

**Minutes of the Sixth Meeting of the Management Board (MBM6)  
held on 1<sup>st</sup> December 2010 from 10:00 – 16:00 at the Bureau Brussels Office,  
Rond Point Schumann 9, Brussels, Belgium**

**Agenda Item 1: Opening of the meeting, adoption of the draft agenda  
[MB/M/A(2010)3/REV1]**

1. The Chair (AG) opened the meeting and welcomed the MB members. All 4 members attended the full meeting. The meeting adopted the Agenda with the following modifications in the REV1 version: (i) a REV1 version replaced Document MB/M/BD(2010)2; (ii) MB/M/BD(2010)4 part A and B were complemented with part C; (iii) a new document MB/M(2010)16 was added to Agenda item 7. In addition, HK handed out to all Members of the Board some 25 copies of the reprinted version of the OHP brochure (with the Rond Point Schumann visiting address added) and paper copies of the most recent OHP PowerPoint presentation. He promised to send the electronic version of this OHP introduction by email shortly. **[Action Point 6.1]**. No other amendments or additions to the agenda were proposed.

**Agenda Item 2: Adoption of the minutes of the 5<sup>th</sup> MB meeting [MB/M/MIN(2010)3].**

2. The minutes of the 5<sup>th</sup> MB meeting were adopted without changes. However, AG reminded HK to ensure that before publishing these minutes on the website, all names and descriptions which could lead to the identification of the persons mentioned, should be deleted, unless the person involved agrees having his name mentioned. **[Action Point 6.2]**. Subsequently, the Chair considered the 15 action points as follows:

- a. Action Points 5.1: HK explained that no progress was made with the development of the Rules and Regulations and that these outstanding actions should remain again on the list as action point **[Action Point 6.3]**.
- b. Action Point 5.2: Efforts made by MB members to contact national or regional organisations/institutions to introduce OHP or raise funds for the OHTFF, have been rather limited. AG has made an appointment with USDA authorities in December. He will contact CARE USA after the Board has been expanded. HS has not yet contacted GTZ. This item comes back under Agenda item 7: Fund raising.
- c. Action point 5.3: HK has contacted IUTOX, EUROTOX and both promised to publish the call on their websites and/or official journals (such as Environmental Health Perspectives-EHP and Toxicology Letters). No other initiatives were taken. HK will contact IUTOX again to find out about publication of the call for experts. **[Action Point 6.4]** This item will also be discussed under Agenda Item 7.
- d. Action points 5.4 and 5.5: AG has contacted a journalist whom he will propose as new MB Member. All bio-sketches submitted are in document MB/M(2010)13/CONF (see Agenda item 6).
- e. Action Point 5.7: the letter was sent and a unexpected response was received (see Agenda Item 6).
- f. Action Point 5.8: done, see document MB/M(2010)14.
- g. Action Point 5.9, 5.10, 5.11: done.
- h. Action Point 5.12: MB members have not been particularly active in alerting colleague experts and others of the call for experts on the OHP website. This remains an Action Point **[Action Point 6.5]**. See also Agenda Item 7.
- i. Action point 5.13: HK has put together all the required paper work but still needs to collect his 'criminal record' from the city council. This is scheduled for next week **[Action Point 6.6]**.

- j. Action Point 5.14 and 5.15: done. AG received one highly critical comment on the website and shared details of this person with HK for follow-up **[Action Point 6.7]**.

**Agenda Item 3: Evaluation of recently finished projects [MB/M(2010)12, R/RT(2009)3/1, R/RT(2009)3/2, PRS/RT(2010)7/1, PRS/ZT(2010)2/1].**

3. The Chair asked HK to inform the MB of highlights and briefly report on the various projects which are now finished. HK referred to document MB/M(2010)12 that provides an overview of all projects from the start of OHP until today, ordered by zero-tariff (ZT), reduced tariff (RT) and full tariff (FT) projects. He addressed the recently finished projects as follows:

4. RT(2009)3: Two guidance documents on the assessment of skin and eye effects without the use of experimental animals. These guidance documents were produced by Chantra Eskes on behalf of OHP and sponsored by the Swiss Federal Office of Public Health. They were reported in documents R/RT(2009)3/1 and 3/2, respectively. On 14-15 September the Swiss authorities organised a technical workshop to address practical issues related to the assessment of skin effects. The Meeting was chaired by Orange House Partnership (HK). Unfortunately resources could not be found to organise a similar technical workshop on the assessment of eye effects. The MB welcomed the two reports which were recognized as of high quality and agreed to publish both reports on the OHP website as soon as possible. HK will send the 2 reports also to CAAT for information and forward to AG and HS the link to the Swiss website where these reports are also published **[Action Point 6.8]**.

5. RT(2010)7: OHP participation in the 4<sup>th</sup> CIFSQ Conference in Shanghai. The MB took note of the project summary report of this mission [PRS/RT(2010)7/1] and the attached PDF file of the presentation made by HK. AG suggested to connect the representative of PepsiCo HK met in Shanghai with his contact person of the same company who has shown a strong interest in the Fair Food project. The MB acknowledged the good contact of OHP with the Chinese AQSISQ which may become rather helpful for future activities in China.

6. ZT(2010)2: OHP Training Conference in Khartoum, Sudan: HK introduced PRS/ZT(2010)2/1. The MB appreciated the success of the conference as illustrated by the rather high mean evaluation score of 4.3 on a scale of 1-5. The MB took note of the fact that the US OHP expert Wallace Hayes was unable to participate for reasons related to delays in receiving an entry visa. His part in the training was taken over by the 3 remaining experts who, coincidentally, were all Dutch. The MB was somewhat reluctant in going along with plans to establish a BSc/MSc education programme at Khartoum University as a joint operation of OHP and one or two universities in Europe (e.g., Wageningen and Free University, Berlin) and agreed in having only exploratory discussions at this moment. They further agreed that any new initiative in Sudan should wait until after the national referendum in January on independence of Southern Sudan. HK informed the MB that he was invited as keynote speaker at a congress in Khartoum in February next year. The MB was also informed of the not-so-positive meeting at the Dutch Embassy in Khartoum and endorsed the publication of the report [PRS/ZT(2010)2/1/REV1] as modified following suggestions from the Embassy staff member who participated in the meeting. As usual, names will be replaced by more general descriptions of functions or positions.

**Agenda Item 4: Update on ongoing or scheduled field projects [MB/M/BD(2010)1A; MB/M/BD(2010)1B; MB/M/BD(2010)2/REV1]**

7. The Chair suggested that HK should continue with his update on ongoing and scheduled projects. HK briefed the Meeting of the following:

8. ZT(2010)1: Sponsoring the International Congress of Pharmacology in Cuba. The congress will take place from 13-16 December in Havana, Cuba and is organised by the Cuban Society of Pharmacology. Details of the programme and the abstract of HK's presentation are available as documents MB/M/BD(2010)1A and 1B. Both the Chairman of the Board and HK are scheduled to make presentations (on animal welfare issues) at the congress and waved reimbursement of travel expenses. In addition, OHP sponsors the event financially with €1,000. This decision was made as the congress is aimed at facilitating participation of experts from developing countries. OHP's logo will be clearly visible and HK will take the opportunity at the congress to familiarise attendants with OHP. The PRS of the event can be expected early in January 2011.

9. ZT(2010)3: Food Safety training in South Africa; RT(2010)8: GHS Training in South Africa. The GHS (Globally Harmonised System for the Classification and Labelling of Chemicals and Chemical Mixtures) training is requested by the non-profit organisation: Responsible Packaging Management Association of Southern Africa (RPMASA) with support of the UN ECOSOC Committee of Experts on Transport of Dangerous Goods and the GHS (UN.ECOSOC.CETDG&GHS). The 2-day training workshop is scheduled for 10-11 March 2011 in Durban as a satellite meeting of the International Conference on Packaging and Transport of Dangerous Goods and is supported by UNITAR. The same team of experts that covered the Uruguay training of June this year has been found willing to cover the Durban training as well.

10. Taking the opportunity of OHP experts being in South Africa, the non-profit organisation SAAFoST (South African Association of Food Safety and Technology) and the Toxicology Society of South Africa (TOXSA) have requested to arrange for a series of 2 or 3 one-day training workshops on food safety, to be held in Durban (back-to-back with the International Conference on Packaging and Transport of Dangerous Goods), Pretoria and Johannesburg (before or after the Durban conference). Although 2 GHS experts are indeed also food safety experts (HK and Iona Pratt from Ireland) 1 additional expert has been found willing to participate in the food safety training. The South African Ministry of Agriculture is likely to co-sponsor these training workshops.

11. RT(2010)1: Second EU China Trade Project (EUCTP2). This EU project for which the three-partner consortium (Development Solutions, UK and China; Cardno, Belgium and OHP) has made a bid, indeed were awarded the contract. The work will start in March 2011 and will run for 4-5 years. OHP's will arrange for 160-200 man days of training per year. This will secure a substantial financial basis for an adequate number of free training projects in the next 4-5 years.

12. RT(2010)5: Fair Food Project, and RT(2010)6: Food Information Project. Project RT(2010)5 was developed as a project plan by AG and HK as a global concept of defining ethically produced food and was aimed at reaching international consensus on criteria and practices defining concepts such as 'animal health and welfare', 'worker health and welfare', 'environmental care and protection', 'high food quality' and 'food security'. Although the project plan was greatly appreciated by leading agribusinesses, financial support has not come forward yet. Meanwhile, the preparatory work was finished for the related project RT(2010)6 on harmonisation of the way food information is provided to consumers by using modern communication technologies. The management team of this project comprises 3 additional partners next to OHP, i.e., Schuttelaar & Partners (communication experts), Bureau Brussels/ICODA (EU legislation and policies) and Caesar Group (IT development). Considering the close link between the two projects the Management Board was requested to approve turning this into a single integrated project. This was explained in document MB/M/BD(2010)2/REV1. The MB agreed with the combination of the two projects. KL suggested to involve "Food Watch" but both HS and HK were not enthusiastic: they consider it an action group rather than an organisation which

could provide useful input. Besides, HK had contacted the group, both in the Netherlands and Germany but did not receive any response. AG mentioned that he will come up with an additional component for the integrated project **[Action Point 6.9]**. The meeting discussed the financial situation and agreed that all stakeholders should be contacted with the request for funding. The MB further inquired whether the time spent and costs made so far (meetings with stakeholders in Paris, London, Budapest, The Netherlands) were monitored. HK mentioned that OHP does not (yet) have a time tracking system but that he will make an effort to estimate retrospectively the time spent so far on the projects **[Action Point 6.10]**. The financial record can be found in document MB/M(2010)15.

**Agenda Item 5: Proposed Projects [MB/M/BD(2010)4A+4B+4C; MB/M/BD(2010)5; MB/M/BD(2010)3/CONF;]**

13. The MB agreed that the currently running and scheduled projects already are quite resource intensive and approached the proposed projects with some reservation related to the limited capacity to manage all this. The potential project on "Risk Assessment of Cosmetics in Brazil" [Document MB/M/BD(2010)5] seemed to be stalled since no progress was made since January 2010. It was suggested to take this off the list. The EU BTSF project submission to the EU has made it to the second short list. This project involves nineteen 5-day training courses on food safety for developing countries around the globe. The bid was made jointly with Development-Solutions and Campden-BRI. One copy of the project proposal submission document [MB/M/BD(2010)3/CONF] was made available for the MB at the meeting but this copy was not allowed to be taken out of the room because of its strict confidentiality until the contract would be awarded to the winning bidder. *[Note: on 9 December the message was received that the contract was not rewarded to the OHP/Development-Solutions/Campden-BRI consortium].*

14. The tender bid OHP made together with a scientific institution registered in the UAE is still under consideration by the authorities. OHP was shortlisted on 2<sup>nd</sup> November and detailed responses to outstanding questions were provided on 17 November. The proposal, the Pricing Schedule and the response to questions were provided to the MB as documents MB/M/BD(2010)4A, 4B and 4C, respectively. The MB decided that if this project will be rewarded, an additional MB Meeting would be needed to discuss the financial consequences and the need for project staffing.

**Agenda Item 6: Recruitment of additional members of the Management Board [MB/M(2010)13/CONF]**

15. The Managing Board had taken note of the letter sent to Michel Blackwell by HK and of his response. Although not all interpreted his response as the message that he was again available for the MB, all agreed that if this is indeed the case he would be welcomed by all as the 5<sup>th</sup> MB member. AG will contact him for clarification. In case he is indeed available, HK will send an official invitation immediately **[Action Point 6.11]**.

16. The Board went through the 5 potential candidates for the Board as suggested by AG (3 candidates) and HK (2 candidates). Following some discussion about preferred profile (developing countries, communication or financial expertise, non-European) the meeting agreed to invite the 2 highest ranked candidates as members of the OHP MB **[Action Point 6.12]**. It was further agreed that when both would accept our invitation as well as Michael Blackwell, the MB would comprise 7 members: 5 male and 2 female, 4 from Europe, 2 from the US and 1 from Africa. Future priority would be for a non-European woman with a profile closely to the needs of the Board. As chances are that not all 3 invitees would accept the invitation, all MB members were requested to find a good candidate **[Action Point 6.13]**.

17. Next the MB reviewed the 4 potential additional members of the MB of the OHTFF (2 from HK and 2 from AG). AG mentioned that he had approached the one female candidate he proposed but that, unfortunately, she is not available. The Board agreed that the remaining 3 candidates all have impressive CVs and complementary profiles. These names should all be forwarded to the MB of the OHTFF (TFMB) for its consideration **[Action Point 6.14]**. The MB would like to recommend to the TFMB to aim at achieving a gender balance and search for knowledgeable candidates from developing countries.

#### **Agenda Item 7: Financial situation [MB/M(2010)14, MB/M(2010)15, MB/M(2010)16]**

18. The MB took note of MB/M(2010)14 which is an estimation of the annual running costs of the OHP organisation and secretariat. As agreed at MBM5, this is an important estimate as it will serve as the basis of how much money should remain in the OHP bank account (twice the annual running costs). HS mentioned that he missed the costs of additional staff members to cover the many tasks and activities of OHP. HK explained that such expenses were intentionally left out of this estimate as these would be linked and covered by specific projects. The Meeting approved the estimation and agreed that the current target would be to build a reserve of €350,000 in the OHP bank account. All future additional financial resources will be forwarded to the Trust Fund bank account.

19. The Management Board took note of the accumulative expenditures since OHP's establishment as provided in document MB/M(2010)15. HS noticed a mistake in this document: on page 7 under Grand Total Balance Sheet Item 2, the amount should be €73,100.93 instead of €142,290.13 (which are the revenues of that balance sheet). HS further requested to provide in future versions of this very useful document also more details of the revenues for each project, as appropriate. In addition, it was preferred to start the document with the summary, followed by the details and to add page numbering **[Action Point 6.15]**.

20. The Chair introduced the issue of fund raising which should not be seen as separate from the issue of awareness raising of OHP's existence and of its need for additional experts (see also Agenda Item 8 and Action Points 6.4 and 6.5). It was agreed that these activities cannot be left solely to the Managing Director and should be considered as an important task of all Members of the Board. Document MB/M(2010)16 provides an overview of introductory, awareness and fund raising meetings scheduled by HK since MBM5. This list includes DG Development and DG EuropaAid, FAO Regional Office to the EU, World Bank Europe, BEUC (EU Consumer Group) and CARE. Some of these meetings were held the day before the MBM thus allowing the Chair to join HK. AG mentioned that a meeting with USDA was scheduled for 8 December in Washington, DC through a contact from HK he met in Shanghai. HK suggested to keep document MB/M(2010)16 updated and used by all MB members. It will be evaluated at each subsequent MB Meeting. MB Members who wish to arrange for introductory meetings are invited to do so unrestrictedly but to share the details of such meetings with the secretariat who will update the list. If preferred, colleague MB members may be invited to join such meetings. Potentially relevant parties include: Ministries of Agriculture, Health and Environment, newspapers, scientific journals, charity organisations, NGO's, university departments, private and public research institutions and foundations with an development cooperation objective **[Action Point 6.16]**.

#### **Agenda Item 8: OHP Membership, full and affiliated members**

21. The Chair asked HK to introduce the subject. HK mentioned that the number of experts (affiliated members) seems adequate for the moment but we would need to at least double the number from 130 [see MB/M(2010)9/CONF/REV2] to 260-300 in order to be able to select the best possible available experts for each project. Despite promises of IUTOX, SOT and EUROTOX, the one announcement HK has seen so far was in Toxicology Letters

199(2010)427 which was by courtesy of EUROTOX (see attachment to this report [MB/M/MIN(2010)4]. Publication of this announcement by CAAT (both USA and Europe) could also be helpful. The Meeting agreed that popular informative articles in newspapers or magazines could be a good means to introduce OHP. Such articles could be about food safety in developing countries, on new developments in China and/or on the introduction of the GHS at global level, all with reference to OHP's contributions. It was further suggested to request the FAO for a list of senior (retired) experts we could approach. Such a list of retired employees was promised by the BfR but never received (HS). It was seen as a task for all to make the necessary efforts to spread word about OHP. To assist, all MB members were handed a modest amount of OHP brochures, the electronic version of which will be sent shortly. Specifically it was agreed that **[Action Item 6.17]:**

- KL will arrange for an article in the Dutch language to be shared with journalists and interest groups;
- HS will draft a similar article in the German language, based on information and documentations forwarded to him earlier by HK (he will forward the same material to KL);
- HK will draft such an article in English;
- AG will inform his network on OHP.

#### **Agenda Item 9: Any other business**

22. The next meeting of the Management Board (MBM7) was provisionally scheduled for **Friday 25 March 2011**. The meeting may be held in the US (Washington DC) provided that fund raising meetings could be arranged on the day prior to the meeting and that there would be no extra costs (such as meeting room costs) other than travel expenses. In case Michael Blackwell will accept the invitation to join the MB, such extra travel costs would be relatively modest. MB Members were requested to ensure their participation as at this meeting agreement should be reached on the 2010 annual and financial reports as well as on the Management Plan and Budget for 2010.

23. The meeting adjourned at 16:00 without further discussions.

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

**SUMMARY OF ACTION POINTS:**

**Action Point 6.1 :** HK will send the latest electronic ppt-version of the OHP Introduction to all MB Members.

**Action Point 6.2:** HK will publish the minutes of MBM5 and other meeting documents, once agreed, on the website but without reference to individuals.

**Action Point 6.3:** 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 6.4:** HK will contact IUTOX again to find out about publication in the journal 'Environmental Health Perspectives';.

**Action Point 6.5:** Members of the MB will all 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 6.6.** HK will submit all necessary documents to the European Parliament necessary for formal NGO status of OHP and access pass for the Parliament.

**Action Point 6.7:** AG received one highly critical comment on the OHP website; HK will follow-up with this person.

**Action Point 6.8:** HK to publish reports R/RT(2009)3/1 and 3/2 on the website. HK will also send the 2 reports to CAAT for information and forward to AG and HS the link to the Swiss website where these reports are also published.

**Action Point 6.9:** AG will suggest an additional component for the integrated fair food/food information project.

**Action Point 6.10:** HK will make an effort to estimate retrospectively the time spent so far on projects RT(2010)5 and RT(2010)6.

**Action Point 6.11:** AG will contact Michael Blackwell for clarification of his position. If positive HK will send a formal letter him to the MB as its 5<sup>th</sup> Member.

**Action Point 6.12:** HK will invite the 2 selected potential MB candidates to consider accepting our invitation.

**Action Point 6.13:** All members of the MB will, again, identify a non-European female candidate with the preferred profile in case one or more of the invitees will not accept our invitation.

**Action Point 6.14:** HK will forward the MB's recommendation for additional membership to the TFMB, together with the recommendation to consider gender balance and representation from developing countries.

**Action Point 6.15:** HK will reorganise the document lay-out of the cumulative expenses and income.

**Action point 6.16:** all MB members will make an effort to arrange for awareness and fund raising meetings at national and/or regional level. All such meetings will be added to document MB/M(2010)16, which will be tabled at each MB Meeting.

**Action Point 6.17:** All will contribute to introduce OHP to relevant parties (see paragraph 21).