



# Management Committee conference call

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## *Minutes*

### **1. Welcome and Introduction**

Guy Ethier opened the conference call welcoming the participants. He reminded the confidentiality and anti-trust guidelines to be respected during the conference call. The conference call started by a tour de table. The quorum has been checked and reached.

The agenda of the meeting has been approved with the addition of feedback of the cost sharing WG. Nissanka Rajapakse requested to update the minutes of the previous meeting adding the names of the substance under point 4 of the proposal including under section 2 (**DONE**). The minutes of the previous conference call organized on 18 May 2015 have been approved under the condition that the suggested change is incorporated.

### **2. Cost sharing WG**

France Capon presented the outcome of the Cost sharing WG meeting and the proposals of the WG. The draft minutes will be available shortly and circulated to the Management Committee.

The amended Cs agreement will be available by 21 September 2015 for a review of the Cost sharing WG. Feedback is expected by 28 September 2015 to ensure that a proposal (as the simulation of the membership fee) can be sent to the Management committee by 12 October in preparation of the 27 October meeting.

The Cost Sharing Working Group will meet on 27 October to finalize the messages for the Management Committee and the rationales behind some recommendations.

### **3. Recruitment process: status**

France Capon updated the Management Committee about the ongoing recruitment processes.

- 1) The Job offer for the Regulatory Affairs Manager has been launched on 1<sup>st</sup> September 2015. The deadline to apply is 30 September.
- 2) Scientific Manager: the procedure started by the selection of 6 candidates on the basis of receive CV. A first round of interview has been organized in August. France Capon, Mark Raffray/Violaine Verougstraete and Audrey Rondepierre were part of the panel. The second round of interview will be planned second half of September to ensure that the selected candidate can start in January 2016.

Steven Verbeckmoes will be part of the panel for the second round of interview and HG. Schenzel kindly accepted to replace Guy Ethier, not available during the suggested period. Guy Ethier will still review with Steven Verbeckmoes the CV and assessment and is happy to have a last interview with the selected candidate.

The person based in Canada will be in the EU mid-September until 10 October, therefore there is no problem for the face-to-face interview.



A question to be addressed with the candidate is the relocation costs. EPMF/PMC cannot afford the costs related to the move of the candidates who are not based in Brussels.

**ACTION: send to HG Schenzel CVs and assessment (DONE)**

## 4. 2015 Budget: forecast

### 4.1 Au and CN issues

2015 forecast remains unchanged since the Assembly meeting organized in June 2015 except for Au and CN.

As a follow-up of the General Assembly organized in June 2015, the Secretariat prepared an updated format to present the accounts, including a column for the forecast and a column for the committed money (signed contracts). Overall, expenses and commitments are in line with forecast and approval of the GA in June 2015. However, this exercise (presented here below) allowed to identify an issue with the Au and PM CN programs:

	2015 Budget	2015 Forecast (30/06/2015)	Expenses by 30/06/2015	Committed by 30/06/2015	Remaining available budget <sup>1</sup>	
2.1	Generic costs	€ 789.928	€ 902.105	346.342 €	€ 874.008	€ -84.080
2.2	Ag-specific costs	€ 241.415	€ 280.415	81.891 €	€ 134.639	€ 106.776
2.3	Au-specific costs	€ 56.650	€ 124.792	41.680 €	€ 121.610	€ -64.960
2.4	PM CN- -specific costs	€ 193.900	€ 322.790	120.457 €	€ 319.984	€ -126.084
2.5	PGM-specific costs	€ 1.168.010	€ 2.120.010	304.892 €	€ 1.608.814	€ -440.804
2.6	Re-specific costs	€ 9.450	€ 9.450	1.677 €	€ 2.600	€ 6.850
2.7	Refinables-specific costs	€ 365.824	€ 365.824	12.770 €	€ 195.582	€ 170.242
2.8	Hydrazine-specific costs	€ 78.000	€ 100.000	0 €	€ 100.000	€ -22.000
	<b>TOTAL</b>	<b>€ 2.903.177</b>	<b>€ 4.225.386</b>	<b>€ 909.709</b>	<b>€ 3.357.237</b>	<b>€ -454.060</b>

Checking the different contracts signed by Renaud Nicolay, the Secretariat has identified a budget overrun of 64.960€ for the Au project and 126.084€ for the PM CN project. Indeed, on 22 January 2015, Renaud Nicolay signed the contracts with the consultants for the exposure program while the budget was not available in 2015 and we did not find back the approval of the Management Committee to deviate from the budget for this work. It means that the money, which is committed is not available. The available reserves should be sufficient to cover these expenses: 80.263,37€ are available for Au and 197.571,82€ are available for PM CN. However, this means that these reserves must be rebuilt in 2016.

An updated forecast has been included in the report based on the complete review of the project by ARCHE and an additional overrun of 3000€ for each of the project is expected. We reviewed the projects and tried to minimize the overrun. However, due to additional administrative work of the consultants the past months but also the need for PM CN to pay 10.000€ to book the time slot for 2016 testing. It seems difficult to avoid this additional overrun.

<sup>1</sup> Remaining available budget is calculated as follows: budget 2015-committed money.



The Secretariat recommends to cover the overrun with the existing reserves. For the PM CN, reserves will still be within the agreed number while for the Au project, reserves will be low and will need to be rebuilt.

The Management Committee agreed with the Secretariat proposal to cover the overrun.

#### **ACTIONS:**

##### **At the next Management Committee meeting:**

- **Present the cash flow situation in 2015.**
- **Present the distribution of the costs between salary, projects (labs etc.), administration and consultants (EBRC, WCA and ARCHE).**
- **Review the approval procedure for the contracts: request the approval by mail to the Chair of the relevant WG and signature only by the Secretary General. Procedure needs to be further investigated.**

## **5. Withdrawal of Cs members and rules in case of joining again the Cs later**

France Capon presented the request of UIT and Dragvsmet to withdraw from the consortium as of 1<sup>st</sup> January and to rejoin the consortium before the 2018 registration deadline. The Management Committee is invited to propose a solution which is fair but also which discourages such a type of behaviour to avoid that other companies are tempted to follow the same process.

The Management Committee proposes to:

- Calculate the membership fee of these companies for the 2 coming years (an estimation of 260000€ have been calculated based on the current cost sharing formula).
- Propose to the companies to pay the equivalent of this fee and a readmission fee of 10% (high enough to cover the admin and legal costs encountered to find out a solution). This amount will be saved in a separate bank account.
- In January 2018
  - o If the companies join back before 1<sup>st</sup> January 2018: The amount paid before leaving will be taken into account to invoice the fee when joining again the consortium, all rights will be reserved and the 10% will be kept by the consortium.
  - o If the companies are not joining back the consortium before 1<sup>st</sup> January 2018, the amount of the 2 years membership fee will be reimbursed to the companies but they will lose all rights to join back under these conditions. There will have to go through the usual process paying all historical fee.

#### **ACTIONS:**

- **check with legal counsel if the proposal is legally acceptable and not in breach with articles 3.5.3. and 9.4. of the agreement.**
- **Ask the lawyer to draft a contract summarizing the proposal**

The conference call was closed at 16h00.



## Management Committee conference call

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### *List of Participants*

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|----|------------------------------|-----------------|----------------|--|
| 1. | <b>France Capon</b>          | EPMF            | Belgium        |  |
| 2. | <b>Francisco Boo</b>         | Metalor         | Switzerland    |  |
| 3. | <b>Guy Ethier</b>            | Umicore         | Belgium        |  |
| 4. | <b>Juha Parkkinen</b>        | Norilsk Nickel  | Finland        | <i>Attending the four first points</i> |
| 5. | <b>Nissanka Rajapakse</b>    | Johnson Matthey | United Kingdom |  |
| 6. | <b>Heinz-Günter Schenzel</b> | C. Hafner       | Germany        |  |
| 7. | <b>Markus Willeke</b>        | Heraeus         | Germany        | <i>Attending the two first points</i>  |
| 8. | <b>Jorn Muehlenfeld</b>      | Aurubis         | Germany        |  |

### *Apologies*

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|---------------------------|----------------|---------|
| <b>Roland Brasch</b>      | Heraeus        | Germany |
| <b>Micheal Herman</b>     | Ames Goldsmith | US      |
| <b>Audrey Rondepierre</b> | EPMF           | Belgium |
| <b>Holger Zitt</b>        | BASF           | Germany |