



NATRUE Label new procedure: information flow as of May 2018

New roles and responsibilities at NATRUE

This is the staff composition to date:

- Dr. Mark Smith, NATRUE Director General
- Carol Ward, Office Manager
- Cécile Zumbiehl, Label & Communication Assistant
- Dr. Hana Mušinović, Regulatory and Scientific Officer

Your main contact persons for label enquires are:

Cécile Zumbiehl (CZ)
czumbiehl@natrue.eu

Dr. Mark Smith (MS)
msmith@natrue.eu

Who should you take contact with? For which purpose?

What about	Mail to be addressed to	CC	Subject of the mail
Label strategy, procedures & development	Dr. Mark Smith	Cécile Zumbiehl	According to the topic
Label technical inquiries/Criteria interpretation	Dr. Mark Smith	Dr. Hana Mušinović hmusinovic@natrue.eu	See NAC Call Minutes 23-10-2013 – ask CZ/MS if missing
Membership & Events	Carol Ward info@natrue.eu	Cécile Zumbiehl	According to the topic
Label Administration (including invoices and contracts for you as a NAC and as a LU)	Cécile Zumbiehl	None	According to the topic
Website (pictures and descriptions from the companies)	Cécile Zumbiehl	None	According to the topic



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Implementing this flow of information will help the speed of the reply.
You can inform the Label Users accordingly.

For recall:

Should you want to address any issue to the NATRUE management please follow the procedure below:

To the NATRUE BOD:

Please send a mail to Dr Mark Smith with summary of the request

To the NATRUE Scientific Committee:

Please send a mail to Dr. Mark Smith and Dr. Hana Mušinović with summary of the request

Information to be shared with all listed NACs:

Please send an e-mail to either Cécile Zumbiehl or Dr. Mark Smith, depending on the subject (see table above).

It will be our responsibility to circulate and coordinate discussion/follow up.