



24 February 2015

*Preparatory document No. 1*

## Agenda item 2 – PMC team 2015

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### **a) RN replacement: four options**

Based on a written agreement signed in November 2014, Renaud Nicolay will leave EPMF/PMC at the latest on 30 June 2015 but he can also leave earlier if he finds an opportunity. It is important to prepare his departure and ensure a smooth continuity and transition in the ongoing projects. RN has been requested to put in place a “handover document” including the list of projects, with status, key contacts, link to key documents, etc. Three options have been investigated regarding his succession:

- 1- No replacement: RN dossiers will be split amongst the existing staff
- 2- Appointment of a consultant to fill in the gap
- 3- Recruitment of a new staff member
- 4- Appointment of a consultant in 2015 to fill in the gap and recruit in 2016 a new staff member

#### **Option 1: no replacement**

Based on:

- Actual workload of the PMC team and need to work life balance
- The uncertainties linked to the Silver Evaluation
- The request to investigate most efficient way to perform literature review for nano silver
- Need for a long run and sustainable solution until at least the next registration deadline in 2018

**The Secretariat does not recommended to split RN dossiers between existing staff.**

#### **Option 2: Appointment of a consultant to fill the gap**

This seems to be an attractive solution taking into account some remaining uncertainties regarding the future workload before and after 2018 registration. Appointment of consultant could give some flexibility regarding the resource itself but also regarding the required expertise. On the other hand, outsourcing most of the critical work for PMC (drafting registration dossiers, deriving classification, building scientific expertise on precious metals) is a threat for the knowledge management, the continuity and the added value of EPMF/PMC as centre of excellence for Precious Metals.

**The Secretariat does not recommend to appoint a consultant at a long term.**

#### **Option 3: Recruitment of a new staff member**



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Based on the analysis done under option 2, the need to secure internal knowledge regarding REACH registration and the fact that internal resource could be more efficient on a financial point of view. However, due to the uncertainty in the timing and the fact that the profile must be completely reviewed, it will probably be very difficult to have a replacement in place by summer 2015.

**The Secretariat does not recommend to appoint start prematurely a recruitment procedure without having a good overview of the needs regarding profile and expertise.**

#### **Option 4: a mix of option 2 and 3**

Taking into account some uncertainties regarding the timing on when we will need to have a replacement in place, the need to take some additional time to agree on the adequate profile but taking also into account the fact that at mid-term we need to strengthen the EPMF team to ensure continuity in the dossiers and knowledge management, a fourth option has been explored. A consultant could be appointed as soon as RN will leave in 2015 to take over the most important tasks as the coordination of the Au/CN projects or the Ag literature review on Envi and avoid unacceptable workload for the rest of the team. This temporary solution will leave to EPMF/PMC more time to identify the critical gaps and the type of profile that will be relevant in the future to develop EPMF/PMC as a centre of excellence for Precious Metals. By end of 2015, clear views on the needs and profile can be defined and a recruitment process can be launched Q4 2015 to ensure that the position is fulfilled Q1 2016.

**The Secretariat recommends to follow option 4.**

**FOR APPROVAL:** *Secretariat recommendation to have a consultant available to take over from RN in 2015 and start a recruitment procedure end of 2015 to appoint a new staff member in 2016.*

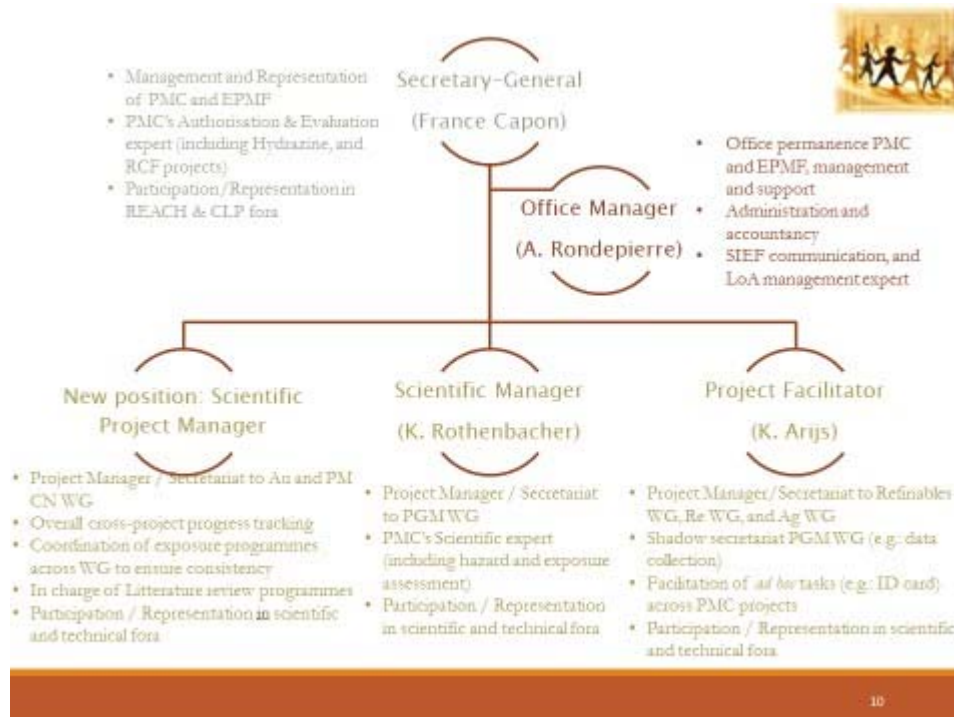
### **b) Staff reorganisation**

The arrival of France Capon as new Secretary General and the leave of Renaud Nicolay are an opportunity to review and slightly reshuffle some responsibilities within the PMC team. Based on the current available expertise in-house and the assumption of RN replacement, the following updated organisational scheme is proposed to the Management Committee for approval:



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A part of the reorganisation will be immediately effective:

- Katrien Arijs will take over Ag dossier
- France Capon will take over Authorisation projects

The final reorganisation will be in place after Renaud Nicolay departure. In case of departure of Renaud before replacement, 2015 workplan will be reviewed to prioritize the tasks and ensure that KA and KR can take over some of RN dossiers.

**FOR APPROVAL: new organizational scheme**

### c) PMC team 2015 objectives

The PMC team developed with the support of the Chair and co-Chair 2015 objectives. (see Annex 1). So far, KA is the only one to not benefit of the bonus system while she is fully part of the team and developed 2015 objectives. Moreover, approaching 2018 deadline, this could be an incentive to ensure that she stays until the submission of 2018 registration deadline and secure her contribution to PMC. However, since she is member of ARCHE, we will need to discuss a way to achieve this through ARCHE structure.

The Secretariat recommends to investigate how this could be managed through ARCHE in the most fair and efficient way.

**FOR INFORMATION: 2015 objectives of the team**

**FOR APPROVAL: investigate on a bonus system through ARCHE for KA.**



PRECIOUS METALS AND RHENIUM CONSORTIUM  
Management Committee  
Secretariat: *France Capon (EPMF)*

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## **Annex 1: 2015 objectives**



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Evaluation of performance for France Capon - Version 30 JAN 2015					
PERIOD: 01/01/2015 - 31/12/2015					
#	Objective Description	Target	End-period: Reviewer's comment	Completion	Share
1	HR: reorganisation of PMC/EPMF team	<ul style="list-style-type: none"> <li>&gt; Propose the best solution for Project Manager replacement Q1 2015;</li> <li>&gt; Ensure acceptable workload for staff and consultants by monitoring closely progresses in 2015 workplan and reporting status on a quarterly basis to PMC Mngt Cttee.</li> <li>&gt; Develop and enhance capacities of team members</li> </ul>			20% EPMF 80% PMC
2	PMC workplan 2016-2019	<ul style="list-style-type: none"> <li>&gt; Review and update 2016-2019 PMC WP including timeline, HR and budget by June 2015</li> <li>&gt; Develop a consolidated version of PMC WP for 2016-2019 by June 2015 including a specific analysis covering a sustainable resource prediction, with a proposed approach to be validated in December 2015</li> <li>&gt; Ensure that timeline and budget are respected in 2015</li> </ul>			100% PMC
3	Supervise and actively contribute to organisation and holding of EPMF and PMC Board, Mgmt Cttee, and Assembly meetings and social events and appointments.	<ul style="list-style-type: none"> <li>&gt; Review and approve the invitations and provisional programmes two months before the meeting;</li> <li>&gt; Finalise agendas at least one week before a Board or Mgmt Cttee meeting, and at least 6 weeks before an Assembly meeting;</li> <li>&gt; Finalise support documents (especially budget proposals) at least one week before a Board or Mgmt Cttee meeting, and at least one month before an Assembly meeting, respectively;</li> <li>&gt; Finalise power point slides at least two days before a Board or Mgmt Cttee meeting, and at least one week before an Assembly meeting, respectively.</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations	20% EPMF 80% PMC
4	Become REACH Evaluation and Authorisation expert and first contact for Evaluation projects with Member States, EU institutions, Eurométaux and other associations.	<ul style="list-style-type: none"> <li>&gt; Participate in all relevant Evaluation/Authorisation related events;</li> <li>&gt; Keep a record of the best practice re Evaluation/Authorisation for PMC;</li> <li>&gt; Chair the Eurométaux Authorisation platform to gain and share experience of benefit to the PM and metals sector and participate actively to the Eurométaux Evaluation platform</li> <li>&gt; Lead Evaluation of Ag project as an interface between RIVM and PMC as well as as project coordinator for all administrative/management steps</li> <li>&gt; Lead Authorisation preparatory efforts: shadow RMO, coordination with key players...</li> <li>&gt; Occupational exposure work on hydrazine to be completed before Summer 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations	100% PMC
	Increase the visibility of the EPMF towards EU regulators	<ul style="list-style-type: none"> <li>&gt; Respond to EU's public consultations on topics of relevance to the immediate agenda of EPMF, e.g.: Responsible sourcing, TTIP, Safe use of Precious Metals;</li> <li>&gt; Participate in all relevant EUROMETAUX meetings, if need be, f.e. General Assembly, Trade Committee, EHS, work-shops; prepare statements in collaboration with President, Vice-President or EPMF-Board.</li> <li>&gt; Organise at least one EPMF political breakfast per year, as part of the general Secretariat for Platform</li> <li>&gt; Draft 2016 EPMF advocacy workplan</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations	100% EPMF
	Implement Secretariat Work Procedures	Respect and follow/implement the PMC/EPMF Secretariat Règlement de Travail		SELECT:  Below expectations Reached expectations Exceeded	80% PMC/20% EPMF



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Evaluation of performance for AUDREY RONDEPIERRE - Version 26 Jan 2015					
PERIOD: 01/01/2015 - 31/12/2015					
#	Column	Objective Description	Target	End-period: Reviewer's comment	Completion
1	EPMF PMC	Organise Assembly meetings and social events and appointments, which includes: > Preparing and circulating invitations and provisional programmes two months before the meeting; > Setting-up the participants' lists and ensuring the minimum quorum will be reached at the latest one week before the meeting; > Preparing template agendas at least one month and a half before the meeting; > Preparing power point slides templates and support documents as per instructions of the meeting's secretariat at least two weeks before the meeting; > Organising the appropriate logistics (meeting rooms, lunches, sound system, polyspan, beamer, travel and accommodation of staff) in a cost-efficient manner.	> Meet all deadlines by planning ahead and reminding relevant secretariat/participants of upcoming deadlines.  > Work with (Vice-)President of EPMF and (Co-)Chairman of PMC not to exceed a total cost 200 €/participant (excluding social events).		SELECT:  Below expectations Reached expectations Exceeded expectations
2	PMC	Organise Work Group, Task Force, and Committee meetings and conference calls, which includes: > Assisting the meeting secretariat with the setting of the most convenient date, at the latest one month before the event for meetings, and one week before the event for conference calls; > Setting-up the participants' lists and organising the relevant logistics (meeting room, lunches, polyspan, beamer, etc.) in a cost-efficient manner; > Preparing template agendas at least one month before the meeting, and two weeks before the conference call; > Preparing power point slides templates and support documents as per instructions of the meeting's secretariat at least two weeks before the meeting, or one week before the conference call.	> Meet all deadlines by planning ahead and reminding relevant secretariat/participants of upcoming deadlines.  > Work with (Co-)Chairman of the relevant WG, TF or Cttee not to exceed a total cost 50 €/participant for meetings organised in the Metals Conference Centre and not to exceed a total of 150 €/participant for meetings taking place in order locations than the MCC (when the MCC is full, and excepting the gold room).		SELECT:  Below expectations Reached expectations Exceeded expectations
3	EPMF PMC	Keep accountancy up to date and complete by ensuring all EPMF/PMC invoices, expense notes, credit cards statements, bank statements, are correctly encoded in Winbooks on a monthly basis.	> Achieve payment in time > Review of correct encoding done by accountant and circulation of monthly extracts for a given month at the latest by the 20th of the following month. > Send P&L tracker quarterly > Prepare draft EPMF/PMC 2016 budget for generic costs		SELECT:  Below expectations Reached expectations Exceeded expectations
4	PMC	All Lead Registrant declarations of commitment are completed and signed	> Ensure that all confirmed substances have a Lead Registrant > Ensure that all Lead Registrant declarations are sent back to the secretariat by end of Q4		SELECT:  Below expectations Reached expectations Exceeded expectations
5	PMC	Filing, archiving of test reports	> Ensure PMC test reports are filed at the latest three weeks after receipt, both on H drive and Sharepoint, and the associated table/index is updated in parallel.		SELECT:  Below expectations Reached expectations Exceeded expectations
6	EPMF	Updating the "Règlement de Travail" (work regulations)	> Ensure that the Règlement de travail is up to date following the recent changes > Once it has been updated and validated by the social secretariat, follow the formal procedure of communication of this updated Règlement de travail with the staff (règlement de travail should be displayed in the office for 15 days before entry into force) > Ensure that each employee has received a copy of the updated Règlement de travail and has signed a receipt > Ensure that a copy of the règlement de Travail is sent to the regional bureau of the "Contrôle des lois sociales" within 8 days of its entry into force		SELECT:  Below expectations Reached expectations Exceeded expectations
7	EPMF	Implement Secretariat Work Procedures	Respect and follow/implement the EPMF Secretariat Règlement de Travail		SELECT:  Below expectations Reached expectations



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Klaus Rothenbacher				
PERIOD: 01/01/2015 - 31/12/2015				
#	Objective Description	Target	End-period: Reviewer's comment	Completion
1	Complete all remaining PGM testing	<ul style="list-style-type: none"> <li>&gt; Finalise scheduled p/c tests by May 2015</li> <li>&gt; Finalise scheduled ecotox tests by Sept. 2015</li> <li>&gt; Finalise scheduled mamm. tox. tests by June 2015 (exc. Ru: to extend into 2016)</li> <li>&gt; Manage study schedules to deliver results on time</li> <li>&gt; Discuss progress and any pertinent issues with PGM tox expert group</li> <li>&gt; Send monthly progress updates to PGM WG and TAP</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
2	Become point of contact for scientific questions within the consortium	<ul style="list-style-type: none"> <li>&gt; Participate in SETAC, ETAP, and relevant Eurometaux meetings</li> <li>&gt; Actively contribute in EM WGs, become champion for specific issue</li> <li>&gt; Participate in PMC internal meetings and provide advice as appropriate</li> <li>&gt; Continue professional development: follow at least 2 tox. courses in 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
3	Project management	<ul style="list-style-type: none"> <li>&gt; Project mgt of ongoing PGM studies</li> <li>&gt; Communicate high level Gantt charts to MC/ WG quarterly</li> <li>&gt; Track budget, invoicing, for respective projects</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
4	Silver dossier transition	<ul style="list-style-type: none"> <li>&gt; Ensure smooth transition of Evaluation, biocides, lit updates, to KA, FC by May 2015</li> <li>&gt; Remain resource for consultation for the rest of 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
5	Work-life balance	<ul style="list-style-type: none"> <li>&gt; Participate in cardiac rehab. programme Q1/2 2015</li> <li>&gt; Organise tasks so that sufficient time is available for objectives 1-4 and related targets</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations



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Performance Evaluation - KATRIEN ARIJS - Period: 01/01/2015 - 31/12/2015				
OBJECTIVES				
#	Objective Description	Target	End-period: Reviewer's comment	Evaluation
1	Refinables projects-Refinables Coordinate discussions/meetings of the Refinables WG and Sameness Expert Group, coordinate drafting of a document explaining the PM Ref WG's approach to SID, follow-up splitting and update ID cards accordingly, collect updated LE specific compositions to update ID cards	<ul style="list-style-type: none"> <li>&gt; Internal document explaining the PM Ref WG's approach to SID by June 2015</li> <li>&gt; Updated ID cards for all Refinables, with updated identifiers, descriptions and compositions by end of 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
2	Refinables project - Revise Refinables classifications with MeClas following SID refinement / splitting and change the formulas in the classification-related compositions into elemental compositions where possible	<ul style="list-style-type: none"> <li>&gt; Updated classifications for all Refinables to be entered in IUCLID files by WCA for submission early 2016</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
3	PGM project - Draft ID cards for all PGMs and circulate to PMC members for input/review/completion	<ul style="list-style-type: none"> <li>&gt; ID cards for all PGMs by end of 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
4	PGM project - Circulate questionnaires drafted by WCA / EBRC and collect use data and exposure data for Ir, Rh and Ru substances	<ul style="list-style-type: none"> <li>&gt; List of uses for Ir, Rh and Ru substances in cooperation with WCA/EBRC end of 2015</li> <li>&gt; Exposure data to be used by WCA/EBRC in ES end of 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations
5	Silver WG - Coordinate discussions/meetings related to silver dossiers	<ul style="list-style-type: none"> <li>&gt; Taking over silver dossier by June 2015</li> <li>&gt; Coordinate technical input into silver Evaluation in 2015</li> <li>&gt; Coordinate input into CLH proposal silver zinc zeolite by mid-2015</li> <li>&gt; Update silver compounds dossiers (silver halides, carbonates and sulfates) by Q1 2015</li> </ul>		SELECT:  Below expectations Reached expectations Exceeded expectations



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Performance Evaluation - RENAUD NICOLAY - Period: 01/01/2015 - 30/06/2015				
OBJECTIVES				
#	Objective Description	Target	End-period: Reviewer's comment	Completion
1	Knowledge transfer: Ensure the efficient knowledge transfer of the Au and PM CN dossiers before leaving EPMF.	> By beginning of April 2015, Draft general overview of the Au and CN dossiers with key documents and their location, key contacts, and an updated work plan and open actions		SELECT:  Below expectations Reached expectations Exceeded expectations
2	Early Registration of Au/CN - Analyse if phases IV and V of the Au and PM CN- projects can be squeezed and the registration dossiers submitted earlier than June 2016 in order to free workload for other projects. All substances of these dossiers are in scope except for Potassium Dicyanoargentate.	> By March 2015, draft a planning proposal to shorter Au-CN projects with the aim of submission of Au-CN dossiers before mid-2016, > By June 2015, progress on Phase IV (derivation PNEC, DNELs) and exposure data gathering.		SELECT:  Below expectations Reached expectations Exceeded expectations
3	Preparation of KAg(CN) <sub>2</sub> 2016 testing programme to ensure that testing program can be initiated on time.	> By March 2015, analyse offers from CROs > By April 2015, negotiate conditions for updating quotations by 2016 > By June 2015, contract CRO(s) including review and approval of testing protocols and confirmation of ITS and time schedule.		SELECT:  Below expectations Reached expectations Exceeded expectations
4	Knowledge transfer: Ensure the efficient knowledge transfer of the Hydrazine (Authorisation) dossiers	> By end of February 2015, draft general overview of the Hydrazine dossier with key documents and their location, key contacts, and an updated work plan and open actions > By beginning of April 2015, draft general overview of the remaining Authorisation dossiers with key documents and their location, key contacts, and an updated work plan and open actions		SELECT:  Below expectations Reached expectations Exceeded expectations