



Forum-20/M/2015 – Public
Adopted on 24/06/2015

Minutes of the
20th meeting of the Forum for Exchange of Information on Enforcement
Helsinki, Finland
24-26 March 2015

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I. Summary record of the proceedings

Item 1 – Welcome and introduction

1.1 Opening by the Chair of the Forum

The Chair welcomed all the participants. She announced apologies from Forum members from FR, LI, ES and MT and informed on the appointed proxies.

The Chair informed that the quorum requirement was met.

1.2 Adoption of the agenda

The Chair indicated the changes in the agenda (Content IV, Annex 1) and the agenda was adopted.

1.3 Declarations of conflicts of interest with regard to agenda items

The Chair requested all participants to declare any potential conflicts of interest for any of the agenda items, according to Article 9(2) of the Rules of Procedure. No conflicts of interest were declared in the meeting.

1.4 State of play with action points from Forum-19

The ECHA Forum Secretariat informed on the status of action points from Forum-19 and highlighted that some actions were still open. The Forum agreed to close the action point concerning the status of Article 36 letters (Forum-17, AP 13.5).

1.5 Practicalities and brief recapitulation of results of the written procedures between Forum-19 and Forum-20

The ECHA Forum Secretariat highlighted the document with the results of the written procedures between Forum-19 and Forum-20.

Item 2 – Address by ECHA Executive Director

The ECHA Executive Director brought the issues that were to be discussed that were relevant to ECHA as well to the attention of the participants.

He highlighted that the Forum's advice-giving restrictions' process needed to be streamlined and more workable so that the Forum continues to deliver its advice on time and without engaging excessive resources.

Under the Authorisation issue, he conveyed the message that there were no practical experiences on enforcing such decisions. Even if there were still some concerns on the challenges of such task, it should not deter the Forum from agreeing on the second pilot project on authorisations.

The Executive Director informed that ECHA was facing calls from animal rights' groups to take tangible action towards avoiding unnecessary animal testing. He welcomed the support of the enforcement authorities and encouraged the Member States to be as transparent as possible about the outcomes of their activities in this area.

Finally, he called to the attention of the Forum that the Budgetary Authority and the Commission have decided to reduce ECHA's resources. However, due to the importance of the enforcement activities, the savings will not affect the support that the ECHA Secretariat can provide or impact adversely on the content of the work carried out by the Forum. Conveying the message from the Management

Board, he recommended for the Forum to find more effective ways of organising its activities, for example, to conduct more WG meetings remotely.

Item 3 – Forum’s enforcement activities - Work Packages

3.1 Interlinks

3.1.1 WG progress report

The Chair of the WG presented the status of the work indicating that much progress was made on the chapter describing the NEA follow up of the dossier and substance evaluation and that useful feedback was collected on the Interlinks Workshop on 15 January 2015. This workshop attended by the Forum members and Member State competent authorities was intended especially to discuss the challenges and align positions with regard to NEA involvement in the follow up of dossier evaluation (DEV) and substance evaluation (SEV) decisions.

The WG Chair clarified that the interlinks document was very important for the Forum since its annexes describe the communication and cooperation processes between ECHA and national authorities. This WG will continue to update the document to cover all the processes in which national authorities and ECHA are involved. The Interlinks pilot project (see below, Item 3.1.2) will be useful to capture additional information for those particular duties/processes and the results will be fed into the interlinks document.

3.1.2 Pilot project on the enforceable cases from ECHA screening exercises relating to harmonised classifications

The Chair of the pilot project and the WG in collaboration with the participating countries’ representatives drafted the manual for the pilot project to investigate the cases brought by ECHA. The Forum was invited to comment.

3.1.3 Follow-up of ECHA Decisions: updates from ECHA

A document with the summary of the decisions sent by the ECHA Focal point to all Member States was presented. The Secretariat informed the meeting of a particular case where a revoked registration was reinstated following an intervention of the NEA.

An expert requested for a summary of the revocations that have been appealed to be sent to the national Focal points together with some background information of the cases.

3.1.4 Mandate amendment

The mandate of the WG was updated and the Forum adopted the updated mandate ([Annex 2a](#)).

3.2 Enforceability of restrictions

3.2.1 WG progress report - Advice on restrictions

3.2.1.1 Discussion on the restriction process

The WG Chair updated the Forum on the status of the work of the WG and introduced the topics for discussion.

A Forum member suggested to re-structure the information in Annex I (Forum recommendations to be considered by dossier submitters, for RAC/SEAC members) and Annex III (Forum Guide for dossier submitters) and create one

document only for dossier submitters and another only for RAC and SEAC members. In addition, such documents could be included as annexes in the GDAERF. The WG Chair agreed that re-structuring the annexes was possible.

The Chair suggested discussing the publication of the GDAERF in the next Forum plenary meeting.

ECHA Secretariat informed that a workshop to exchange ideas with the dossier submitters will take place at ECHA in May. The Chair invited a representative of the WG to participate in this workshop to present and encourage ECHA to promote the use of the GDAERF and its annexes related to the recommendations to dossier submitters.

3.2.1.1.1. Open issues with the revised GDAERF

An invited expert of this WG presented the status of the guide that has been revised to streamline and harmonise the approach of the advice of the Forum and presented the open issues.

The Forum agreed on the text included in the GDAERF that the analytical method in the entry has to be assessed on a case-by-case basis depending on each restriction. However, COM has the final decision if a reference should be included in the entry or the recital.

Regarding the Forum's position on costs or resources to be allocated to the enforcement of the proposed restrictions, the WG Chair informed that the WG members could be in the position to make those estimations if the Forum so wishes. Regarding the monitorability, the WG Chair was of the opinion that the Forum should not address this issue in its advice on enforceability since it was not a matter for inspection services.

The Chair encouraged the Forum members to comment on the above issues when providing comments to the GDAERF. If no conclusion could be reached by the WG, the issues should be then discussed in the next Forum plenary meeting.

3.2.1.1.2 Handling the Forum Advice of ammonia salts

The Final Advice of Forum for this restriction proposal was discussed.

Forum agreed to keep the Final Forum Advice that had been delivered to RAC and SEAC unaltered.

3.2.1.1.3 Revision of the working procedure of the Forum

ECHA Forum Secretariat presented the WG's suggestions for modes of operation to provide better advice and support to the process of developing RAC/SEAC opinions on restriction proposals with the aim of enhancing the quality of Annex XV proposals.

The WG would revise the working procedure to reflect the chosen process of advice to RAC/SEAC.

3.2.1.2 Update on the work with Annex XVII entries: Guidelines and Q&As

ECHA Secretariat informed it was preparing guidelines for existing entrances to clarify the scope and wording by means of examples. A public consultation of the guidelines will be launched where the Forum and other authorities would be invited to comment.

The Annex XVII project, which aims to make the reading of Annex XVII friendlier, had a new tool, available on ECHA's website. It consisted of a table of the restrictions that indicated the corresponding entry and the relevant links. Under the same project, ECHA Secretariat launched a batch of Q&As and a second one would be launched in Q2 2015.

3.2.2 WG progress report: analytical methods

3.2.2.1 Discussion of the compendium

The WG Co-chair presented a revised roadmap for the project of creating a compendium of recommended analytical methods for the enforcement of restrictions. The WG Co-chair presented the contents of the provisional compendium and requested for Forum to assist the WG on the best way to handle methods for restrictions without limit value (NLV Restrictions). The WG discussed the problem and identified the possible options for handling NLV restrictions.

The Forum agreed on the best option and the WG would tackle the methods for restrictions without a limit value taking in consideration the voted option. The publication of the compendium was foreseen for Q3 2015.

3.2.3 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate ([Annex 2b](#)).

3.2.4 Participation of the Forum in the process of developing standards

The Chair informed the meeting that in February 2015, DG GROW informed the WG Enforceability of Restrictions about the analytical methods proposed by DG GROW to be included in the Commission Annual Union Work Programme (UWP) for Standardisation 2016. The WG was invited to comment or make additional suggestions on this proposal. However, the WG didn't provide any specific comment since the commenting period was short and the WG was not mandated for such specific activity.

The Chair recalled that in 2014 the Forum replied to COM's proposal to have the participation of the Forum in the process of developing standards by being available to reply to standardisation requests related to REACH Annex XVII during the development of the standard by the relevant European Standard Organisations (e.g. Forum as advisory body, providing opinion in the progress and monitoring the process). However, COM had not confirmed whether such participation was possible or not. Consequently, the Forum had not prepared to tackle these requests.

The WG suggested for DG GROW to consider the previously provided Forum advice on enforceability and highlighted the importance of the continuation of Forum's consultation on the proposals for development of standard methods for REACH Annex XVII restrictions.

COM agreed to inform the Forum in the next plenary meeting about the state-of-play with the UWPs 2015-2016 and inform about the plan to involve the Forum.

3.3. REACH-EN-FORCE-4

3.3.1 WG progress report

The Chair of the WG presented the conclusion of the discussions within this WG concerning the scope of the project, i.e. which restrictions to enforce. The WG

considered the availability of analytical methods and its costs, the Member States preferences and the restrictions included in RAPEX notifications.

The WG Chair highlighted that the Forum members might need to consider the involvement of other national authorities in the execution of this project. Moreover, the Member States should select the relevant restrictions from the proposed list according to their own national priorities and share its national results for other restrictions that were not part of this initial list.

3.3.2 Discussion and adoption of detailed scope of REF-4

The Forum discussed the proposed list of restrictions prepared by the WG.

The Chair requested the WG to add non-consumer entries to the proposed scope of the project. The Forum members should then be consulted on the restrictions they would select from the new list to accurately define the scope. If possible, the Member States could inform the WG on the average cost of testing such restrictions.

The Forum agreed to additionally inform the WG on national inspections on restrictions that would happen during the operational phase of REF-4 but out of the scope of the project.

3.3.3 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate ([Annex 2c](#)).

3.4. Prioritisation of REF projects

3.4.1 WG progress report

The Chair of the WG reminded the Forum members that the period for submitting proposals for REF-5 was still running until 30 April. The WG would produce a registry of obligations that were covered in previous projects and will assess the proposals by Forum-21.

COM suggested revisiting REF-1 and REF-2 project's scope to follow them up and assess whether there were improvements on those subjects.

The WG Chair clarified that all the previously submitted proposals would be re-assessed and if relevant, it could be considered to have a repetition of the issues previously addressed.

3.4.2 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate ([Annex 2d](#)).

3.5 Pilot project on CLP: Child-resistant fastenings

3.5.1 WG progress report

The WG Chair summarised the WG activities that were mainly focused on the elaboration of the draft manual. The manual was available for Forum members to comment and then the WG would prepare a new version of the manual, for adoption.

3.5.2 Mandate amendment

The timeline was revised and the Forum adopted the updated mandate ([Annex 2e](#)).

3.6 REACH-EN-FORCE-3

3.6.1 WG progress report

The Forum Chair informed on the status of the project and the provisional general results from the second phase of the project.

3.6.2 Mandate amendment

The timeline was revised and the Forum adopted the updated mandate ([Annex 2f](#)).

3.7 Projects on authorisation

3.7.1 Pilot authorisation - first pilot project: WG progress report

The Forum took note of the progress report submitted by the WG and the operational phase of the project that has been running with no difficulties.

3.7.2 State of play of Article 66 downstream user notifications and conclusions on applications for authorisation conference

The meeting was informed by ECHA Secretariat on the status of the consultation referring to the notifications from downstream users of authorisation holders based on Article 66 of the REACH Regulation. A compilation of responses to comments from Forum members would be distributed as well as the measures that will be taken by ECHA. The submission tool and the web page should go live at the end of Q2 2015. ECHA was exploring the possibility to inform NEAs directly through the Portal Dashboard for NEAs (the system that will replace RIPE), instead of going via the competent authority.

Moreover, ECHA Secretariat briefed the meeting on outcome of the conference on "Lessons learnt on Applications for Authorisation (AfA)" that was held in ECHA on 10-11 February 2015 to assess the experiences gathered from the 28 AfA dossiers. ECHA has received 28 applications for authorisation from 44 applicants, for which 24 were approved by RAC/SEAC and three were already adopted by COM. From the conference, it was concluded that the AfA system worked and that it applies some pressure on industry to substitute their substances for safer ones. Other feedbacks received from the participants would be taken into account by ECHA to improve the system (e.g. simplify the formats, improve guidance, streamline the process, etc.).

3.7.3 Pilot authorisation - second pilot project discussion

ECHA Forum Secretariat presented the proposal for the second pilot project on authorisation with the aim to further develop and test the enforcement practices when dealing with authorisation decisions.

The Forum discussed the scope and the timeline of the proposed project and agreed to set a WG to initiate the development of the manual.

3.7.4 Mandate amendment of first pilot project

The mandate of this WG was revised and the Forum adopted the updated mandate ([Annex 2g](#)).

3.7.5 Mandate establishment of second pilot project

The mandate of this WG was created and the Forum adopted the mandate ([Annex 2h](#)).

3.8 Training for enforcement trainers

3.8.1 WG 2014 final report

The Chair of the WG of 2014 presented the final report including the recommendations for future training events based on the feedback received from the participants of the enforcement training event that took place on 20-21 November 2014, covering "Safety Data Sheets and extended SDS" and "Classification and labelling (C&L) of mixtures".

The term of office of the WG was terminated at the time the final report of the WG was adopted.

The Chair highlighted that the participants should be the national trainers and deliver the knowledge gathered in the training event. Therefore, the Chair encouraged the Forum members to appoint staff that would be able to act as multipliers. The Chair suggested for the 2015 WG to deliver to the participants some material that would facilitate the national trainings. In addition, it could be useful if Forum members could share information on their national trainings to motivate and inspire others.

3.8.2 WG 2015 progress report

The WG Chair presented the status of the preparation of the training event, planned for Q3 2015, for which the agenda was adopted by written procedure. The WG Chair received a request from the ECHA Helpdesk suggesting the participation of HelpNet members and Serbian observers in the training as trainees.

A representative from COM would like to participate in the event and make a presentation.

The Forum voted and agreed, by majority, to grant the possibility for HelpNet members and observers to follow the event by webstream. It was planned for this event to resume the broadcasting at the end of each day to summarise and discuss some of the practical cases. In that way, the remote participants would be able to learn about some of the practical cases even if it was not broadcast.

3.8.3 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate ([Annex 2i](#)).

3.9 Electronic Information Exchange System - EIES

3.9.1 WG progress report

The Forum took note of the progress report submitted by the WG. The WG recommended that ICSMS was the most suitable tool for exchanging PIC information between inspectors, with only a limited number of changes needed in addition to the REACH/CLP specifications already agreed with the COM. The consolidation of the first complete draft of the "Guidance document for using the ICSMS/EIES in enforcement of REACH, CLP and, if needed, PIC" is currently in progress.

The COM representative informed that DG GROW would not compromise to develop ICSMS to accommodate the PIC information.

The Forum adopted the WG recommendations and invited DG ENV dealing with PIC to implement the seven specific PIC-related fields in ICSMS.

3.9.2 Mandate amendment

The mandate of this WG was revised and the Forum agreed to change the name of this WG to ICSMS. The Forum adopted the updated mandate ([Annex 2j](#)).

3.10 Implementation of RIPE

3.10.1 WG progress report

The Forum took note of the progress report and the Forum was invited to comment on the documents produced by the WG concerning NEA's needs from ePIC for the enforcement of the PIC Regulation and the recommendation for the WG on EIES/ICSMS. The analysis of BPR needs (done by the WG to support ECHA Secretariat in developing a tool to support BPR enforcement) was ongoing. The Forum will be provided with the documents related to this work package when ready. Consultation will be sought with BPR NEAs through BPR MSCAs.

3.10.2 RIPE project progress report

The ECHA Forum Secretariat presented the status update of the project. The release of RIPE version 1.10 was scheduled for early April 2015 and it included the correction of some features. There was a new procurement for the framework contract for the Portal Dashboard (PD)-NEA which did not impact the release date (still planned for Q4 2015). ePIC would be released for NEAs together with PD-NEA in Q4 2015. User management for both tools would be integrated. Under this umbrella, it was under discussion that ECHA would manage the token assignment, by request from a national administrator. The project team was discussing the PIC Article 10 report and if/how the information could be retrieved.

ECHA Forum Secretariat clarified that it was foreseen that the number of administrators for RIPE would be the same as for PD-NEA.

COM reminded the meeting that the Forum did not have the remit for BPR.

3.10.3 Mandate amendment

The mandate of this WG was revised and a new Chair and Vice-chair was appointed. The Forum adopted the updated mandate ([Annex 2k](#)).

Item 5 – Update on relevant developments by the Commission

5.1 General updates by the European Commission

The COM representative presented the summary regarding the legal issues, the issues discussed (and to be discussed) in REACH Committee and other fora. The new Commission also brought a new philosophy which was keener to take the initiative, with a greater emphasis on enforcement and with a new strategy for the internal market for goods and services.

He presented the follow-up action related to a practical case on nicotine (Forum-19, Practical issue 1). The Netherlands intended to submit a full CLH dossier to have nicotine classified as acute toxicity category 1 and impose a child resistant fastening. ECHA and COM will assess such proposal.

COM clarified that the 'defence exemption standard' (Code of Conduct) included the statement that all companies shall comply with REACH; the exemptions given would be related to the amount/type of information that such dossiers should contain. How it will be enforced, would be up to the Member State.

He informed that COM was planning on launching a public consultation concerning REACH and CLP enforcement and invited the Forum to participate in the

elaboration of the questionnaire. The Chair and other Forum members raised concern on having a questionnaire on enforcement activities. The Chair suggested for it to be consulted with the Member States. COM agreed that CARACAL should be informed and clarified that the questionnaire would be short (10 questions) and to be displayed on the COM website by the end of 2015. To evaluate who were the respondents (industry, general public, etc.), a set of questions will be created. The aim of the consultation would be to gather information from all perspectives. The Member States' opinion would be registered in the Article 117 report. How the results will be assessed was still under discussion and the Forum was invited to participate in the analysis of the information collected. The Chair requested COM to consult the Forum when elaborating the questionnaire.

A Forum member reminded that the Forum did not have the remit for enforcing the Biocidal Products Regulation (BPR). The member informed the meeting that a paper elaborated by COM presented at the Biocides CA meeting was proposing that the Forum (for REACH, CLP and PIC) could play a role in supporting Member States enforcement and control of biocidal products and articles. The member suggested for the Forum to re-discuss this issue and take a formal position.

The Forum member informed that an experts group on internal market for products (IMP) had a sub-group that explored topics such as ICSMS, cross border cooperation, indicators for enforcement, which were topics addressed by the Forum. Therefore, it could be interesting to liaise with such groups to exchange views. The Forum was invited by COM to send one representative to attend the meeting of such an expert group.

5.2 Final report of the ENFIND project

The COM representative informed the meeting on the status of the project of enforcement indicators. The final report was at the final stage of its preparation and a list 50 indicators would be proposed for the different levels (EU, Member States and Forum). COM was developing a system to implement those indicators and would be delivered to the Forum at the next Forum meeting. COM representative encouraged the Member States and Forum to use them.

The Chair suggested having a discussion on the implementation of the enforcement indicators at Forum-21 based on the final report of the ENFIND project.

Item 6 – Break-out groups session

6.1 Discussion of topics

The participants separated into groups for discussing their selected topics.

Item 7 –Enforcement projects in Member States

7.1 CY: 2014 Campaign on the classification, packaging and labelling of bleaching agents

The Cyprus Forum member presented the national campaign and its results that controlled products with extreme pH values placed on the Cyprus market. During the campaign, the enforcement authorities took samples of products placed on the market with high and low pH, measured its pH and checked it against the labelling and packaging requirements, according to CLP and DPD.

The companies were also requested to present any documents that attested that their product was not corrosive. It was found that circa 20% of the investigated products were appropriately classified, labelled and packaged.

At the end of the project, the authorities could better provide guidance to formulators in Cyprus (SMEs) on the respective classification, labelling and packaging requirements.

Item 8 – Cooperation with other networks

8.1 CLEEN: Forum collaboration

A Forum member presented a joint project proposal between Forum and CLEEN on *Chemicals labelling under European legislation*. Since at European level, the enforcement of chemicals legislation is coordinated by these two bodies, such cooperation would allow an integrative approach on the labelling of chemicals. Much material was already available that would facilitate the work of the project members.

A Forum member expressed that at national level there were measures in place to deal with the issue. Another member informed that CARACAL had set a sub-group to deal with C&L issues. The Forum agreed to mandate the WG Prioritisation of REF projects to assess the proposal.

8.2 ADCO meeting report

A Forum member reported on the meeting of the Administrative Cooperation (ADCO) groups related to the enforcement of market surveillance legislation. There were 17 different ADCO groups and each of them had an appointed Chair. The Chairs of the 17 ADCOs participated in a meeting on 12 March where the Forum member participated on behalf of the Forum.

He referred to the discussion concerning CN codes in which DG TAXUD proposed to address the ADCO's concerns, for instance, the broadness of CN code groups and correctness of codes used by exporters. The ADCO groups were setting up their website and were drafting an over-arching document that would refer to all of ADCOs' guidance documents. The group discussed the joint actions for 2015-2016 concerning e-commerce.

Overall, it would be interesting for the Forum to follow the discussions taking place in these groups since many issues were also dealt within the Forum. COM would provide some general information of the ADCO groups to be forwarded to the Forum members.

A Forum member recalled the participation of SLIC Chemex in previous Forum meetings. The Chair agreed to contact this network and invite them to update the Forum on their activities.

8.3 IMPEL project: Follow-up

The Forum member that was mandated to participate in the project on behalf of the Forum reported that the second phase of the project was ongoing. The project focused on increasing the awareness of authorities and industry about the interactions between REACH and Industrial Emissions Directive (IED) and identifying the current practices mainly relating to the existing tools for chemical substances for handling the items in IED's permit procedures. The task of the IMPEL WG was to identify a set of data of the chemical substances needed for the

permit applications to ensure that substances were addressed adequately throughout the life-cycle of the permit. Moreover, the WG should identify the procedures to deal with the obligation to use less hazardous substances.

The Forum member informed that it was not possible to attend the workshop in November 2014 but a presentation was submitted. The second version of the draft report was circulated on 24 March 2015 to collect comments from the project members.

Item 10 – Practical issues for enforcement of REACH and CLP

Issue 1 - To what extent, and how is the requirement to inform on the breakthrough time and thickness of specified glove material in the SDS enforced when it comes to mixtures? Are there any guidelines the authorities have worked up on how the breakthrough times can be determined concerning mixtures?

The submitter presented the issue and summarised the comments received from other Forum members and ECHA. A proposed conclusion was discussed and agreed.

The Forum agreed with the conclusion of the issue that was edited during the meeting.

Issue 2 - How do MSs handle individual registrations for chemicals for which a SIEF exists?

ECHA Forum Secretariat presented the outcome of the consultation round with the Forum members on this issue. The Forum would address this issue in the next Forum meeting.

Item 11 – Updates from the ECHA and ECHA Forum Secretariat

11.1 Article 117(3) - Animal testing without a regulatory decision on testing proposals: report of the feedback

ECHA Secretariat presented the summary of the ECHA report on animal testing proposals and the compilation of the feedback from NEAs on the survey launched by ECHA.

ECHA Secretariat informed that, following the Ombudsman cases, ECHA will publish its findings and would requested the collaboration of NEAs to follow-up the potential incompliances of Article 13(1). ECHA encouraged the publication of the outcomes of the NEAs' activities. ECHA's communication plan foresees an increase of more similar cases that would be communicated to Member States (CA/NEAs).

The Forum agreed that ECHA would send to NEAs the cases for enforcement. In turn, NEAs would consider informing ECHA on the outcome of the investigations for ECHA to publish on its website or refer to the NEA's website.

11.2 Guidance updates

The Forum took note of the updates from ECHA Guidance. It was the same document to be submitted to CARACAL.

11.3 HelpNet and CLP

The Chair informed that the room document was amended.

The ECHA Secretariat informed on the relevant outcomes of the discussion held in the HelpNet meeting and CLP Workshop, held at ECHA on 18 March. The participants of that meeting were positive to provide read-only access of REACH/CLP sections of HelpEx to Forum.

A CARACAL sub-group on labelling and packaging would work further on fold-out labels, multi-lingual labels and labelling of over packs and packaging that contained different chemicals with different classification.

The Chair requested to keep the Forum informed on the work developed by this sub-group. The Chair informed on the decision made by the Forum on the participation of HelpNet members in the Forum Train the trainers' event (see 3.8.2).

11.4 Update on the work on an SDS checklist

The ECHA Secretariat summarised the final SDS checklist produced by ECHA in cooperation with the Forum. The use of this tool was encouraged in as many Member States as possible to increase the harmonisation on how SDSs were checked. It was also possible to have it tailor-made according the NEA's needs. It was highlighted that it could also be a good tool for industry to make its own self-assessment.

Some Forum members expressed the appreciation of the tool and the willingness to use it in their routine work.

The Forum agreed to test the tool for the next three months and provide comments on the experience.

11.5 Outcomes from the "ESH Professionals" pilot project 2014 with Member States and the integration REACH into ESH systems

The ECHA Secretariat presented the project originated from a work package from the CSR Roadmap and the results from the first phase. It was initiated in 2014, to help Environmental Safety and Health (ESH) professionals to develop awareness and understanding of downstream user obligations under REACH and to encourage them to integrate REACH obligations into current activities undertaken to fulfil other regulatory requirements. The project would be prolonged and the Forum members were invited to signal their interest to participate.

An invited expert shared the positive experience of participating in the first phase of the project where national institutions and industry were involved and would be interested in continuing. The expert indicated that ECHA provided great support and tools. It was suggested to translate the tools to have additional information to be disseminated.

11.6 Update on intermediate verification work supporting the prioritisation of Candidate List substances for inclusion in REACH Annex XIV

ECHA Secretariat presented the status of the work concerning intermediates which included the continuation of checking substances on the Candidate List and checking SVHCs identified in full registration dossiers, where intermediate uses have been declared by the registrant. Article 36 letters would be sent to the registrants, when relevant. It was highlighted that, when it was not possible for ECHA to be sure that the substance was used as an intermediate, ECHA took the

precautionary principle that such use was considered in the scope of authorisation.

11.7 REACH and other legislations, synergies in the use of information at downstream user level

ECHA Secretariat informed on the update of this project, started in 2013, to explore how the supply chain information related to the fulfilment of REACH obligations (SDS, extended SDS) could support the downstream users to fulfil their obligations concerning other legislation. ECHA will organise a workshop on 16-17 April 2015. A Forum member would make a presentation during the event and the member was invited to brief the Forum in the next Forum meeting.

11.8 Implementation of REACH 2018 Roadmap

ECHA Secretariat informed that the implementation phase of the Registration Roadmap 2018 had started. ECHA would assess the material available for the companies and create other support material if needed. Under the umbrella of this project, the Communicator's network was created since one of the major concerns was the low awareness of the registration obligations by SMEs.

20 Member States participated, being represented by the HelpNet correspondents or the competent authorities, and representatives of industry organisations. The Forum was invited for inspectors to join as multipliers in the awareness raising efforts. ECHA Secretariat will keep the Forum informed on the ongoing activities of the project.

The Chair agreed that inspectors have contact with the companies and might be in a position to share the information. ECHA Secretariat would share the contact points from the different Member States so that the NEAs can liaise with them.

11.9 Secure-CIRCABC Project

ECHA Secretariat informed on the new features of the collaboration platform used by ECHA to share information with external stakeholders. ECHA's security requirements and the feedback collected from the users were the main reasons to consider an update of the collaboration platform. It was decided that it should be based on the existing CIRCA-BC platform. Therefore, additional features to make the tool more secure and efficient were developed. In the next few months, there will be an update of the instructions and training on the new functionalities will be given. The migration of the documents to the new platform was foreseen for the end of July.

Some Forum members expressed concerns with the new two-factor identification as well as the challenges of using some of the proposed features.

The Forum agreed for the applicability of the new features to be discussed at the Forum-21 meeting and to assess which ones would be relevant for Forum's activities.

Item 12- Updates from the ECHA Forum Secretariat

12.1 Forum's rules of procedure

ECHA Forum Secretariat informed that the Forum RoPs were adopted in the Management Board meeting on 20 March 2015. A Management Board member

observed a minor inconsistency in Articles 9.7 and 9.8 related to the fact that while the first sentence of 9.7 refers to members and invited experts, the remaining sentences refer only to members. ECHA Forum Secretariat took note and would amend it at the next revision. In the meanwhile, it was proposed for the formulations in 9.7 and 9.8 to pertain also to invited experts as far as applicable. The Forum agreed on this approach.

12.2 New version of Forum's WG description

ECHA Forum Secretariat informed that a room document "Description of Working Groups of the Forum – procedures and guidelines" was available for comments.

The document revised the working procedure for the work of the WGs adopted by Forum in 2008 to take into account the current practices for the organisation of the work of the WGs. The document introduced the guidelines for the good conduct of the work of the WGs agreed by the Forum at Forum-18 during the dedicated discussion on the optimisation of the work of the Forum. The document also introduced the new template in use to report on the progress of the WGs.

The comments from the Forum would then be compiled, the document revised and adopted by written procedure. When adopted by the Forum, the document will supersede the working procedure adopted in 2008.

12.3 Criteria for future requests of access to documents (AtDs)

ECHA Forum Secretariat informed the Forum on the progress of the development of the ATD criteria, considering the comments received after Forum-19. After a final consultation with the ECHA legal unit, new additional comments were provided resulting in some further revision of the document. Therefore, the Forum was invited to participate in an additional consultation round. A written procedure for adoption will then be organised afterwards.

12.4 Invited experts to Forum meetings – evaluation of the system

ECHA Forum Secretariat highlighted the results of the analyses and informed on the future scenario concerning invited experts. A slight increase was observed on the involvement of the alternate members and a constant level of participation of invited experts in the Forum meetings.

The ECHA Secretariat will continue this system for the next three Forum plenaries (Forum-20 to Forum-22) and invited the Forum members to maintain the level of involvement of the invited experts to the plenary meeting and increase the involvement of alternate Forum members in the chairing or co-chairing of working groups.

The Chair highlighted that it was clear that the Member States appreciated the reimbursement of invited experts and it was beneficial to bring more views to the Forum and its meetings. A Forum member enhanced the role of the experts in the WG which, in many cases, take over great responsibilities and workload.

The COM representative added that COM would continue to support the Forum.

Item 13 – A.O.B.

13.1 Debriefing of the meeting with Forum Chairs and ECHA's directors

The Chair summarised the discussions held at the end of Day 1 of the meeting with ECHA's directors.

13.2 Manual for New Zealand EPA

An invited expert informed the Forum that a representative from the Environmental Protection Agency in New Zealand visited its organisation and was interested in learning how the enforcement of the chemical legislation was carried out. To provide the visitor with a better view of the harmonised enforcement actions, it was requested to grant access to the manual of one of the Forum's projects with a non-disclosure caveat.

The Forum agreed to provide the manual of the finished project, REF-2.

Item 15 – Closing of the meeting

The Chair thanked the participants, the COM and the ECHA Forum Secretariat for their contributions and support. With that, she closed the meeting.

II. MAIN CONCLUSIONS & ACTION POINTS - Forum-20

24-26 March 2015

(Adopted at the Forum-20 meeting)

Agenda point	Conclusions / decisions / minority opinions	Action requested after the meeting
Item 1- Welcome and introduction		
1.2 Adoption of the Agenda	The agenda was adopted.	
1.4 State of play with action points from Forum-19		
1.5. Practicalities and written procedures		<p>Forum members are invited to actively respond to written procedures.</p> <p>Forum-S will actively remind the Forum members on the response deadlines for written procedures.</p>
Item 2 – Address by ECHA’s Executive Director		
Item 3 – Forum’s enforcement activities- Work Packages		
3.1 Interlinks		Forum members who participated in the interlinks workshop are invited to comment on draft minutes by 10 April
3.1.1 WG progress report		
3.1.2 Pilot project on the enforceable cases from ECHA screening exercises relating to harmonised classifications		<p>Forum members are invited to comment on draft manual of the pilot project on CMRs by 10 April</p> <p>Forum-S to investigate and, if possible, summarise the reasons behind appeals of revocations and why they were successful.</p>
3.1.3 Follow-up of ECHA Decisions: updates from ECHA		
3.1.4 Mandate amendment	The Forum revised the mandate of the WG.	

<p>3.2 Enforceability of Restrictions</p> <p>3.2.1 WG progress report - Advice on restrictions</p> <p>3.2.1.1 Discussion on the restriction process</p> <p>3.2.1.1.2. Handling the Forum advice of ammonium salts</p>	<p>Forum agreed that the GDAERF, recommendations to RAC/SEAC and guide for dossier submitters should be put together into one package with the annexes addressed to RAC/SEAC and dossier submitters respectively.</p> <p>The Forum agreed with a WG recommendation that GDAERF will recommend that reference to analytical methods will be decided case by case.</p> <p>The Forum agreed to mandate Karin Rumar to participate in the ECHA Restriction workshop for dossier submitters and give a presentation on the guide for dossier submitters.</p> <p>Forum has invited ECHA Secretariat to actively promote the Forum guides.</p> <p>Forum has chosen "Mode 2" of providing advice on enforceability of restrictions that is advice on Annex XV and then support to RAC and SEAC by responding to their questions.</p>	<p>Forum members are invited to comment on Annexes I, II and III by 17 April.</p> <p>Forum members are invited to comment the GDAERF. When commenting members are invited to especially consider the sections related to costs and monitorability and indicate if the Forum advice should or should not address these aspects.</p> <p>WG restrictions is invited to consider these comments and also restructure Annexes I, II and III into one document and remove any overlaps.</p> <p>Forum-S will arrange discussion on publication of guides at F21 after they are ready</p> <p>If feedback on inclusion of cost/monitorability in the Forum advice is not conclusive, WG restrictions is invited to further analyse the pros and cons of covering these aspects with the GDAERF and come back with a clear proposal for Forum-21 so that these issues can be addressed in a yes/no form.</p> <p>WG Restrictions to revise the Annex IV and V to the progress report in line with Mode 2 and present it for comments to the Forum by 30 April.</p>
<p>3.2.1.2 Update on the work with Annex XVII entries: Guidelines and Q&As</p>		<p>Forum-S to inform the Forum about the timelines of the public commenting periods for guidelines for implementation for published and upcoming restrictions when they are open for commenting.</p>

<p>3.2.2 WG progress report: Analytical methods</p> <p>3.2.2.1 Discussion of the compendium</p>	<p>With regard to the no limit value restrictions, the Forum agreed to report in the Compendium those available methods which are considered applicable to the specific restriction and which show low LODs (Option 2).</p>	
<p>3.2.3 Mandate amendment</p>	<p>The Forum revised the mandate of the WG.</p>	
<p>3.2.4 Participation of the Forum in the process of developing standards</p>		<p>COM is invited to confirm if the proposal from the Forum to participate in standardisation process is workable by 30 April.</p> <p>COM is invited to inform the Forum at the next plenary meeting about the state of play with different UWPs (Annual Union Work Programmes for Standardisation) (2015-2016) and inform how in practice the Forum could be participating in these consultations in future exercises.</p>

<p>3.3 REF-4</p> <p>3.3.1 WG progress report</p> <p>3.3.2 Discussion and adoption of detailed scope of REF-4</p>		<p>WG REF-4 to select and add those restrictions, which are of relevance for e.g. professional/environment protection, from Annex 1 to the progress report and add them to the short list of restrictions in scope of REF-4 by 10 April.</p> <p>Forum members are invited to examine the new short list and indicate their initial preference on the restrictions that they would be willing to check in scope of REF-4 by 28 April.</p> <p>WG REF-4 to consider that feedback and set the scope of the REF-4 considering the choices of the Forum. The WG will proceed with the preparation of the manual.</p> <p>REF-4 WG will invite the Forum members to provide information on costs of sampling and analysing for the selected restriction entries, if available.</p> <p>WG REF-4 to assess the expected cost of testing related to the project.</p> <p>COM to inform the WG and Forum when the call for applications for COM financing of Market Surveillance actions for 2016 will be open</p> <p>Participating member states which decide to check restrictions in consumer articles are invited to make the joint applications for financing Market Surveillance actions related to checking these restrictions.</p> <p>Forum-S to explore other possibilities for financing the sampling and analysis in the frame of REF-4.</p>
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3.3.3 Mandate amendment	The Forum revised the mandate of the WG.	
3.4 Prioritisation of REF projects 3.4.1 WG progress report		Forum members are invited to submit new proposals using the proposal template by 30 April.
3.4.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.5 Pilot project on CLP: Child-resistant fastenings 3.5.1 WG progress report		Forum members are invited to comment on the draft manual by 17 April 2015 Forum members of the participating countries to appoint National Coordinators by 17 April 2015
3.5.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.6 REACH-ENFORCE-3 3.6.1 WG progress report		
3.6.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.7 Project on Authorisation 3.7.1 Pilot Authorisation - First pilot project: WG progress report		Forum-S to discuss internally in ECHA whether C&L notification tools could include the question/flag for the submitter to indicate whether the substance is actually used in the sites which are being notified by 30 April.
3.7.2 State of play of Article 66 DU notifications and conclusions on Application for Authorisations' Conference		
3.7.3 Pilot Authorisation - Second pilot project discussion	The Forum agreed to initiate the second pilot project on authorisation.	

<p>3.7.4 Mandate amendment of First pilot project</p> <p>3.7.5 Mandate establishment of Second pilot project</p>	<p>The Forum revised the mandate of the WG.</p> <p>The Forum established the mandate of the WG for 2nd Pilot project on authorisation</p>	<p>Forum members are invited to provide additional members for the WG on 2nd Pilot Project by 17 April</p>
<p>3.8 Training for enforcement trainers</p> <p>3.8.1 WG 2014 final report</p>		<p>Forum members are invited to send information on national trainings done as a result of the 2014 training for trainers before by 29 May.</p>
<p>3.8.2 WG 2015 Progress report</p>	<p>Forum agreed to offer web-streaming of the training to the HelpNet correspondents.</p>	<p>Forum-S to investigate technical possibilities of broadcasting the break-out groups.</p>
<p>3.8.3 Mandate amendment</p>	<p>The Forum revised the mandate of the WG.</p>	
<p>3.9 Electronic Information Exchange System – EIES</p> <p>3.9.1 WG progress report</p>	<p>The Forum agreed to accept ICSMS as the Electronic Information Exchange System for PIC, after the requested changes are implemented.</p> <p>Forum invites the Commission to implement the additional features (described in Chapter 4 of Annex 1) when it implements the new features specific to REACH and CLP;</p> <p>Forum adopted the “Recommendation of WG EIES regarding which existing tool would be the most appropriate to exchange PIC information between inspectors and the description of data to be exchanged when enforcing PIC Regulation”</p>	<p>Forum-S will submit the Forum/WG EIES recommendation to the COM by 1 April.</p> <p>Forum-S and DG Grow will liaise with DG ENV to explore the possibility of financing the minor changes PIC-related changes to the ICSMS.</p>
<p>3.9.2 Mandate amendment</p>	<p>The Forum revised the mandate of the WG.</p>	

<p>3.10 Implementation of RIPE</p> <p>3.10.1 WG progress report</p>		<p>Forum members are invited to comment on the documents attached in Annex 1 and 2 of the progress report by 17 April 2015</p>
<p>3.10.2 RIPE project progress report</p>		
<p>3.10.3 Implementation of RIPE - Mandate amendment</p>	<p>The Forum revised the mandate of the WG.</p>	
Item 5 – Update on relevant developments by the Commission		
<p>5.1 General updates by the European Commission</p>		<p>Forum members are invited to liaise with their CAs or other authorities with regard to the COM survey on operation of enforcement and report back before Forum-21.</p> <p>Forum-S will collate the feedback in preparation of discussion at F-21</p> <p>COM will consult the questionnaire with the Forum</p>
<p>5.2 Final report of the ENFIND project</p>		<p>COM is invited to deliver the final report to the Forum, once is available</p> <p>Forum-S to schedule discussion on ENFIND at Forum-21</p>
Item 6 – Break-out Groups Session		

<p>Topic 1: Cooperation with Customs: Control of Annex XVII restrictions</p>		<p>COM is invited to liaise with DG TAXUD to discuss issues identified in the BoG discussion, after the Forum-20 minutes are ready.</p> <p>Forum members are invited to submit national experience in cooperation with customs to REF-4 WG by 29 May.</p>
<p>Topic 2: First brainstorm on harmonised enforcement and level playing field</p>		
<p>Topic 3: Enforceability of Authorisation decisions</p>		<p>Forum members participating in the COM ad hoc WG on enforceability of authorisation decisions are invited to bring the conclusions to the attention of that ad hoc WG.</p>
Item 7 – Enforcement projects in Member States		
<p>7.1 CY: 2014 Campaign on the Classification, Packaging and Labelling of bleaching agents</p>		
Item 8 – Cooperation with other networks		
<p>8.1 CLEEN: Forum collaboration</p>		<p>WG Prioritisation will consider the proposal for this project with CLEEN when selecting the topics for next REF/pilot projects.</p>
<p>8.2 ADCO meeting report</p>		<p>UK Forum member to submit notes from the ADCO meeting to Forum-S by 21 April</p> <p>Forum-S to distribute the notes to the Forum by 23 April</p>

8.3 IMPEL project: Follow-up		<p>BG Forum member is invited to share the documents on the IMPEL project with the Forum via the Forum-S by 3 April</p> <p>Forum-S will liaise with SLIC-CHEMEX WG on cooperation by 30 April.</p>
Item 10 – Practical issues for enforcement of REACH and CLP		
Issue 1: Breakthrough time and thickness of specified glove material		<p>Forum-S will send out the “Supplement of MoC” for consultation to the Forum members.</p>
Issue 2: Individual registrations where SIEF exists		<p>Forum-S will invite MS to indicate what they can do when they encounter breach of Article 11.</p> <p>Forum-S will investigate the complaint on breach of Art 11 currently being handled by the COM.</p>
Item 11 – Updates from the ECHA Secretariat		
11.1 Article 117(3) - Animal Testing without a Regulatory Decision on Testing Proposals”: Report of the feedback		
11.2 Guidance updates		
11.3 HelpNet and CLP		
11.4 Update on the work on a SDS Checklist	Forum agreed that the SDS checklist can be published with an appropriate disclaimer after the 3 month trial period.	<p>Forum members are invited to use the tool.</p> <p>Forum members are welcome to submit further remarks on the use of the tool by 30 June.</p> <p>ECHA Secretariat is invited to translate the SDS checklist after the trial period.</p>

11.5. Outcomes from the “EHS Professionals” pilot project 2014 with Member States and the integration REACH into EHS systems		<p>Forum-S will make available further documentation on the project by 3 April</p> <p>Forum members are invited to express their interest in participating in the project to Forum-S by 30 April.</p>
11.6. Update on intermediate verification work supporting the prioritisation of Candidate List substances for inclusion in REACH Annex XIV		
11.7 REACH and other legislations, synergies in the use of information at DU level		
11.8 Implementation of REACH 2018 Roadmap		<p>Forum-S will distribute existing list of contact points of the Communicators Network.</p> <p>Forum members are invited to liaise with the respective contact point and, if so decided on the national level, express interest in participating in this Network. Expressions of interest should be submitted to Forum-S</p>
11.9 Secure-CIRCABC Project		<p>Forum-S will organise a discussion on the extent of use of Secure CIRCABC at Forum-21.</p>
Item 12 – Updates from the ECHA Forum Secretariat		
12.1 Forum’s Rules of Procedures		
12.2 New version Forum’s WG Description		<p>Forum members are invited to send written comments on the document by 30 April</p>

12.3 Criteria for future requests of Access to document (AtD)		<p>Forum-S will send a track change version of the document to the Forum by 30 March</p> <p>Forum members are invited to provide comments by 30 April</p>
12.4 Invited experts to Forum meetings – Evaluation of the system		
Item 13 – AOB		
13.1 Debriefing of the meeting with Forum Chairs and ECHA's Directors testing proposal	<p>Forum agreed that members will be invited to submit the proposals for the agenda of the Chairs-Directors meetings</p> <p>The minutes of these meetings will be shared with the Forum members</p>	<p>Forum-S to schedule time for efficiency gains discussion at Forum-21</p> <p>Forum-S will schedule the debriefing of the Chairs-Directors meeting on the morning of the following day.</p>
13.2 Manual (1 st pilot project on authorisation) for New Zealand EPA	Forum agreed to share an old manual (REF-2) with the New Zealand EPA with a non-disclosure agreement.	SE adviser is invited to liaise with New Zealand EPA and ask for a similar document from their side.

III. List of Attendees

Forum members

	Country	Name
1	Austria	ANWANDER Eugen
2	Belgium	CUYPERS Paul
3	Bulgaria	LULEVA Parvoleta
4	Croatia	KREKOVIC Dubravka
5	Cyprus	KYPRIANIDOU LEONTIDOU Tasoula
6	Czech Republic	JAROLÍM Oldřich
7	Denmark	BØRGLUM Birte
8	Estonia	HONGA Aljona
9	Finland	LAHTINEN Marilla
10	Germany	VOM HOFE Katja
11	Greece	FOUFA Eleni
12	Hungary	DEIM Szilvia
13	Iceland	LOWE Majella
14	Ireland	SKÚLADÓTTIR Bergþóra
15	Italy	ALESSI Mariano
16	Latvia	PALLO Parsla
17	Lithuania	GRINCEVIČIŪTĖ Otilija
18	Luxembourg	ENGELS Kim
19	Norway	HAGEN Gro
20	Poland	OSÓWNIAK Marta
21	Portugal	BRAVO Graça
22	Romania	ALBULESCU Mihaiela
23	Slovakia	KOLESAR Dušan
24	Slovenia	NOVAK Vesna
25	Sweden	WESTERBERG Agneta
26	The Netherlands	VAN DEN BERG Jos
27	UK	POTTS Mike

Invited experts

	Country	Name
1	Austria	WURM Gernot
2	Czech Republic	MUSIL Petr
3	Denmark	ØZER ARMAGAN Fatima
4	Estonia	PROMET Natali
5	Finland	RAITALA Suvi
6	Hungary	ÁDER Borbála
7	Italy	POLCI Maria Letizia
8	Latvia	KAZEROVSKA Kristine
9	Lithuania	UZOMECKAS Zilvinas

	Country	Name
10	Malta	GRECH Dawn
11	Norway	SULEIMAN Abdulqadir
12	Portugal	CABRAL FERNANDES Rodrigo
13	Slovakia	VODA Gustav
14	Spain	ZAMORA NAVAS Laura
15	Sweden	RUMAR Karin
16	UK	CARTER Paul

Advisers

	Country	Name
1	Belgium	LEYNEN Michel
2	Finland	LEIKOSKI Mervi
3	Germany	JACOBI Tobias
4	Germany	FRENZEL Stefan
5	Norway	KERCHER Katarina
6	Sweden	HEDLUND Henrik

European Commission representative

	DG	Name
1	ENTR	Miguel AGUADO-MONSONET

	ECHA	Unit
1	ALASUVANTO Toni	Computational Assessment
2	BARANSKI Maciej	Support, Forum and HelpNet Secretariat
3	CALVO TOLEDO Juan Pablo	Support, Forum and HelpNet Secretariat
4	CLIFFE Brendan	Support, Forum and HelpNet Secretariat
5	DI BASTIANO Augusto	Risk Management implementation
6	FELICIANO Tania	Support, Forum and HelpNet Secretariat
7	FRONTINI Ales	Support, Forum and HelpNet Secretariat
8	GINNITY Bridget	Risk Management implementation
9	KARAMERTZANIS Panagiotis	Computational Assessment
10	KIOKIAS Sotirios	Risk Management implementation
11	KOULOUMPOS Vasileios	Risk Management implementation
12	KRYCHEVSKA Olena	Support, Forum and HelpNet Secretariat
13	MAROSVOLOGYI Nikoletta	Legal Affairs
14	NICOT Thierry	Risk Management implementation
15	NIKULA Terhi	Support, Forum and HelpNet Secretariat
16	NOUWEN Johan	Support, Forum and HelpNet Secretariat
17	PIHA Henna	Support, Forum and HelpNet Secretariat
18	PILLET Monique	Risk Management Identification
19	SCHULTHEISS Christian	Legal Affairs
20	SIHVONEN Kirsi	Risk Management implementation
21	SOSNOWSKI Piotr	Committees Secretariat
22	TŁOCZEK Magdalena	Support, Forum and HelpNet Secretariat
23	WALIN Laura	Registration

IV. List of Annexes

ANNEX 1. Final agenda Forum-20

ANNEX 2. Revision and Establishment of mandates of Forum WGs

ANNEX 2 a – Revised mandate of WG “Interlinks”

ANNEX 2 b – Revised mandate of the WG “Enforceability of restrictions”

ANNEX 2 c – Mandate of WG “Coordinated enforcement project REACH-EN-FORCE-4”

ANNEX 2 d – Revised mandate of WG “Prioritisation of REF projects”

ANNEX 2 e – Revised mandate of the “Forum Pilot Project on Child Resistant Fastenings”

ANNEX 2 f – Revised mandate of WG “Coordinated enforcement project REACH-EN-FORCE-3”

ANNEX 2 g – Revised mandate of the WG “First Forum Pilot Project on Authorisation”

ANNEX 2 h – Mandate of the WG “Second Forum Pilot Project on Authorisation”

ANNEX 2 i – Revised mandate of the WG “Training for Enforcement Trainers 2015”

ANNEX 2 j - Revised mandate of WG “Electronic Information Exchange System - EIES” (name changed to “ICSMS”)

ANNEX 2 k - Revised mandate of WG “Implementation of RIPE”

ANNEX 3. List of meeting documents and presentations for Forum-20

ANNEX 4. Glossary of acronyms and abbreviations

Annex 1 – Final agenda Forum-20

24 March 2015
ECHA/Forum-20/2015/A

Agenda
Twentieth meeting of the
Forum for Exchange of Information on Enforcement (Forum-20)
24-26 March 2015
European Chemicals Agency
Helsinki, Finland
Tuesday, 24 March: starts at 09:00
Thursday, 26 March: ends at 14:00

DAY 1 Tuesday 24 March 2015

Item 1 – Welcome and Introduction *09:00-09:30*

- 1.1 Opening by the Chair of the Forum –*Chair*
- 1.2 Adoption of the Agenda –*Chair*
- 1.3 Declarations of conflict of interest with regard to agenda items –
Chair
- 1.4 State of play with action points from Forum-19 – *ECHA Forum Secretariat*
- 1.5 Practicalities and results of the written procedures between Forum-19 and Forum-20 - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/A
ECHA/Forum-20/2015/1.4
ECHA/Forum-20/2015/1.5

For adoption
For information

Item 2 – Address by ECHA’s Executive Director *09:30-09:40*

For information

Item 3 – Forum’s enforcement activities- Work Packages *09:40-17:30*

- 3.1 Interlinks (50’)
 - 3.1.1 WG progress report - *WG Chair*
 - 3.1.2 Pilot project on the enforceable cases from ECHA screening exercises relating to harmonised classifications - *NL Forum Member*
 - 3.1.3 Follow-up of ECHA Decisions: updates from ECHA - *ECHA Forum Secretariat*
 - 3.1.4 Mandate amendment - *ECHA Forum Secretariat*
 - ECHA/Forum-20/2015/3.1.1*
 - ECHA/Forum-20/2015/3.1.1_Annex2_room_doc*
 - ECHA/Forum-20/2015/3.1.3*
 - ECHA/Forum-20/2015/3_draft_mandates*

For discussion
For adoption

Coffee break 10:30-11:00

3.2 Enforceability of Restrictions (150')

- 3.2.1 WG progress report: Advice on restrictions - *WG Chair*
 - 3.2.1.1 Discussion on the restriction process – *Chair*
 - 3.2.1.1.1. Open issues with the revised GDAERF - *WG Invited Expert*
 - 3.2.1.1.2 Handling the Forum Advice of ammonia salts – *AT Forum member*
 - 3.2.1.1.3 Revision of the working procedure of the Forum - *ECHA Forum Secretariat*
 - 3.2.1.2 Update on the work with Annex XVII entries: Guidelines and Q&As - *ECHA*

Lunch break 12:30-13:30

- 3.2.2 WG progress report: Analytical methods – *WG co-Chair*
 - 3.2.2.1 Discussion of the compendium - *Chair*

3.2.3 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.2.1 (folder)
ECHA/Forum-20/2015/3.2.1.2
ECHA/Forum-20/2015/3_draft_mandates

For discussion
For adoption

- 3.2.4 Participation of the Forum in the process of developing standards - *Chair*

ECHA/Forum-20/2015/3.2.4

For information

3.3 REACH-EN-FORCE-4 (60')

- 3.3.1 WG progress report – *WG Chair*
- 3.3.2 Discussion and adoption of detailed scope of REF-4 - *WG Chair*
- 3.3.3 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.3.1(updated)
ECHA/Forum-20/2015/3.3.1_AnnexI
ECHA/Forum-20/2015/3.3.1_AnnexI_room_doc
ECHA/Forum-20/2015/3.3.1_AnnexII
ECHA/Forum-20/2015/3.3.1_AnnexIII
ECHA/Forum-20/2015/3_draft_mandates

For discussion
For adoption

Coffee break 15:30-16:00

3.4 Prioritisation of REF projects (30')

3.4.1 WG progress report – *WG Chair*

3.4.2 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.4.1
ECHA/Forum-20/2015/3_draft_mandates

For information
For adoption

3.5 Pilot project on CLP: Child-resistant fastenings (30')

3.5.1 WG progress report - *WG Chair*

3.5.2 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.5.1
ECHA/Forum-20/2015/3_draft_mandates

For discussion
For adoption

3.6 REACH-EN-FORCE-3 (30')

3.6.1 WG progress report - *WG REF-3*

3.6.2 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.6.1
ECHA/Forum-20/2015/3.6.1_room_doc
ECHA/Forum-20/2015/3_draft_mandates

For information
For adoption

Item 4 – Adoption of conclusions from day 1	<i>17:30-17:45</i>
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For adoption

<i>Regular meeting with ECHA Directors and Forum Chairs</i>	<i>18:00-19:00</i>
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DAY 2 Wednesday 25 March 2015

Item 3 – Forum’s enforcement activities- Work Packages (cont.)	<i>09:00-10:30</i>
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3.7 Projects on Authorisation (90’)

- 3.7.1 Pilot Authorisation - First pilot project: WG progress report – *WG Chair*
- 3.7.2 State of play of Article 66 DU notifications and conclusions on Application for Authorisations’ Conference - *ECHA*
- 3.7.3 Pilot Authorisation - Second pilot project discussion - *ECHA Forum Secretariat*
- 3.7.4 Mandate amendment of First pilot project - *ECHA Forum Secretariat*
- 3.7.5 Mandate establishment of Second pilot project - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.7.1
ECHA/Forum-20/2015/3.7.2
ECHA/Forum-20/2015/3.7.2_room_doc
ECHA/Forum-20/2015/3.7.3
ECHA/Forum-20/2015/3.7.3_Annex3
ECHA/Forum-20/2015/3_draft_mandates

For information
For discussion
For adoption

Coffee break 10:30-11:00

Item 5 – Update on relevant developments by the Commission	<i>11:00-11:45</i>
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- 5.1 General updates by the European Commission
- 5.2 Final report of the ENFIND project

ECHA/Forum-20/2015/5.1
ECHA/Forum-20/2015/5.2

For information

Item 6 – Break-out Groups Session	<i>11:45-14:50</i>
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6.1 Discussion of topics (75’):

- Topic 1:** Cooperation with Customs: Control of Annex XVII restrictions
- Topic 2:** First brainstorm on harmonised enforcement and level playing field
- Topic 3:** Enforceability of Authorisation decisions

ECHA/Forum-20/2015/6.1
ECHA/Forum-20/2015/6.1_Topic3_room_doc

For discussion

Lunch break 13:00-14:00

6.2 Presentations from the break-out groups (15' each group) –
Rapporteurs

For discussion

6.3 Wrap-up (05') - *CHAIR*

For information

Item 7 – Enforcement projects in Member States 14:50-15:10

7.1 CY: 2014 Campaign on the Classification, Packaging and Labelling
of bleaching agents – *CY Forum member*

For information
For discussion

Item 8 – Cooperation with other networks 15:10-15:45

8.1 CLEEN: Forum collaboration – *RO Forum member*
8.2 ADCO meeting report – *UK Forum member*
8.3 IMPEL project: Follow-up – *BG Forum member*

For information

Coffee break 15:45-16:15

Item 3 – Forum's enforcement activities- Work Packages (cont.) 16:15-17:30

3.8 Training for enforcement trainers (30')

3.8.1 WG 2014 final report - *WG Chair*
3.8.2 WG 2015 progress report - *WG Chair*
3.8.3 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.8.2
ECHA/Forum-20/2015/3_draft_mandates

For information
For adoption

3.9 Electronic Information Exchange System - EIES (15')

3.9.1 WG progress report - *WG Chair*
3.9.2 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.9.1
ECHA/Forum-20/2015/3_draft_mandates

For information
For adoption

3.10 Implementation of RIPE (30')

3.10.1 WG progress report – *WG Chair*

3.10.2 RIPE project progress report - *ECHA Forum Secretariat*

3.10.3 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-20/2015/3.10.1
ECHA/Forum-20/2015/3_draft_mandates

For discussion
For adoption

Item 9 – Adoption of conclusions from day 2
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17:30-18:00

For adoption

DAY 3 Thursday 26 March 2015

Item 10 – Practical issues for enforcement of REACH and CLP 09:00-10:15

Items raised by Forum/ECHA/COM (list of practical issues is prepared independently from the agenda)

ECHA/Forum-20/2015/10

For discussion

Item 11 – Updates from the ECHA Secretariat 10:15-12:45

11.1 Article 117(3) - Animal Testing without a Regulatory Decision on Testing Proposals": Report of the feedback

ECHA/Forum-20/2015/11.1_room_doc

ECHA/Forum-20/2015/11.1_Annex2

ECHA/Forum-20/2015/11.1_Annex3

For discussion

Coffee break 11:00-11:30

11.2 Guidance updates

11.3 HelpNet and CLP

11.4 Update on the work on a SDS Checklist

11.5 Outcomes from the "ESH Professionals" pilot project 2014 with Member States and the integration REACH into ESH systems

11.6. Update on intermediate verification work supporting the prioritisation of Candidate List substances for inclusion in REACH Annex XIV

11.7 REACH and other legislations, synergies in the use of information at DU level

11.8 Implementation of REACH 2018 Roadmap

11.9 Secure-CIRCABC Project

ECHA/Forum-20/2015/11.2

ECHA/Forum-20/2015/11.3_room_doc

ECHA/Forum-20/2015/11.4

ECHA/Forum-20/2015/11.6_room_doc

For information

Item 12 – Updates from the ECHA Forum Secretariat 12:45-13:30

- 12.1 Forum's Rules of Procedures
- 12.2 New version Forum's WG Description
- 12.3 Criteria for future requests of Access to document (AtD)
- 12.4 Invited experts to Forum meetings – Evaluation of the system

ECHA/Forum-20/2015/12.1
ECHA/Forum-20/2015/12.2_room_doc
ECHA/Forum-20/2015/12.3
ECHA/Forum-20/2015/12.4

For information

Item 13 – A.O.B. 13:30-13:45

- 13.1 Debriefing of the meeting between Forum chairs and ECHA's Directors
- 13.2 Manual (1st pilot project on authorisation) for New Zealand EPA)

For information

Item 14 – Conclusions from day 3 13:45-14:00

For adoption

Item 15 – End of the meeting 14:00

Coffee available

Annex 2 a “Interlinks”

Forum Working Group

“Interlinks”

(Mandate adopted at Forum-20)

Composition:

Chair: Katja VOM HOFE (DE)

Forum Members/Alternates

- Mike POTTS (UK)
- Parvoleta LULEVA (BG)
- Mihaiela ALBULESCU (RO)
- Eugen ANWANDER (AT)
- Jos van den BERG (NL) – only pilot project

Invited Experts

- Borbála ADER (HU)
- Rosemarie GREIWE (DE)

Fieldwork of pilot project

- NL (Jos van den BERG)
- FI
- IE
- IT
- FR (Carline TERENDIJ)

Commission

Objectives:

- Support the development of institutional interlinks

Tasks:

- Further develop the consolidated guide on handling the interlinks between NEAs, MSCA and ECHA, including the relevant Focal Points
- Define the interlinks between institutions relevant for PIC enforcement and incorporate them in the consolidated guide on handling the interlinks between NEAs, MSCA and ECHA
- Support the operation of pilot projects related to interlinks if they are established
- Comment about the enforceability of the conditions for PPORDs defined in a small sample of ECHA draft decisions setting PPORD conditions in order to formulate general recommendations for writing enforceable PPORD conditions when preparing future advice
- Investigate the enforceability of the first authorisation decisions and recommend to the Forum whether input on enforceability would be needed for future decisions. Inform the Forum on the proceedings of the COM ad hoc Working Group dealing with enforceability of restrictions

Timeline: Forum-22 (November 2015)

Annex 2 b “Restrictions”

**Forum Working Group
“Enforceability of restrictions”**

Work Package B12

(Mandate adopted at Forum-20)

Composition:

Chair: Paul CUYPERS (BE)

Co-Chair: Maria Letizia POLCI (IT Alternate)

Forum Members/Alternates

- Mariano ALESSI (IT)
- Aljona HONGA (EE)
- Jos VAN DEN BERG (NL)
- Eugen ANWANDER (AT)
- Tasoula KYPRIANIDOU-LEONTIDOU (CY)

Invited Experts

- Claire COX (UK)
- Werner ALTKOFER (DE)
- Skirmante AMBRAZIENE (LT)
- Leonello ATTIAS (IT)
- Carolina FERRANTI (IT)
- Tone Line FOSSNES (NO)
- Julia GONZALEZ GUTIERREZ (ES)
- Uwe LICHT-KLAGGE (DE)
- Karin RUMAR (SE)
- Durk SCHAKEL (NL)
- George TSAGAROPOULOS (EL)
- Gernot WURM (AT)
- Laura WILMS (DE)
- Andromachi KATSONOURI (CY)

European Commission

- Patricia HUALDE GRASA (COM)

ECHA

- Juan Pablo CALVO TOLEDO (ECHA)
- Sotiris KIOKIAS (ECHA)

Objective:

- Facilitate the enforceability of restrictions

Mandate:

- According to the working procedure for developing the Forum advice on enforceability of the Annex XV proposals for restrictions adopted by the Forum, the WG shall:
 - Prepare a draft Forum advice on the enforceability of Annex XV proposals for restrictions that are in conformity with the REACH requirements, taking into account the comments of the Forum members.
 - Prepare a draft final Forum advice that will be submitted to the Forum for adoption.
 - Provide support on enforcement related issues to SEAC (co-) rapporteurs during the process of the elaborating the SEAC opinion.
- In the execution of this mandate, the members of the WG shall follow the rules and principles established in the mandate given by the Chair of the Forum to the individual members and invited experts of the WG.
- The WG shall report to the Forum the results of its findings and its actions between the plenaries
- Propose a methodology for recommending analytical methods. After this methodology is elaborated, propose the elaboration of a compendium of recommended analytical methods in liaison with stakeholder organisations if needed, and other relevant bodies.
- Propose a manual intended to assist the control of compliance with the Annex XVII restrictions in close cooperation with ECHA.

Timeline:

- 31 December 2015, reporting at each plenary meeting

Annex 2 c “REF-4”

Forum Working Group

Work Package A.1

“Coordinated enforcement project REACH-EN-FORCE-4”

(Mandate adopted at Forum-20)

Composition:

Chair: Marta Osowniak (PL)

Forum Members and Alternates

- Maria Orphanou (CY)
- Marilla Lehtinen (FI)
- Eugen Anwander (AT)
- Pablo SANCHEZ-PEÑA (ES)

Invited Experts

- Karin ALKELL (SE)
- Line TELJE HØYDAL (NO)
- Matthias ZIERHUT (DE)
- Claire COX (UK)
- João BRAZÃO (PT)
- Skirmante AMBRAZIENE (LT)

Commission

- Giuseppina LUVARA (DG GROW)

Objective:

- conceive and manage the fourth major Forum enforcement project

Mandate:

- Develop the project manual (guidance document, checklist, planning, recommendations) for the execution of the project
- Define the scope to be covered by the REF-4 project including the specific restriction entries based on the proposals from the Forum members
- Prepare and deliver the training for project national coordinators
- Management of the Operational phase
- Management the Reporting phase: Follow-up operational phase, collect the results and draft project evaluation

Timeline:

- Approve the scope: 2015
- Project manual: Q3 2015
- Prepare and deliver the training for project national coordinators: Q4 2015
- Operational phase: 2016
- Reporting phase (National Coordinators): Q1 2017
- Evaluation phase: Q3 2017
- Draft report: Q4 2017
- Adoption of the report: Q4 2017

Annex 2 d “Prioritisation of REF Projects”

Forum Working Group

Work Package A.1

“Prioritisation of REF Projects”

(Mandate adopted at Forum-20)

Composition:

Chair: Oldrich JAROLIM (CZ) (rotating Chair – changing every year)

Vice Chair(s):

-

Forum Members/Alternates

- Paul CUYPERS (BE)
- Maria Letizia POLCI (IT Alternate)
- Tasoula KYPRIANIDOU LEONTIDOU (CY)
- Dubravka KREKOVIC (HR)

Invited Experts

- Abdulqadir SULEIMAN (NO)
- Semira MEHIC (SI)
- Hannah DOHERTY (UK)
- Helmut WITZANI (AT)
- Andrea MAYER-FIGGE (DE)
- Tamas KOVACS (HU)
- Elsa ALBUQUERQUE (PT)

ECHA

- Juan Pablo CALVO TOLEDO

Objective:

- Propose annually the subject for the next harmonised enforcement project coordinated by the Forum (REF Projects)

Mandate:

According to the working procedure for the prioritisation and selection of REF projects, the WG shall:

- Review annually a list of proposals for REF projects submitted by Forum members, ECHA Secretariat, the Commission and the Stakeholder Organisations accredited by ECHA (ASOs);
- Prioritise the subjects by applying Forum’s methodology for the prioritisation, selection and management of REF projects
- Draft a recommendation proposing the subject for the next REF project
- Elaborate and update a registry of legal obligations subject to previous enforcement projects.

Propose to the Forum topics for pilot and small-scale projects as an output of the prioritisation exercise where appropriate.

In addition, the WG will revise the methodology for the prioritisation, selection and management of REF projects and implementing its working procedures to be adopted by the Forum.

The WG will operate from Forum-16 (October 2013) until the end of 2018 (end of the Forum WP 2014 – 2018). The mandate of the WG can be renewed to operate after this period.

Timelines:

- The basic timeframes are regulated by the Forum Methodology on Prioritisation and Selection of Project Proposals and the working procedure for the prioritisation and selection of harmonised enforcement projects coordinated by the Forum
- Shortlist of subjects by Forum-22.

Annex 2 e “CRF”

Forum Working Group

“Forum Pilot Project on Child Resistant Fastenings”

(Mandate adopted at Forum-20)

Composition:

Chair: Szilvia DEIM (HU)

Forum Members/Alternates

- Sinead MCMICKAN (IE)
- Dimitrios Chatziantoniou (EL)

Invited Experts

- Rosemarie Greiwe (DE)
- Kristina KAZEROVSKA (LV)
- Erika Burai (HU)
- Jana Kütt (EE)

Objectives:

- Coordinate and manage the preparatory, operational and reporting phases of the Forum pilot project on child resistant fastenings

Mandate:

- Develop the project manual and other materials needed for the execution of the project
- Coordinate and provide consulting assistance to the national coordinators from the participating countries during the operational and reporting phase of the project
- Collect and compile results from the national coordinators
- Prepare final project report and present it to the Forum plenary

Timeline:

- Preparatory phase – December 2014 – June 2015
- Operational phase – July 2015 – December 2015
- Reporting phase – January 2016 – June 2016

Forum-23 (Q1 2016) – Draft report

Forum-24 (Q2 2016) – Final report

Annex 2 f “REF-3”

Forum Working Group¹

Work Package A.1

“Coordinated enforcement project REACH-EN-FORCE-3”

(Mandate adopted at Forum-20)

Composition:

Chair:

Forum Members

- Paul CUYPERS (BE)
- Jos VAN DEN BERG (NL)
- Eugen ANWANDER (AT)
- Pablo SÁNCHEZ PEÑA (ES)
- Maria Letizia POLCI (IT Alternate)

Invited Experts

- Alfred EBNET (DE) (customs)
- Paivi SIMPANEN (FI) (customs)
- Panagiotis GIMNAOU (CY)
- Ruta Birute DAUKSIENE (LT) (customs)
- Sibylle WURSTHORN (DE)

Commission

Objective:

- conceive and manage the third major Forum enforcement project

Mandate:

- Prepare a document identifying and proposing priority of possible subjects for third Forum enforcement project, considering the project prioritisation criteria
- Subject proposals shall include an aspect where the procedure of cooperation with customs could be tested
- After the subject is approved by the Forum, develop the project manual (guidance document, checklist, planning, recommendations) for the execution of the third Forum enforcement project
- Prepare and deliver the training for project national coordinators
- Management of the Operational phase

¹ Since Forum-18, the Working Group Chair position is vacant and formally the activities of the group of Forum Members and the experts related to REF-3 are organised in a *Task force*. However, for simplicity, the terminology “working group” is pertained.

- Management the Reporting phase: Follow-up operational phase, collect the results and draft project evaluation

Timeline:

First phase

- Subject proposals and prioritisation: 1 September 2010 (done)
- Approval of the REF-3 subject : Forum-10 (done)
- Project manual: Q3 2012 (written procedure) (done)
- Prepare and deliver the training for project national coordinators: Q4 2012 – Q1 2013 (done)
- Operational phase: 01 February 2013 – 31 August 2013 (done)
- Reporting phase (National Coordinators): 01 September - 31 October 2013 (done)
- Evaluation phase: 01 November – 31 December 2013 (done)
- Draft report of phase 1 with the WG recommendations: Forum 17 (done)
- Adoption REF-3 phase 1 report: After Forum-17 (written procedure) (done)

Timeline for the prolonged REF-3 (sequel project):

Second phase:

- Inform National Coordinators: after F-15 (done)
- Adjusted scope and update supportive documents (Addendum): scope was adopted at Forum-16. Addendum to be adopted after Forum-16 via written procedure (done)
- Inform National Coordinators about new documents: Q4 2013- January 2014 (done)
- Second Operational phase: 01 February 2014– 30 November 2014 (done)
- Second Reporting phase (National Coordinators): 01 December - 31 January 2015 (done)
- Evaluation phase: 01 February – 31 May 2015
- Final consolidated draft report for REF-3 with the WG recommendations: June 2015 (Forum 21)
- Final consolidated report: adoption via written procedure after Forum-21

Annex 2 g “First Pilot Authorisation”

Forum Working Group

Work Package A.1

“First Forum Pilot Project on Authorisation”

(Mandate adopted at Forum-20)

Composition:

Chair: Jos van den Berg (NL)

Forum Members/Alternates

- Mariano ALESSI (IT)
- Eugen ANWANDER (AT) - *fieldwork*
- (FR)
- Stefan FRENZEL (DE)

Invited Experts

- Paul CARTER (UK)
- Amalia CASTELLTORT SEGURA (ES)
- Majella LOWE (IE)
- Adhemar ROG (NL)
- Nikolaos SPETSERIS (EL)
- Jordane WODLI (FR)

Objectives:

- Coordinate and manage the preparatory, operational and reporting phases of the Forum first pilot project on authorisation aimed at building enforcement experience and practices involved in controlling authorization related obligations

Mandate:

- Develop the project manual and necessary materials for the execution of the Forum first pilot project on authorisation related to the presence of substances subject to authorisation on the market
- Prepare and deliver the training for the national coordinators
- Coordinate and provide consulting assistance to the national coordinators from the participating countries during the operational and reporting phase of the project
- Supply the national coordinators with up-to-date versions of project documents
- Collect and compile results from the national coordinators
- Prepare final project report and present it to the Forum plenary
- Cooperate with the future WG “Forum Pilot Project 2 on authorisation”

Timeline:

- Preparatory phase – March 2014 – December 2014
- Operational phase – January 2015 – June 2015
- Reporting phase – July 2015 – December 2015
- Forum-23 (Q1 2016)

Annex 2 h “Second Pilot Authorisation”

Forum Working Group

Work Package A.1

“Second Forum Pilot Project on Authorisation”

(Mandate adopted at Forum-20)

Composition:

Chair: Jos van den Berg (NL)

Forum Members/Alternates

- Stefan FRENZEL (DE)²
- Majella LOWE (IE)
- Eugen ANWANDER (AT)
- Zilvinas UZOMECKAS (LT)

Invited Experts

- Nikolas SPETSERIS (EL)
- Adhemar ROG (NL)
- Marius SULGA (LT)

COM

DG GROW

Objectives:

- Coordinate and manage the preparatory, operational and reporting phases of the Forum second pilot project on authorisation aimed at building enforcement experience and practices involved in controlling authorization related obligations

Mandate:

- Develop the project manual and necessary materials for the execution of the Forum second pilot project on authorisation related to the presence of substances subject to authorisation on the market and check the compliance in the supply chain and with conditions in granted authorisations
- Prepare and deliver the training for the national coordinators
- Coordinate and provide consulting assistance to the national coordinators from the participating countries during the operational and reporting phase of the project
- Supply the national coordinators with up-to-date versions of project documents
- Collect and compile results from the national coordinators
- Prepare final project report and present it to the Forum plenary
- Cooperate with the WG “First Forum Pilot Project on authorisation”

² DE, LT - post meeting updates

Timeline:

- Preparatory phase – March 2015 – December 2015
- Operational phase – January 2016 – June 2016
- Reporting phase – July 2016 – December 2016
- Forum-26 (Q1 2017)

Annex 2 i “Train the trainers”

Forum Working Group

Work Package C.2.

“Training for enforcement trainers 2015”

(Mandate adopted at Forum-20)

Composition:

Chair: Gro HAGEN (NO)

Forum Members/Alternates

- Eugen ANWANDER (AT)³
- Otilija GRINCEVICIUTE (LT)
- Martin MARKO (CZ)
- Zilvinas UZOMECKAS (LT)

Invited Experts

- Paola DI PROSPERO FANGHELLA (IT)
- Semira HAJRLAHOVIĆ MEHIĆ (SI)
- Tatjana HUMAR JURIČ (SI)
- Kristina KAZEROVSKA (LV)
- Britt Joanna LEITNER (DK)
- Uwe LICHT-KLAGGE (DE)
- Jeannette GOMEZ, Demi THEODORI⁴ (NL)
- Jörgen ROSBERG (SE)
- Cathrine SKJÆRGÅRD (NO)
- Carline TERENDIJ (FR)
- Caroline WALSH (IE)

Commission

- Roberto SCAZZOLA (DG GROW)

Objective:

- Prepare and deliver the training for trainers on Classification and labelling of mixtures in the third quarter of 2015

Mandate:

- Propose the content of the training subject relevant for enforcement in the third quarter of 2015
- Specify as early as possible the envisaged level of the content of the training
- Prepare materials necessary for the training such as presentations or documents

³ AT, DE, DK, FR, IE, IT, NL, SE, SI and SI are post meeting updates

⁴ Both invited experts will replace each other and only one will really participate in the WG meetings

- Actively conduct the training event with support from other Forum members, ECHA and COM and other experts in specific topics as necessary
- Collect, summarise and evaluate the recommendations and reactions of participants

Timeline:

- Before Forum-20: provide for adoption the content of subject
- Forum-23: final report

Annex 2 j “ICSMS”

Forum Working Group

“Information and Communication System for Market Surveillance (ICSMS)”

(Mandate adopted at Forum-20)

Composition:

Chair: Birte BØRGLUM (DK)

Forum Members/Alternates

- Pablo SÁNCHEZ PEÑA (ES)
- Marta OSOWNIAK (PL)

Invited Experts

- Tone Line FOSSNES (NO)
- Maria TARANCON (ES)
- Gernot WURM (AT)
- Piergiuseppe CALÁ (IT)
- Axel DORENBECK (DE)
- Michael FAGERLUND (DK)
- Elena ZIDAROVA BG

Commission

- Peter BARICIC

Objectives:

- Support the European Commission in expanding the tool and contribute to promoting best practices in its use among REACH/CLP inspectors after it is released

Mandate:

- Cooperate with the Commission to provide any necessary feedback about WG ICSMS requests or specification that are needed for implementing the agreed changes
- Test the new version of ICSMS before it is released, ensuring that all agreed changes are in place
- Develop a guidance document for using the ICSMS/EIES in enforcement of REACH, CLP and, if needed, PIC
- With the support from the Commission, contribute to planning, preparing and conduct of the training for Member State representatives about the use of new ICSMS by REACH and CLP inspectors by the end of 2015

Timeline:

- Forum-23 (Q1 2016)

Annex 2 k “RIPE”

Forum Working Group “Implementation of RIPE/PD-NEA”

(Mandate adopted at Forum-20)

Composition:

Chair: Eleni FOUFA (EL)

Forum Members

- Eugen ANWANDER (AT) (WG Vice-chair)
- Pablo SANCHEZ-PEÑA (ES)

Invited Experts

- Paolo IZZO (IT)
- Juergen WILLE (DE) (from 01.10.2014) (Also BPR)
- Juergen SCHMID (DE)
- Sofia BARATA (PT)

Biocidal Products Regulation (BPR) Experts

- Eugen ANWANDER (AT) (Vice-chair, coordinating the BPR work package)
- Brigitte EDER (AT)
- Francesca RAVAIOLI (IT)
- Natalija UMBRASIENE (LT)
- Pia LINDFORS (FI)
- Juergen WILLE (DE)

Objective:

- Support the implementation of the REACH Information Portal for Enforcement (RIPE)/PD-NEA allowing inspectors access to data submitted to ECHA

Mandate:

- Provide input during preparation, development and implementation of PD-NEA
- Prepare specification for any further screening or statistics reports
- Contribute to preparation and delivery of PD_NEA training for SPOCs /MS PD-NEA Administrators after the release of PD-NEA in 2015
- Analyse the data and functionalities needed by inspectors enforcing the PIC Regulation and make a recommendation for WG EIES what data needs to be exchanged by inspectors enforcing the PIC Regulation
- Subject request from BPR MSCAs help ECHA to prepare functional and data requirements for expansion of PD-NEA for the inspectors enforcing Biocidal Product Regulation

Timeline:

- Forum-22 (end of 2015)

Annex 3 - List of meeting documents and presentations in Forum-20

Documents and presentations uploaded in CIRCABC per Agenda Point⁵

AP	Documents/Presentations (PRES)
1	ECHA/Forum-20/2015/A_room_doc
	ECHA/Forum-20/2015/1.4
	ECHA/Forum-20/2015/1.5
3	ECHA/Forum-20/2015/3_draft_mandates
3.1	ECHA/Forum-20/2015/3.1.1
	ECHA/Forum-20/2015/3.1.3
	F-20_PRES_3.1.1_WG_Interlinks
3.2	ECHA/Forum-20/2015/3.2.1 (Folder- documents 01->14)
	ECHA/Forum-20/2015/3.2.1.2
	ECHA/Forum-20/2015/3.2.4
	F-20_PRES_3.2.1.1.1_WG_Restriction_GDAERF
	F-20_PRES_3.2.1_WG_Restriction_Advice
	F-20_PRES_3.2.2_WG_Restriction_AM
	F-20_PRES_3.2.1.1.3_WG_Restrictions_revised_procedure
3.3	ECHA/Forum-20/2015/3.3.1 + 3 annexes
	ECHA/Forum-20/2015/3.3.1_updated
	F-20_PRES_3.3.1_WG_REF4
3.4	ECHA/Forum-20/2015/3.4.1
3.5	ECHA/Forum-20/2015/3.5.1
3.6	ECHA/Forum-20/2015/3.6.1
	ECHA/Forum-20/2015/3.6.1_Annex_3_room_doc
3.7	ECHA/Forum-20/2015/3.7.1
	ECHA/Forum-20/2015/3.7.2
	ECHA/Forum-20/2015/3.7.2_room_doc
	ECHA/Forum-20/2015/3.7.3
	ECHA/Forum-20/2015/3.7.3_Annex3
	F-20_PRES_3.7.3_Authorisation_2phase
3.8	ECHA/Forum-20/2015/3.8.2
	F-20_PRES_3.8.1_Train_trainers_2014
	F-20_PRES_3.8.1_Train_trainers_2015
3.9	ECHA/Forum-20/2015/3.9.1
3.10	ECHA/Forum-20/2015/3.10.1
	F-20_PRES_3.10.2_RIPE_project
5	ECHA/Forum-20/2015/5.1
	ECHA/Forum-20/2015/5.2
	F-20_PRES_5.1_COM_Update
	F-20_PRES_5.2_COM_ENFIND
6	ECHA/Forum-20/2015/6.1
	ECHA/Forum-20/2015/6.1_room_doc
	F-20_PRES_6.1_BoG_Topic1-3_Rapp
7	F-20_PRES_7.1_CY_project
8	F-20_PRES_8.1_CLEEN_Cooperation
10	ECHA/Forum-20/2015/10
	ECHA/Forum-20/2015/10_room_doc

⁵ In CIRCA BC: Forum IG - Library > iv_meetings > 23. Forum-20 (24-26 March 2015)

11	ECHA/Forum-20/2015/11.1_room_doc
	ECHA/Forum-20/2015/11.2
	ECHA/Forum-20/2015/11.3_room_doc
	ECHA/Forum-20/2015/11.4
	F-20_PRES_11.5_ECHA_ESH_professional_project
	ECHA/Forum-20/2015/11.6_room_doc
	F-20_PRES_11.9_ECHA_S-CIRCABC
12	ECHA/Forum-20/2015/12.1
	ECHA/Forum-20/2015/12.2_room_doc
	ECHA/Forum-20/2015/12.3
	ECHA/Forum-20/2015/12.4

Annex 4. Glossary of acronyms and abbreviations

ASO: ECHA's Accredited Stakeholder Organisations
 BOG: Breakout group
 CARACAL: MSCA Committee for REACH and CLP
 CCH: Compliance checks
 CLP or CLP Regulation: Regulation (EC) No 1272/2008 on Classification, Labelling and Packaging of Substances and Mixtures
 C&L: Classification and Labelling
 CMR: a substance or mixture which is carcinogenic, mutagenic or toxic to reproduction
 COM: European Commission
 CoRAP: Community rolling action plan
 DBP: dibutyl phthalate
 CSR: Chemical Safety Report
 DSD: Dangerous Substances Directive
 DG: Directorate General at Commission
 DEV: Dossier Evaluation
 DU: Downstream Users
 ECHA: European Chemicals Agency
 EIES: Electronic Information Exchange System
 ESPG: Enterprise SMEs Policy Group
 EU: European Union
 GDAERF: Guide for Drafting Forum Advice on the Enforceability of Proposals for Restrictions
 ICSMS: Information and Communication System for Market Surveillance
 MS: Member States
 MSCA: Member State Competent Authority
 NEAs: National Enforcement Authorities
 MoC: Manual of Conclusions
 NC: National Coordinator
 OC: Operational conditions
 PPE: personal protective equipment
 RAC: Risk Assessment Committee
 REACH and REACH Regulation: Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals
 REF: REACH-EN-FORCE , Coordinated Enforcement Project of the Forum
 RIPE: REACH Implementation Portal for Enforcers - IT system for Enforcers
 RMM: Risk Management Measure
 RoP: Rules of Procedure
 SEV: Substance Evaluation
 SVHC: Substance of very high concern
 SDS: Safety Data Sheet
 SEAC: Socio Economic Analysis Committee
 SME: Small and Medium Sized Enterprises
 SONC: Statement of Non-Compliance
 TP: Testing Proposal
 WG: Working Group of the Forum