

Proposed fall-back plan to cover for the absence of EPMF's
Secretary-General during 13 weeks of maternity leave
(from 16 March 2009 till 7 June 2009 inclusive)

1. Brief description of current responsibilities of EPMF's personnel and collaborators

1.1. EPMF Secretary-General's task-list:

- **Prime contact of EPMF** for members (companies and national associations), non-members (Eurométaux, other national, European and international commodity associations), and third parties (banks, journals, research institutes, governmental and non-governmental organisations, etc.).
- **Representation of EPMF at Eurométaux:**
 - o In the absence of President, or Vice-President, participation to SAGE meetings.
 - o REACH groups: REACH Forum, Interpretation and Implementation Group, Intermediates Group, *ad hoc* task forces on Importers and Only Representative, Copyright, Enforcement, Seminars organisation, etc.
 - o Nanoscales: Follow-up and commenting on authorities and industry positions, research programmes, NGO releases, etc.
 - o Waste groups: Waste Project Team, REACH and waste task force, slags, etc.
 - o IPPC groups: mainly BRef-related meetings.
 - o Sustainability groups (together with Ian Stephenson and Andrew Griffiths): low participation.
- **Representation of EPMF at other PM associations:**
 - o IPA (together with Wilfried Held, Vice-President): Annual meeting, Sustainability Committee (low participation), contribution to IPA's Newsletters and Bulletins, and other regular exchanges with Gabriele Randschofer and Tania Bossi.
 - o IPMI (together with Wilfried Held, Vice-President): Annual meeting, Environment and Regulatory Affairs Committee (ERAC) meetings, and other *ad hoc* exchanges where relevant.
 - o LBMA (together with Jeff Levison): Annual meeting, REACH meetings.
 - o WGC: Informal follow-up (mainly on REACH).
 - o SUA: Informal follow-up (mainly on REACH).
- **Secretariat to all EPMF groups but EPMF Trade Network:**
 - o Assembly and Board: Organisation of meetings, preparation of invitations (programme and Agenda), background material (e.g.: budget, presentations, organisation/(co-)funding of EPMF and EPMF projects).
 - o EHS Network and task forces (together with Andrew Griffiths, former Chairperson): Follow-up on EHS issues, organisation of EHS network meetings, and set-up/follow-up of *ad hoc* task forces (e.g.: PM BRef Note, Chloroplatinates OEL, etc.) and associated objectives and activities.
 - o REACH Committee and work groups: Secretariat & Trustee of PM & Re Consortium, representation of Consortium in the absence of Chairperson, follow-up on REACH (legal and technical) developments, interaction with other non-ferrous metals consortia at Eurométaux platform, circulation of requests, invitations to vote and other regular feed-back and updates to members, revision of contracts with third parties, reception and revision of membership applications, follow-up of company-specific REACH issues, storage of confidential company information, preparation of budget and calculation of cost-shares, preparation and emission of invoices, etc.
- **Follow-up on administrative issues:**
 - o EPMF budget: invoices, payments, office costs, participation to projects and initiatives with Eurométaux and other associations.
 - o EPMF website: key contact, management/update, translation.
 - o EPMF statements and publications: key contact, circulation.

1.2. EPMF Scientific Manager's task-list:

- (Technical) Data (technical specifications, safety data sheets, material data sheets, literature, uses + exposure + emissions data) template requests/questionnaires preparation, circulation, collection and storage.
- Use of REACHSuite for data management.
- Preparation of substance profiles to be used with consultants and as ID cards/master specifications in substance sameness discussions in Pre-SIEFs.
- Representation of EPMF at Eurométaux:
 - o GEMAS
 - o Exposure Scenario Group
 - o GHS
- Screening and update of lists of pre-registered substances released by ECHA.
- Key (technical) contact for consultants and consultant's work supervision, follow-up and cost-/time-tracking.

1.3. Eurométaux' personnel support:

Ms Anne Heymans:

- Link with Social Secretary: salaries, lunch vouchers, company car leasing, holidays, etc.
- Daily follow-up EPMF's accountancy: reception and payment of invoices, notes de frais (travel expenses), office costs, etc. (together with Françoise Roland, RENVAL Fiduciaire s.p.r.l.).
- Follow-up on EPMF's liability insurance (together with Jeanne-Françoise Gribomont, AXA Belgium).

Ms Séverine Delhove:

- EPMF's permanence: call transfer and messaging.
- Logistics of Assembly meetings: meeting rooms, lunches, attendance lists, meeting handouts (together with Jeanine Hawryszkow)
- Support for EPMF's travelling: travel and hotel booking

Ms Jeanine Hawryszkow:

- Update of EPMF's mailing lists.
- Organisation of EPMF meetings: booking of meeting rooms, beamer, polycom, etc.
- Logistics of Assembly meetings: preparation of attendees' batches, meeting handouts (together with Séverine Delhove)

Mr Marc Sengier:

- Set-up and management of IT hardware and software of EPMF offices.

Ms Linda Beaumont:

- Spell-check of official statements before release.

1.4. Bluenox:

- Design and fresh-up of EPMF logo(s).
- Design, management and fresh-up of EPMF website.
- Design and printing of EPMF company cards.
- Design and fresh-up of EPMF power point templates.

2. Key activities taking place during first half of 2009

2.1. EPMF Board and Assembly:

- Follow-up on accountancy and budget predictions for 2009 (2nd half), 2010 and 2011.
- Ongoing information on EPMF and Consortium
- Registration of EPMF under Belgian law
- Organisation of EPMF Plenary meeting

2.2. EPMF EHS Network:

- Progress of statement on Chloroplatinates OEL: work with consultants, organisation of teleconferences and meetings, follow-up on cooperation and co-funding possibilities.

2.3. EPMF REACH Committee/Consortium:

- Presentation of Consortium to Pre-SIEFs of relevance: installation of REACHSuite and/or MoCon tool, download of Pre-SIEFs .xml files, circulation of cForms, and other generic information.
- Launching substance sameness discussions: compilation of available data into substance profiles, preparation and approval of ID cards/master specifications for each in-scope (simple and complex) substance and recommendation to Pre-SIEFs.
- Launching Lead Registrant selection: assigning Consortium's rapporteurs, identifying SIEF Facilitators – establishing links with non-Consortium Facilitators, electing Lead Registrant at Consortium level for recommendation to Pre-SIEFs.
- Collection of information on uses, exposure and emissions: preparation of template questionnaires with consultants, identification of representative subset of Consortium members for completion of questionnaires, gathering and evaluation of responses, preparation of Generic Exposure Scenarios to be approved at Consortium level for further recommendation to SIEF.
- Response to Members and non-Members technical, legal and administrative queries.
- Reception and circulation of membership applications.
- Commissioning, supervising, and tracking of consultants' work.

2.4. EPMF collaboration with other associations:

- Eurométaux: REACH (ongoing Agenda), Nanoscales (ongoing Agenda), Waste (end-of-waste criteria), IPPC, Sustainability (recycling indicators, sustainability indicators).
- IPA: Chloroplatinates OEL, REACH updates, Annual meeting, Sustainability Committee meetings and activities.
- IPMI: Chloroplatinates OEL, Annual meeting, ERAC meeting.
- Others: Contact with LBMA, WGC, etc.

3. Proposed re-organisation of Secretary-General/Secretariat & Trustee tasks

In order to follow-up on the proposed re-organisation and dispatching of the tasks, it is proposed to hold:

- A 1 h teleconference every two weeks with C. Léger, W. Held, M. Jones, S. Delhove and C. Braibant to discuss/recap on EPMF issues
- A 1h teleconference every two weeks with C. Braibant, M. Kabs and A. Griffiths to discuss/recap on EHS issues
- A 1h teleconference every week between C. Braibant, Z. Hugonin, M. Raffray, S. Hottenroth, A. Griffiths and J. Levison (and WG Chairpersons, as relevant) to discuss/recap on REACH and PM & Re Consortium issues

Table 1. Proposed re-organisation of tasks.

TASK	DESCRIPTION	PROPOSED RE-ORGANISATION	COMMENTS/OTHER OPTIONS
Prime contact of EPMF	General questions on PM sector	To be forwarded to M. Jones (Cc. to C. Léger and W. Held)	
	Questions on EPMF membership	To be forwarded to M. Jones (Cc. to S. Delhove), C. Léger and W. Held	
	Invitations to represent PM sector	To be forwarded to C. Léger and W. Held (Cc. to M. Jones)	
Representation of EPMF at Eurométaux	Participation to SAGE and Executive Committee meetings and exchanges	To be forwarded to C. Léger and W. Held	
	Participation to REACH and GHS-related group(s) meetings, seminars and exchanges	To be forwarded to Z. Hugonin	
	Participation to Waste group(s) meetings and exchanges	To be forwarded to A. Griffiths (E. Broekaert usually represents PM sector) Where link with REACH: to be forwarded to Z. Hugonin too	
	Participation to IPPC group meetings and exchanges	To be forwarded to A. Griffiths (J. Kegels usually represents PM sector)	
	Participation to SCP and LCA group meetings and exchanges	To be forwarded to I. Stephenson and A. Griffiths (S. Laget can represent PM sector)	
Representation of EPMF at and contribution to other PM associations	IPA	To be forwarded to W. Held	
	IPMI	To be forwarded to W. Held	
	IPMI ERAC	To be forwarded to W. Held and M. Raffray	
	LBMA	To be forwarded to J. Levison and M. Raffray	
	WGC	To be forwarded to W. Held	
	SUA	To be forwarded to R. Garrett and R. Davies	
Secretariat to EPMF Board	Regular activities (including meetings)	To be managed by M. Jones	
	Articles of Association	To be forwarded to W. Held	
	Approval of invoices addressed to EPMF (non-	To be forwarded to C. Léger, W. Held and R.	

	REACH issues)	Drieselmann	
	Payment of invoices addressed to EPMF	To be managed by A. Heymans	
Secretariat to EPMF Assembly	EPMF Assembly meeting	To be coordinated by S. Delhove (with C. Nion and C. Léger)	
	Presentations for EPMF Assembly meeting	In the event C. Braibant cannot prepare these, the President, Vice-President and Chair of each Committee will prepare their respective set of slides	
	Handouts for EPMF Assembly meeting	To be compiled by S. Delhove	
	Circulation of proposals to EPMF Assembly for approval	To be managed by M. Jones	
Secretariat to EHS Committee	General requests/circulation of updates/decision requests	To be forwarded to M. Kabs (Cc. to A. Griffiths)	
	Chloroplatinates OEL TF meetings	To be managed by Z. Hugonin, R. Dowdeswell and M. Raffray	
	Exchanges on nano-scales	To be managed by Z. Hugonin, R. Garrett, R. Davies, M. Raffray and S. Hottenroth	
Secretariat to REACH Committee (PM & Re Consortium Management Committee)	General (non-confidential) requests/circulation of updates/decision requests	To be forwarded to A. Griffiths and J. Levison, supported by Z. Hugonin	
	Approval of invoices addressed to PM & Re Consortium	To be forwarded to A. Griffiths and J. Levison (Cc. to M. Raffray and S. Hottenroth)	
	Payment of invoices	To be managed by A. Heymans	
	Membership requests	To be forwarded to S. Delhove (who will respond with “standard response letter”)	
	Reception and storage of PM & Re Consortium data (from members and consultants)	To be managed by Z. Hugonin	
Secretariat to PM & Re Consortium Assembly	PM & Re Consortium Assembly meetings	To be coordinated by S. Delhove (with C. Nion and C. Léger)	
	Presentations for PM & Re Consortium Assembly meeting	In the event C. Braibant cannot prepare these, the Chair of each concerned WG and Z. Hugonin will coordinate the preparation of the slides	
	Handouts for PM & Re Consortium Assembly meeting	To be compiled by S. Delhove, with the support of Z. Hugonin	
	Circulation of proposals to PM & Re Consortium Assembly for approval	To be managed by A. Griffiths and J. Levison, supported by Z. Hugonin	
Secretariat to PM & Re Consortium technical groups	PM & Re Consortium technical group (TAP, Ag WG, Au WG, PGM WG, Re WG, and complex refinables) meetings and exchanges	To be managed by Z. Hugonin, with the support of each WG Chairperson(s)	

Table 2. Contact information of proposed delegates.

Name	Association / Company	Position	Role in EPMF/PM & Re Consortium	E-mail address	Phone number	Address
Séverine Delhove	Eurométaux	Assistant to Director Trade & Competitiveness	<i>Ad hoc</i> administrative / logistics support	delhove@eurometaux.be		
Ralf Drieselmann	Umicore		Treasurer	ralf.drieselmann@eu.unicore.com		
Andrew Griffiths	Umicore	Director EHS Europe	Chair of REACH Committee/PM & Re Consortium Management Committee	andrew.griffiths@eu.unicore.com		
Wilfried Held	Fachvereinigung Edelmetalle	Managing Director	Vice-President of the EPMF	wilfried.held@edelmetalle.org		
Anne Heymans	Eurométaux	Office Manager	Accountancy and social secretariat	heymans@eurometaux.be		
Zuzana Hugonin	EPMF	Scientific Manager	Scientific Manager	hugonin@epmf.be		
Monique Jones	Eurométaux	Director Trade & Competitiveness	Chair Trade & Competitiveness Network	jones@eurometaux.be		
Michael Kabs	W.C. Heraeus		Chair EHS Network	michael.kabs@heraeus.com		
Cédric Léger	Association Suisse des Fabricants et Commerçants de Métaux précieux		President of the EPMF	cedric.leger@pxgroup.com		
Jeff Levison	Vale Inco Europe		Co-Chair of REACH Committee/PM & Re Consortium Management Committee	jlevison@inco.com		
Carmen Nion	Association Suisse des Fabricants et Commerçants de Métaux précieux	Assistant to Cédric Léger	<i>Ad hoc</i> administrative / logistics support for EPMF 2009 Plenary meeting	carmen.nion@pxgroup.com		