



Chairman: *Guy Ethier* (Umicore)
Co-Chairman: *Mark Raffray* (Johnson Matthey)

6 December 2011, 10:30 - 15:30
Metals Conference Centre - Room COPPER
Rue du Duc 100, B-1150 Brussels

Minutes

AP refers to Action Points listed at the end of this document

1. Welcome and introduction

- 1.1. **Confidentiality and Competition Law.** Participants (Annex 1) were reminded on their obligation to comply with confidentiality and Competition Law rules. A tour de table allowed all participants to introduce themselves to the floor. 35 Members out of 47 are present or represented at the meeting, therefore reaching a quorum of 76% and validating all meeting decisions.
- 1.2. **Approval of the Agenda.** The Agenda (Annex 2) was approved. The slides presented at the meeting are available in Annex 3; those slides included for reference or information only are marked with a green and orange text box and were not presented in detail during the meeting. Most of these slides had been sent to PMC Members together with other background documents in order to allow PMC Members to prepare comments and questions and make informed decisions. No comments were received on these background documents. A list of abbreviations and acronyms is also available in handouts; PMC Members are invited to inform PMC secretariat on any additions which should be made to the list so it can be kept up to date and complete (AP1).
- 1.3. **Actions agreed and approval of the minutes of the last meeting (Cambridge, 17 Jun 2011). Cf. slides 4-5 of Annex 3.**
Action 21 is in progress and should be finalised before end 2011
Actions 2-3 are on-going as some Members keep updating their declarations. The impact of these changes is addressed under item 3.4 below. Three companies have not yet returned the latest version of the Consortium Agreement duly completed and signed (AP2)
Actions 5-6 are addressed under item 3.1 below
Actions 7 and 8 have been postponed to summer 2012 (MC call 4 Nov 2011)
Actions 9, 15 and 17 will be addressed under item 2.6 below
Action 10 will be addressed under item 3.6 below
Actions 11 - 14 will be addressed under item 4 below
Action 16 will be addressed under item 2.7 below
Action 18 will be addressed per project under items 2.1-2.6 below
Action 22 is pending and will be addressed again under item 2.3 below
Minutes were circulated on 6 July 2011. No comment was received, the minutes were approved.
AP3

2. Status and progress of PMC Projects. The following generic items were presented:

- **CLP (Cf. slides 8-10 of Annex 3):** the classifications submitted in the Registration Dossiers and CLP notifications in 2010 need to be reviewed on the basis of new information which may have become available and the 2nd ATP to CLP. The aim is to have all classifications reviewed and approved by PMC Members by end Jan 2012 in order to allow all Members to implement eventual changes before Dec 2012. The strategy is outlined in slide 10 of Annex 3 (AP4).
- **Nanomaterials (Cf. slides 11-16 of Annex 3):** one of the reasons for which nanosilver was not included in the Dec 2010 Ag Registration Dossier was the absence of an EU definition of nanomaterial. Considering the release of an EU COM recommended definition, there is a need to reconsider whether any of the silver materials registered in 2010 fulfils this definition and address the consequences this could have. For registrations in preparation, the scope can also be adjusted in light of the presence or not of nanomaterials to be registered. PMC secretariat will discuss the



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applicability and impact of the recommended definition of nanomaterial, and validate methods which should be used by companies to determine whether one or the other material falls within the recommended definition of nanomaterial with other non-ferrous metals consortia/associations. Once a way forward has been agreed and specific methods selected, PMC Members will be informed. Meanwhile, PMC Members are only required to screen their portfolio and revert to PMC secretariat with an indication on whether or not nanomaterials may be present in their portfolio. **Post-meeting note:** Indicative feed-back received to date indicates nanomaterials may be present in all PMC projects; however confirmation of this will only be available once the proper techniques are selected (end Q1 2012) ([AP5](#)).

- **Testing programmes (learning lessons)** (*Cf. slides 17-19 of Annex 3*): Slides 17-19 of Annex 3 shows the administrative burden involved in setting- and following-up the several proposals, contracts, protocols, results and reports of the several testing programmes of the PMC. In addition to the administrative burden, which can exhaust several days or weeks of the available timeframe, testing programmes can also be delayed by the late or incomplete supply of samples. PMC Members and sample providers have been informed that in addition to the continuous reminding, next steps in order to ensure sample provision will involve direct calls to the sample providers (as far as allowed by PMC resources) and involving management level in the sample request to increase commitment. Also, sample tracking and payment will be simplified. Finally, in the event sample providers cannot provide the sample (at all or in the agreed timeframe), they should inform PMC secretariat who shall identify another source for the sample. More details on sample request, tracking, supply and invoicing is available in item 3.6 below.
- **Exposure data collection and assessment** (*Cf. slides 20-22 of Annex 3*): 2012 will be characterised by testing and collecting information on exposure and emission data. Slides 20-22 of Annex 3 prepare PMC Members to the questionnaires and data generation programmes which may be circulated and launched in 2012. Workload involved in these steps should not be underestimated.

- 2.1. **Ag.** *Cf. slides 23-45 of Annex 3.* Remaining registrations for Ag carbonate and sulphate are finalised and ready for submission. Once comments on ES for Ag chloride file will be received from concerned companies, the Ag chloride file will be ready for submission too. Technical work on terrestrial toxicity, bio-availability correction for the water compartment and on Ag classification is in progress. The timeline of this on-going work may need to be speeded-up in order to be ready before the commencement of the Evaluation phase ([AP6](#)).

The Lead Registrants of Silver, disilver oxide and silver nitrate received responses from ECHA on the testing proposals for Annex IX testing (90d + soil toxicity) which were included in the three files submitted in 2010. ECHA's response can be summarised as follows:

- 90d study: need to specify reference substance to be tested and used for read-across, to justify choice for oral route, and to consider additional information available
- Soil toxicity: testing proposal evaluation by ECHA terminated because test work already on-going; need to address consequences of invalidity of testing proposal without delay

For the 90d study, a first response was sent to ECHA in order to request the opportunity to discuss testing proposals and science in more depth, to which ECHA proposed to hold a conference call during the w/c 12 Dec 2011. A second response containing an official response to ECHA's communication has been prepared with EBRC and will be sent prior to the deadline of 19 Dec 2011.

Silver has been listed on the draft CoRAP list containing 91 substances subject to Evaluation by a Member State. The reasons for the shortlisting of Ag, the assigned Member State and the exact timeline for Evaluation remain unclear and it is therefore difficult to react to such draft listing at this stage. **Post-meeting note:** the chances of Ag to be withdrawn from the draft CoRAP list seem to be very weak.

K. Rothenbacher made an in-depth assessment of the Ag files in order to identify possible areas



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for completion or improvement (beyond the REACH requirements) which were fulfilled in the file. The assessment was provided in the handouts and included high and medium-low priorities (e.g. further research on the toxicokinetics of Ag) and the cost and timeline for each. The document will be used as a basis for discussion by the Ag WG and TAP. The link with nanoforms of silver will be given attention in this discussion too (AP6).

Legal expertise may be required to make sure the understanding and agreed way forward of PMC is robust from a REACH regulation viewpoint. PMC Members acknowledged this and supported the recommendation (AP7).

Warm thanks were expressed to K. Rothenbacher for the effort and time dedicated to the recent challenges of the Ag project.

- 2.2. **Au.** *Cf. slides 46-49 of Annex 3.* The Au project is progressing smoothly and well (in parallel with PM CN- project). The first tier of the testing strategy was agreed and physico-chemical and ecotoxicological tests have commenced. For the ecotoxicity tests some discussions took place on which test media to use which would contain the smallest level of/no chelating agents such as EDTA.

As regards the mammalian toxicology programme, it is proposed to perform some additional literature searches on out-of-scope gold compounds and to read-across to the in-scope ones. Bio-elution testing of gold powder will be performed by CIMM as part of a broader bio-elution testing programme.

Exposure data collection may commence towards the second half of 2012.

Overall, the gold registration files may be finalised in 2013.

Thanks were expressed to Steven Verberckmoes who has been chairing the Au + PM CN- WG and leading both projects over the last months.

- 2.3. **PM CN-.** *Cf. slides 50-53 of Annex 3.* The PM CN- project is progressing smoothly and well (in parallel with Au project). **Post-meeting note:** the scope of the PM CN- project has been adjusted. Three PM CN- are still orphans (have no LR) (AP8). The first tier of the testing strategy was agreed and physico-chemical and ecotoxicological tests have commenced. For the ecotoxicity tests some discussions took place on which test media to use which would contain the smallest level of/no chelating agents such as EDTA.

The eco-toxicological tests aim not only at fulfilling a REACH information requirement but also at validating a modelling approach which is used/developed to predict the toxicity of PM CN- on the basis of the toxicity of the Ag or Au ion and the CN ion. This should prevent unnecessary testing while preventing an inappropriate read-across.

As regards the mammalian toxicology programme, it is proposed to apply modelling as well. Dustiness testing is on-going in order to predict the likelihood of PM CN- to be inhaled.

Exposure data collection may commence towards the second half of 2012.

Overall, the precious metal cyanides registration files may be finalised in 2013.

Thanks were expressed to Steven Verberckmoes who has been chairing the Au + PM CN- WG and leading both projects over the last months.

- 2.4. **PGM.** *Cf. slides 54-75 of Annex 3.* Several changes have been made to the scope of this project (especially following Dec 2010 ECHA Guidance on intermediates). One substance and two intermediates require registration by 2013 due to their tonnage band. Although the preparation of PGM registration dossiers will as much as possible continue to take place in parallel, the three registrations for 2013 will need to be fast-tracked.

A tiered testing strategy was developed by the PGM Expert Group in 2011; tier 1 of the testing programme has been agreed and launched. For this testing programme and for the fast-tracked substances in particular, sample provision is at the essence (AP9). Any delay in sample provision may result in the submission of an incomplete registration file. Tier 2 will be adjusted on the basis of the results of tier 1.



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Exposure data collection will likely commence in early 2012.

Besides the three registrations due for 2013, other PGM substances and intermediates may be registered in 2013 still or shortly after. However, the overall PGM project's timeline will be reviewed as regularly as needed.

Warm thanks were expressed to K. Rothenbacher for the effort and time dedicated to the set-up of the PGM Expert Group and the coordination and scientific input provided into the preparation of the Integrated Testing Strategy of this complex project.

- 2.5. Re.** *Cf. slides 76-79 of Annex 3.* The scope of this project remains unchanged with the exception of intermediates which have been split into SCC and non-SCC intermediates. Physico-chemical work must be performed for potassium perrhenate which requires a full intermediate dossier.

All other physico-chemical and ecotox tests are now finalised.

The mammalian toxicology testing programme, with the exception of the combined repeat dose/reprotox study on ammonium perrhenate (for which current discussions focus on the selection of the proper dosing vehicle - **Post-meeting note:** clarified at 6 Dec 2011 Re WG meeting, cf. relevant minutes) and the bio-elution test on rhenium, is finalised.

So far no hazards have been identified for any endpoint and hence a CSR may not be required.

The Re project functions as a kind of pioneer project where key learning lessons are gathered for the remaining projects, the PGM project more particularly.

The IUCLID 5 files are completed in parallel with the generation of information.

If no CSR is needed, registrations may be finalised and submitted in 2013.

- 2.6. PM Refinables.** *Cf. slides 80-86 of Annex 3.* Following the release of the Dec 2010 ECHA Guidance on intermediates the SCC/non-SCC status of the PM Refinables needs to be revised in order to prepare, where needed, updates or upgrades of the registration dossiers submitted in 2010.

Although Eurométaux has provided examples of how exposure and emissions are controlled in the non-ferrous metals sector, it will ultimately all depend on how flexibly local authorities interpret the above Guidance.

Since some PMC Members have indicated that their intermediates are unlikely to fulfil the latest interpretation of SCC, PMC secretariat and the team of experts involved in this project (now coordinated by an *ad hoc* Project Manager) are working on developing pilot cases to demonstrate the approach and workload involved in updates and upgrades, which are shared with other consortia to ensure consistency across industry.

Should upgrades be needed, industry will have to agree on an approach to perform the effects assessment of the Refinable without testing (ideally, by reading across from the constituents in the Refinables).

In light of the difficulty to implement the classification pick-lists included in the 2010 dossiers as well as the 2nd ATP to CLP, the classifications are also being checked and grouped on the basis of clusters analysis.

Currently there is no indication that the cost-sharing formula for this project would require changing (**AP10**).

As regards the timeline, it will all depend on whether the non-testing approach for upgrades is accepted or not. While in the former case the upgraded files can be submitted to ECHA towards the end of 2012/early 2013, in the latter files would not be ready before 2014 and beyond.

- 2.7. Hydrazine.** *Cf. slides 87-92 of Annex 3.* Following the addition of Hydrazine to the list of candidate substances for Authorisation, and the green light from the PMC Assembly to address this issue under the umbrella of the PMC, a dedicated task force was formed, with Mark Raffray as Chairman.

One face-to-face meeting and one conference call have taken place since Sep 2011 and all actions



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have progressed well. Meetings with the lead registrant of hydrazine as well as with technico-legal consultants have also been held in Nov 2011.

Overall, the likelihood for prioritisation is confirmed; the possible intermediate status of hydrazine is being checked by the ECHA Helpdesk (answer due by end Dec 2011 still awaited); collaboration with suppliers seems possible; and only one consultant contacted so far possesses the required skills in socio-economic analysis.

Unless the prioritisation of hydrazine is delayed, it is expected to take place in summer 2012.

According to the consultants contacted so far the preparation of an authorisation request for one use (and excluding any advocacy) would cost between 70 and 100 thousand euros and require between nine and 18 months of work; hence the need to start working as soon as possible. Once a clear gamplan is in place, the budget required for this work and a cost-sharing approach will be proposed ([AP11](#)).

The next conference call was postponed from Dec 2011 to Jan 2012.

3. PMC organisation

- 3.1. **PMC Management Committee and (Co-)Chairmanship.** *Cf. slides 94-97 of Annex 3.* Warm thanks were expressed to G. Gutekunst (Wieland) for the last five years of participation in the Management Committee and Cost-sharing Work Group of PMC. During his participation in the PMC he has been preserving the interests of smaller and medium-sized companies and in order to ensure a continued support in this sense the PMC warmly welcomed Dr H.-G. Schenzel (Carl Hafner) on the Management Committee.
G. Ethier (Umicore) and M. Raffray (Johnson Matthey) were elected Chairman and Co-Chairman of the PMC until Dec 2013, when elections of the next Management Committee must take place ([AP19](#)).
- 3.2. **WG Chairpersons in place and opportunity to volunteer.** *Cf. slides 98-99 of Annex 3.* Members noted the work group chairpersons in place; no one volunteered to replace any of the standing chairpersons. The chairpersons in place were thanked for the time and efforts dedicated to the several projects and issues of the PMC.
- 3.3. **Reminder on budget format and content, especially content of Generic costs.** *Cf. slides 100-103 of Annex 3.* PMC Members were reminded on the content of the PMC budget, in particular the Generic costs, which is described in a document which was circulated prior to the meeting. Slide 103 also summarises how the PMC works (compared to other consortia) and what the added-value if of being member of the PMC. No comment, question or objection was raised by PMC Members.
- 3.4. **Illustration of impact of changes in Members' declarations in inventories and invoicing.** *Cf. slides 104-110 of Annex 3.* These slides were circulated in advance of the meeting to allow PMC Members to understand the impact the changes they make to their substance and tonnage band declarations can have on consultants' and secretariat's work. PMC secretariat invited PMC Members to minimise such changes in order to allow a smooth progress of the various projects.
- 3.5. **Proposed simplified invoicing approach.** *Cf. slides 111-127 of Annex 3.* In order to allow Members to continue adjusting their Substance and tonnage band declarations without causing too much complication in the invoicing system of the PMC, a simplified implementation of the cost-sharing formula was proposed by the secretariat. Instead of calculating each invoice on the basis of the agreed budget and the number of substances and intermediates declared by each PMC Member, a fee per substance and intermediate in each tonnage band will be used instead:
 - One fee will be calculated for each project, substance and intermediate in each tonnage



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band using the rule of three (as illustrated in slide 126 of Annex 3).

- The individual fees for each project will be presented together with the budget proposals and reviews at each Assembly meeting.
- Members will be able to use these fees to calculate the amount they will be invoiced.
- Last minute changes to Members' invoices will no longer happen, unless for those Members making (last minute) changes to their declarations
- At every Assembly meeting the invoices/incomes will be compared to the budget in order to identify any significant overcharges or undercharges and the balance will be applied to the following invoice
- The follow-up of reserves and approach towards reducing reserves to more reasonable levels will remain unchanged

The above invoicing approach was approved by all Members. An example illustrating the application of this new approach will be presented at the 2012 Plenary meeting of the PMC, using the 2013 budget ([AP12](#)).

3.6. Simplified approach for sample reimbursement. *Cf. slides 128-132 of Annex 3.* As indicated above, sample provision is the Achilles' heel of PMC testing programmes. In order to facilitate sample request, tracking and reimbursement, a simplified approach has been proposed to sample providers, who have agreed to it. This approach can be summarised as follows ([AP9](#)):

- Sample requests will be made by PMC secretariat to the relevant sample provider
- The sample provider will indicate whether it has any difficulty in providing the requested sample at all or within the proposed timeframe so PMC secretariat can seek for alternative sample providers or grant an extension of the timeframe. Logistics around sample provision will be kept up to date in a sample tracking matrix
- Once the sample has been shipped, the sample provider will inform PMC secretariat (who will then inform the relevant consultant and/or testing house) and send an invoice to PMC including freight, insurance and sample costs
- PMC secretariat will proceed to the payment of the invoice without delay
- The testing house will confirm receipt of the sample and commence the testing (programme) and/or dispatch to other testing houses where relevant
- Upon finalisation of the testing (programme) the testing house will collect remaining fresh and used sample(s) and send them to a dedicated refiner identified by PMC secretariat
- The refiner will reimburse PMC for the PM content recovered from the sample, which will be used by PMC to partially cover the cost of the sample invoiced by the sample provider
- The difference between the cost of the sample and the amount received by the refiner will be added to the relevant metal-specific budget

The above was approved by all PMC Members.

3.7. Internal LoA costs for reference. *Cf. slides 133-137 of Annex 3.* Upon request of the PMC Members, who use LoA prices to benchmark their PMC membership fees, the PMC LoA prices announced in 2010 were reviewed. The review of the predictions on which the LoA prices were based allows concluding that the LoA prices announced in 2010 do not require adjustment at this stage but that upwards adjustments may be required for Ag and Refinables in later course. Since workload and costs involved in dossier preparation and update/upgrade remain uncertain even after the experience gathered so far, it was agreed to calculate and announce LoA costs for non-PMC Members closer to the registration update/upgrade timing. The PMC reserves the right to request additional funding from those legal entities having purchased LoA in 2010 if the LoA prices had to be increased. In the event the LoA prices were to decrease (unlikely but possible), the PMC secretariat would have to propose a suitable and transparent manner to manage these monies.



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4. Expenses, reserves, budget forecasts and invoicing

- 4.1. **Status of 2011 expenses.** *Cf. slides 139-140 of Annex 3.* Extrapolations to 12 months based on expenses recorded till end Oct 2011 indicate no overspent should be expected. An updated status of 2011 expenses should be available in Mar 2012, after all 2011 invoices and payments have been processed (AP13).
- 4.2. **Status of 2011 reserves.** *Cf. slides 141-142 of Annex 3.* Current reserves, especially those for the PGM project, are only indicative; indeed, the sample costs of samples provided for the CLP testing programme and REACH testing programmes of Au, PM CN-, PGM and Re need to be reimbursed to the sample providers who have recently been invited to fully invoice PMC for the samples provided so far. An updated status of 2011 reserves should be available in Mar 2012, after all 2011 invoices and payments have been processed, and in particular the above sample invoices. The status of PMC's reserves will be firmer in March 2012, and presented at the 2012 Plenary Meeting (AP13).
- 4.3. **2012 Budget and 2012 invoices.** *Cf. slides 143-149 of Annex 3.* The 2012 budget presented in Dec 2010 based on preliminary predictions was compared to updated predictions and confirmed. The 2012 budget was approved with the need to possibly foresee additional resources for:
- The Ag project, in order to cope with the need to proceed to the 90d test included in the testing proposals under revision and the Evaluation of the silver dossier (only 10 000 € added so far for possible legal costs); and
 - The PGM project, in order to cope with the cost of the further samples which will be necessary during the 2012 testing programme, as well as to cover for the difference between the value of the samples invoiced by the sample providers and the value of the recovered PM content reimbursed by the refiner
- Regarding invoicing in 2012, the following was agreed:
- 50% of the reserves by Mar 2011 will be credited from the amount to be invoiced in 2012;
 - only one invoice will be sent in 2012, in the first half of 2012;
 - the second 2012 invoice will be issued following review of the expenses and reserves in Jun 2012;
 - a payment holiday can be expected for the Ag and Re projects, and very small invoices for the Au and PM CN- projects; and
 - review the need to request a second payment in 2012 after the 2011 expenses and reserves have been calculated more firmly in Mar 2012 (AP14).

5. AOB, next meetings and closing remarks. The following other businesses were raised:

- **Data-sharing agreement.** PMC Members agreed with the principle of establishing a data-sharing framework between the Health Science Research Group (HSRG) of the International Platinum Group Metals Association and EPMF's REACH Consortium (AP15). This would allow sharing knowledge on effects of and exposure to soluble platinum salts and good practice.
- **Licence to Use agreement.** PMC Members agreed with the principle of giving access to specific studies generated by the PMC to non-PMC Members by means of a Licence to Use in which the context/conditions/limitations of the use of the data as well as the ownership of the data would be clearly outlined (AP16). This would allow non-PMC Members to use relevant information under other legislative frameworks in Europe and abroad, and make sure PMC information is used as reference information instead of other non-assessed datasets.
- **RPA consultation.** PMC Members were informed on the fact that Risk and Policy Analysts (RPA), a



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consultant based in the UK, is preparing some reports for ECHA as part of ECHA's preparation to the REACH review. PMC secretariat has been invited to contribute to this consultation. Any contributions made by PMC to this exercise will be reviewed by the (relevant) chairpersons of the PMC. There was no objection to PMC responding to RPA's requests.

- 5.1. Next PMC Plenary Meeting: Antwerp, 14 Jun 2012.** Participants were reminded that the 2012 Plenary Meeting of PMC, kindly hosted by Umicore, will take place on a Thursday (not on Friday as it was the case in previous years). Invitations will be sent in Feb 2012 once all logistics are settled ([AP18](#)).
- 5.2. Next PMC Assembly Meeting: Brussels, 5 Dec 2012.** This meeting will take place in Brussels at the Metals Conference Centre.

Warm thanks were expressed to G. Gutekunst, the chairpersons and experts and the PMC secretariat for their efforts and hard work in 2011.

Annexes:

1. List of participants
2. Agenda
3. Slides presented at the meeting
4. Background documents sent on 18 Nov 2011
5. List of acronyms

Table 1. Actions agreed at 6 Dec 2011 PMC Assembly meeting in Brussels

	What?	Who?	When?	Status by 25 Jan 2012*
1.	Inform of any abbreviation or acronym which may be missing from PMC's list to A. Rondepierre (rondepierre@epmf.be)	All	On-going	On-going
2.	Complete and sign latest PMC Agreement and return to A. Rondepierre (rondepierre@epmf.be)	Three remaining Members	End 2011	On-going
3.	Circulate minutes of the last meeting with Agenda for the next meeting	AR	On-going	On-going
4.	Update existing PMC Guidance on CLP notifications to reflect latest developments	CB	Jan 2012	In-time for 7 Feb CLP mtg
5.	Raise need to discuss applicability of recommended definition of nanomaterial and validate techniques to measure particle size and surface area at relevant Eurométaux platform	CB	Dec 2011	Done at 20 Dec 2011 REACH Forum mtg
6.	Discuss the in-depth assessment of the Ag files and priorities proposed by K. Rothenbacher and report on the proposed way forward to MC	KR+Ag WG+TAP	Jan-Feb 2012	On-going
7.	Submit PMC position and strategy on the preparation to Evaluation to legal compliance check in order to prepare eventual exchanges with MS in charge of evaluating the Silver Dossier	KR	Feb 2012	Awaiting publication of final CoRAP list end Feb 2012
8.	Volunteer to become LR for remaining PM CN-	PMC Members	ASAP	Pending



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9.	Provide samples for PMC testing programmes and particularly PGM project within the requested timeframe and keep PMC secretariat informed	Sample providers	On-going	On-going, slightly improved
10.	Explore need to adjust PMC cost-sharing formula for Refinables and propose solution to PM Refiners WG/MC/Assembly	CB	Q2 2012	Awaiting availability of RiCoG and feedback from Members on SCC status
11.	Propose budget and cost-sharing for Hydrazine Task Force for approval by HTF/MC/Assembly	CB	Q2 2012	To be discussed at 9 Feb 2012 HTF cc
12.	Illustrate application of simplified invoicing approach on the basis of the 2013 budget	CB	Jun 2012	Awaiting final 2011 accounts and reserves in Mar 2012
13.	Present status of 2011 expenses and reserves by Mar 2012 to Assembly	CB	Jun 2012	Cf. AP12
14.	Review available resources on the basis of the confirmed 2011 expenses and reserves and the need for further human resources at PMC secretariat (as properly justified and described in an <i>ad hoc</i> business case) and determine whether a second invoice in 2012 is required with MC/Assembly	CB	Jun 2012	To be discussed at 9 Feb 2012 MC cc
15.	Prepare data-sharing agreement between IPA HSRG and EPMF PMC for approval by Legal Work Group and Mgmt Cttee	CB+AP	Q1 2012	Draft ready, cf. AP14
16.	Prepare Licence to Use Agreement to be used with non-PMC Members	CB+AP	Q1 2012	Draft ready, cf. AP14
17.	Finalise EPMF's internal rules and circulate to PMC for information	CB	Q2 2012	To be discussed at 15 Mar 2012 EPMF Board cc
18.	Circulate formal invitation to 2012 Plenary Meeting including all relevant details	AR	March 2012	In preparation
19.	Collect nominations for Dec 2013-Dec 2016 MC	CB	Nov 2013	In-time
20.	Organise MC conference call to follow-up on following items: - Ag dossier update timing and logistics - PMC Nano TF - PGM 2013 registration preparation and issues with sample management - 2011 CLP notifications preparation - Data-sharing and Licence to Use Agreements - PMC secretariat budget and (human) resources - Baytouch and REACHCentrum	AR	Q1 2012	CC scheduled 9 Feb 2012

*Colour code:

Green = done
Orange = on-going
Blue = paused
Red = pending