

CONCLUSIONS 22 JANUARY 2009

EPMF MATTERS:

1. Internal rules and regulations (Annex 1):

- Proposed content: EPMF's working structure and hierarchy, approval and sign-off of expenditures and travel authorisations (in and outside EU), signing/representation authority, cost-sharing formula.
- Start from "Summary of the roles, responsibilities and limitations of C. Braibant within the PM & Re Consortium/EPMF/Eurométaux structure" dated 25 February 2008.
- To be finalised and presented to the EPMF President and Vice-President on the 25 February 2009 for approval, before presentation to the EPMF Assembly at next Plenary meeting (Lugano, 18 June 2009).

2. Business plan (Annex 2):

- Prepared by W. Held (Fachvereinigung Edelmetalle), it will be discussed by C. Braibant, W. Held and C. Léger at a face-to-face meeting to be held in Brussels on the 25 February 2009.
- It should ideally include:
 - Activities:
 - A description of the activities that are covered by the EPMF (Trade, EHS and REACH), the Committees (and task forces) in which it is organised and the objectives of each one – can take the form of action plans.
 - A description of the projects, studies and/or research programmes that the EPMF intends to organise or participate to (e.g.: political dinners, other associations' meetings, etc.) – can be included in the action plans above.
 - Personnel:
 - A description of the working structure and hierarchy of the EPMF.
 - Any intention to contract additional personnel or consultants' services and the associated objective and costs foreseen for such exercise.
 - A description of the time (percentage) of C. Braibant allocated to EPMF and PM & Re Consortium activities, respectively.

3. EHS Committee:

- A telephone call should be arranged with M. Kabs (Heraeus) in order to re-launch the EHS Committee activities (teleconference planned on 13 February 2009 at 1:30 pm CET).
- In principle, the EHS Committee action plan shall be revised in order to be presented at the next EPMF Assembly meeting and posted on the EPMF website¹:

¹ **Post-meeting note:** Topics to be included in the EPMF EHS Committee action plan for 2009-2010:

- IPPC: Prepare to arrival of EP's comments, special attention put on waste incineration requirements;
- Waste: Waste and REACH (when waste ceases to be a waste?), WEEE (loss of secondary raw materials);
- Sustainability: SCP and LCA – in parallel to IPA initiatives;
- Platinum and chloroplatinates exposure and emissions limits: OEL- DECOS report (2008), and US EPA IRIS report (first draft, 2009) – in conjunction with IPA and IPMI;

Voluntary classification (GHS and C&L regulation) shall be moved to the action plan of the REACH Committee (PM & Re Consortium's) scope.

The Fachvereinigung Edelmetalle (FvE) proposes to organise a FvE EHS Committee + EPMF EHS Committee meeting once a year to better track PM-relevant EHS issues and prepare common responses and positions.

CONSORTIUM MATTERS:

1. Management Committee meeting:

- Proposed date: 24 February 4 pm CET.
- Proposed Agenda ([Annex 3](#)).

2. Technical meetings: update on key activities and priority setting. 4&5 February meeting was very well attended. Key actions relate to the silver project and the setting-up of a task force on refinables (minutes to be finalised and circulated shortly).

3. Budget: predictions for 2010 and 2011 + budget preparation for following meetings. Not yet finalised, to be circulated with adjusted 2009 budget (REACHsuite + additional technical resource) and cost allocation spreadsheet.

4. Technical resources: Situation with and development plan for Scientific Manager:

- Z. Hugonin has requested the possibility for her to work from abroad (Czech Republic) as from June 2009, after C. Braibant returns from her maternity leave.
- Although she is improving her technical profile, she is still facing some difficulty to manage several tasks at the same time, an increased workload and to establish priorities.
- Those who have had the experience to work closely with her (C. Braibant, M. Raffray, J. Levison) do not believe she has acquired the sufficient maturity to work from abroad, in an independent manner. This may of course improve during C. Braibant's maternity leave.
- However, Z. Hugonin expects to receive a response on her request by the end of February, so she can make the necessary arrangements.
- The proposal is to:
 - Accept Z. Hugonin's proposal to stay until June 2009 in order to cover for C. Braibant's maternity leave (although Z. Hugonin will not fully cover for C. Braibant's task as Secretary-General of EPMF or as Secretariat & Trustee of the PM & Re Consortium).
 - Inform Z. Hugonin on that it is difficult to confirm, at this stage, due to her short experience, on whether or not the possibility of working from abroad will be acceptable to the EPMF Board and the PM & Re Consortium Management Committee.
 - It was agreed for C. Braibant to find out with other associations facing the same situation on how the administrative/salary conditions may be affected.²
 - Considering the limited resources of the Consortium, whether or not Z. Hugonin remains a member of the EPMF personnel, it was agreed to post a refined job advertisement ([Annex 4](#)) and to launch a new round of interviews in order to find a replacement/complement to Z. Hugonin.³

² **Post-meeting note:** Euromines is working with a person based in Czech Republic. The lady is registered as a consultant in Czech Republic and Euromines has a consultancy agreement with her. She works three weeks per month from Czech Republic; travel is covered by Euromines, and while in Belgium, she is covered by a tourist health insurance. Legally speaking, there is no concern. From a financial point of view, it was not possible to find out more about the conditions that were agreed in the consultancy agreement. The idea of setting-up a consultancy company has been proposed by Z. Hugonin, who would make all the necessary arrangements to have this company registered and operational as from June 2009, would we agree to her request of working from abroad. She also engaged in making sure that the overall costs (salary and travel costs) would not exceed her current salary.

³ **Post-meeting note:** An external resource such as someone from Baytouch (with experience in Consortium management, including data management and communicating with Pre-SIEF as needed) would be very useful to the Consortium. An interview has been arranged with Tim Hird, who has been involved in REACH and REACHsuite understanding, has

5. REACHSuite versus MoCon tool:

- Baytouch representatives have signed a confidentiality agreement so that the Secretariat & Trustee could start sending them information on the Consortium (substance indicative lists and members' list) and the Pre-SIEFs (.xml files for in-scope substances) in order to set-up a test system (2000 €, allowing to test REACHsuite).
- Although 35 000 € were considered in the 2009 budget (to be circulated for approval), the most recent quotation received from Baytouch foresees a ~ 80 000 € budget for 2009. Baytouch has been invited to adjust the original quotation (SIEF management module decreased from 30 000 € to 20 000 € due to an adjustment made to number of Super SIEFs and server cost decreased from 25 000 € to 16 000 € due a change in host services); 80 000 € for year 1 has been decreased to 67 450 €.
- In addition to the adjusted quotation, Baytouch has provided the Secretariat with a copy of the company's contractual terms and conditions. It was recommended for an IT contract specialist to evaluate the quotation and contractual T&C before signing the contract.
- The overall proposal will be assessed by the Management Committee (at the 24 Feb teleconference), who shall decide whether or not the 2009 budget for the REACHsuite shall be increased or left to the original 35 000 €⁴.
- It was recommended not to use two systems (REACHsuite and Mo Consortium survey tool) to make sure all information is stored in one single tool.

GENERAL MATTERS:

1. **Fall-back plan during maternity leave (Annex 5):** Each task of C. Braibant has been dispatched or "frozen", as necessary. This plan is still draft and needs to be presented to Z. Hugonin, S. Delhove (and M. Jones), and A. Heymans (and G. Thiran) for final approval before it is presented to the EPMF Board and the PM & Re Consortium as the final proposed solution.

2. **Organisation of Plenary meeting in Lugano:**

- The Plenary meeting will be held in Lugano (Switzerland) on the 18-20 June 2009. The ASFCM is hosting the event; final logistics should be sent by the ASFCM to the Secretariat by 15 February. Once the programme is confirmed, C. Braibant will draft the invitation, programme and draft Agendas so these can be sent by mid-March to the latest to the EPMF and PM & Re Consortium members.
- C. Braibant's maternity leave should, in principle start on 15 March and finalise on 22 June. C. Braibant found out with the ASFCM whether there was any possibility of moving the date of the Plenary meeting to a following date (in September 2009)⁵.

been scheduled for the 25th of February 2009 at 9 am in Umicore's offices (some participants will join by video-conference).

⁴ **N.B.:** part of the difference can be paid with the generic costs reserve (~11 300 €).

⁵ **Post-meeting note:** Funds had already been engaged to reserve the hotel conference rooms and bedrooms and it was therefore preferred to keep the date unchanged. C. Braibant proposes to end her maternity leave two weeks sooner (8 June 2009) so as to be able to participate to the organisation of the meeting and to the meeting itself. She may need to recover some days after the event, if this is agreed by the EPMF Board and Management Committee. Should C. Braibant face any difficulty in returning to work by the second week of June, another organisation is foreseen in Annex 5.