Forum-21/M/2015 – Public
Adopted on 25/09/2015

Minutes of the 21th meeting of the Forum for Exchange of Information on Enforcement Helsinki, Finland 23-25 June 2015

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 IS, FR, PL, PT and SI 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). No new AOBs were proposed by the Forum Members 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-20

The ECHA Forum Secretariat informed the plenary on the status of action points from Forum-20 and explained which actions were still open and why.

1.5 Practicalities and brief recapitulation of results of the written procedures between Forum-20 and Forum-21

The ECHA Forum Secretariat highlighted the document with the results of the written procedures between Forum-20 and Forum-21.

Item 2 – Address by ECHA's Director of Cooperation

ECHA's Director highlighted the issues that were relevant to ECHA as well as to the Forum. He encouraged the participants to adopt the scope of REF-4, where a set of 14 restriction entries were prepared by the WG, to allow smooth conduct of the project's preparatory phase.

For the next REF project (REF-5), he highlighted the complexity of the enforcement of obligations related to extended safety data sheets and recommended, if the Forum was inclined to have such project, to take the decision at the meeting to allow more time for preparing the project.

The improvement of the cooperation with accredited stakeholders organisations would also be discussed to ensure more useful discussions in the Forum's annual open sessions.

The Director reminded the meeting that ECHA was implementing some cost savings in all ECHA's core activities. However, Forum and enforcement were not among the areas foreseen for cuts but some reductions related to meeting organisation might indirectly impact the Forum. He encouraged the participants to support the changes in organisation of meetings and translations which were presented by the Forum Secretariat.

The Director, as the appointed SME ambassador, invited the Forum members to indicate to ECHA the SME related activities in which ECHA staff might participate and help the Member States in their national support to SMEs.

Item 3 – Forum's enforcement activities - Work Packages

3.1. Prioritisation of REF projects

3.1.1 WG progress report

The Chair of the WG informed that the WG evaluated all relevant proposals for REF projects. The WG assessed the need to repeat the REF-1 and REF-2 projects concluding that, at this stage, it would not be necessary. Some proposals were rejected because they did not fulfil the mandatory criteria to be eligible to become a REF project.

The Forum decided, through a majority vote, that the subject of REF-5 would be extended SDS and Risk Management measures (RMM). The project combined different suggestions from different submitters and the Forum decided that detailed scope of the checks still needs to be defined. Some of the proposed aspects include checking if registrants have adequate systems in place to generate, maintain the CSRs and include the exposure scenarios in their extended SDS for the substances that they supply downstream. Another possible potential element of the project includes verification of the implemented RMM and Operational Conditions.

The Forum established a task force for the new REF-5 project (Annex 2a). COM recommended for ECHA experts to participate in the WG to provide the needed expertise. ECHA Forum Secretariat clarified that the task force will prepare the detailed scope proposal with the available members and ECHA experts for Forum-22, and at that point, the task force will be turned into the WG.

The WG also proposed some topics for pilot projects to be executed during 2016-2017. These proposals were: Substances in articles, Truncated registration numbers, E-commerce - article 48 CLP, Labelling of unpacked mixture and Detergents in soluble packaging

A Forum member informed the meeting that a project on e-commerce was being coordinated by CLEEN network. Another Forum member reminded that the deliberation of the court on the interpretation of the 0.1% SVHC concentration threshold in articles under REACH was still pending. ECHA Secretariat informed that after the court ruling, ECHA Guidance team would need at least 6-9 months to update the existing guidance on Substances in articles.

The Chair suggested a written consultation on the preferred topic and timing for the proposed pilot project. At Forum-22 the WG Prioritisation would present the results of that consultation and propose which project to execute when.

3.1.2 Mandate amendment

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

3.2 Interlinks

3.2.1 WG progress report

The WG Chair presented the background of the WG and the status of the work done so far. The WG would continue to update the guide concerning PIC tasks and PPORD and authorisation decisions.

Some members of this WG were also participating in the Commission's Ad-hoc WG on Enforceability of Authorisation Decisions. A summary of the discussions held was presented under agenda point 3.3.3. During the discussions, it was

agreed by ECHA and COM to include a "succinct summary"[1] in the authorisation decision that would contain the relevant RMM and Operational Conditions submitted by the applicants. The WG Interlinks proposed to test whether succinct summary documents help enforceability of authorisation decisons during the second pilot project on Authorisation. The Forum agreed and it was added to the mandate of the WG managing the authorisation project (addressed in 3.3.4).

The WG Chair invited a representative from COM to participate in the WG Interlinks since authorisation decisions were issued by COM and WG foresees that contacts between COM to NEAs might become necessary. For this reason, the WG intended to include a special chapther in the interlinks guide.

The WG member leading the pilot project on Interlinks informed that the manual was adopted and the operational phase has started.

3.2.2 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 by 1 June was submitted to the meeting.

3.2.3 New decision templates

ECHA Secretariat informed that ECHA was striving to harmonise the decision template and make it user-friendlier for the reader: the first two pages would contain concise information of the legal basis and the deliverables requested by ECHA whilst the scientific background information was given in the annex. This template will be used in all REACH, CLP and Biocides processes from September onwards.

The SONC template for the Evaluation decisions will also be updated accordingly, however the timeline for its delivery was not possible to assess. A Forum member requested for the new template to be consulted with the Forum.

3.2.4 Mandate amendment

The mandate of the WG was updated and the Forum adopted the updated mandate (Annex 2c).

3.3 Projects on authorisation

3.3.1 Pilot authorisation - first pilot project: WG progress report

The WG Chair informed the Forum that the operational phase of the project was running until the end of June. The reporting deadline for national coordinators was 31 August 2015.

3.3.2 Pilot authorisation - second pilot project: WG progress report

The WG Chair informed that the preparation phase was initiated and the manual was drafted and consulted with the Forum. A further update of the manual and the preparation of the training for national coordinators (in Q4 2015) would be done after Forum-21. The Forum members were invited to appoint national coordinators for this second pilot project.

[1] http://echa.europa.eu/applying-for-authorisation/preparing-applications-for-authorisation

3.3.3 Update from COM ad hoc WG on enforceability of authorisations

A Forum member, participating in this ad-hoc WG, reported to the Forum that a meeting of the WG took place in Brussels in April 2015. The inclusion of a new mandatory element for the application for authorisation, called the "succinct summary" was discussed. This document was comparable with the information included in the extended SDS and part of the application package that RAC would assess.

It was clarified that ECHA planned to make available the exposure scenarios from the applications of authorisation to the NEA via the Portal Dashboard for NEAs.

3.3.4 Mandate amendment of first and second pilot project

The mandates of the WGs were revised and the Forum adopted the updated mandates (Annex 2d and Annex 2e, respectively).

3.4 Training for enforcement trainers

3.4.1 WG progress report

The WG Chair presented the status of the preparation towards the 2015 training event, 23-24 September 2015, on classification and labelling of mixtures.

The WG Chair informed that, by consensus in a written procedure, the Forum adopted the participation of the HelpNet correspondents in the Training for Enforcement Trainers 2015 event. The WG Chair reminded that it will be an "advanced level" training and invited the Forum members to nominate the trainees and inform on the remote attendees.

3.4.2 Mandate amendment

There were no changes in the mandate of this WG and the Forum adopted the mandate (Annex 2f).

3.4.3 Establishment of new WG 2016

As it was proposed in Forum-19, the training event of 2016 would be organised in Q3 2016. Therefore, a new WG was established in Forum-21 so that a list of potential training topics could be presented at Forum-22. The Forum adopted the new WG's mandate and composition (Annex g).

3.5. REACH-EN-FORCE-4

3.5.1 WG progress report

A WG member, representing the WG Chair, presented the final list of the 14 restrictions to be included in the scope of the project that each Member State will have the flexibility to choose the ones relevant to its priorities and market situation. The manual was being drafted and it would include annexes for each restriction. The WG also discussed the involvement of customs authorities, the cooperation with "PROSAFE" joint action on toys at national level as well as the cost related issues and financial instruments for realisation of the REF-4 project.

The Forum agreed with the list of restrictions proposed by the WG.

There would be no limit to the number of restrictions the Member States could choose since the list was based on the feedback from the Forum members and it was expected by the WG that all the restrictions present could be selected by more than one Member State.

A Forum member informed that in the PROSAFE project, there will be accredited laboratories financed and assigned to analyse the samples for specific restrictions.

The Chair proposed for the national coordinators of REF-4 to liaise with the national representative[2] of the PROSAFE project in order not to duplicate the field work of the inspectors and share the result of the tests, to be fed into both REF-4 and PROSAFE projects.

The WG assessed the methods that were available for the proposed restrictions taking into consideration the Compendium prepared by the WG Restrictions. However, in principle, it was left for the consideration of the Member State which laboratories should be used.

COM representative informed that the funding for projects related to Market Surveillance Regulation was re-assessed and that only e-commerce related projects will be funded by COM in the near future. COM representative clarified that there was no restriction on the type of e-commerce-related projects that could be proposed for funding. The call would be open shortly and the Forum would be informed.

Nevertheless, COM was exploring with other DGs the possibility to fund restriction-related projects. DG GROW was also investigating another possibility to expand the scope of some ongoing funded projects in order to partially cover REF-4. COM representative requested the Forum to provide an estimation of the number of inspections (and consequently the costs) expected and informed that for 2016 the available budget would be limited.

The WG representative suggested the Forum members to provide an estimation of the number of inspections to be done during REF-4. The WG would then indicate in the manual an average cost per sample/test to help Member States and COM finding the magnitude of costs expected. Approximately half the Member States considered applying for COM's funding. It was agreed that applications for funding will be done by the Member States, but the WG will compile the general information on funding possibilities available.

The Forum agreed, by majority, to publish the full list of the 14 restrictions for the scope of REF-4.

3.5.2 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate (Annex 2h).

3.6 Pilot project on CLP: Child-resistant fastenings

3.6.1 WG progress report

The WG Chair summarised the WG activities and that the manual was adopted on 2 June 2015 by written procedure. The WG Chair highlighted the awareness-raising campaign that was re-enforced with ECHA's press release on the Forum's project and referenced in an article on CLP in the June Newsletter. The WG Chair informed that CARACAL would address the definition of "placing on the market" in its upcoming meeting. However, the outcome of such a conclusion would not have much impact on the operational phase of the project (starting on 15 July).

3.6.2 Mandate amendment

There was no change in the mandate of this WG and the Forum adopted the mandate (Annex 2i).

[2] not formally appointed representatives of the Member States

3.7 REACH-EN-FORCE-3

3.7.1 WG progress report

The Chair informed that this WG have been handling its tasks as a Task Force and that a room document was submitted with the draft recommendations from the WG. The WG was not able to finish the draft report by the time of the Forum meeting due to difficulties in analysing the data and proposed to change the timeline of the project.

3.7.2 Mandate amendment

The timeline was revised and the Forum adopted the updated mandate (Annex 2j).

3.8 Information and Communication System for Market Surveillance (ICSMS)

3.8.1 WG progress report

The Chair informed that COM had completed the analysis of the 'REACH/CLP' Product Information form for ICSMS and some WG members would discuss the results of COM's analysis and refine the requirements. The first complete draft of the Guidance document was commented on by the WG Members. Consolidation of the comments and preparation of an updated version of the document was ongoing.

3.8.2 Mandate amendment

The chairmanship for this permanent WG was revisited, as suggested in the new version of the Forum's Rules of Procedure (Article 16(2)). Since there was no other candidate and the WG Chair was available to continue with their role, there were no changes in the chairmanship of this WG.

There was no change in the mandate of this WG and the Forum adopted the mandate (Annex 2k).

3.9 Implementation of RIPE

3.9.1 WG progress report

The Chair informed that the written procedure "NEA needs from ePIC for the enforcement of the PIC Regulation" was to be launched. The BPR enforcement activities and tasks in the Member States and related BPR data needs were close to finalisation. Work was still ongoing on the data and functional requirements.

3.9.2 RIPE project progress report

ECHA Forum Secretariat presented the status of the progress made in the RIPE-Portal Dashboard (PD)-ePIC project.

A new contractor would work on the software that would allow the gathering of the relevant information to be displayed in PD. The first release was planned for December 2015 and training for the tool would be organised in November.

NEAs will have read-only access to ePIC but the visualised features would be similar as for the Designated National Authorities (DNA). The access to Article 10 reports was still under discussion in the WG RIPE and this would determine the following discussion within ECHA. ECHA Forum Secretariat indicated that its intention was to argue that NEA access rights to Article 10 reports should be given to inspectors in the same way as for DNAs.

ECHA was aiming to integrate the user management for ePIC and PD-NEA: in practice, two persons per Member State would manage the enforcement users of both tools. It was suggested to assign this role to the current RIPE administrators. ECHA was not considering to increase the number of national administrators even if many different authorities would be dealing with the tool, since the approach taken was similar to RIPE (also different users from different authorities). ECHA Forum Secretariat would send the request for appointing NEA administrators in the summer.

The token management would be taken over by ECHA and it will send tokens to NEA Administrators for each new user. All current tokens would expire by the end of 2016, hence all the users will have to have their tokens replaced by time.

After the release of PD-NEA, it was preferable that RIPE 1 be decommissioned within the following three months. However, technically, it could be challenging and that was still under consideration. The fall back option was to terminate RIPE 1 on the day PD was released. All RIPE users and messages would be migrated to the new tool.

ECHA Forum Secretariat clarified that the crypto-boxes would not be necessary in the new tool. However, the administrator would not be able to administer the system from any location, only from the locations connected to ECHA (IP restriction). Countries are free to decide what that location (authority) will be.

As requested by a Forum member, ECHA Forum Secretariat clarified that the terms and conditions for an NEA to request access to ePIC would not be much different from the terms and conditions for DNAs. In addition, it was ECHA's intention to make the information from the application for authorisation accessible to NEAs through PD-NEA.

3.9.3 Mandate amendment

The mandate of this WG was revised and the Forum adopted the updated mandate (Annex 2l).

3.10 Enforceability of restrictions

3.10.1 WG progress report - Advice on restrictions

The WG Chair informed the Forum of the work of the WG after Forum-20. The WG drafted an advice on methanol and successfully found lead members to draft new advices on two restrictions proposals. The methanol dossier will be processed according to the process agreed in Forum-20, meaning that only one advice will be given and the WG will be available to answer any questions from RAC/SEAC. However, no protocol was established with those committees for such inquiries and one must be developed. The WG was drafting such protocol to be presented to the Forum in Forum-22.

The WG created a package consisting of the revised GDAERF, the template of the Forum's advice, the template for Forum's comments on a restriction proposal, the guide to dossier submitters and recommendations to RAC/SEAC rapporteurs performing a conformity check of an Annex XV dossier. The Forum adopted the package and asked the WG to select a name for it.

The Forum agreed to launch a consultation round with CARACAL on the guide for dossier submitters and with RAC/SEAC on the recommendations to RAC and SEAC.

The Forum agreed to send the guide to dossier submitters to the Danish authorities currently elaborating a proposal for restriction.

The WG was not able to agree on the text to be presented in the GDAERF regarding the cost of analytical methods. A Forum member was of the opinion that it would be preferable for the dossier submitter to qualify the range of the costs (low-high) as an alternative for not providing any information related to costs. COM representative suggested to give some quantification on how to make such classification. The Forum agreed on text proposal 2, which did not cover any cost ranges and the WG would include this text in the guides.

After some discussion with the WG and Forum, the WG proposed not to include the monitorability issue in the Forum's advice. The Forum agreed with the WG proposal.

The WG participated in the ECHA Restriction workshop for dossier submitters and presented the guide for dossier submitters. The dossier submitters were invited to comment but limited feedback was received.

3.10.2 WG progress report - Analytical methods

WG co-Chair informed the Forum that the WG was drafting the document to complement the Compendium of analytical methods and assessed 204 methods for non-limit value restrictions. The WG was able to recommend, by that time, an analytical method for circa 80% of the restrictions in Annex XVII.

The WG was preparing the document for publication and elaborating a procedure for future amendments of the compendium, which might include a public consultation. The WG was considering publishing the compendium in ECHA Forum's webpage or in ECHA Restrictions' page, which could be more user-friendly.

The Forum agreed to include in the document the key elements of the methodology and the rationale behind the assessment used by the WG for each method.

COM representative advised the WG to refrain from using the denomination "standard" to refer to the recommended analytical methods for each restriction and suggested for the WG to contact Joint Research Centre to provide expertise to help tackling the open issues, if relevant.

3.10.3 Involvement of Forum in the standardisation process

COM representative informed the Forum that due to the length of the process, COM was facing some delays in concluding the standards. Therefore, COM would continue to follow the process and inform the WG Restriction if relevant issues arise that could benefit from the Forum's involvement.

3.10.4 Mandate amendment

The chairmanship for this permanent WG was revisited, as suggested in the new version of the Forum's Rules of Procedure (Article 16(2)). As there was another candidate, the Forum voted and a new chair for this WG was elected by simple majority.

The mandate of this WG was revised and the Forum adopted the updated mandate (Annex 2m).

Item 4 – Cooperation with other networks

4.1 Update on SLIC CHEMEX's activities

The SLIC representative informed the Forum on the different work streams of the SLIC CHEMEX WG.

The Chair appreciated the work developed by SLIC and welcomed the possibility for guidance and fact sheets prepared to be made available to the Forum.

4.2 PROSAFE (Product Safety Forum of Europe) activities

The PROSAFE representative presented this COM funded organisation and its activities under the Market Surveillance Regulation. It included a number of joint actions within EEA and other countries investigating different sectors of consumer products.

Item 5 – Enforcement projects in Member States

5.1 Danish proposal for risk assessment of chemicals in consumer articles and products

The Danish expert on chemicals in consumer products presented the Danish approach on the RAPEX system and risk assessment. She presented the legal basis and the criteria used in the RAPEX system. There were no specific guidelines on how to perform the risk assessment; hence this authority created their national guideline that was published in a report[3] in 2014. She provided an example of all the steps of the risk assessment (hazard identification and characterisation and exposure assessment) and stressed that it required very specific expertise that might not be available in all authorities.

It was clarified by the expert that ICSMS could be also used to notify consumer products. She highlighted that some information for the risk assessment could be found in the RAC opinions; nonetheless, the involvement of the inspector and/or expert would be still needed. A Forum member suggested to have generic risk assessment scenarios for a few (more important) restrictions.

A Forum member questioned the need to have a risk assessment by an inspector, which may not be an expert, for each non-compliant product since there was a Risk Assessment Committee, examining in detail each restriction entry before its enforcement. Two other Forum members shared this concern and reiterated the doubt on the efficiency of the whole process.

The DK Forum member informed that in cases where a toxic substance was present in high levels, a migration test was requested and a full risk assessment was done by experts. With it, the authority decided which means would be used to communicate it and who would be the relevant actors/targets. Moreover, the result of the full risk assessment was attached to the RAPEX notification.

Another Forum member informed that different criteria was used in its Member State to generate a RAPEX notification of a non-compliance with Annex XVII. Another Forum member suggested the WG REF-4 to also collect information on risk assessments done for the restrictions listed in the scope of the project REF-4 so that the manual could also include some advice on the definition of "serious risk".

[3] http://www2.mst.dk/Udgiv/publications/2014/03/978-87-93178-21-2.pdf

5.2 The Environment Agency's approach to enforcement of Annex XVII restrictions

The UK invited expert from the UK Environment Agency presented some activities of the chemical compliance team.

One of the projects of 2014 focused on mercury in measuring devices (restriction entry 18a), instigated by an amendment of the restriction (in force on 10 April 2014) where the placing on the market of such devices for professional and industrial use was no longer allowed. Due to the resources and timeframe available, the companies were advised on the issues in order to be compliant until future follow-up actions by the authority.

Another project focused on placing on the market or use of paints containing lead carbonate and lead sulphate. Some non-compliance was found in the artist paint sector and there was good cooperation with the European trade association that helped its members understand the issue.

A chemical source control project was ongoing to identify sources of harmful chemicals in the water and measures to reduce their emissions to meet the objectives of the Water Framework Directive. It was a cross cutting campaign and identified a number of restricted substances present in different products (paper, textiles, treated timber, etc.). The expert concluded that its agency's approach was to focus on outcomes rather than the legislation that drives it, which can be an efficient way of addressing a number of different needs in one project.

The UK Forum Member added that one of the objectives of the projects was to help the companies become compliant as REACH is complex. By purchasing and testing the product instead of going onto companies site, the authority can both proof "placing on the market" and also maximised the efficiency of its resources.

5.3 Dutch national projects: Borderline waste and REACH, preregistration of non-phase in substances and SME-initiatives of the MS CA

The NL Forum member presented some results of the projects initiated by the Dutch authority.

Due to the 2014 findings of the project on borderline waste regulation and REACH, the authority decided to continue in 2015. The starting point for this project was to investigate the complaints made from ship owners that their fuel was contaminated and damaged the engine. The Forum member clarified that the companies that were inspected under the waste regulation/REACH pilot project insisted that their products were not waste although the complexity of the products made it difficult to prove it.

A Forum member welcomed the project since there were many open issues in the characterisation of waste and encouraged the Forum to explore it. COM representative informed on the existence of an ECHA Guidance that indicates that it was the waste regulation (not REACH) to be considered when assessing what is waste and should be done by the waste inspectors.

The project SME initiative by the REACH competent authority, in cooperation with industry, analysed the possibility to reduce costs for the registration (better division of cost in the SIEF, standardisation and IT solutions for SDS, improve the level of communication of the Helpdesk, etc). The project concluded that it was possible to reduce 10-26% of the costs.

Also the results on a pilot project concerning the preregistratin of non-phase-in substances and a signal about asbestos in heaters was presented.

Item 7 – Practical issues for enforcement of REACH and CLP

Issue 1 - How MSs handle individual registrations for chemicals for which a SIEF exists.

ECHA Forum Secretariat informed that a questionnaire was sent to Forum members and the conclusion proposed for the meeting was based on the replies.

ECHA Forum Secretariat updated the document during the meeting according to the comments from Forum members and the conclusion was adopted. The draft document "Supplement of MoC" would be sent for a written consultation.

Issue 2 - Who is responsible for the elaboration of a Safety Data Sheet when an only representative is appointed?

This issue was concluded at Forum-8. However, the Commission, together with ECHA, had clarified the responsibilities of an OR in relation to the compilation of the SDS. Based on these clarifications, ECHA Legal team prepared an updated version of the existing practical issue. The REF-3 WG also referred to the above updated conclusion in the document 'Considerations on the requirements of Article 8 of REACH that are relevant when inspecting OR', used as a guide for inspectors during the project.

ECHA Forum Secretariat would launch a consultation round for the text in the conclusion followed by adoption via written procedure.

The Chair reminded that new practical issues for enforcement for the next Forum plenary meeting should be submitted by 08 September 2015.

Item 8 – Update on relevant developments by the Commission

8.1 General updates by the European Commission

COM representative informed on the new legal changes and identified some issues that would be discussed in CARACAL and ESPG meetings. He informed on the new opinions issued by COM on ECHA's modification of the Technical completeness check and on the revocation of the registration in cases of persistent non-compliance with registration requirements. At the request of two invited experts, COM clarified that a document with the legal basis for revocation would be provided to the Forum.

REACH Article 68(2) is a provision to allow a simplified procedure for CMRs. As a test case, COM would explore this provision for CMRs in textile/clothing articles. A public consultation will be launched in June-July. A Forum member requested that COM formally invites the Forum to provide comments. The Chair suggested for the WG Restrictions to consider whether the Forum wants to be consulted on the enforceability of the CMR restriction.

The European Defence Agency endorsed a European framework containing an "EU defined exemption standard" to be applicable in all EU Member States.

The COM also informed about the Internal Market for Products (IMP) expert group (Market Surveillance competent authorities) that deals with generic policy issues of the Market Surveillance Regulation. Observing that IMP dealt with cross-border cooperation and ICSMS, which are issues that the Forum was also tackling, a Forum member suggested to have a closer look, and possibly to provide input,

into the discussions being held by IMP. COM would screen for interesting topics from these meetings and report to and share some documents with the Forum, when relevant.

8.2 Discussion on the implementation of the Enforcement indicators

COM representative briefly presented the background information of the ENFIND project. COM prepared examples of a possible implementation system of the indicators at Member State and Forum level and invited the Forum members to provide comments on the tool's template.

ECHA Forum Secretariat would calculate the Forum level indicators to be delivered to the Forum. ECHA Forum Secretariat clarified that it will calculate the indicators where it has all data (project participation, practical issues, RIPE and stakeholder satisfaction etc.). Where there was a need to get data from Forum members (e.g. multiplier effect or implementation of best practice document), it will be requested for the period 2011-2015. If a representative number of Member States responds (at least 21 responses), the indicator will be calculated. Where the ECHA Forum Secretariat or Forum members did not have the data, the indicator will not be calculated (e.g. satisfaction with projects or opinion on guides that do not yet exist). ECHA Forum Secretariat would propose measures by which this data can be collected for the next reporting period (2016-2020).

The EU level indicators would be used by COM with data from ECHA and the Member States' reports. Some EU indicators were calculated for the years 2007-2010, as examples. A Forum member noted that the indicator representing the non-compliances found in the EU could be misleading since some authorities focused on helping companies and bringing them to compliance.

The Member State level indicators were produced for the use of the Member States but they were not mandatory. The authorities may use them to control and track its activities, if found relevant.

A Forum member highlighted that the definition of the indicators should be clear to help the Member States collect and report the required information. The member also stressed that the reporting template for 2020 should be made available to the Member States at the beginning of the reporting period (2015) for the authorities to prepare adequately.

8.3 Update on the thought starter document on Harmonised enforcement and level playing field

The COM representative summarised the background of the draft document elaborated, that was created after brainstorming with the Forum members and invited experts during a breakout group session in Forum-20. The goal of the document was to clarify the two concepts and develop a common understanding that would serve as basis for future work on enforcement. The Forum was invited to participate in the development of the document by means of a task force or integration in a WG.

A Forum member suggested to have a different approach, starting with the Forum and its tasks and objectives, which are legally described, and meet the stakeholders' view on the concepts. It was noted by a Forum member that the content of the document was far from the inspector's experiences.

Two Forum members expressed that they were not in favour of developing the document since it was not clear how it can practically help the Forum activities and therefore were reluctant to allocate resources for such a task.

In conclusion the Forum did not support the preparation of the document on harmonised enforcement and level playing field by COM. The Chair added that, upon the revision of Forum's strategic documents, there might be a need to revisit the concepts.

8.4 Update on the PIC reporting template

COM representative, on behalf of DG ENV, thanked the Forum for their comments on the draft template. COM expected to present a draft proposal for one implementing act establishing the common reporting format to the next PIC regulation's committee meeting (October 2015). The report would then be available to the designated national authorities (DNA) for comments.

A Forum member requested for the Forum to be consulted on the reporting format.

8.5 Potential involvement of the Forum in the enforcement of BPR

Two representatives from DG SANTE joined the meeting remotely. ECHA Forum Secretariat introduced the background of the issue. COM consulted BPR CAs to indicate their preference for the body responsible for coordinating the enforcement of BPR, the Forum being one of the options.

More than 50% of the Forum members and their authorities were also involved in the enforcement of BPR.

Many Forum members expressed the preference and willingness to have the Forum as an EU-wide body to coordinate the enforcement of all the legislations. However, with the present scarcity of resources in Forum/ECHA Forum Secretariat/ some Member States, it would be challenging for the Forum to take up BPR tasks with its current composition. If Forum was to coordinated BPR enforcement there would be the need to provide it with resources to source BPR expertise via additional experts and increase the resources of ECHA Forum Secretariat.

The Chair summarised that the Forum members favoured the Forum as the coordination body for BPR. However, for the Forum to take up BPR tasks, legal basis for it would need to exist (i.e. amendment of the BPR on this regard) and appropriate resources would need to be provided for the Forum and its Secretariat.

DG ENV took note of the Forum's opinion and would continue the discussion within COM and relevant fora.

Item 9 – Thematic discussions

9.1 Thought starter on Guide for inspectors based on REF experiences

ECHA Forum Secretariat suggested to establish a WG to create the Forum harmonised guide for inspectors, based on the results and experience of Forum projects. The preparation of such guide is foreseen in the Forum's Multi annual work programme 2014-2018.

A Forum member highlighted that the Forum had already scarce resources for the REF and pilot projects and suggested for a draft guide to be prepared by a trainee in ECHA. ECHA Forum Secretariat replied that a trainee/student might not be familiar enough with the content thus creating a not very useful document for the inspectors and encouraged the inclusion of experts/inspectors in the development of the document.

Another Forum member recommended that a first draft should be available for the potential WG to start working on it. ECHA Forum Secretariat would explore the possibility of preparing such a first draft. The Forum would be requested to provide input on the content in a potential break out group in Forum-22.

9.2 Relevant features of Secure CIRCA-BC

The ECHA Forum Secretariat presented the functionalities of the platform that could be used by the Forum members to comment on the Forum documents i.e. the "Newsgroup" tab. A benefit of it would be to have all the comments concerning a certain document in one place. A live demonstration of the tool was given.

The platform was implemented as an action derived from ECHA's audits: to ensure the security of the process and its traceability, the exchange of emails containing Forum's documents should be reduced. The ECHA Forum Secretariat suggested a trial to assess the practicality of the "Newsgroups" before Forum-22. COM representative added that the same system was used in COM and encouraged the Forum members to try it and focus on the benefits.

A Forum member expressed that it would disturb its contribution since their email provider generated automatic registration of the communication and that was highly important for their internal procedures. Moreover, the two-factor identification system would also make the exercise less time-efficient. ECHA Secretariat added that some other solutions were being explored by EHCA to be used for authentication but, for the time being, mobile phones were the only possible solution in the two-factor identification system.

ECHA Secretariat clarified that users with read-only access could view and download the documents and it was possible to generate links to previously uploaded documents.

The notification functionality would still exist in the S-CIRCA BC and according to a Forum member, it could be overwhelming with the amount of notifications received. COM representative suggested setting up filters in the email provider to tackle this. As a way around it, ECHA Committees Secretariat, by default, send an email to all members once a new document was launched for consultation.

A Forum member suggested to include the information of the deadlines, for example, of the action points, in an easy to follow way.

The Forum agreed to try one written procedure and one document commenting round using the "Newsgroup". ECHA Forum Secretariat would collect feedback from the users and on this basis conclude upon its further use for that purpose.

The Forum agreed to use the platform to store main deliverables of the WGs and the WG meeting documents. A Forum member requested for ECHA Forum Secretariat to send to its national experts, via email, the documents of the WG if the two-factor identification system could not be set up.

According to the project plan, the tool will be launched in July and all the documents would be migrated[4]. A document with instructions will be provided by ECHA Forum Secretariat.

9.3 Forum's potential efficiency gains

ECHA Forum Secretariat presented some proposals for areas where Forum may generate more efficiency, in order not to be hindered from ECHA's budgetary constrain. The two main areas identified were meetings (Forum and WGs) and translations of the project's manuals.

In the last few years, Forum has increased the number of WG meetings and trainings organised via WebEx. ECHA Forum Secretariat encouraged continuing with the trend and organising short WebEx sessions more frequently. In addition, as far as possible, it was recommended to have more meetings back-to-back, especially if there would be common people attending more than one meeting. The schedule of the meetings was also discussed: starting in the afternoon (some could fly in the morning) and finishing at lunch time the following day to allow the participants to return on the same day. For WG meetings, with a smaller number of participants, their flights could be screened in order to optimise the timing of the agenda. Some Forum members appreciated that suggestion. A Forum member suggested for ASOs participation in the open session to be done via WebEx.

Regarding translations, it was noted that the content of the manual was mainly for the interest of national coordinators who would need to be skilled in English in order to cooperate with the WG and ECHA Forum Secretariat. Therefore, it was suggested to consider translating only at a "need-to-have" basis or only the questionnaire and some relevant information for inspectors, if they were not able to work in English. As a consequence, the structure of the manual could benefit from a revision, to better define the relevant parts for the inspectors to be translated. The Forum agreed with this proposal.

COM proposed to outsource some Forum's tasks such as specific studies or more administrative work packages; however, the Forum did not found it to be a way to gain efficiency.

ECHA Forum Secretariat informed that a discussion regarding the revision of the policy on reimbursement was ongoing among ECHA Management and the Management Board, that considered aligning its practice of payment of daily allowance with the other EU agencies and COM, which was paying a flat rate for the duration of the meeting, excluding the travel time. Some Forum members expressed their dissatisfaction about potential implementation of such revision as it would increase significantly the financial burden on their national organisations, because many experts from WGs travel from locations which are not easily connected to Helisinki and spend considerable time travelling. Such revision in reimbursement policy could lead to a decrease in the allocated time and work of the members and invited experts to the work of the Forum.

The Chair suggested further discussion on the Forum meeting's efficiency in the following plenary meetings. A Forum member expressed that the time between the March and June meetings were very short and that put a lot of pressure in the WGs. The member suggested for those meetings to complement each other (one meeting broken in two, shorter meetings). Another Forum member suggested

[4] Post meeting note: The deployment of Secure Circa BC has been delayed until further notice.

having only two meetings per year. It was agreed that the suggestions for more efficient organisation of meetings will be collected in writing to the Forum Secretariat and consulted with the Forum. If the results of the consultation indicate that further discussion is needed, it will be organise at future plenaries.

Item 10 – Updates from the ECHA Forum Secretariat

10.1 Improving cooperation with ASOs – Update and follow-up actions

The ECHA Forum Secretariat presented a number of actions with a view to improve the cooperation between ASOs and Forum. The points for discussion were collected during the commenting round of the draft report on the ASOs input into the Forum and during the open session in Forum-19's world café. The Forum discussed the proposed options and voted favourably for the implementation of the following actions:

a) Presentation on Forum's expectations from ASOs;
b) New template and criteria for ASO items for open sessions;
c) Themed open sessions;
d) Upon request of the ASOs, clarification of the roles of Forum and HelpNet;
e) Possibility for ASOs to make their presentation via video-link;
f) ECHA Forum Secretariat to maintain a record of "ASO issues and enforcement concerns";
g) Forum and ASOs to propose topics for each other to present at the open session. Acceptance of topics is voluntary;
h) WG Training for Trainers invited to consider ASO input in the preparation of trainings.

ECHA Forum Secretariat would prepare the document summarising the discussion of the Forum aimed at improving cooperation with ASOs, with the aim to publish and demonstrate the effort put into the lisiasions with ASOs. The document would be consulted with the Forum before publication.

10.2 SME initiatives by the Member States Enforcement Authorities

The ECHA Forum Secretariat invited the Forum to share with ECHA their SME targeted initiatives intended in the run-up to the last registration deadline. The meeting was reminded of the material provided by ECHA with regard to the REACH 2018 registration deadline and encouraged the distribution of these materials via the national networks. Moreover, the Forum members were invited to inform the Forum Secretariat on SME targeted events where ECHA participation could of value.

Item 12- Updates from the ECHA Secretariat

12.1 ECHA tools to support control of extended SDS

The presentation was postponed to Forum-22.

12.2 Board of appeal - Update

The presentation was postponed to Forum-22.

12.3 Guidance updates

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

12.4 Update on Substances in articles

The Chair informed that the Advocate General of the Court of Justice of the European Union was of the opinion that, despite being integrated into an entire article, if a component article retains a shape, surface or design of its own which determines its function to a greater degree than does its chemical composition, it should still be regarded as an article. It was noted that the Advocate General was only required to give an opinion on the case if the Court believes that the particular case raises a new point of law. However, the Court does not necessarily follow the Advocate General's opinion.

The Forum agreed to wait for the Court's decision before initiating any actions/discussion related to substances in articles.

12.5 SVHC Roadmap implementation activities

The presentation was postponed to Forum-22.

Item 13 – A.O.B.

13.1 Animal testing without a regulatory decision

ECHA Forum Secretariat informed that the list of cases where NEAs were invited to follow up according to their priorities was sent on 19/12/2014 via RIPE with the original report. ECHA was not planning to make new cases. Should NEAs have any questions on the cases, the Forum members were invited to contact the ECHA Forum Secretariat for further clarifications.

13.2 Forum plenary meetings in 2016

The dates of the plenary meeting to be held in 2016 were communicated to the Forum: 15-17 March, 14-16 June and 7-11 November.

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-21

23-25 June 2015

(Adopted at the Forum-21 meeting)

Agenda point	Conclusions / decisions / minority opinions	Action requested after the meeting
Item 1- Welcome and introduction		
1.2 Adoption of the Agenda	Agenda was adopted	
Item 2 – Address by ECHA's Director of Cooperation		
Item 3 – Forum's enforcement activities- Work Packages		
3.1 Prioritisation of REF projects 3.1.1 WG progress report	The Forum selected the subject of the 5th enforcement project to focus on the extended Safety Data Sheets, Exposure Scenarios, Risk Management Measures and Operational Conditions The Forum established a Task Force for REF-5 Project focusing on extended Safety Data Sheets, Exposure Scenarios, Risk Management Measures and Operational Conditions	**Forum members** are invited to indicate their willingness to participate in pilot project proposals, their priority order and in which year (2016 or 2017) they would like them executed. This information is to be submitted by 31 August. **Forum-S** will provide a template for voting and a timeline for existing projects by 3 July **WG Prioritisation** will propose the selection of the best two pilot projects to be executed and propose a calendar for their management in the period 2016/2017 at F-22.
3.1.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.2 Interlinks 3.2.1 WG progress report		
3.2.2 Follow-up of ECHA Decisions: updates from ECHA		
3.2.3 New decision templates		

3.2.4 Mandate amendment	The Forum revised the mandate of the WG.	**COM** to provide the name of the expert for WG interlinks by 17 July
3.3 Projects on Authorisation 3.3.1 First pilot project: WG progress report		**National coordinators** are invited to report results of the first project to the Forum Secretariat by 31 August
3.3.2 Second pilot project: WG progress report	The Forum decided to check the enforceability of the authorisation decisions including the succinct summaries during the 2nd pilot project on authorisation. The experiences of the project will be reported to the Forum for consideration of further action.	**Forum members** are invited to register participation in the 2nd Authorisation project by 9 July
3.3.3 Update from the COM ad hoc WG enforceability of authorisations		**Forum-S** to distribute presentation used by Forum representatives at the meeting of COM's ad hoc WG on 22 April and COM's document on general questions on enforceability of authorisation decision by 3 July
3.3.4 Mandate amendment	The Forum revised the mandate of the WG.	
3.4 Training for enforcement trainers 3.4.1 WG progress report		**Forum members** to submit nomination of two participants per MSs for the training event latest by 30 June (deadline was on 19 June 2015) **Forum members** to submit the number of the core remote attendees by **31 August 2015**
3.4.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.4.3 Establishment of new WG 2016		**Forum members** are invited to submit three priority topics for 2016 edition of training for trainers by 15 August

3.5 REF-4 3.5.1 WG progress report	The Forum agreed to publish the list of entries subject to the REF-4 project	**Forum members** to appoint the national coordinators by 31 August. **Forum members** who need financial support related to the REF-4 project are invited to make that known to the Forum-S, indicating which entries they need funding and how many inspections they plan for which this funding is needed. This information is to be submitted by 31 July **COM** to provide further information on the financing alternatives available by 31 July. **WG REF-4** to further examine the financing possibilities from the COM and estimate the costs for sampling and analysis. The WG will make a general recommendation on how the MS can apply for the COM funds.
3.5.2 Mandate amendment	The Forum revised the mandate of the WG.	
3.6 Pilot project on CLP: Child-resistant fastenings 3.6.1 WG progress report		
3.6.2 Mandate amendment	The mandate of the WG was revised.	
3.7 REF-3 3.7.1 WG progress report		**REF-4 WG** to consider how to sustainably resolve the problems encountered with handling the data in REF projects.
3.7.4 Mandate amendment	The mandate was revised.	
3.8 ICSMS 3.8.1 WG progress report		
3.8.2 Mandate amendment	The mandate was revised.	

3.9 Implementation of RIPE 3.9.1 WG progress report		
3.9.2 RIPE project progress report		
3.9.3 Mandate amendment	The mandate was revised.	
3.10 Enforceability of Restrictions 3.10.1 WG progress report: Advice on restrictions	The Forum adopted the guide package for delivering advice on enforceability. The Forum agreed to consult Annex 4 (guide for dossier submitters) with the MSCAs via CARACAL. The Forum agreed to consult Annex 5 (recommendations for RAC and SEAC for consideration during conformity check) with RAC and SEAC	**Forum-S** will consult the Forum on the draft "Forum position regarding involvement of the Forum and Forum members in the restrictions process" presented at Forum-20 by 3 July **Forum members** are invited to comment by 31 August.
3.10.2 WG progress report: Analytical methods	The Forum agreed to publish the compendium with key elements of the Forum methodology for recommending analytical methods for enforcement of REACH Annex XVII restrictions, which was used to prepare the compendium.	
3.10.3 Involvement of Forum in the standardisation process	The Forum mandated the WG Restrictions to provide input to the standardisation process, when requested.	**WG Restrictions** to consider liaising with COM (JRC) to gather technical input about the specific methods.
3.10.4 Mandate amendment	The Forum revised the mandate of the WG.	
Item 4 – Cooperation with other networks		
4.1 Update on SLIC-CHEMEX's activities		**WG REF-5** will consider using the SLIC CHEMEX WG guide for NLIs in the preparation of the project.
4.2 PROSAFE activities		
Item 5 – Enforcement projects in Member States		

5.1 Danish proposal for risk assessment of chemicals in consumer articles and products		
5.2 The Environment Agency's approach to enforcement of Annex XVII restrictions		
5.3 Dutch national projects		
Item 7 – Practical issues for enforcement of REACH and CLP		
Issue 1: How MSs handle individual registrations for chemicals for which a SIEF exists	The Forum discussed the handling of individual registrations for substances where SIEF exists.	**Forum Secretariat** will send the draft document "Supplement of MoC" for consultation with the Forum by 3 July
Issue 2: Who is responsible for the elaboration of a Safety Data Sheet when an only representative is appointed?	The Forum discussed the OR responsibilities related to elaboration and provision of SDS.	**Forum-S** will organise the consultation round by 17 July 2015 **Forum members** will be invited to submit comments by 15 August 2015**.**
Item 8 – Update on relevant developments by the Commission		
8.1 General updates by the European Commission		**WG Restrictions** is invited to consider whether the Forum wants to be consulted on the enforceability of the CMR restriction, which is being processed in the "fast track" procedure by COM by 31 August

8.2 Discussion on the implementation of the Enforcement indicators		**Forum members and Forum-S** to provide comments to the excel worksheets to the COM (copy the Forum-S) by 16 July **Forum-S** will draft a report with Forum level indicators 2011-2015 for further discussion at F22. **Forum-S** to liaise with COM regarding the data which is relevant to Forum indicators which may have been provided in MS reports. **COM** will calculate the EU level indicators and present them for discussion at Forum-22.
8.3 Update on the thought starter document on Harmonised enforcement and level playing field		
8.4 Update on the PIC reporting template		
8.5 Potential involvement of the Forum in the enforcement of BPR	Forum supported the expansion of its remit to include coordination of BPR enforcement if accompanied by appropriate legal basis. The expansion would need to be provisioned with resourcing to allow additional experts to attend the Forum and strengthening of the Forum Secretariat.	
Item 9 – Thematic discussions		
9.1 Thought starter on Guide for inspectors based on REF experiences		**Forum-S** to explore possibilities for preparing the first draft of the guides and come back at Forum-22 **Forum-S** will consult the Forum on desired contents of the guide by 31 July. **Forum-S** will organise a discussion on the content of the guide at Forum-22.

9.2 Relevant features of Secure CIRCA-BC	Forum agreed to try it out for a written procedure and use it for the storage of WG documents.	**Forum-S** will prepare a guide how to use CIRCA BC by the time of release of Secure CIRCA BC. **Forum-S** to investigate the use of other CIRCA BC features that may help in tracking the deadlines
9.3 Forum's potential efficiency gains level playing field	Forum indicated that constraining the reimbursement policy would reduce the number of field-experts available for Forum work.	**Forum-S** will prepare a document summarising the proposals for efficiency gains in plenary meetings and initiate a written consultation by 31 August. Depending on the feedback, further discussion may be organised at F22.
Item 10 – Updates from the Forum ECHA Secretariat		
10.1 Improving cooperation with ASOs – Update and follow-up actions	The Forum discussed practical actions that could improve cooperation with Accredited stakeholder organisations.	**Forum-S** will draft a document that summarises the Forum discussion on the matter by 31 July.
10.2 SME initiatives by the Member States Enforcement Authorities		**Forum members** to inform the Forum Secretariat on SME targeted events where they would like ECHA participation by 30 September.
Item 12 – Updates from the ECHA Secretariat		
12.1 ECHA tools to support control of extended SDS		
12.2 Board of appeal - Update		
12.3 Guidance updates		
12.4 Update on Substances in articles		
12.5 SVHC Roadmap implementation activities		
Item 13 – AOB		
13.1 Animal testing without a regulatory decision		
13.2 Forum plenary meetings in 2016		

III. List of Attendees

Forum members

	Country	Name
1	Austria	ANWANDER Eugen
2	Belgium	CUYPERS Paul
3	Bulgaria	ZIDAROVA Elena
4	Croatia	KREKOVIC Dubravka
5	Cyprus	ORPHANOU Maria (Alternate)
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	Ireland	McMICKAN Sinead
14	Italy	POLCI Maria Letizia (Alternate)
15	Latvia	PALLO Parsla
16	Lithuania	GRINCEVIČIŪTĖ Otilija
17	Luxembourg	ENGELS Kim
18	Norway	HAGEN Gro
19	Romania	ALBULESCU Mihaiela
20	Slovakia	KOLESAR Dušan
21	Spain	SÁNCHEZ PEÑA Pablo
22	Sweden	FORKMAN Mats
23	The Netherlands	VAN DEN BERG Jos
24	UK	POTTS Mike

Invited experts

	Country	Name
1	Austria	WURM Gernot
2	Belgium	LEYNEN Michel
3	Czech Republic	PODHORSKA Ilona
4	Denmark	ØZER ARMAGAN Fatima
5	Estonia	PROMET Natali
6	Hungary	ÁDER Borbála
7	Latvia	DIMPERE Inna
8	Lithuania	UZOMECKAS Zilvinas
9	Malta	GRECH Dawn
10	Norway	SULEIMAN Abdulqadir
11	Slovakia	VODA Gustav
12	Spain	ZAMORA NAVAS Laura

	Country	Name
13	The Netherlands	THEODORI Demi
14	UK	CARTER Paul

Advisers

	Country	Name
1	Denmark	FREDSBO KARLSSON Louise
2	Finland	LEIKOSKI Mervi
3	Germany	JACOBI Tobias
4	Germany	FRENZEL Stefan
5	Sweden	HEDLUND Henrik
6	UK	SMITH Verity

European Commission representative

	DG	Name
1	GROW	Miguel AGUADO-MONSONET

Other networks' representatives

	Organisation	Name
1	SLIC-CHEMEX	CLAYTON Karen
2	PROSAFE	OLIE Nicolaas

	ECHA	Unit
1	BARANSKI Maciej	Support, Forum and HelpNet Secretariat
2	BASMATZI Theodora	Legal Affairs Unit
3	CALVO TOLEDO Juan Pablo	Support, Forum and HelpNet Secretariat
4	CLIFFE Brendan	Support, Forum and HelpNet Secretariat
5	FELICIANO Tania	Support, Forum and HelpNet Secretariat
6	FRONTINI Ales	Support, Forum and HelpNet Secretariat
7	HEIKKILA Minna	Head of Unit of ECHA Legal affairs unit
8	HERDINA Andreas	ECHA Director of Cooperation
9	KIOKIAS Sotirios	Risk Management implementation
10	KRYCHEVSKA Olena	Support, Forum and HelpNet Secretariat
11	NICOT Thierry	Risk Management implementation
12	NIKULA Terhi	Support, Forum and HelpNet Secretariat
13	NOUWEN Johan	Support, Forum and HelpNet Secretariat
14	SOMPOLSKI Daniel	Substance ID & Data Sharing Unit
15	TŁOCZEK Magdalena	Support, Forum and HelpNet Secretariat
16	ANDROULAKIS Ioannis	ECHA IT consultant

IV. List of Annexes

Annex 1 – Final agenda Forum-21

23 June 2015
ECHA/Forum-21/2015/A

Twenty first meeting of the
Forum for Exchange of Information on Enforcement
(Forum-21)
23-25 June 2015

European Chemicals Agency
Helsinki, Finland
Tuesday, 23 June: starts at 09:00
Thursday, 25 June: ends at 13:00

DAY 1 Tuesday 23 June 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-20 – *ECHA Forum Secretariat*
1.5 Practicalities and results of the written procedures between Forum-20 and Forum-21 - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/A
ECHA/Forum-21/2015/1.4
ECHA/Forum-21/2015/1.5

For adoption
For information

Item 2 – Address by ECHA's Director of Cooperation *09:30-09:40*

For information

Item 3 – Forum's enforcement activities- Work Packages *09:40-17:00*

3.1 Prioritisation of REF projects (35')

3.1.1 WG progress report – *WG Chair*
3.1.2 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.1.1
ECHA/Forum-21/2015/3_draft_mandates

For discussion
For adoption

3.2 Interlinks (45')

3.2.1 WG progress report (including CMR pilot project) - *WG Chair*
3.2.2 Follow-up of ECHA Decisions: updates from ECHA - *ECHA Forum Secretariat*
3.2.3 New decision templates – *ECHA Secretariat*
3.2.4 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.2.1
ECHA/Forum-21/2015/3.2.1_Annex1
ECHA/Forum-21/2015/3.2.1_Annex2
ECHA/Forum-21/2015/3.2.1_Annex3
ECHA/Forum-21/2015/3.2.1_Annex4
ECHA/Forum-21/2015/3.2.2
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

Coffee break 11:00-11:30

3.3 Projects on Authorisation (40')

3.3.1 First pilot project: WG progress report – *WG Chair*
3.3.2 Second pilot project: WG progress report - *WG Chair*
3.3.3 Update from the COM ad hoc WG enforceability of authorisations - *WG Interlinks representative*
3.3.4 Mandate amendment of first and second pilot project - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.3.1
ECHA/Forum-21/2015/3.3.2
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

3.4 Training for enforcement trainers (30')

3.4.1 WG progress report - *WG Chair*
3.4.2 Mandate amendment - *ECHA Forum Secretariat*
3.4.3 Establishment of new WG 2016 - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.4.1
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

Item 4 – Cooperation with other networks *12:40-14:40*

4.1 Update on SLIC-CHEMEX's activities – *Karen Clayton*

For information

Lunch break 13:10-14:10

4.2 PROSAFE (Product Safety Forum of Europe) activities - *Nicolaas Olie*

For information

Item 3 – Forum's enforcement activities- Work Packages (cont.) *14:40-15:40*

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

3.5.1 WG progress report – *WG Chair*
3.5.2 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.5.1
ECHA/Forum-21/2015/3_draft_mandates

For discussion
For adoption

3.6 Pilot project on CLP: Child-resistant fastenings (20')

3.6.1 WG progress report - *WG Chair*
3.6.2 Mandate amendment- *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.6.1
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

Coffee break 16:00-16:30

Item 5 – Enforcement projects in Member States *16:30-17:30*

5.1 Danish proposal for risk assessment of chemicals in consumer articles and products – *DK invited expert* (20')
5.2 The Environment Agency's approach to enforcement of Annex XVII restrictions – *UK invited expert* (20')
5.3 Dutch national projects: Borderline waste and REACH, preregistration of non-phase in substances and SME-initiatives of the MS CA – *NL Forum member* (20')

For information
For discussion

Item 3 – Forum's enforcement activities- Work Packages (cont.) *17:30-18:00*

3.7 REACH-EN-FORCE-3 (15')

3.7.1 WG progress report - *WG REF-3*
3.7.2 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.7.1
ECHA/Forum-21/2015/3.7.1_room_doc
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

3.8 Information and Communication System for Market Surveillance (ICSMS) (15')

3.8.1 WG progress report - *WG Chair*
3.8.2 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.8.1
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

Item 6 – Adoption of conclusions from day 1 *18:00-18:15*

For adoption

DAY 2 Wednesday 24 June 2015

Item 7 – Practical issues for enforcement of REACH and CLP *09:00-10:30*

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

ECHA/Forum-21/2015/7
ECHA/Forum-21/2015/7_room_doc
ECHA/Forum-21/2015/7_room_doc2

For discussion

Coffee break 10:30-11:00

Item 8 – Update on relevant developments by the Commission *11:00-13:00*

8.1 General updates by the European Commission
8.2 Discussion on the implementation of the Enforcement indicators
8.3 Update on the thought starter document on Harmonised enforcement and level playing field

ECHA/Forum-21/2015/8.1
ECHA/Forum-21/2015/8.2
ECHA/Forum-21/2015/8.3

For information
For discussion

Lunch break 13:00-14:00

8.4 Update on the PIC reporting template
8.5 Potential involvement of the Forum in the enforcement of BPR

ECHA/Forum-21/2015/8.5

For information
For discussion

Item 3 – Forum's enforcement activities- Work Packages (cont.) *14:30-14:50*

3.9 Implementation of RIPE (20')

3.9.1 WG progress report – *WG Chair*
3.9.2 RIPE project progress report - *ECHA Forum Secretariat*
3.9.3 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.9.1_room_doc
ECHA/Forum-21/2015/3_draft_mandates

For information
For adoption

Item 9 – Thematic discussions *14:50-17:00*

9.1 Thought starter on Guide for inspectors based on REF experiences (40') – *ECHA Forum Secretariat*

Coffee break 15:30-16:00

9.2 Relevant features of Secure CIRCA-BC (30') - *ECHA Secretariat*

9.3 Forum's potential efficiency gains (30')

ECHA/Forum-21/2015/9.1
ECHA/Forum-21/2015/9.2
ECHA/Forum-21/2015/9.3_room_doc

For discussion

Item 10 – Updates from the ECHA Forum Secretariat *17:00-17:30*

10.1 Improving cooperation with ASOs – Update and follow-up actions
10.2 SME initiatives by the Member States Enforcement Authorities

ECHA/Forum-21/2015/10.1
ECHA/Forum-21/2015/10.2_room_doc

For information

Item 11 – Adoption of conclusions from day 2 *17:30-17:45*

For adoption

Dinner offered by Finnish enforcement authority Tukes and ECHA to all meeting participants

DAY 3 Thursday 25 June 2015

Item 3 – Forum's enforcement activities- Work Packages (cont.) *09:00-11:00*

3.10 Enforceability of Restrictions (120')

3.10.1 WG progress report: Advice on restrictions - *WG Chair*
3.10.2 WG progress report: Analytical methods – *WG co-Chair*
3.10.3 Involvement of Forum in the standardisation process - *COM*
3.10.4 Mandate amendment - *ECHA Forum Secretariat*

ECHA/Forum-21/2015/3.10.1
ECHA/Forum-21/2015/3.10.1_Annex_room_doc
ECHA/Forum-21/2015/3_draft_mandates

For discussion
For adoption

Coffee break 11:00-11:30

Item 12– Updates from the ECHA Secretariat *11:30-12:30*

12.1 ECHA tools to support control of extended SDS
12.2 Board of appeal - Update
12.3 Guidance updates
12.4 Update on Substances in articles
12.5 SVHC Roadmap implementation activities

ECHA/Forum-21/2015/12.3
ECHA/Forum-21/2015/12.4

For information

Item 13 – A.O.B. *12:30-12:45*

13.1 Animal testing without a regulatory decision
13.2 Forum plenary meetings in 2016

For information

Item 14 – Conclusions from day 3 *12:45-13:00*

For adoption

Item 15 – End of the meeting *13:00*

Annex 2 a "REF-5"

Forum Task Force

Work Package A.1

"Coordinated enforcement project REACH-EN-FORCE-5"

(Mandate established at Forum-21)

Composition:

Chair:

Forum Members

- Dimitrios CHATZIANTONIOU (EL)
- Eugen ANWANDER (AT)

Invited Experts

- Renske BEETSTRA (NL)[5]
- NO?
- DE

Commission

-

ECHA

(To be nominated)

Objective:

- conceive and manage the fifth major Forum enforcement project

Mandate:

- Identify the difficulties for conducting the project and propose the actions to facilitate the project in 2017
- Narrow down and propose a specific scope of the project and recommend it to Forum for adoption
- Develop the project manual (guidance document, checklist, planning, recommendations) for the execution of the project
- Prepare and deliver, if needed, 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:

- Assessement of needs and proposals to facilitate the project: Q4 2015
- Approve the scope: Q4 2015
- Project manual: Q4 2016
- Prepare and deliver the training for project national coordinators:Q4 2016 Operational phase: 2017
- Reporting phase: Q1 2018
- Evaluation phase: Q3 2018
- Draft report: Q3 2018
- Adoption of the report: Q4 2018

[5] Post meeting appointment

Annex 2 b "Prioritisation of REF Projects"

Forum Working Group
Work Package A.1
"Prioritisation of REF Projects"
(Mandate adopted at Forum-21)

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)
- 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 c "Interlinks"

Forum Working Group

"Interlinks"

(Mandate adopted at Forum-21)

Composition:

Chair: Katja VOM HOFE (DE)

Forum Members/Alternates
- Mike POTTS (UK)
- 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 (Marilla LAHTINEN)
- IE (Sinead McMICKAN)
- IT (Mariano ALESSI)
- 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
- Cooperate with the Commission on drafting the chapter of the interlinks guide dealing with the cooperation related to enforcement of authorsation decisions. Inform the Forum on the proceedings of the COM ad hoc Working Group dealing with enforceablity of authorisations, if needed.
- Consider participating, contributing and representing the Forum in the ECHA 2015 Substance Evaluation Workshop to provide input related to the process of NEA follow up of substabce evaluation decisions.

Timeline: Forum-23 (March 2016)

Annex 2 d "First Pilot Authorisation"

Forum Working Group

Work Package A.1

"First Forum Pilot Project on Authorisation"

(Mandate adopted at Forum-21)

Composition:

Chair: Jos van den Berg (NL)

Forum Members/Alternates
- Mariano ALESSI (IT)
- Eugen ANWANDER (AT) - *fieldwork*
- Stefan FRENZEL (DE)
- Majella LOWE (IE)
- (FR)

Invited Experts
- Paul CARTER (UK)
- Amalia CASTELLTORT SEGURA (ES)
- 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 e "Second Pilot Authorisation"

Forum Working Group

Work Package A.1

"Second Forum Pilot Project on Authorisation"

(Mandate adopted at Forum-21)

Composition:

Chair: Jos van den Berg (NL)

Forum Members/Alternates

- Eugen ANWANDER (AT)
- Stefan FRENZEL (DE)
- Majella LOWE (IE)
- Zilvinas UZOMECKAS (LT)
- Katja VOM HOFE (DE)[6]

Invited Experts

- Amalia CASTELLTORT SEGURA (ES)
- Adhemar ROG (NL)
- Nikolas SPETSERIS (EL)
- Marius SULGA (LT)

COM

- Miquel A. AGUADO-MONSONET (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
- Collect and examine project experiences with enforceability of the authorisation decision "package" including the decisions and the succinct summaries
- Prepare final project report and present it to the Forum plenary
- Cooperate with the WG "First Forum Pilot Project on authorisation'

[6] DE - 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 f "Train the trainers"

Forum Working Group
Work Package C.2.
"Training for enforcement trainers 2015"
(Mandate adopted at Forum-21)

Composition:

Chair: Gro HAGEN (NO)

Forum Members/Alternates
- Eugen ANWANDER (AT)
- 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 THEODORI[7] (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
- 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

[7] Both invited experts will replace each other and only one will participate in the WG meetings

Annex 2 g "Train the trainers 2016"

Forum Working Group
Work Package C.2.
"Training for enforcement trainers 2016"
(Mandate established at Forum-21)

Composition:

Chair: Otilija GRINCEVICIUTE (LT)

Forum Members/Alternates
- Gro HAGEN (NO)?

Invited Experts
-

Commission
-

Objective:
- Prepare and deliver the training for trainers on the enforcement of REACH and CLP in the third quarter of 2016

Mandate:
- Examine the training subjects relevant for enforcement in the third quarter of 2016 and prepare the priority topics for agreement before Forum-22
- 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
- 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
- Consider inviting input from the Accredited Stakeholders Organisations

Timeline:
- Before Forum-22: conclude on list of subjects and prioritisation
- Forum-24/Forum-25: final report, depending on the date of the training

Annex 2 h "REF-4"

Forum Working Group

Work Package A.1

"Coordinated enforcement project REACH-EN-FORCE-4"

(Mandate adopted at Forum-21)

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)
- Gonçalo BAPTISTA (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
- In cooperation with COM provide Forum members with information on potential funding opportunities for covering (some) costs for sampling and sample testing in Member States in course of REF-4.
- 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 i "CRF"

Forum Working Group

"Forum Pilot Project on Child Resistant Fastenings"

(Mandate adopted at Forum-21)

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 j "REF-3"

Forum Working Group[8]

Work Package A.1

"Coordinated enforcement project REACH-EN-FORCE-3"

(Mandate adopted at Forum-21)

Composition:

Chair:

Forum Members

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

[8] 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.

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 (done)
- Final consolidated draft report for REF-3 with the WG recommendations: June 2015 (Forum 21)
- Final consolidated report: adoption at Forum-22

Annex 2 k "ICSMS"

Forum Working Group

"Information and Communication System for Market Surveillance (ICSMS)"

(Mandate adopted at Forum-21)

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 l "RIPE"

Forum Working Group

"Implementation of RIPE/PD-NEA"

(Mandate adopted at Forum-21)

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, if needed, delivery of PD-NEA training for SPOCs / NEA Administrators before the release of PD-NEA in 2015
- Analyse the data and functionalities needed 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-25 (end of 2016)

Annex 2 m "Restrictions"

Forum Working Group

"Enforceability of restrictions"

Work Package B12

(Mandate adopted at Forum-21)

Composition:

Chair: Eugen ANWANDER (AT)

Co-Chair: Maria Letizia POLCI (IT Alternate)

Forum Members/Alternates

- Paul CUYPERS (BE)
- Mariano ALESSI (IT)
- Aljona HONGA (EE)
- Jos VAN DEN BERG (NL)
- 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.
- Provide opinion to the Commission on the development of standard methods when invited to do so by the Commission, in line with the proposal from the Forum to the Commission on this matter.
- Consider to provide an advice to the Commission on the restriction proposal prepared by the COM regarding Article 68 (2) CMR in textile articles.

Timeline:

- 30 June 2017, reporting at each plenary meeting

Annex 3 - List of meeting documents and presentations in Forum-21

Documents and presentations uploaded in CIRCABC per Agenda Point

AP	Documents/Presentations (PRES)
1	ECHA/Forum-21/2015/A
	ECHA/Forum-21/2015/1.4
	ECHA/Forum-21/2015/1.5
3	ECHA/Forum-21/2015/3_draft_mandates
3.1	ECHA/Forum-21/2015/3.1.1
	F21_PRES_3.1.1_Prioritisation_REFs
3.2	ECHA/Forum-21/2015/3.2.1
	ECHA/Forum-21/2015/3.2.2
	F21_PRES_3.2.1_Interlinks
3.3	ECHA/Forum-21/2015/3.3.1
	ECHA/Forum-21/2015/3.3.2
	F21_PRES_3.3.1_3.3.2_Authorisation_projects
	F21_PRES_3.3.3_Ad_hoc_WG
3.4	ECHA/Forum-21/2015/3.4.1
	F21_PRES_3.4.1_Train_the_Trainers
3.5	ECHA/Forum-21/2015/3.5.1
	F21_PRES_3.5.1_REF-4
3.6	ECHA/Forum-21/2015/3.6.1
3.7	ECHA/Forum-21/2015/3.7.1
	ECHA/Forum-21/2015/3.7.1_room_doc
3.8	ECHA/Forum-21/2015/3.8.1
3.9	ECHA/Forum-21/2015/3.9._room_doc
	F21_PRES_3.9.2_RIPE_project
3.10	ECHA/Forum-21/2015/3.10.1
	ECHA/Forum-21/2015/3.10.1_Annex_room_doc
	F21_PRES_3.10.1_Restrictions
	F21_PRES_3.10.1_Restrictions_AM
4	F21_PRES_4.1_SLIC_CHEMEX
	F21_PRES_4.2_PROSAFE
5	F21_PRES_5.1_DK_Risk_assessment
	F21_PRES_5.2_UK_Restrictions
	F21_PRES_5.3_NL_projects
7	ECHA/Forum-21/2015/7
	ECHA/Forum-21/2015/7_room_doc
8	ECHA/Forum-21/2015/8.1
	F21_PRES_8.1_COM_updates
	ECHA/Forum-21/2015/8.2
	F21_PRES_8.2_COM_ENFIND
	ECHA/Forum-21/2015/8.3
	F21_PRES_8.3_COM_HE_LPF_doc
	ECHA/Forum-21/2015/8.5
9	ECHA/Forum-21/2015/9.1
	F21_PRES_9.1_Guide_for_inspectors
	ECHA/Forum-21/2015/9.2
	F21_PRES_9.2_CIRCA_BC
	ECHA/Forum-21/2015/9.3_room_doc
	F21_PRES_9.3_Efficiency_gains
10	ECHA/Forum-21/2015/10.1

	F21_PRES_10.1_Improving_cooperation_with_ASO
	ECHA/Forum-21/2015/10.2_room_doc
12	F21_PRES_12.1_ECHA_Control_eSDS
	F21_PRES_12.2_ECHA_BoA_Updates
	ECHA/Forum-21/2015/12.3
	ECHA/Forum-21/2015/12.4
	F21_PRES_12.5_ECHA_SVHC_roadmap

Annex 4. Glossary of acronyms and abbreviations

ASO: ECHA's Accredited Stakeholder Organisations
BOG: Breakout group
CAD: Chemicals Agents Directive
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
CMD: Carcinogens and Mutagens Directive
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
DNA: Designated National Authority (for PIC)
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