yet unknown, then enter "unknown". To the right of the box is a checkbox in which you can indicate if a recipients list or lists is/are added for the distribution mentioned.</p>
75*	voluntary measures	<p>Measures taken by the business operator at the own initiative of the business operator. There are three list boxes that serve different purposes:</p> <ul style="list-style-type: none"> • the first list box indicates the level of action taken (depending on the risk): only informing recipients, withdrawal or recall • The second list box gives the possibility to indicate what action was taken on the product. • The third list box specifies who has taken the action • You can enter a contact person who can be contacted for more details in relation to the action taken

Box	name	Explanation
		<ul style="list-style-type: none"> • Use the <i>additional info</i> field for measures that are not listed or to provide more details. • The box on the right hand side allows you to enter exactly through which channels information is given to the public. In case information was published on the internet, please provide the exact hyperlink to the page where the information is available.
76*	compulsory measures	<p>Measures ordered by the official food or feed control authority. See bullet points under 75 for explanation. Use "import not authorised" in the first list box for a border rejection.</p> <p>Here you can also indicate whether reinforced checking was triggered as a result of the notification. In case it is a notification on a POAO that was subject to border control, checking this box means that you suggest a reinforced check regime to be triggered at EU level but you can provide more information about this in the <i>Additional info</i> field.</p>
81*	reason for inspection	The reason for inspection makes a difference between a random (by chance or programmed) or targeted (targeting a specific product/operator/country). Detailed reason for a targeted check can be entered in the box "detail".
82	point of departure	Enter the place (seaport, airport) in the non-member country from where the consignment/container was dispatched.
88*	container and seal numbers	4 separate fields are provided for a maximum of 4 containers/seals to be entered. If more container information is to be provided, an attached list is more practical.
89*	organisation/ministry	Organisation responsible for issuing the notification.
90*	contact person	Person who can be contacted for more information about the notification.
91*	other information	Information that is important as background or to detail the notification further, but that does not fit in the structured elements of the notification.

Box	name	Explanation
92*	attached documents	Tick the documents attached to the notification. Mention document types that are not listed in <i>other</i> . Indicate which documents are / can be made available to third parties by ticking the box.

1.A.2. *follow-up notification*

box	name	explanation
<u>4*</u>	follow-up type	<p>Informs of what kind of information is contained in the follow-up notification.</p> <p>The follow-up type "additional lot(s)" allows notifying additional lots, batches or consignments that were found to be affected by the same risk(s) as reported in the original notification. For such follow-up notification to be acceptable, the product concerned should be identical having identical backwards traceability information as the product notified in the original notification. If this is not the case, a new original notification is preferable to a follow-up notification.</p>
<u>6</u>	countries flagged for follow-up	Informs what countries would need to provide follow-up information in relation to the follow-up being created, if any.
7	countries flagged for attention	Informs what countries have been involved in the notification (original + follow-ups) but would <u>not</u> need to provide follow-up information on the follow-up notification being created.
<u>12</u>	used sections	What sections of the form have been filled? This makes it easier to skip empty sections.
<u>40</u>	Product relation to the product notified in original notification	Select the relation between the product notified in this follow-up in relation to the product notified in the original notification. Give more info to clarify if required or useful.
<u>41</u>	product	Informs about what product follow-up is provided: it could be the originally notified product or a related product.
<u>82</u>	date and time of departure	Date and time when the rejected consignment(s) leave for their destination outside the EEA (consignment re-dispatch information) or left on route to the EEA.
83-95	border section	Enter trace-back follow-up information on the entry into the EEA. Or – in case it concerns a consignment re-dispatch type of follow-up (see box 4) – enter the information about the consignment's re-dispatch to

box	name	explanation
		the country of origin or another destination.
89	shipping route	Enter the route (ports or countries etc.) through which the transport vessel travelled or will travel on route to destination.
90	transshipment	Enter information about the transshipment if one takes place on route to destination.

1.A.3. list of recipients template

This template exists in Microsoft Word and Microsoft Excel format.

name	explanation
notification reference	Reference of the notification to which the distribution list belongs (including the reference to the additional information notification where appropriate).
product identification	Product name and any relevant characteristic of the product, differentiating the product distributed from other products, e.g. best before date, brand name, unit weight, visual aspects etc.
name of dispatcher	Name of the company that has distributed the products on the list.

B. Lists of values used

When there is mention of an “open list”, it is a list of entities to which any member of the network can add new entities (creator role). Such list is managed by the ECCP to avoid invalid or duplicate entries. A “closed list” however cannot be added to, except by the ECCP.

1.B.1. Original notification

Box	name	values
2*	notification type	food, food contact material, feed
3*	notification basis	official control on the market, border control – consignment released, border control – consignment detained, border control- consignment under customs, consumer complaint, company's own-check, food poisoning, official control in non-member country, monitoring of media
4*	notification classification	alert notification, border rejection notification, information notification for attention, information notification for follow-up, news
8	product relation	additional lots, different variety, ingredient, processed product, raw material
**	risk decision	serious risk, not serious risk, undecided
14*	impact on	human health, animal health, environment
19*	product category	see file "product categories", annex 2 of the SOPs
26*	unit weight/volume	closed list of units for weight/volume: g, kg, l, ml
27*	temperature	ambient, chilled, frozen
30*	sampling place	BIP/point of entry, consignor, consumer, farmer, horeca/catering, importer, manufacturer, packer/filler, producer, recipient/consignee, retailer, storage, transport, wholesaler, online purchase
**	laboratory	open list

Box	name	values
35*	counter analysis	none, ongoing, confirmed, not confirmed (see explanation under "original notification" header)
**	hazard	closed list, see annex with an extracted hazards list from RASFF Access database (where the master data for hazards is kept)
37*	analytical results	List with analytical units in which the results are expressed. If the units required are not in the list, then simply type them in after the result.
**	EU legislation	closed list with the main EU legislation on food and feed safety
42*	max. permitted level	closed list of analytical units in which the legal limit is expressed
43*	distribution status	distribution to other member countries, distribution restricted to notifying country, no distribution to other member countries, information on distribution not (yet) available, no distribution from notifying country, product (presumably) no longer on the market, product not (yet) placed on the market, distribution to non-member countries, product allowed to travel to destination under customs seals, product traded online (see explanation under "original notification" header)
**	country (of origin), distribution, measure taken in, country of dispatch, country of destination	closed list based on ISO list of countries
**	durability date	best before, sell-by, use-by
54*	total net weight/volume	closed list of weight volume units for the total net weight of the consignment
55*, 59, 63, 67, 71	operator type, trace box	operator type: consignor, e-trader, e-platform, exporter (operator in TC who exported to the EEA), farmer, horeca/catering, importer (operator in EEA who imported from TC), manufacturer, packer/filler, produced for (e.g. retail chain, big food holding), producer (primary product), recipient/consignee, retailer,

Box	name	values
		storage, supplier (of a raw material or ingredient), trader/broker (not handling the product, only the commercial transaction), transporter, wholesaler trace box: -3, -2, -1, 0, +1, +2, +3: depending on the chain element in which the operator is placed compared with the reference operator (0). (only available on the offline templates)
**	operator, consignee	open list
**	type of attachment	closed list
**	measure taken	closed list of measures
**	taken by	operator type closed list – identical to the one above
75	voluntary measures	<ul style="list-style-type: none"> • first box: informing consignor, informing recipients, no action taken, recall from consumers, withdrawal from the market • second box: acid treatment, blanching, destruction, detained by operator, freezing, heat treatment, relabeling, return to dispatcher, sorting, use in feed, use for other purpose than food/feed • third box: consignor, importer, manufacturer, producer, recipient/consignee, retailer, trader/broker, transport, wholesaler, e-trader, e-platform
76	compulsory measures	<ul style="list-style-type: none"> • first box: import not authorised, informing consignor, informing recipients, no action taken, recall from consumers, release to the market, withdrawal from the market • second box: acid treatment, blanching, destruction, freezing, heat treatment, monitoring of the recall/withdrawal, official detention, re-dispatch, relabeling, return to dispatcher, seizure, sorting, use in feed, use for other purpose than food/feed • third box: authorities, border post, consignor, importer, manufacturer, producer, recipient/consignee, retailer, trader/broker, transport, wholesaler, e-trader, e-platform
**	border post	open list with names of border posts and points of entry
**	type of check	random, targeted
81*	reason for inspection –	decision of border inspector, EU safeguard measure, Regulation 669/2009, reinforced checks

Box	name	values
	detail	
87*	transport type	air cargo, bulk ship, container ship, container feeder, train, truck
**	attached document type	analytical report, bill(s)/delivery document(s), CVED/CED, health certificate, other, phytosanitary certificate, public warning/press release, picture, risk assessment, follow-up notification, translation, recipients list, screenshot

* also on iRASFF

** only on iRASFF

1.B.2. follow-up notification

box	name	values
3	RASFF notification	see <i>Original notification</i> , box 4
4*	follow-up type	accompanying documents, additional information, additional lot(s), consignment re-dispatch, corrigendum, information on sampling/analysis, lifting of reinforced control measures, measures taken, notification downgrade, notification reclassification, notification upgrade, outcome of investigations, outcome of investigations and measures taken, re-dispatch, follow-up from non-member country, request, request for withdrawal, translation, withdrawal of follow-up notification, withdrawal of original notification
17	impact on	see <i>Original notification</i> , box 14
23	sampling place	see <i>Original notification</i> , box 30
28	counter analysis	see <i>Original notification</i> , box 35
30	analytical results	see <i>Original notification</i> , box 37

box	name	values
36	voluntary measures	see <i>Original notification</i> , box 75
37	compulsory measures	see <i>Original notification</i> , box 76
40	product relation to the product notified in the original notification	see <i>Original notification</i> , box 8
42	product category	see <i>Original notification</i> , box 19
51	distribution status	see <i>Original notification</i> , box 43
63, 67, 71, 75	operator type	see <i>Original notification</i> , box 55, 59, 63, 67, 71
85	reason for inspection	see <i>Original notification</i> , box 81
92	transport	see <i>Original notification</i> , box 87

2. iRASFF TEMPLATE

There is only one template in use in iRASFF for any type of RASFF notification or news. The online iRASFF user manual contains important and detailed information about the content of the notification and how information should be entered in the different fields. The information below is intended as further guidance in addition to the information already provided in the user manual.

A. General information panel

The notification creator should tick the *INFOSAN (to be) informed* checkbox according to the criteria set in WI 3.2 on informing INFOSAN. The validator should verify whether the criteria were properly considered. If there is a reason for informing INFOSAN outside of the criteria preset in WI 3.2, the *Reason INFOSAN* field can be used to communicate this. Otherwise this field needs not be filled.

B. Risk panel

The validator should ensure that a risk decision is recorded in the *Risk decision* field. The risk decision can be “not serious”, “serious” or “undecided”. The “undecided” value should only be used in one of the conditions set out below:

- i. the risk evaluation/risk assessment is still ongoing
- ii. the nature of the hazard(s) found does not allow taking a decision on the risk as there are too many uncertainties or there is no or insufficient scientific literature to base the decision on
- iii. there are differences in the way the risk is evaluated between the member countries concerned leading to different risk decisions in these countries
- iv. the ECCP considers that the risk decision “serious” is not (yet) sufficiently underpinned by the NCP

The *motivate risk decision* box can contain the motivation for any risk decision taken if that decision is not straight forward (cannot be derived from the guidance in the RASFF SOPs).

C. Products panel

If there are several products involved in a notification, they can be added as diverse product descriptions but only if these product descriptions correspond with the product name entered. E.g. a product name “fruit flavour jellies” could contain multiple products with product descriptions “raspberry flavour jellies” and “strawberry flavour jellies”. If the products cannot be grouped under a common name, then they should be related to each other in a way that makes sense in relation to the findings presented in the notification. E.g. a “chicken kebab” contaminated with Salmonella could be related to whole chilled raw chickens that were used as raw materials. For this notification, the “chicken kebab” is entered as the main product, while the chilled raw chickens are added as a related product indicating a product relation “raw material”.

2.C.1. Sampling section

If the sampling is not representative of the lot sampled, please enter this info in the Sampling info section. If there are more than one lots sampled please add one sampling group per lot and indicate in the Sampling info section which lot was sampled.

Make sure to add any particular remarks that are important for interpreting the result of analysis in the *Sample treatment / matrix* field. If the analytical method used is not accredited for the matrix used, please inform of this in the *Analytical method(s)* field. Do not forget to choose the appropriate value

from the Counter analysis dropdown list. If a counter analysis was not yet requested but there is still opportunity for this to occur, then choose “none” and update it by way of follow-up in case this changes.

2.C.1.1. Hazard section

Add all hazards for which non-compliance was concluded, even if not for all hazards a health risk would be implied. The *analytical result* box is used to enter concrete, quantified results whereas the *outcome of analysis* box is used to give more details about the obtained results or to provide a qualitative, descriptive result of the analysis or investigation.

For each hazard, a legal basis is required but if no (specific) EU legislation is applicable, the box *Specify / other legislation* can be used as well.

2.C.1.2. Traceability section

It is important to carefully select the proper distribution status to inform the choice of notification classification (which is primarily decided through risk decision and distribution status).

Please enter all the information available to identify the consignment(s)/lot(s) involved. Consignment(s)/lot(s) with the same traceability may be combined in one consignment section. All operators involved in transactions of the consignment(s)/lot(s) need to be related to it, with the possible exception of recipients/consignees if they are given and attached in a separate list (using the recipients list template, one per country).

If documents exist related to a particular operator, add the documents in the operator section. Documents can be really helpful in understanding and interpreting the information given in the notification but should never *replace* that information e.g. only referring to information given in a document is not good practice.

D. Additional information panel

Any information that is not structured but that may nonetheless be needed for the correct interpretation of the notification should be added in the *Additional information* field. Add also the contact person for this notification if there is a specific person handling the file. If so, indicate also how that person may be reached (telephone/email).