ACN WI 7.1.:
DOWNSTREAM DISTRIBUTION OF iRASFF NOTIFICATIONS
LAST UPDATED: 2022-03-23

1. RASFF WINDOW

RASFF Window is a tool giving access to all (members of the network) or a subset of RASFF notifications (authorised non-members such as non-member countries and INFOSAN).

A. How to become an authorized user:

In order to get access to RASFF Window an EU Login account is required. To become an authorized user, a request has to be forwarded to the local administrator of the SAAS[1] system. More information on the procedure to apply for access to RASFF Window is available in the RASFF Window User Manual.

B. How to use RASFF Window

The RASFF Window application is accessible through: https://webgate.ec.europa.eu/rasff-window/screen/search

RASFF Window opens with the search tool allowing you to select criteria on the basis of which a search result list is produced. This list shows you all notifications (in different pages of each 25 to 100 notifications) sorted by reference.

You can either open a notification to view the notification detail from this list or find others using simple (subject) or comprehensive search parameters via the "Show search criteria" button.

The RASFF Window notification detail page contains a summary of the notification and of all follow-ups (members of the network) or of selected follow-ups that have been made available (non-members). From the RASFF Window detail page, the notification can be printed and documents made available can be downloaded and viewed from there as well. Also non-members have access to attached documents, specifically made available to them by the ECCP.

A user manual with help on how to use the application is available via the help menu item.

2. iRASFF

iRASFF is the online IT application in use for RASFF and AAC notifications (non-compliance and fraud notifications). It was first implemented in 2011. This application ("production") has the following URL: https://webgate.ec.europa.eu/irasff/

A training site has also been created, with the following URL: https://webgate.training.ec.europa.eu/irasff/

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[1] SANTE Authentication System

Access to both sites ("production" and "training") is restricted and regulated through SAAS as for RASFF Window. For RASFF members, access to RASFF Window provides also (read-only) access to iRASFF. There is a separate SAAS application for the training site. Therefore iRASFF training application access should be requested separately. See [iRASFF](#) User Manual for details how to request access to iRASFF. Apply to your local SAAS administrator for details of training-iRASFF access.

Applicants have to select an access profile. Access profiles available are reader, creator, validator, escalator and non-RASFF member (users in RASFF member countries should not apply for non-RASFF member profile). Depending on the organisation chosen, the proper regional, national or EC level will be accorded. It is important to always choose an organisation that is minimally at the level of the country. Applications made for organisation "MEMBERS" will be rejected!

The table below gives a detailed overview of user profiles in iRASFF that are given to the user based on the access request details.
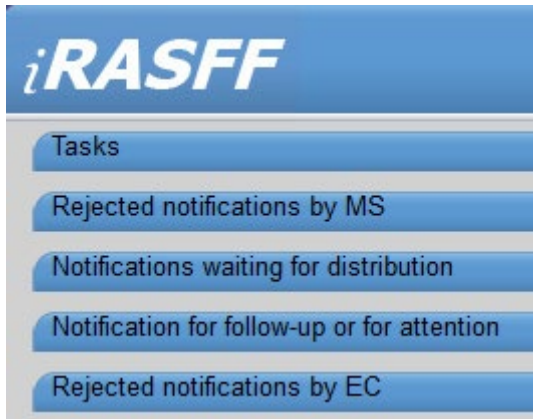
A.　　iRASFF user profiles:

reader:	Access rights restricted to consultation of validated notifications, their validated follow-ups, and any conversations they contain.
creator:	Has the right to issue a new notification or edit a draft notification Has the right to read and add to an already started conversation
validator:	Has the right to edit, validate, decline, withdraw and rehabilitate a notification that was submitted (same level) or escalated (from lower level). Has the right to start, read and add to a conversation.
Escalator	Has the same rights as validator and can escalate a validated notification to the higher level.
EC validator:	Apart from the validator rights (see above)has the right to flag for follow-up or for attention member countries concerned for an EC-validated original notification .
local administrator (SAAS):	Has the right to grant access and manage the user access profiles for users in his/her organisation.

B.   iRASFF Dashboard

After the user logs into iRASFF, the dashboard is shown.

The dashboard displayed below is the one visible to MS-validator. It will show up slightly differently for other user profiles.

The Dashboard has four lists of notifications that are used for different purposes:

- Tasks: contains notifications on which the user profile to which the user belongs is expected to carry out an action.

- Notifications for attention: notifications for which your organisation was flagged for attention through a conversation

- Notifications for follow-up: Notifications for which your organisation was flagged for follow-up through a conversation.

- Rejected notifications by MS: notifications that were rejected by MS Validator in the previous month (now defunct).

Beside the dashboard the user has several other options. The user can either change his preferences or open the *In progress list* of *Search* tool or start a new notification (see iRASFF user manual for further details).

C.   Conversations

Conversations can be created by any validator. They are either peer or parent conversations. A conversation can exist within or outside a notification. A conversation created outside a notification has no legal consequence, as it is not considered to be a formal request for administrative assistance.

A creator can only read and add messages to conversations which are already created.

The validator that started the conversation (the moderator) decides who has access to that conversation. He can flag peers or parent for attention or for follow-up.

If flagged for follow-up, the moderator decides on the deadline for reply. The standard deadline is 10 days (the OCR gives 10 working days), but the moderator can adjust this period (e.g. shorten it if the notification is intended for RASFF). The system closes the flag when a reply is provided. If the moderator considers the reply insufficient, he can reopen the flag and restart "the counter" by inputting a new deadline.

3.   CIRCABC/ACN

The CIRCABC site has the following URL: https://circabc.europa.eu

The name of the interest group on CIRCABC is: "Alert and Coordination Network (ACN)".

Access to this site is restricted to authorized users. It is no longer used for distribution of notifications but for sharing other documents and reports.

A.   How to become an authorized user:

Each applicant needs an EU Login account. Information on how to request an EU Login account is given at: https://webgate.ec.europa.eu/rasff-window/webhelp/Default.htm

After creation of the EU Login password, an application for access to the Alert and Cooperation Network interest group can be made in CIRCABC.

The ECCP will request the SCP to approve the application and to supply the profile the user should receive.

The following profiles exist:

Profile	Who	Access-rights	Distribution configuration
Main contact point	SCP	All folders	documents attached to the notification mails
recipient:	other than the SCP	all folders except the folder "5-meetings"	documents attached to the notification mails
subscriber	other than the SCP	all folders except the folder "5-meetings"	Notification mails only documents **not** attached
consultant	other than the SCP	all folders except the folder "5-meetings"	No notification mails except for the weekly overview tables
Border post	Border posts	all folders except the folder "5-meetings"	No notification mails except for the weekly overview tables

Where to find the information on CIRCABC/RASFF:

In CIRCABC you have the following items:

- INFORMATION: contains useful links
- LIBRARY: contains all documents
- Members: List of users having access this Interest group
- Forums: this utility is not used
- Administration:

Several sections in the library are no longer updated after CIRCABC was replaced by iRASFF and and RASFF Window as main tools for the distribution of RASFF notifications.

LIBRARY:

In CIRCABC/RASFF you select the Library item.

The library has the following folders:

3-WEEKLY

4-GENERAL INFORMATION

5-MEETINGS + RESTRICTED REPORTS

7-TEMPLATES

8-NEWS (archive, no longer updated)

9-DAILY TABLES

Information for candidate countries

iRASFF

What do you find in which folder:

3-WEEKLY

Subdivided per year, you will find here all weekly overview tables of RASFF notifications.

4-GENERAL INFORMATION

This folder contains information about the functioning of the RASFF

In the contact points information folder the updated lists with contact details of the network members' contact points are stored.

In the folder "Miscellaneous non member countries", updated lists of authorised signatures for health certifications for certain products are published. In the future, these lists are planned to be moved outside of RASFF.

5-MEETINGS + RESTRICTED REPORTS

Access restricted to SCP only

This folder contains the documents (to be) discussed at the working group meetings, documents regarding the RASFF implementing measures and iRASFF as well as reports on visits made to NCP in the Member States.

7-TEMPLATES

This folder contains the most recent RASFF templates for use by the members of the network.

8-NEWS

This folder used to contain RASFF news items of the last 2 months. A subfolder inside folder 8-NEWS used to contain all remaining RASFF news items older than 2 months. There is also a subfolder with "lists of persons entitled to sign certificates". For certain countries and commodities, the Commission has received lists with signatures of authorised inspectors who can sign health certificates for export to the EU. These folders are no longer updated, instead RASFF news are now available through RASFF Window and iRASFF.

9-DAILY TABLES

This folder contains 4 subfolders but is inactive now:

3 – Daily-zip file

This folder contains the daily zip file of the previous day (overwritten during the night). The daily zip file contains all notifications of that day of which the ECCP prepared PDF-versions for upload to RASFF Window, but with the new RASFF Window this is now limited to notifications shared with non-members that do not have access to RASFF Window.

Information for candidate countries

This folder contains information for candidate countries on the functioning of the RASFF. The access to this folder is open to profiles containing in the profile-name the word "temp" On accession to the EU, the "temp" profiles are replaced with the standard profiles.

iRASFF:

This folder contains information about the functioning of iRASFF and release notes concerning releases of this IT tool.