



PMC call-in details provided in separate document

PARTICIPANTS

Caroline Braibant	EPMF	Belgium	
Guy Ethier	Umicore	Belgium	Chairman
Rob Garrett	Ames Goldsmith	United Kingdom	
Neville Plint	Anglo Platinum	South Africa	
Mark Raffray	Johnson Matthey	United Kingdom	Co-Chairman
Audrey Rondepierre	EPMF	Belgium	
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APOLOGIES

Christine Bourda	Metalor	France
Gerhard Gutekunst	Wieland	Germany
Marcus Hannakam	Heraeus	Germany
Mohammed Moukassi	SFPZ	Morocco
Jacques Schaffnit	Metalor	France

MINUTES

- 1. Introduction.** The aim of the call is to update the Mgmt Cttee on the status of the different action items agreed at the 17 Jun 2011 Assembly meeting in Cambridge, and generally due by early Nov 2011 in preparation of the Dec Assembly meeting.
- 2. Identification of (Co-)Chairpersonship nominees.** No nominations have been received to date. Mgmt Cttee must come up with solution to be presented at 6 Dec 2011 Assembly meeting. [AP1](#)
- 3. Review of final PMC inventories.** Changes to the inventories fragilise project developments/strategies and lead to burdensome/difficult to track re-calculation of invoices. Although changes to substance and tonnage band declarations were accepted without rigorously applying Appendix 4 of the PMC Agreement, now that testing programmes are about to commence, PMC cannot afford spending resources on designing testing and read-across strategies on the basis of a changing scope. It is therefore proposed to inform Members at the 6 Dec Assembly meeting on:
  - the final PMC inventories ([AP2](#)),
  - the impact changes on PMC inventories may have on PMC admin and technical operations (on the basis of a case study, cf. [AP3](#)),
  - the obligation to apply Appendix 4 to accept changes to the inventories from now on, and
  - the additional charges (as determined on a case-by-case basis by the Mgmt Cttee) that may be invoiced to Members to dissuade these from changing their inventories
- 4. Finalisation of internal rules.** Following the audit of the EPMF, the auditors recommended keeping a record of internal arrangements of the EPMF and between the EPMF and the PMC which are not

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reflected in EPMF's Articles of Association or the PMC Agreement. A set of "Internal Rules" has therefore been prepared to address any operational item which needs to be documented. A draft has been sent to the EPMF Board for review. Once the Board has agreed on a final version, it will be circulated to the EPMF Assembly and the PMC Mgmt Cttee for information. It will also be made available in a protected part of the EPMF website ([AP4](#)).

5. **Discuss contractual/financial conditions of PM Refinables' Project Manager contract.** This action was followed up by e-mail; the chairpersons of the Legal WG, Ref WG and Mgmt Cttee have reviewed and approved the proposed contract (done item).
6. **Preparation of business case for additional Project Manager.** This action arose from the call from C. Braibant to consider increasing the workforce of the PMC Secretariat in follow-up of the 2010 experience. In preparation of next registration deadlines though, solutions to reinforce the secretariat must be envisaged ([AP5](#)).
7. **Budget, invoices and LoA**
  - a. **2011 second invoices.** These have been prepared and are ready to be circulated. However, looking at the amounts that will be invoiced (more than double compared to first 2011 invoices especially for those companies involved in the PGM project), two scenarios are being proposed ([AP6](#)):
    - i. Charge entire PGM testing programme in 2011, even if it will run until 2012, and allow a payment holiday for (part of) 2012
    - ii. Charge the PGM testing programme over 2011 and 2012, to decrease the second 2011 invoices, and re-discuss payment holiday at 6 Dec Assembly meeting
  - b. **Allocation of 2012 Reserves and preparation of 2012 invoices.** 2012 reserves will be known with more precision later in the year, and an assessment of these reserves and how they can be used to allow a payment holiday in 2012 (cf. previous item) will be prepared in time for the 6 Dec Assembly meeting ([AP7](#)).
  - c. **LoA calculation (for internal use).** It was agreed to keep at hand LoA prices for PMC Registrations so they could be used by Members as a benchmark reference to assess the pros and cons of being a Member of PMC versus purchasing a LoA. These internal LoA will be refined every time a refined budget is presented to the Assembly ([AP8](#)).
  - d. **Sample reimbursement - simplified approach.** Until today sample providers have been reimbursed for their freight and insurance costs but not for the cost of the sample provided as such. A proposal to simplify the way in which the samples are handled and reimbursed to Members will be prepared by C. Braibant ([AP9](#)).
8. **Review progress of various projects:**
  - a. **Ag: remaining registrations.** Likely to take place towards end of Sep/early Oct. Remainder of Ag project is on track.

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- b. **Au, PM CN-, PGM and Re: progress of testing programmes.** All ITS now received. Testing launched in tiered manner to allow iterative refinement. For PM CN- modeling approach preferred. For Re testing programme should be finalized end of 2011. For PGM big testing programme starting with enabling tests has started and should continue until late 2012.
- c. **Ref: exposure and emission data collection.** Questionnaires to gather exposure and emission data to demonstrate strict control (and safe use in future) just recently circulated. Responses collated by K. Arijs and sent to EBRC and WCA for presentation of preliminary assessment at 26-27 Ref WG meeting in Hannover.
- d. **CLP updates.** Timing to CLP updates not fully agreed and/or documented by each WG/project.
- e. **Hydrazine.** As mandated by Assembly, Hydrazine TF set-up. Kick-off meeting took place on 13 Sep (prior to this call) where a chairperson was assigned (M. Raffray) and several actions agreed upon (including determining possibility of defending use as intermediate position and preparing authorization request collectively).

**Table 1.** Actions agreed at the 13 September 2011 Mgmt Cttee conference call

	What?	Who?	When?
1.	Develop scenarios for chairmanship of Mgmt Cttee and submit to Mgmt Cttee for decision/recommendation to the Assembly <ol style="list-style-type: none"><li>a. Guy Ethier &amp; Mark Raffray</li><li>b. Guy Ethier &amp; Neville Plint - need to explain role and responsibilities of chairpersonship to Neville Plint</li><li>c. Mark Raffray &amp; Neville Plint - need to find chairperson for TAP</li></ol>	CB	Nov 2011
2.	Circulate latest PMC inventories to Members, make sure they are uploaded onto EPMF website, and confirm consultants have developed ITS on the basis of current PMC inventories	AR	ASAP
3.	Build case study to illustrate impact of changes in PMC inventory on ITS design, budget and timeline predictions, and overall expenses and present at 6 Dec Assembly meeting for information/	CB	Nov 2011
4.	Circulate final version of EPMF Internal Rules to EPMF Assembly and the PMC Mgmt Cttee and upload on protected part of EPMF website	AR	Early 2012
5.	Assemble business case in preparation of next registration submission/update phase	CB	Early 2012
6.	Revert with comments on cover letter (Annex 1) and indicate preferred scenario for second 2011 invoices (Annexes 2.1 and 2.2)	Mgmt Cttee	27 Sep 2011
7.	Present likely 2012 reserves and payment holidays to Assembly	CB	6 Dec 2011
8.	Present 2012 LoA prices for internal use to PMC Assembly	CB	6 Dec 2011
9.	Prepare alternative approach for sample reimbursement, discuss with D. Boyd (Chairman PGM WG), and circulate to MC for discussion/decision	CB	Oct 2011

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