

**Minutes of the Fifth Meeting of the Management Board (MBM5)
held on 30 August 2010 from 09:45 – 16:40 at Bureau Brussels, Rond Point
Schumann 9, Brussels, Belgium**

**Agenda Item 1: Opening of the meeting, adoption of the draft agenda
[MB/M/A(2010)2/REV1]**

1. The Chair (AG) opened the meeting and welcomed the MB members. He announced that Kartika Liotard (KL) would arrive a little later (she arrived at 10:30) due to her travelling from The Netherlands the same morning. The meeting adopted the Agenda with the addition of two items to Agenda Item 6: Abu Dhabi and BTSF (Better Training for Safer Food). Upon request of Horst Spielmann (HS) the Managing Director, Herman Koëter (HK) confirmed that the only difference between the REV1 version of the agenda and the original version is the addition of the endorsement of the minutes of the 2nd General Assembly meeting to agenda item 2.

**Agenda Item 2: Adoption of the minutes of the 4th MB meeting [MB/M/MIN(2010)2]
and endorsement of the minutes of the 2nd meeting of the General Assembly
[GA/M/MIN(2010)1].**

2. The minutes of the 4th MB meeting were adopted without changes. The meeting also endorsed the minutes of the 2nd meeting of the General Assembly. Subsequently, HK reminded the MB of the Action List and suggested to run through the list item by item:
 - a. Action Points 4.1 and 4.4: HK explained that no progress was made with the development of the Rules and Regulations and that these outstanding actions should remain on the list as **Action Point 5.1 : for HK to develop the first draft of the Rules and Regulations and to include the procedure for adherence to the Code of Conduct and the policy for documents to be confidential.**
 - b. Action point 4.2: drafting and circulation of outstanding PRS's (HK): done.
 - c. Action point 4.3: include in future PRS's a summary of financial and human resources investments (HK): done.
 - d. Action points 4.5 and 4.6: Formally invite Wim de Wit and Jon Bell as full members of OHP and HS and Coenraad Hendriksen as members of the Management Board of the Orange House Trust Fund Foundation (OHTFF) (HK): done and all accepted.
 - e. Action Point 4.7: formal establishment of the OHTFF and formal letters of invitation to become member of the Management Board to the 2 selected candidates (HK): done. One of the 2 ladies could not accept because of recent other assignments, the other has not yet responded.
 - f. Action Point 4.8: forwarding copies of the signed MOU with UNITAR to the MB (HK):done.
 - g. Action Point 4.9: sending suggestions for potential OHP sponsors to the secretariat (all) and finding a suitable entry point to the US.AID (AG): no suggestions were received by the secretariat; AG's attempts to contact the most relevant US.AID entry has so far been unsuccessful. **Action Point 5.2: AG will continue his efforts to contact US.AID; all will make an effort to contact national or regional organisations, institutions relevant as partners/sponsors/collaborators of OHP. In particular HS will contact GTZ and BfR in Germany. AG will contact CARE.USA and Environmental Health Perspectives (HK will send contact details for both).**

- h. Action Point 4.10: contacting international societies and other relevant institutions to publish and disseminate the 'Call for Experts' (all): HK has contacted EU Food Policy, IUTOX, EUROTOX and SOT. EU Food Policy reported on the call; both IUTOX and EUROTOX responded sympathetically and will publish the call, SOT has not yet responded. Others have not yet contacted national or regional 'bodies' that could help arranging for a wider circulation among the scientific community of the 'Call for experts'. **Action Point 5.3: all will make an effort to identify and contact bodies that could help spreading the information about the call for experts (journals, national scientific organisations, etc.).**
- i. Action point 4.11: collect relevant press contact details for the OHP database of press contacts: no suggestions were received and this action remains on the list, unchanged, as **Action Point 5.4. In addition, AG will contact an acquaintance who writes for Herald Tribune and New York Times.**
- j. Action Point 4.12: publish all OHP documents on the web in accordance with agreements and criteria agreed by the Management Board (HK): done.

Agenda Item 3: Discussion of recently finished projects [PRS/RT(2009)2/1, PRS/RT(2009)4/2, R/RT(2009)4/1, PRS/RT(2009)5/3 PRS/RT(2010)2/1, R/RT(2010)2/1 and PRS/RT(2010)3/1]

- 3. The Chair asked HK to inform the MB of highlights and briefly report on the various projects which are now finished. HK reported the following in chronological order:
 - a. Kiev Training: PRS/RT(2010)2/1 and R/RT(2010)2/1 (full report). The project was carried out in March 2010 under the auspices of FAO and was intended for government representatives of 7 Russian-speaking Eastern European countries. FAO also covered the travel and other expenses of all participants, including two OHP experts. The project was fully developed by Dr Wim de Wit (former Head of Risk Assessment of the Dutch Food Safety Agency) and HK and included 16 lectures and a series of case-studies. In order to receive the individual honorarium of \$1,960 for the three days a full report was required by FAO. The training was well received and at the end of the training participants from Azerbaijan requested for additional OHP-organised training in Azerbaijan later in the year or early next year. The training was successful but visibility for OHP was rather minimal (only on the presentations, not in the announcement or the programme, not referred to as OHP training on the FAO website).
 - b. Khartoum conference: PRS/RT(2010)3/1. At the request of FAO, HK acted as head of the FAO delegation to the conference, which was organised by the Sudan authorities in late March 2010. The honorarium for three days was \$1119. OHP was quite visible at the conference, both because a presentation given on OHP at the conference and because of the OHP flyer which was widely distributed to the participants. Following the conference (which included a visit to a cane sugar factory), OHP was approached by Sudanese government representatives with the request for additional training later this year. Preparations are currently made for a three-day training programme to be delivered in the week of 22 November.
 - c. China Ministry of Agriculture and the Chinese Academy of Agricultural Sciences (CAAS): PRS/RT(2009)3/1. Following previous training in China, the CAAS had requested OHP to organise two days of a three-day food risk assessment seminar in early May 2010. The German GTZ (organisation for technical cooperation) offered to organise part of the first day of the seminar. OHP was offered reimbursement of all travel costs for two experts as well as a modest daily allowance. Dr Jon Bell (former Executive Director of the British Food Standards Agency) and HK developed the various lectures and case studies, covering basic

principles of food risk assessment and risk management. The GTZ came with 6 speakers addressing details of certain aspects of risk assessment.

- d. Cameroon pesticide management training: PRS/RT(2009)5/3. An intensive training programme was developed by OHP as requested by the Interstate Pesticide Committee of Central Africa (CPAC) which is a subsidiary body of Central Africa Economic and Financial Council (CEMAC), and economic cooperation of 6 sub-Saharan countries. The training was given in late May 2010 and was attended by public sector representatives of all 6 member states. OHP expert trainers were: Dr Anja Friel of the European Food Safety Authority (EFSA), Prof Yong-Hwa Kim of the Korean Institute of Technology, Prof Paul Peters, former professor at the Utrecht University and currently Senator of the Dutch Senate, and HK. The training was provided free of any charges and OHP also covered expenses of 7 participants. The Organisation for the Prohibition of Chemical Weapons (OPCW) supported the training programme by contributing approximately €10,000. The training was well received and is likely to be repeated in 2011.
- e. Uruguay GHS Training: PRS/RT(2009)4/4 and R/RT(2009)4/1. The request for training on the Globally Harmonised System for the Classification and Labelling of Chemicals and Chemical Mixtures (GHS) was received already in September 2009 by the University of the Republic of Uruguay. Background to the request is the agreement in South America that Uruguay will take the lead in introducing the UN-adopted GHS in South America. As the UN Institute for Training and Research (UNITAR) provides for the secretariat of the UN ECOSOC Sub-Committee of Experts on the GHS (UNSCEGHS), OHP has contacted UNITAR to explore options for a joint training in Uruguay. A Memorandum of Understanding (MOU) was subsequently signed by both organisations. UNITAR has provided OHP with its draft electronic training course which was subsequently used by OHP in developing the training. The training programme was executed in late May- early June 2010. OHP Trainers were: Dr Helmut Fleig, former BASF, currently independent consultant, Dr Iona Pratt, Food safety Authority of Ireland, Dr Steve Vaughan, formerly Ministry of Environment, New Zealand, currently independent consultant, Dr Klaus Wettig, formerly BfR, Germany, and HK. The full report of the training (13 MB, over 100 pages) was presented to UNITAR and the UNSCEGHS in June 2010 and is published both on the UNITAR and the OHP Websites.

Agenda Item 4: Recruitment of additional members of the MB

4. The Chair suggested to make a 'tour de table' to see if any of the members have suggestions for potential candidates for the Management Board of OHP. AG started by suggesting a US politician and former member of the Pew Commission. He further mentioned an editorial writer for the New York Times and a Lord from the UK, who was closely involved in the UK NC3R center. HK suggested also a US citizen who holds a Chair in agricultural policy at the University of Illinois and a professor of toxicology in South Africa and President of the Toxicology Society of South Africa (TOXSA). All these potential candidates were just briefly discussed. HK reminded the MB that although other potential candidates from Europe could be suggested, the preference still is to seek one or two non-European candidates. The Chair suggested that MB members who made suggestions should submit to the secretariat a short bio-sketch of each candidate. **Action Point 5.5: Short bio-sketches of all suggested candidates for the OHP MB should be submitted to the Secretariat within 2 weeks. These bio-sketches will subsequently be compiled and sent to the OHP MB members for comment and preferential scoring.** At the next MB meeting this will be put on the agenda.

5. The Chair further inquired if members could also make suggestions for additional members of the MB of the OHTFF, to be brought to the attention to that Board when meeting this evening. KL suggested a UN staff member working on women's rights and a senior journalist from South Korea. AG mentioned an expert at the Johns Hopkins University who is full time involved in cooperation with developing countries. He further mentioned a former member of the Pew Commission who is in sustainable food catering. Another suggestion is woman who is with the Pew Charitable Foundation and is responsible for environment and food. A writer and previous senior officer at CBS Broadcasting may also be considered. HK mentioned that the following persons had already been contacted in this respect: the earlier discussed US charity organisation CEO, a director at the OPCW, and the current Chair of the EF SA Scientific Committee. Responses will be discussed under item 5 of the agenda. HK further suggested to consider the Director of the Nutrition and Consumer Protection Division (AGN) at the FAO and possibly the Executive Director of the Finnish Food Safety Authority. It was agreed that short bio-sketches of all potential candidates will be sent to the Secretariat who will forward these to the MB of the OHTFF. **Action Point 5.6: Short bio-sketches of suggested candidates for the MB of the OHTFF should be submitted to the Secretariat within 2 weeks. All bio-sketches will subsequently be compiled and sent to the MB members of the OHTFF for their consideration and further action.**
6. HS suggested to send a letter to the earlier interviewed candidate confirming the favourable decision of the MB with respect to his appointment as new member and indicating that we may contact him again in the future when the conditions on the basis of which he recently decided to withdraw his application may no longer exist as such. **Action Point 5.7: HK to send a letter on behalf of the Board to this candidate.**

Agenda Item 5: Link between OHP and OHTFF [MB/M(2010)2/REV2]

7. The Chair asked HK to introduce the item. HK explained that the Foundation was formally established on 7th June in the presence of Prof Coenraad Hendriksen of the University of Utrecht and the Netherlands Vaccine Institute. The third member of the Board (HS) had agreed earlier in writing and the 4th member (Her Excellency Ms Kalimi Mworira, previously Ambassador of Kenya to the Netherlands and currently Director at the Organisation for the Prohibition of Chemical Weapons) had not yet confirmed her verbal acceptance as member of the Board (but did so on 24th September).
8. The MB focussed on the objectives and agreed that these are very clear (ensuring that all funds available to the Trust Fund will be used exclusively to finance projects in developing countries and emerging economies). The discussion was limited to the issue of how to financially feed the Trust Fund and to the relationship between the 2 Management Boards. The meeting agreed that:
 - a. A main task of the management board of the Trust Fund was seen as setting priorities for projects in developing countries and emerging economies, based on requests for assistance and at its own initiative;
 - b. Funds raised specifically for the Trust Fund will be deposited 100% in the Trust Fund;
 - c. The financial overflow of finished projects for which the reduced or full tariff was applied will all go to the Trust Fund once the Orange House Partnership (OHP) has built a financial reserve equal to no more than 2 years running costs of the (OHP)
Action Point 5.8: HK will make an estimate of the current and near future annual running costs of OHP;
 - d. The management boards of OHP and OHTFF will meet once a year (in Spring) back-to-back with a joint session to exchange experience, views and policies;
 - e. 'Project costs' are considered to include all project expenses, including travelling of experts, preparatory work, insurances, visa costs etc.;

- f. The MB of the Trust Fund will be informed of all project requests and proposals, including those carried out against full or reduced tariffs. However, setting priorities for full or reduced tariff projects will remain the prerogative of the MB of the OHP.
9. The MB requested the Managing Director to inform the MB of the Trust Fund of these considerations and agreements. **Action Point 5.9: HK to inform the MB of the OHTFF of the outcome of the discussion.**

Agenda Item 6: Update on progress with ongoing and scheduled projects

10. The Managing Board was brought up-to-date on ongoing, scheduled and expected new projects as follows:
 - a. Project RT(2009)3: the development of 2 guidance documents for the Swiss authorities. This project will end with a technical workshop on the regulatory risk assessment of skin irritation. The meeting is scheduled to take place in Bern, Switzerland on 14-15 September and will be chaired by HK. The 2 guidance documents will be made available following the meeting.
 - b. Project ZT(2010)1: Sponsorship (€1,000) of the International Congress of Pharmacology, to be held in Havana, Cuba from 13-16 December 2010. Both AG and HK will lecture at the congress and HK will also give a presentation of OHP.
 - c. Project ZT(2010)2: Second training of food and feed risk assessment/management and water management for the public sector in Sudan, 22-25 November 2010. The training was requested by the University of Khartoum. OHP will organise the training and involve 4 experts.
 - d. EUCTP2: OHP has partnered with 'Cardno Emerging Markets' in Belgium and 'Development Solutions' in the UK/China by making a joint bid to the EU tender for an 'EU-China Trade Project'. This was awarded in August. For OHP this will mean providing approximately 150-200 man days of expertise in food and feed management for a period of 4 years and against a tariff which is expected to result in a surplus of at least €30,000-50,000/year to be used to assist developing countries. The project will start in March-April 2011.
 - e. South Africa: discussions have started on 2 separate OHP training courses on the GHS and food safety, respectively with the South African National Institute of Public Health, the Witwatersrand University, the SA Association for Food Science and Technology, the Responsible Packaging Management Association of Southern Africa, and UNITAR in Switzerland. Timing is provisionally set for March 2011.
 - f. BTSF tender bid: OHP has made an offer as member of a consortium together with 'Development Solutions, Europe Ltd' and the British 'Campden BRI' on an EU Tender for 'Better training for Safer Food' (BTSF). This involves more than 10 training courses in developing countries in Asia, Africa, Eastern Europe and South America. A decision is expected in November 2010.
 - g. Project RT(2010)6: Better Food Information to Consumers Project (Labelling Project). The project team has finished the project description and meetings have been scheduled with all major stakeholders (EU Commission, EU Member States food safety authorities, industry, retailers and consumer organisations. If there is adequate interest and willingness to sponsor the project, the project will start with a kick-off meeting early next year (January).
 - h. Fair Food Project: the initially very promising discussions with a major global agri-business turned out less successful than expected for reasons that animal welfare claims were part of the project and the industry selected did not want to be associated in any way with food producing animals. This project proposal will be reconsidered and may be merged with project RT(2010)4 on providing better and

more ethically correct information to consumers. Kartika Liotard (KL) suggested to inform a number of named MEPs as well as the Commissions Group of Ethical Experts as they may be very interested in the project. **Action Point 5.10: HK will inform MEPs and the Committee of Ethical Experts of the projects (both the Fair food and the Labelling Project proposals).**

- i. Arabian project: HK informed the MB of a new challenge: OHP had been suggested by a staff member of the Food Control Authority of the country to submit an offer on a tender requesting for assistance with the establishment of a food safety and management system in the country. Although tender conditions are harsh and demanding (120 pages) and the deadline for submissions tight (1st October), it seems worthwhile to give it a try. HK informed the MB that it will take at least 2-3 weeks full time to make a detailed and sound offer but that because earlier tenders had failed to find competent partners, chances are rather high that OHP may win the bid.

11. The MB was concerned about the large volume of work, both scheduled and expected and agreed that an assistant to the Managing Director should be considered. HK reminded the MB that he had not yet drawn his salary from OHP and while the financial situation may allow this to be possible soon, a second paid expert is not yet a realistic option. Suggestions were made to explore the possibility of a trainee in European Affairs from the University of Maastricht. **Action Point 5.11: HK will contact the University of Maastricht for trainee options.**

Agenda Item 7: Financial situation [MB/M(2010)10, MB/M(2010)11]

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12. The MB took note of MB/M(2010)10 which provides an up-to-date overview of all expenses and income since the establishment of OHP. This overview was presented in the new format, by balance sheet code numbers. It appears that the current balance is about 553,000 credit. HK explained that the following projects still have an outstanding payment of about €3500 in total which is expected to be received soon [RT(2009)3, RT(2010)2 and RT(2010)3].
13. The Chair introduced document MB/M(2010)11 which is a request of the Managing Director for compensation of office expenses. HK left the meeting during this discussion which did not take long. The MB agreed that office expenses, as detailed in the document should be reimbursed retrospectively from 1st January 2010.

Agenda Item 8: OHP Membership [MB/M(2010)9/CONF/REV2]

14. The Chair asked HK to introduce the subject. HK mentioned that the number of experts who have, at some point of time, indicated their interest in participating in OHP has reached 127 from 26 countries. Countries with 5 or more registered experts are: Denmark, Germany, Italy, The Netherlands, UK and USA. However, this number is much below the number needed for a sustainable future of OHP, taking into account that earning money and spending money should be balanced over time. The call for experts launched in September last year has not been as successful as one would like to see. HK further referred to the positive responses from both IUTOX and EUROTOX (in the next issue of Toxicology the call for experts will be published and IUTOX will publish the call on its website). **Action Point 5.12: all MB members will explore options to alert experts and other interested parties of the call on OHP's website.**

Agenda Item 9: Engagement of MB members

15. The MB exchanged views on what individual members could do to make OHP more known than it is today. AG suggested to target the EU Parliament more intensively than done so far. Being registered as NGO, thus having easier access to individual MEP's would be helpful. **Action Point 5.13: HK to arrange for NGO status at the EU Parliament, probably with help of KL.**
16. AG further suggested to organise a Food Industry Round Table Meeting with high level representatives of the leading food industries, probably starting in Europe. The purpose of such meeting which could be organised jointly with a communication bureau (such as Schuttelaar & Partners) would be to: (i) to get to know OHP and establish contacts and networks, (ii) highlight issues of importance for the food industry and the role OHP could play addressing such issues (like new ways of communication food information) and, (iii) to receive requests for (paid) work. HK suggested that this could be considered as part of the Food Labelling project. Additional meetings with the food industry may be a bit too much into the direction of paid work, certainly when the EU BTSF and the Abu Dhabi projects would be rewarded.
17. HS knew a journalist who writes in the science pages of a major German newspaper. Such contacts were agreed as very useful (meanwhile HS has shared an example with HK which could be developed as an OHP newspaper article).

Agenda Item 10: Any other business

18. The Chair asked HK to explain recent website updates. HK explained that an extensive update was made of the OHP website and that a new page was added for the OHTFF. The 'document' page has links to all documents and, for those documents that are not publicly available, it provides an explanation why the respective documents are not public. **Action point 5.14: all MB members will review the updated website, provide suggestions and comments and forward the link to their networks.**
19. The Chair suggested that the next MB meeting (MBM6) should be held in December this year. HK was requested to set for dates and venue (probably Brussels). **Action Point 5.15: HK to set a date for MBM6 in December 2010.**
20. meeting adjourned without further discussions.

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See next page for the list of action points

SUMMARY OF ACTION POINTS:

Action Point 5.1 : for HK to develop the first draft of the Rules and Regulations and to include the procedure for adherence to the Code of Conduct and the policy for documents to be confidential.

Action Point 5.2: AG will continue his efforts to contact US.AID; all will make an effort to contact national or regional organisations/institutions relevant as partners, sponsors, or collaborators of OHP. In particular HS will contact GTZ and BfR in Germany. AG will contact CARE.USA and Environmental Health Perspectives (HK will send contact details for both).

Action Point 5.3: all will make an effort to identify and contact bodies that could help spreading the information about the call for experts (journals, national scientific organisations, etc.).

Action Point 5.4. AG will contact an acquaintance who writes for Herald tribune and New York Times.

Action Point 5.5: Short bio-sketches of all suggested candidates for the OHP MB should be submitted to the Secretariat within 2 weeks. These bio-sketches will subsequently be compiled and sent to the OHP MB members for comment and preferential scoring.

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