

**Minutes of the Fourth Meeting of the Management Board (MBM4)  
held as Teleconference on 30 April 2010 from 14:00 – 15:00 (CET)  
and 08:00 – 09:00 (ETZ)**

**Agenda Item 1: Opening of the Meeting, adoption of the draft agenda  
[MB/M/A(2010)1/REV1, MB/M/A(2010)1/REV2]**

1. As a result of the volcano ash cloud hanging over Europe, the MB could not take place, as scheduled, on the 16<sup>th</sup> April. Since Kartika Liotard (KL) was the only MB member available in Brussels on 16<sup>th</sup> April, she met over dinner with the Managing Director, Herman Koëter (HK) to discuss the main agenda items. In addition the Chair, Alan Goldberg (AG), who still arrived in Belgium a few days later, had a bilateral meeting with HK for the same purpose in Bruges on 19 April. A similar bilateral meeting, but this time by telephone, between Horst Spielmann (HS) and HK had already taken place on the 15<sup>th</sup> April.
2. Rescheduling a face-to-face meeting within a reasonable time frame appeared impossible. Therefore, and because most issues had already been discussed during the various bilateral meetings it was agreed to arrange for a brief teleconference meeting on 30<sup>th</sup> April.
3. The Chair opened the meeting and welcomed the membership: Horst Spielmann (HS) en Herman Koëter (HK). Kartika Liotard (KL) had indicated that she would be unable to participate at the start of the meeting because of a conflicting meeting in the European Parliament but that she would make an effort to attend later. The Chair reminded the Management Board (MB) that a number of issues on the agenda would also be scheduled for decision making by the General Assembly (GA) which was scheduled to follow immediately after the MB Meeting would be finished. In order to facilitate the job of the Chair, the agenda [MB/M/A(2010)1/REV1] had been extended by adding a separate agenda for the GA clearly identifying the items for GA approval (items 4, 5, 9), see MB/M/A(2010)1/REV2 for the agenda of the GA.
4. HK requested to add to item 4 of the MB agenda the proposal to accept 2 affiliated members of OHP as full members and to add to agenda item 12 (any other business) The MOU with UNITAR and the contract of employment of the Managing Director. The MB adopted the agenda with these additions.
5. The Chair suggested to run quickly through most items as these had already been discussed during the various bilaterals and agreement seemed obvious for most if not all of these items.

**Agenda Item 2: Adoption of the minutes of the 3<sup>rd</sup> MB meeting [MB/M/MIN(2010)1]**

6. The minutes of the 3<sup>rd</sup> MB meeting were adopted without changes. Subsequently, HK reminded the MB of the Action List and explained that most were dealt with or would come back under various agenda items. Action points not yet addressed and not on the agenda of today are: 2.2 and 3.4 both dealing with elements of the still to be drafted Rules and Regulations. The meeting agreed to keep these on the to-do list as **ACTION POINT 4.1: for HK to include in the Rules and Regulations the procedure for adherence to the Code of Conduct and the policy for documents to be confidential.**

**Agenda Item 3: Oral report on missions [PRS/RT(2009)4/1, PRS/RT(2009)5/2 PRS/RT(2010)2/1, PRS/RT(2010)3/1 and PRS/RT(2010)4/1]**

7. The Chair confirmed that the summary reports (PRS's) were circulated well before the meeting and did not need further explanation. HK mentioned that all attachments (PowerPoint presentations and case studies) will be converted into PDF files as soon as possible as circulated to the MB **[Action Point 4.2: circulation of PRS attachments to the MB]**. The MB was particularly interested in PRS/RT(2010)2/1 (OHP training for FAO in Kiev) and PRS/RT(2010)3/1 (representing the FAO in a food safety conference in Khartoum). In particular the Kiev project had been very time consuming in terms of preparatory work, the training itself and follow-up actions whereas financial compensation was marginal (approximately \$1900 in total, which has not yet been received). Some members of the MB felt that OHP should not embark on projects with a high resource input and low visibility when under the auspices of international organisations. Others felt that when Ukraine would have requested OHP for assistance, rather than the FAO, investment in human resources certainly would not have been less but then OHP would also have to pay all travel expenses (which were now covered by FAO). Nonetheless OHP would have honoured the request. The MB agreed that in future missions of such nature, OHP should include in its mission report (PRS) the overall investment both in terms of human resources and financial costs. **[Action point 4.3: the Secretariat will include in future PRS's a summary of financial as well as human resource investments]**.
8. HS expressed his appreciation of the various PRS's as these keep the MB closely informed of developments. He suggested that these report could be improved further by leaving out personal observations (like on equal rights for men/women as referred to in the Sudan report). Others felt that such a personal touch is appreciable and adds value. It was agreed that 'subjective observations' are appreciated but care should be taken to avoid any prejudice and references to specific persons or entities.

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**Agenda Item 4: [MB/M/BD(2009)1, MB/M/BD(2009)2]**

9. The Chair referred to Documents MB/M/BD(2009)1 and MB/M/BD(2009)2 being a brief biography and CV, respectively, of a potential candidate OHP member and potential 5<sup>th</sup> member of the MB. HK informed the meeting that the interview with MBI by KL and HK in the presence of AG had taken place in New York on Saturday 27 February. Following the interview both KL and HK had separate telephone conversations with Horst Spielmann (HS) to share with him their personal impressions. All this resulted in the unanimous view of the MB (AG who had proposed MBI was obviously positive from the start) to invite MBI as full member of OHP and to propose to the General Assembly to appoint MBI as member of the MB. Unfortunately, just days before the meeting MBI had informed AG and HK that he withdrew his application, at least temporarily, for family reasons. The Meeting respected this decision with regret.
10. Although the decision of MBI to withdraw was unrelated to the rather long period between the interview and the formal MB decision (9 weeks), the Chair strongly pleaded that such important decisions in future should be made within 10-14 days after the interview, preferably in a face-to-face meeting but if that is not feasible, by teleconference. The Meeting agreed that the aim should be to decide within 2 weeks but that, in particular for potential OHP members who are considered as MB members, the decision-making process should be carefully conducted with involvement of all MB members. **[Action Point 4.4: for HK to include in the Rules and regulations the procedure for inviting experts as full members and for the General Assembly to appoint members of the MB]**

11. The Managing Director proposed to the MB to invite the currently Affiliated Members: Prof Dr Wim de Wit from the Netherlands and Prof Dr Jon Bell from the UK as Full Members of OHP. Both had been very active in several OHP training programmes in the last year and had shown strong commitment to OHP's mission and objective. The Meeting unanimously accepted Dr Bell and Dr de Wit as full members and requested the Secretariat to convey the message formally to these experts making emphasis of their privilege to attend as voting members at the next General Assembly. **[Action Point 4.5: formally invite WdW and JB as full members of OHP].**

#### **Agenda Item 5: Adoption of the Draft Management Plan, budget allocation and day-tariff for 2010 [MB/M(2010)1, MB/M(2010)1/ATT1]**

12. The Chair asked HK if comments on the Draft Management Plan had been voiced during the bilateral meetings with each MB member. HK informed the meeting that all members were in agreement with the Management Plan as written with one amendment: on page 3 under 'balancing paid and unpaid activities' a sentence should be added to define "developing countries" and "emerging economies".
13. The Chair emphasised that the tariff ratio had been changed from: 50% ZT, 25% RT and 25% FT to: 50% ZT, 30% RT and 20% FT. With respect to the budget the MB was aware that fund raising efforts should be made to ensure the required €50,000 and extensive acquisition is needed to bring in the scheduled revenues of €132,000. HK suggested that he would wait with cashing his salary in 2010 as agreed in January {see paragraphs 22 and 23 of the minutes of the 3<sup>rd</sup> MBM [MB/M/MIN(2010)01]} until it would be clear that the projected incomes are likely to be realised. However, he would maintain his entitlements as a claim or loan to OHP until better times, thus allowing continuation of the work in developing countries.
14. With these modifications and connotations the Board adopted the Management Plan and budget allocations without further changes. HK provided the Board with an overview of all finished, current and expected projects [MB/M(2010)1/ATT1] for information.

#### **Agenda Item 6: Orange House Trust Fund Foundation [MB/M(2010)2]**

15. The Managing Director informed the MB of progress with the Charter of Establishment and Bye-Laws of the Orange House Trust Fund Foundation. The text of the Charter is almost finished with one modification: in Article 2.1 a sentence was added to describe what is meant by "developing country" and "emerging economy" as was also done in the Management Plan. He further explained that Horst Spielmann and Coenraad Hendriksen would now soon be formally invited as members of the Management Board of this new trust fund foundation. **[Action Point 4.6: HK to formally invite HS and CH as MB members of the OHTFF].**
16. HK informed the MB of the suggestion to invite two potential candidate ladies from Kenya (KM) and the USA (HG) respectively as additional members as soon as possible after the establishment of the OHTFF-MB [see documents MB/M(2010)2/ATT1 and MB/M(2010)2/ATT2 for short biographies] and that the objective of the trust fund would be to invite next year 2 additional candidates from Asia and South America, respectively which would bring the full MB membership to 7 members. The date set for the formal establishment of the OHTFF is 10 June 2010 at the notary's office in Amsterdam. **[Action point 4.7: HK to arrange for the formal establishment of OHTFF and send formal letters of invitation to KM and HG].**

#### **Agenda Item 7: Progress with ongoing field projects**

17. The Chair invited HK to briefly explain progress with the ongoing projects. With respect to the 2<sup>nd</sup> China project [RT(2009)2], HK explained that this was the follow-up of project ZT(2009)1 which initially was meant as a series of training courses in food risk management. This was now scheduled as a single 3-day conference in May in Beijing with participants from several provinces. OHP was requested to organise 2 of the 3 days. The meeting is scheduled from 4-6 May and the Chinese authorities (MoA) offered payment of all expenses.
18. The practical work of project [RT(2009)3] of drafting 2 guidance documents on the use of alternative methods to animal testing in chemical risk assessment for the Swiss Federal Office of Public Health was finished in January 2010. Next, the draft guidance documents will be discussed at a workshop organised by the Swiss authorities but chaired by OHP in Bern, Switzerland from 14-15 September. Following this meeting the 2 guidance documents will be finalised, taking into account suggestions made at the workshop, and formally presented to the Swiss authorities.
19. The Cameroon project RT(2009)5 comprises an extensive training of 3 representatives of each of the 6 CEMAC countries (Cameroon, Central African Republic, Chad, Congo, Equatorial Guinea and Gabon) and will take place in Yaounde, Cameroon from 24-25 May. Four senior OHP experts in pesticide risk assessment and risk management are currently working hard to prepare lectures and case studies.
20. At the request of the authorities in Uruguay, 5 OHP experts from Belgium, Germany, Ireland and New Zealand will give a 4 day training from 31<sup>st</sup> May – 3<sup>rd</sup> June on the implementation of the Globally Harmonised System for the Classification and Labelling of Chemicals and Mixtures (the GHS) in Montevideo, Uruguay {project [RT(2009)4]}. This training will be given with support from UNITAR which provided its draft basic training course material to OHP.
21. The Secretariat explained that OHP and UNITAR will sign soon a Memorandum of Understanding (MOU). **[Action Point 4.8: HK will forward copies of the signed MoU to the MB as soon as available]**. The draft MOU had been shared with the MB (initially under Agenda item “any other business”).
22. HK mentioned that the tender submitted to the European Commission in January by a small consortium including OHP, bidding for the 2<sup>nd</sup> EU China Trade Project (EUCTP) made it through the first selection round. It is expected that a final decision will be made well before the summer. If the projected will be awarded to this consortium, this will provide substantial work for OHP and will result in considerable financial resources for the trust fund.

**Agenda Item 8: Progress with 2 project proposals MB/M(2010)3, L(2010)9, MB/M(2010)4/CONF**

22. The Chair explained that the project proposal on “Fair Food” (or “Ethical Food”) was taking shape and the discussions with the big global agro-business in February (in New York) were promising. A follow-up meeting is scheduled for 10<sup>th</sup> May. The Chair explained that the project outline should be considered as confidential until the discussions with the global agri-business will come to a conclusion. The project will include the following considerations: animal welfare, social health and welfare (workers), environmental care and protection, food quality and food security. Other parties that are likely to be involved include the Johns Hopkins university and the University of Wageningen in the Netherlands.

23. The Chair invited HK to summarise progress with the food labelling project proposal. HK explained that the project outline and concept are almost finished. Current parties involved who assist OHP with the project proposal are: Schuttelaar & Partners (communication experts) and 2 Brussels-based European food affairs advisory groups (ICODA and Bureau Brussels). The project will address how legally required information as well as voluntary information on food products could be presented in a EU harmonised manner making use of printed information on the food product and other, mainly electronic means of communication. Following agreement on the concept and outline, OHP will contact national food safety authorities and the European Commission for their support and input. At the same time a selected number of potential sponsors will be approached for financial assistance. MB members could play an important role in the fund-raising activities.

**Agenda Item 9: Financial situation: Status Report [MB/M(2010)5, MB/M(2010)5REV1]**

24. The Chair asked HK to give a brief overview of the financial situation. HK referred to document MB/M(2010)5 of 5 April and the updated version [MB/M(2010)5/REV1 of 14 April 2010 and explained that this would be the last version of the financial overview in this format. Next time the overview will be in line with a format allowed by the Belgian tax authorities. For each project costs and income will be broken down into missions of staff, expert travels, preparatory costs (of scientific or technical material and administrative costs. In addition to projects, there will be separate items for the Management Board (meeting expenses, travel expenses, fund raising activities, administrative costs), salaries and indemnities and Orange House Office costs (exploitation, supplies and equipment and administrative costs).

25. From the current overview it shows that in particular projects RT(2009)2 (the China project) and RT(2009)3 (the Swiss project) have resulted in a substantial surplus which was largely earmarked to finance projects RT(2009)4 (Uruguay) and RT(2009)5 (Cameroon). Other requests for training for which financial resources are needed include a second training in Sudan, probably in November, training in Azerbaijan in late 2010 and possibly a training in South Africa (early next year).

26. HK further provided copies of the legally required financial report for 2009 prepared for the Belgian tax authorities. Unfortunately this document was drafted in Dutch, which is one of the 2 allowed languages in Belgium. HK explained that the accountant of OHP will develop a shadow bookkeeping in English for 2010. From the overview (at 31 December) it can be seen that the positive balance was €119,173.14 as can be found on page 2 of the "Proefbalans Groot-boekrekeningen" under post 74. Of this amount €60,338.63 has been committed to cover free training in 2010 (see page 1, post 63). The MB approved the financial report and agreed to its submission to the General Assembly for endorsement.

**Agenda Item 10: List of potential sponsor contacts [MB/M(2010)6]**

27. The Chair asked HK to introduce this item. HK explained that the list MB/M(2010)6 is in fact an update of the list presented to MBM3 [MB/M(2009)19]. However, no contributions of MB members had been received. AG suggested to add US.AID and offered to find a good access person. **[Action Point 4.9: for all to consider potential sponsors and send suggestions to the secretariat. For AG to find a suitable entry point to US.AID].**

**Agenda Item 11: Call for expression of interest of expert volunteers [MB/M(2010)9/CONF]**

28. HK provide the MB with an updated list of experts who have shown an interest to participate in the work of OHP. The list (dated 14 April 2010) includes 114 experts from 24 countries around the globe. HK further explained that the call launched in autumn last year had resulted in a rather disappointing number of applications (around 20). AG suggested to contact the SOT for a link on their website (but they may charge for it). The Board further suggested IUTOX (Wally Hayes and Greet Schoeters are good contacts), EUROTOX (no specific contact) and other (inter)national societies. **[Action Point 4.10: for HK to contact international societies and for the MB to suggest other potential candidates for announcing the call].**

**Agenda Item 12: Any other business [MB/M(2010)7, MB/M(2010)8, MB/M(2009)20/CONF/REV1]**

29. The Chair referred to document MB/M(2010)7 being the updated OHP list of press contacts. HK mentioned that most of these contacts are his personal contacts from the recent past. The MB was urged to send all interesting press contacts they may have to the Secretariat. In particular KL was requested to get names from the EP press office. **[Action Point 4.11: all MB members are requested to collect relevant press contact details for the OHP database of press contacts. KL to make an effort to obtain press contacts from the EP press office].**

30. The Chair introduced document MB/M(2010)8, which is an overview of all formal documents produced by OHP so far and asked for suggestions for criteria to be applied for documents considered for publication on the public website. HK suggested to be as open and transparent as possible and define criteria for documents NOT to be published on the public website. All agreed that openness was of crucial importance and that, indeed, in principle almost all documents could be published. Following some discussion the MB agreed that documents should not be published as such on the web in the following cases:

- a. Documents marked as confidential (CONF extension) but a justification should be provided;
- b. Draft documents (for reasons that these are still under discussion);
- c. Documents drafted for internal discussions (but a justification should be provided);
- d. Documents with specific references to individuals or private parties which are essential and cannot be made anonymous.

31. It was further agreed that for documents with reference to names or businesses but which are otherwise considered public, there could be 2 versions: one with names (version of the document with CONF extension) and the public one with the names deleted (identifiable by the PUB extension). **[Action Point 4.12: For HK to publish all documents on the web provided the above decisions are carefully considered].**

32. HK informed the MB that his contract of employment had been signed by the Chair, the Treasurer and the incumbent in February and that copies had been sent to all MB members. Furthermore, he made reference that he could still manage without payment but probably no longer than until the end of 2010.

33. The meeting adjourned without further discussions.

**See next page for the list of action points**

**SUMMARY OF ACTION POINTS:**

**Action Point 4.1:** for HK to include in the Rules and Regulations the procedure for adherence to the Code of Conduct and the policy for documents to be confidential.

**Action Point 4.2:** Circulation of outstanding PRS attachments to the MB.

**Action point 4.3:** the Secretariat will include in future PRS's a summary of financial as well as human resource investments.

**Action Point 4.4:** for HK to include in the Rules and regulations the procedure for inviting experts as full members and for the General Assembly to appoint members of the MB

**Action Point 4.5:** HK to formally invite WdW and JB as full members of OHP

**Action Point 4.6:** HK to formally invite HS and CH as MB members of the OHTFF

**Action point 4.7:** HK to arrange for the formal establishment of OHTFF and send formal letters of invitation to KM and HG

**Action Point 4.8:** HK will forward copies of the signed MoU to the MB as soon as available

**Action Point 4.9:** for all to consider potential sponsors and send suggestions to the secretariat. For AG to find a suitable entry point to US.AID.

**Action Point 4.10:** for HK to contact international societies and for the MB to suggest other potential candidates for announcing the call

**Action Point 4.11:** all MB members are requested to collect relevant press contact details for the OHP database of press contacts. KL to make an effort to obtain press contacts from the EP press office

**Action Point 4.12:** For HK to publish all documents on the web provided the above decisions are carefully considered.