

**Minutes of the 4th Joint Meeting of the Management Boards of the Orange House Partnership (PMB) and the Orange House Trust Fund Foundation (TMB)
Brussels 10 February 2014**

Abbreviations used: CH= Coenraad Hendriksen, EB= Ezzeddine Boutrif, GS= Gretchen Stanton, HK= Herman Koëter, HS= Horst Spielmann, KL= Kartika Liotard, KM= Kalimi Mworira, MB= Michael Blackwell, VS= Vittorio Silano.

**Agenda item 1: Opening of the meeting, adoption of the agenda
[Document: JM/M/A(2014)1]**

1. The Chair, KL, opened the meeting and welcomed the other Board Members present: EB, GS, HK, HS and VS. In particular she welcomed Gretchen Stanton, as this is her first meeting as Member of the Orange House Partnership Board. KL further mentioned that apologies had been received from CH, who was unable to attend because of an unexpected urgency. HK informed the meeting that late last night he had received an apology from MB, indicating that he had decided to step down as Board member. In his message he indicated that it had been clear from earlier meetings that he had been unable to combine OHP Board membership with his other duties. On being asked HK mentioned that he had not heard from KM, other than a message that the date of 10 February for the Joint Meeting of both Boards suited her well.
2. The draft agenda was adopted without changes. HK mentioned that the one missing document (the draft contract with GAIN about Indonesia) was still not available.
3. Before moving to item 2 of the agenda the Chair suggested to make a 'tour de table', allowing all members of the Board to introduce themselves to GS and vice versa .

**Agenda item 2: Adoption of the minutes of the 3rd Joint Meeting of both OHP Management Boards and progress with the Action Points from that meeting
[Document: JM/M/MIN(2013)1]**

4. The minutes were circulated on 19 March 2013 with a deadline for response of the end of April. No comments were received other than from HS who expressed his consent with the minutes. The Meeting endorsed the minutes which will be published on the website as usual.
5. The Chair requested HK to report back on the various action points from the previous meeting:
 - o Action Point 1. An email was sent to all Board members on 19 March. Gretchen was unanimously accepted as new Board member
 - o Action Point 2. The adapted description of the FITI project was shared with the Boards on 19 March 2013.
 - o Action Point 3. KL explained that it had not been possible to receive financial support from the political group she is allied with (GUE/NGL) for a shared internship at OHP and the European Parliament of Aziza Housein. HK explained that following substantial lobbying funds were provided by the EU Erasmus Programme allowing Aziza to do a 2-year Masters in food safety at the Wageningen University in The Netherlands. He further mentioned that he would still like Aziza to become acquainted with the functioning and operation of the EU. It was agreed that he and KL would arrange for something useful before the EU Parliamentary elections in May [**Action Point 1**].
 - o Action Point 4: The relevant documentation was sent on 13 March 2013.

- Action Point 5: Efforts were made but the best placed Qatar people in Ezzeddine's network were no longer in the relevant positions or could not be found. VS suggested to discuss other approaches to develop projects which could be (financially) interesting but the Chair preferred to do this under agenda item 9.
- Action Point 6: A letter offering the services of OHP to GAIN was shared with the Joint Management Boards (JMB) on 18 April 2013.

Agenda item 3: Overview of all projects and missions

[Document: JM/M(2014)1]

6. The Chair asked HK to introduce the document. HK mentioned that this is just an overview of all activities of OHP in any of the three areas defined as: (i) zero tariff activities: all costs or practically all costs are covered by OHP; (ii) reduced tariff activities: costs are shared and 'per diems' are negotiated but never the full tariff, and (iii) the full tariff activities: full daily fees and all expenses are covered. He mentioned that just 2 days ago a new (small) project had emerged: providing 4 days of training on 'Better Training, Safer Food' (BTSF) in Beijing in May as subcontractor of the French AETS organisation. HK said that he hopes that the overview is useful for the Boards as a memory aid.
7. The Meeting agreed that the document is useful but suggested that it should be used for an annual "lesson learned" evaluation session of the JMB of all projects and activities completed during the year. Such an annual session should help building a strategy for future activities and for the identification of 'target' low income countries. The Chair suggested that HK would prepare for such a session at the next JMB meeting at the end of this year [**Action Point 2**].

Agenda item 4: Financial account: state of affairs on 17 January 2014

[Document: JM/M(2014)2]

8. The Chair suggested that HK should explain the document. HK mentioned that the document comprises three tables: Table 3, starting on page 6, provides all financial actions of all projects from the establishment of OHP in 2009 to 17 January 2014. This table is only useful for those who are interested in all details and is primarily added to provide full transparency and openness. Table 1 (first page) shows the balance of the three groups of projects, the Management Boards, Salaries and other Indemnities, and the OHP Office Exploitation. Table 2 (pages 2-5) provides the balance for each project separately.
9. A relevant detail is that the capital in the bank (€27,128) still includes the loan of HK of €10,000 he put in at the start of OHP and wishes to withdraw shortly (in connection with him buying a house in Italy). "Money-maker" RT projects (see table 2) were: RT(2009)1 and 3 and RT(2013)3 and 3. Project RT(2010)9 was the big loser (as we did not get the project after having been shortlisted as one of the final 2 bidders). The FT projects together provided an income of close to €25,000.
10. The Meeting agreed that starting in 2014 an annual financial report would suffice. Detailed financial overviews for each individual project would not be necessary but may still be provided for reasons of transparency.

Agenda item 5: Update on project RT(2010)6: food information transparency initiative (FITI)

[Documents: FITI 2 project description and flyer]

11. The Chair asked HK to provide an update on this project that started already in 2010 and does not seem to progress much. HK referred to the minutes of the previous JMB meeting, paragraph 5 and action point 2. He also reminded the JMB of the goal of the project i.e.,

to provide truthful, non-misleading factual information to the consumer in a personalised smart phone application (app) with emphasis on information which contributes to healthy ageing. However, since the decision of software house "Caesar Experts" to discontinue its mobile phone app division, OHP has been looking for a new partner. Currently discussions are ongoing with the "Vignet'D" and "Product Foundry" Partnership to develop a joint initiative merging a unique intelligent consumer product packaging approach with FITI. The "Product Foundry" partner would further develop the FITI app software and OHP would provide the food information. The first version of a flyer was shared with the JMB.

12. HK reminded the meeting that financially the project still has a credit of about €2,500 and asked permission to continue his efforts to get this project off the ground, at least until the budget will be exhausted. The Meeting supported the efforts made and approved to continue exploring this new avenue. Furthermore, the Meeting would appreciate to be kept closely informed on further developments [**Action Point 3**].

Agenda items 6 & 7: Update on projects RT(2013)2 and RT(2014)1 on food fortification in Kenya and Indonesia, respectively

[Documents: R/RT(2013)2/REV2 and R/RT(2013)2/APP1]

13. The Chair expressed her appreciation of the Situational Analysis and the Final Report of the Kenya Project for GAIN. HK explained that the original mission was aborted after the first day because of the general disruption of the public sector following the terrorist attack at the Westgate shopping mall in Nairobi. The mission (3 workshops for government authorities, food providers and consumer groups and health NGO's, respectively, followed by a public meeting with the same three groups) was considered very successful and several newspapers and TV channels reported on it. HK made reference to the final report for further details and OHP's recommendations to GAIN. The project raised about €16,000 for OHP (expenditures: €43,000 and income from fees charged: €59,000).
14. The draft contract for the next project for GAIN (evaluation of food fortification compliance control by the authorities) was not yet available but the budget will be less than for the Kenya project. The lower budget is linked to the decision (suggested by OHP) to replace a situation analysis report by a 2-day scoping mission of one OHP expert as a means to tailor the workshops and discussion documents prior to the project mission.

Agenda item 8: Other initiatives

[Documents: Declaration of support for GFSP; Ctgb Final Report]

15. Chances are that OHP will also be requested by GAIN to develop a comprehensive practical guidance document on regulatory monitoring of food fortification. Furthermore, similar projects to the Kenya and Indonesia projects are foreseen for Bangladesh, India, Mozambique and probably one or two additional countries.
16. The Meeting was informed that the attempt to deliver an annual week-long food safety seminar at the University of Khartoum (UoK) has been skipped in 2012 for reasons of inadequate financial resources at OHP. The project was again postponed in 2013 (November) but this time because of the unstable situation in the country. Efforts will be made to find dates suitable for both the UoK and OHP.
17. Although OHP has expressed its support to the World Bank's GFSP and is registered as 'Partner', HK is rather critical about the current policy that all partners pay their own expenses incurred by attending meetings of the partnership. A consequence of this

approach is that representatives of low income countries are not able to attend. In addition, also experts from academia and scientific associations hardly have the funds to travel to venues long distance to attend the GFSP meetings. This imbalance of participants will obviously result in biased decisions and, subsequently, a lack of broad acceptance of GFSP output. GS who has participated as WTO representative to the kick-off meeting of the GFSP in Paris in 2012, shares this concern.

18. HK informed the Meeting that the next meeting of the GFSP Food Safety Technical Working Group will meet in Montreal in August 2014, back to back with the annual IUFOST meeting. As OHP became member of IUFOST in 2013 HK would like to participate in the IUFOST meeting as this would be an excellent opportunity to introduce and promote OHP and, possibly find new volunteer experts willing to contribute to our objectives. As the GFSP will meet back-to-back with the IUFOST meeting he could also participate in that meeting and make a final attempt to reach agreement about a considerable part of the GFSP budget being used to allow all partners to participate in its meetings. The JMB agreed that the mission to Montreal could be useful and that HK should go there.
19. OHP has been contacted by the New Zealand based dairy product company Fonterra as a potential source of high quality independent scientific advice and suggested to agree on a framework contract to formalise this relationship. EB and GS expressed their surprise and reservation about this contact as New Zealand has excellent experts. They feared that OHP could be dragged into court cases between rival dairy companies. Also HS and VS expressed reservation. The Meeting agreed that HK should not formalise any relationship with this, or any other, industry [**Action Point 4**].
20. HK informed the Meeting of his personal assignment by the Dutch government in January 2013 to establish and chair an ad hoc International Visitation Committee charged with a thorough evaluation of the scientific output of the Dutch Board for the Approval of the Use of Pesticides and Biocides in the Netherlands (Ctgb). VS was one of the members of the committee. The final report of the commission was formally presented to the congress in July and shared with the JMB at the same time. This activity is listed as project RT(2013)3. As it was not formally an OHP project, the members of the Committee were not asked to donate part of their daily allowances to OHP. The surplus of the project was about €5000. VS suggested to consider publication of the general approach of the visitation and the main components of the report in an appropriate journal like Regulatory Toxicology or similar [**Action Point 5**].

Agenda item 9: The future of OHP: initiatives, suggestions and approaches

21. The Chair opened the discussion referring to the point VS made after the update on Qatar contacts. VS suggested that OHP could develop a package, or several packages, of information, training and assistance about the EU, international food safety, novel food, traditional food, pesticides, GAP, HACCP, animal welfare, etc. This service could be briefly described in a brochure to be shared with relevant contacts in both high and low income countries. However, he warned to make sure that there is no overlap with what is already done by the European Commission. He mentioned MEFOSA as an example that works well in north Africa and the Middle East (see www.mefosa.com). It was suggested that VS, EB and GS would (jointly) make further suggestions for the development of this idea and for key people to be approached [**Action Point 6**].
22. The next issue raised was the need for having 2 separate Management Boards. Although the Meeting agreed that for reasons of transparency and separation of money flows, two separate Boards are necessary, they also felt that most of the issues on their respective agendas are of common interest. Therefore, JMB agreed that: (i) the 2 Management

Boards should meet together as Joint Management Boards (JMB), (ii) issues being specifically the responsibility of either one of the two Boards would be discussed in a separate session of the Board of concern, preferably back-to-back to a JMB meeting, and (iii) minutes of separate sessions of either Board will be shared for information with the other Board. The Chair requested HK to consider revision of the Bylaws if needed. HK responded that the bylaws will have to be revised anyhow as the seat of the OHP will be changed from Kampendaal, Dworp (the home of HK) to Rond Point Schuman, Brussels (the office) in May when HK will move to Lucca, Italy [**Action Point 7**].

23. The next item discussed was the current composition of the 2 Board. HK suggested the Meeting to formally appoint the Chairperson of the JMB from its joint membership. He thanked KL for her willingness to be Acting Chair, following Alan Goldberg's resignation. The Meeting unanimously considered Kartika as an excellent chairperson and, following confirmation of KL that she was willing to take up this position, the JMB Meeting appointed her as the new Chair. *[note from the secretariat: only after the meeting when checking the terms for MB officers (which is 5 years) it became clear that also the Secretary (HK) and Financial Officer (HS) positions should be renewed or newly appointed in May 2014. Hence, the Secretariat will arrange for election/renewal of these functions by written procedure].*
24. KL asked about the membership vacancy that occurred following the resignation of Michael Blackwell. Following a brief discussion the Meeting agreed that the vacancy should be filled because a membership of the JMB of 9 members was considered the preferred size, even if the 2 Boards would meet separately (because of the overlap of HK and HS, being member of both Boards). HK indicated that the new member should preferably be from the America's because now only Gretchen is American (and nonetheless residing in Europe). He would also prefer a woman to achieve a better gender balance. It was agreed that all would consider potential candidates with a profile that would ideally complement the profiles already represented in the JMB and taking into account the current gender and geographical imbalance. Board members were requested to submit their proposed potential candidates together with a short biosketch and your reasoned recommendation before June [**Action Point 8**].
25. HK brought up the issue of Kalimi Mworira's membership since she had so far never been able to participate in any Board meeting, be it in person or by teleconnection. Despite her excellent profile, background and personality, she has not yet contributed to the Board's discussions. The Meeting decided that HK should write her a formal letter expressing the concern of the JMB and the Board's strong wish to receive her input in its discussions. However, if she is not in the position to make such commitments, the Board could agree with her voluntary resignation [**Action Point 9**].
26. The Chair raised the issue of sustainability of OHP and expressed her concern with a secretariat of only one person (HK) who is not paid. She is also aware that the hours he put in are more than the general 40-hour/week. Obviously at the moment there is no solution for this unstable situation. The Meeting asked HK if he has already thought about a potential successor. HK mentioned that he had done so indeed, but so far without a positive result. He indicated that starting with the GAIN Kenya project he decided to donate no longer 100% of the fees he charges for himself but 50% and he plans to continue doing this for all projects for which fees (i.e. daily allowances) are charged. Also, he will start looking for an 'associate' more seriously than done so far. There was a brief discussion about 'cloud funding' as a possible source of financial support but there was not a lot of enthusiasm among Board members. In order for a "pay-pal" approach via the website to be successful, people need to be able to find the OHP site. HK will contact the

web manager for ways to make the OHP site easier to find (e.g. adding key words). He will also ask what are the cost of receiving info on the site visit statistics [**Action Point 10**].

Agenda item 10: Activities of MB members, relevant for OHP

27. Board members had no specific activities relevant for OHP. HS informed the Meeting of a new social network specifically aimed at scientists (www.ResearchGATE.net) which he considers a lot better than LinkedIn.

Agenda item 11: OHP website revision

28. HK informed the Meeting that the technology behind the OHP website appears to be outdated and needs renewal. At the same time the search options of the website will be improved and, possibly, its appearance. The costs are indicated to be around €2,000 which, compared to the costs charged for similar activities by other firms, is a very reasonable price.

Agenda item 12: Any other business

29. The Chair suggested that a face-to-face meeting of the JMB should be held once a year and that additional meetings could be held as teleconferences on a as needed basis but at least also once a year about 6 month after the face-to-face meeting. This approach was considered practical and appropriate to maintain the feeling of being involved. However, the Meeting also requested the secretariat to be kept informed of new projects and project progress in between meetings.

30. HS complimented Kartika with her excellent performance as Chair which was seconded by all. At this point the Chair closed the meeting and wished all a safe journey home.

SUMMARY OF ACTION POINTS

Action Point 1: for KL and HK to find the means for a "one week internship" of Aziza Housein at the EU Institutions.

Action Point 2: HK will prepare documentation for an evaluation session at the December JMB meeting of projects completed in 2014.

Action Point 3: for HK to update the JMB on further developments of the FITI project.

Action Point 4: for HK to inform the dairy industry in New Zealand that OHP decided not to enter into a contractual relationship.

Action Point 5: for VS and HK to consider drafting a paper on the IVC approach for the evaluation of the scientific output as the basis of approval for use of pesticides and biocides by national regulatory authorities.

Action Point 6: VS, EB and GS to make further suggestions for the development of food and chemical training and service packages and for key people to approach.

Action Point 7: For HK to revise the OHP bylaws as appropriate, reach the Boards agreement on the amendments and submit the agreed revised bylaws to the Belgian legal authorities.

Action Point 8: for all Board members to make substantiated suggestions to the secretariat for potential new Board members, before the end of May 2014.

Action Point 9: For HK to send a letter to KM.

Action Point 10: For HK to discuss options for finding the OHP website more easily and for costs of website visit statistics reporting.
