HBM4EU
science and policy
for a healthy future

Establishment of Governing Board

Deliverable Report

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1   Authors and Acknowledgements

This report was prepared by the Umweltbundesamt (UBA) Germany and the partners in the European Human Biomonitoring Initiative (HBM4EU).

The Governing Board shall consist of the Programme Owners of the national programmes engaged in the HBM4EU Initiative (Horizon 2020 Research and Innovation Programme, Grant Agreement number 733032) HBM4EU Programme, the European Environment Agency (EEA), the European Chemicals Agency (ECHA), and the European Food Safety Authority (EFSA) (hereinafter Governing Board Members). The first part of the report covers information about the members of the Governing Board and the accompanying technical persons for each participating country.

The Draft Terms of Reference and Rules of Procedure of the HBM4EU Governing Board are given in the second part of the report. The Draft Terms of Reference and Rules of Procedure shall be proposed to the Governing Board to be adopted by the Governing Board during its first meeting.

The first meeting of the Governing Board will take place on Monday, 4 September 2017 in Berlin, Germany.

Lead authors

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2   Introduction

The Governing Board (GB) oversees the European Joint Project HBM4EU and ensures the close science-policy interface with national owners, as well as with the EC and its institutions.

2.1   Composition of the Governing Board (GB)

The Governing Board shall consist of the Programme Owners of the national programmes engaged in the HBM4EU Initiative (Horizon 2020 Research and Innovation Programme, Grant Agreement number 733032) HBM4EU Programme, the European Environment Agency (EEA), the European Chemicals Agency (ECHA), and the European Food Safety Authority (EFSA) (hereinafter Governing Board Members).

The following table gives the information about programme managers and programme owners of the HBM programmes contributing to the HBM4EU project. The last two columns present the nominated members of the Governing Board and the accompanying technical persons.

Missing are nominations from Greece, Italy, and Poland. The nominations for EFSA and ECHA still need to be officially confirmed.

Table: HBM4EU Governing Board and background information:
Programme Managers (PM), Programme Owners (PO), members of the Governing Board and technical persons

Beneficiary / Programme Manager (PM)	CTRY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 1: German Environment Agency (UBA)	DE	Federal Ministry for the Environment, Nature Conservation, Building and Nuclear safety	Birgit Wolz Head of Division IG II 2 "Environment and Health" Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety	Ulrike Fiddicke Section II 1.2 Toxicology, Health Related Environmental Monitoring German Environment Agency
Beneficiary 2: Environment Agency Austria (EAA)	AT	Austrian Ministry for Agriculture, Forestry, Environment and Water Management	Thomas Jakl Dep. Director General Head Chemicals Policy and Biocides Unit Federal Ministry for Agriculture, Forestry, Environment and Water Management	Martina Reisner-Oberlehner Division V/5, Chemicals Policy and Biocides Unit Federal Ministry for Agriculture, Forestry, Environment and Water Management
Beneficiary 3: The Scientific Institute of Public Health (WIV-ISP)	BE	The Joint-Interministerial Conference of Environment and Health (JICEH)	Karen Van Campenhout Environment, Nature and Energy Department (LNE) of Flanders	Greet Schoeters Flemish Institute for Technological Research (VITO)
Beneficiary 4: Flemish Institute for Technological Research (VITO)	BE	The Joint-Interministerial Conference of Environment and Health (JICEH) Vlaamse Regering	Official deputies: Hans Reynders Environment, Nature and Energy Department (LNE) of Flanders Jean-François Heilier Service public de Wallonie	
Beneficiary 5: Swiss Tropical and Public Health Institute (Swiss TPH)	CH	Swiss Tropical and Public Health Institute	Martine Bourqui Coordinator of human biomonitoring activities at the Federal Office of Public Health	Michael Käser Head Project & Grant Service Unit Swiss Tropical and Public Health Institute
Beneficiary 6: State General Laboratory/Ministry of Health (MOH-CY)	CY	Ministry of Health Cyprus	Popi Nicolaidou Director of the State General Laboratory of the Ministry of Health	

Beneficiary / Programme Manager (PM)	CTRY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 7: Masaryk University (MU)	CZ	Ministry of Education, Youth and Sport	Hana Šišková Grznárová, Ministry of Education, Youth and Sports	Kateřina Šebková Director of the National Centre for Toxic Compounds of the Czech Republic
Beneficiary 8: Capital Region of Denmark, Rigshospitalet (RegionH)	DK	Region Hovedstaden/Rigshospitalet	Mette Holm Senior scientific adviser I Chemicals and Food Quality Division Ministry of Environment and Food The Danish Veterinary and Food Administration	? [one of the other programme owners]
Beneficiary 9: Technical University of Denmark (DTU)	DK	The Danish Veterinary and Food Administration, Ministry of Environment and Food of Denmark		
Beneficiary 10: Danish National Research Center for the Working Environment (NRWE)	DK	Danish Working Environment Authority Danish Working Environment Fund		
Beneficiary 11: European Environment Agency (EEA)	DK	Not applicable - EEA	Hans Bruyninckx Executive Director European Environment Agency	Catherine Ganzleben European Environment Agency
Beneficiary 12: Aristotle University of Thessaloniki (AUTH)	EL	Ministry of health, Public Health Directorate		
Beneficiary 13: National and Kapodistrian University of Athens (UoA)	EL	National and Kapodistrian University of Athens		
Beneficiary 14: Institute of Health Carlos III (ISCIII)	ES	Institute of Health Carlos III	Jesús Fernández Crespo Director General of Instituto de Salud Carlos III	Argelia Castaño Calvo Centro Nacional de Sanidad Ambiental Instituto de Salud Carlos III / National Health Institute Carlos III

Beneficiary / Programme Manager (PM)	CTRY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 15: National Institute for Health and Welfare (THL)	FI	Ministry of Social Affairs and Health	Mikko Paunio Medical Counselor MSAH Dept. of Health and Welfare Promotion	
Beneficiary 16: Finnish Institute for Occupational Health (FIOH)	FI	Ministry of Social Affairs and Health	Unit of Environmental Health	
Beneficiary 17: Institute National de la Santé et de la Recherche Médicale (INSERM)	FR	Ministère de l'Environnement, de l'Energie et de la Mer Ministère de l'Education Nationale, de l'Enseignement et de la Recherche Ministère des Affaires Sociales et de la Santé	Anne Paoletti Direction générale de la recherche et de l'innovation (DGRI) Official deputies: Stéphanie Loyer Direction Générale de la Santé (DGS) France Hélène Freytos Direction Générale de la Prévention des Risques (DGPR)	Robert Barouki Inserm - Unité UMR-S 1124 Inserm-Université Paris Descartes
Beneficiary 18: Croatian National Institute of Public Health (HZJZ)	HR	Croatian National Institute of Public Health	Krunoslav Capak Croatian Institute of Public Health	Martina Jelinic Croatian Institute of Public Health
Beneficiary 19: Health Service Executive (HSE)	IE	Health Service Executive	Maurice Mulcahy Health Service Executive	Audrey Hagerty Principal Officer, Department of Health
Beneficiary 20: Public Health Services, Ministry of Health (MOH-IL)	IL	Ministry of Health	Zohar Barnett Itzhaki Public Health Services Ministry of Health	
Beneficiary 21: University of Iceland (UI)	IS	University of Iceland	Thórhallur Ingi Halldórsson Faculty of Food Science and Nutrition University of Iceland	Kristín Ólafsdóttir Associate Professor at the Department of Pharmacology and Toxicology

Beneficiary / Programme Manager (PM)	CTRY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 22: National Institute of Health (ISS)	IT	Istituto Superiore di Sanità		
Beneficiary 23: Ministry of Health of Italy (MoH-IT)	IT	Ministry of Health		
Beneficiary 24: National Public Health Surveillance Laboratory (NPHSL)	LT	National Public Health Surveillance Laboratory	Rosita Marija Balčienė Deputy director National public health surveillance laboratory	Regina Burbiene Chief Specialist Public Health Department Health Risk Management Division Ministry of Health of the Republic of Lithuania
Beneficiary 25: MOKSLO INOVACIJU IR TECHNOLOGIJU AGENTURA (MITA)	LT	Agency for Science, Innovation and Technology (MITA)		
Beneficiary 26: State Education Development Agency of the Republic of Latvia (VIAA)	LV	State Education Development Agency of the Republic of Latvia	Inese Martinsone Riga Stradins university Institute of Occupational Safety and Environmental Health	Vitalijs Rodins Riga Stradins university Institute of Occupational Safety and Environmental Health
Beneficiary 27: Riga Stradins University (RSU)	LV	Riga Stradins University		
Beneficiary 28: Netherlands National Institute of Public Health and the Environment (RIVM)	NL	Ministry of Health, Welfare and Sport	Esther Putman Ministry of Health, Welfare and Sport	Erik Lebret National Institute of Public Health and the Environment Or Mirjam Luijten National Institute of Public Health and the Environment

Beneficiary / Programme Manager (PM)	CTRY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 29: Norwegian Institute of Public Health (NIPH)	NO	Ministry of Health and Care Services	Arne Marius Fosse Ministry of Health and Care Services (PO)	Cathrine Thomsen Norwegian Institute of Public Health
Beneficiary 30: Nofer Institute of Occupational Medicine (NIOM)	PL	Nofer Institute of Occupational Medicine		
Beneficiary 31: Foundation for Science and Technology (FCT), Ministry of Science, Technology and Higher Education	PT	Fundação para a Ciência e a Tecnologia	Francisco George	Teresa Borges
Beneficiary 32: National Institute of Health Dr. Ricardo Jorge (INSA)	PT	Direção-Geral da Saúde, Ministério da Saúde Agência Portuguesa da Ambiente/Portuguese Environment Agency		
Beneficiary 33: Swedish Environmental Protection Agency (SEPA)	SE	Swedish Environmental Protection Agency	Manuela Notter Naturvårdsverket	Britta Hedlund Naturvårdsverket
Beneficiary 34: Slovenian National Institute of Public Health (NIJZ)	SI	Chemicals Office of the Republic of Slovenia	Lijana Kononenko MINISTRY OF HEALTH	Milena Horvat Jozef Stefan Institute
Beneficiary 35: Jozef Stefan Institute – Slovenia (JSI)	SI	Slovenian Research Agency		

Beneficiary / Programme Manager (PM)	CT RY	Programme Owner (PO)	Member of the Governing Board	Technical Person
Beneficiary 36: **Slovak Medical University in Bratislava** **(SZU)**	SK	Ministry of Health	Tomas Kudela Ministry of Health of the Slovak Republic	Lubica Murinova Slovak Medical University Faculty of Public Health
Beneficiary 37: **Public Health Authority of the Slovak Republic** **(UZV)**	SK	Public Health Authority of the Slovak Republic		
Beneficiary 38: **UK Department of Health** **(DH) – Public Health** **England** **(PHE)**	UK	Public Health England	Jill Meara Acting Director Public Health England Centre for Radiation, Chemical and Environmental Hazards Centre for Radiation, Chemical and Environmental Hazards Public Health England	Ovnair Sepai Health Protection Agency (HPA) United Kingdom
EFSA **(EC)**	IT	European Food Safety Authority, Risk Assessment and Scientific Assistance (RASA)	==Needs to be confirmed== Hans Verhagen European Food Safety Authority	
ECHA **(EC)**	FI	European Chemicals Agency	==Needs to be confirmed== Jack de Bruijn European Chemicals Agency	

2.2 Introduction to the Draft Terms of Reference and Rules of Procedure of the HBM4EU Governing Board

The Draft Terms of Reference and Rules of Procedure shall be proposed to the Governing Board to be adopted by the Governing Board during its first meeting.

The Governing Board will be convened by the Project Coordinator (PC) in collaboration with the Management Board (MB). External experts can be invited to the Governing Board, as considered useful.

2.2.1 Terms of Reference and Rules of Procedure of the HBM4EU Governing Board – Draft (29.January 2017)

Article 1

COMPOSITION

1. The Governing Board shall consist of the Programme Owners of the national programmes engaged in the HBM4EU Initiative (Horizon 2020 Research and Innovation Programme, Grant Agreement number 733032), the European Environment Agency (EEA), the European Chemicals Agency (ECHA), and the European Food Safety Authority (EFSA) (hereinafter Governing Board Members).

2. If a country participates in the HBM4EU Initiative with Programme Owners which are not a Ministry, these Programme Owners are strongly encouraged to nominate a representative from a relevant Ministry to exercise membership in the Governing Board according to Article 1.1.

3. Membership in the Governing Board of Programme Owners and the EEA presupposes that the Grant Agreement and the HBM4EU Consortium Agreement are in force for the respective Member or for its related Parties to the Consortium Agreement, except for ECHA and EFSA.

Article 2

TASKS

1. The Governing Board shall take decisions on the following matters related to the implementation of the HBM4EU Initiative and brought forward by the HBM4EU Management Board:

   Implementation of the Description of Action:
   - Approval of the Annual Work Plans and Annual Summary Reports before submission to the
   Funding Authority;
   - Monitoring and approval of the achievement of the most significant milestones;
   - Approval of topics for internal calls upon proposal by the Management Board

- Approval of ethical, legal and data management frameworks;
- Approval of schemes for quality assurance and quality control;
- Recommendations for the development of a long-term sustainability plan for Human Biomonitoring (HBM) in Europe;
- Decision on the continuation of membership in the Management Board according to Section 6.3.2.2 of the Consortium Agreement;
- Approval of the composition of the Advisory Board and the Stakeholder Forum upon proposal by the Management Board;
- Approval of the criteria for selection and nomination of the HBM4EU Ambassador.

Evolution of the consortium:
- Adoption of amendments to the Grant Agreement and its Annexes proposed by the Management Board to be approved by the Funding Authority;
- Adoption of amendments to the Consortium Agreement, to be signed by the Parties to the Consortium Agreement according to Section 11.4.2 of the Consortium Agreement, upon proposal by the Management Board;
- Amendment of Attachments to the Consortium Agreement upon proposal by the Management Board;
- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party;
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal;
- Identification of a breach by a Party of its obligations under the Consortium Agreement or the Grant Agreement according to Section 4.2 of the Consortium Agreement;
- Declaration of a Party to be a Defaulting Party according to Chapter 4 and 5 of the Grant Agreement and Section 4.2 of the Consortium Agreement;
- Remedies to be performed by a Defaulting Party according to Section 4.2 of the Consortium Agreement;
- Termination of a Defaulting Party's participation in the consortium according to Section 4.2 of the Consortium Agreement and measures relating thereto;
- Proposal to the Funding Authority for a change of the Coordinator;
- Proposal to the Funding Authority for suspension of all or part of the Programme;
- Proposal to the Funding Authority for termination of the Grant Agreement.

2. The Governing Board shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out in its Rules of Procedures. The Chair shall consult with the Coordinator and the Management Board regarding the proposed decisions.

3. The Governing Board may delegate any decision to the Management Board. The delegation shall specify the subject matter to be decided by the Management Board.

Article 3

MEETINGS

1. The Governing Board shall meet in an ordinary meeting, face to face, once a year.

2. An extraordinary meeting shall be convened at any time upon written request by 1/3 of the Governing Board Members or by the HBM4EU Management Board.

3. Meetings of the Governing Board shall be convened by the Chair elected by the Governing Board. The first meeting, and further meetings until the Chair has been elected according to Article 6, will be convened by the Coordinator.

4. Meetings will be organised by the HBM4EU Secretariat.

5. Meetings shall be convened by written notice to each Governing Board Member as soon as possible and no later than 45 days before ordinary meetings and 30 days before extraordinary meetings.

6. Ordinary meetings should be scheduled at least 6 months in advance.

7. Extraordinary meetings of the Governing Board may be held by teleconference or other means of communication not requiring physical presence.

Article 4
PARTICIPATION IN MEETINGS

1. A Governing Board Member shall participate by one representative duly authorized to deliberate, negotiate and decide on all matters to be decided by the Governing Board according to the Grant Agreement or the Consortium Agreement.

2. The representative of a Governing Board Member may be accompanied by not more than one technical expert from the Consortium. If a country is represented by more than one Programme Owner, its representatives shall jointly be accompanied by not more than one technical expert from the Consortium.

3. Governing Board Members shall notify the Secretariat and the Chair of their representative at a meeting no later than five days prior to the beginning of the meeting.

4. A Governing Board Member representative shall participate in a cooperative manner in the meetings and undertake his/her tasks in an unbiased way.

5. The HBM4EU Coordinator and the HBM4EU Secretariat will participate in the Governing Board meetings.

6. The Funding Authority will participate in the Governing Board meetings as observer.

7. EU agencies with competences in the field of the HBM4EU Programme that are not Members of the Governing Board according to Article 1 of these Terms of Reference may participate as observers upon invitation by the Governing Board.

8. The Governing Board may invite external experts to its meetings as considered appropriate.

Article 5
AGENDA

1. The Chair, supported by the HBM4EU secretariat, shall prepare a written agenda in coordination with the HBM4EU Coordinator and the Management Board and send it to the Governing Board Members and the HBM4EU Coordinator at least 21 calendar days before ordinary meetings and ten calendar days before extraordinary meetings.

2. Any agenda item requiring a decision by the Governing Board must be identified as such on the agenda.

3. Any Governing Board Member, the Management Board and the Coordinator may add an item to the original agenda by written notification to all Governing Board Members and the Coordinator no later than 14 calendar days before ordinary meetings and seven calendar days before extraordinary meetings.

4. During a meeting the Governing Board Members present and having a vote according to Article 8 can unanimously agree to add a new item to the original agenda.

Article 6
CHAIR

1. The Governing Board elects a Chair and a Vice-Chair by secret ballot.

2. The Chair and the Vice-Chair shall be elected by a majority of two-thirds (2/3) of the votes cast.

3. Chair and Vice-Chair shall be selected from different countries participating in the HBM4EU Programme.

4. The HBM4EU Coordinator will chair the first meeting, and if necessary further meetings, of the Governing Board until the Chair is elected.

Article 7
QUORUM

1. The Governing Board shall not decide validly unless two-thirds (2/3) of the Members having a vote according to Article 8 are present or represented (quorum).

2. If the quorum according to paragraph 1 is not reached, the Chair, or in case of the first meeting or any other meeting until the Chair is elected, the Coordinator, shall convene another ordinary meeting within 30 calendar days. If in this meeting again the quorum is

not reached, the Chair, or in case of the first meeting or any other meeting until the Chair is elected, the Coordinator, shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members is present or represented.

3. The extraordinary meeting may take place immediately after the end of the second ordinary meeting. The voting conditions of ordinary meetings apply to extraordinary meetings.

Article 8
VOTING and DECISIONS

1. Every Governing Board Member has one vote.

2. However, a country that is represented by more than one Programme Owner shall have only one vote. Its vote is valid if it has notified the Chair before the start of the meeting for each agenda item which of its Members is casting the vote. Members are strongly encouraged to assign voting rights to a representative of a relevant Ministry.

3. Representatives of a Governing Board Member for which the related grant signatory has been declared a defaulting party may not vote.

4. The Governing Board shall strive to adopt decisions by consensus.

5. If consensus cannot be achieved, decisions on matters that affect funding (i.e. Annual Work Plan), the acceptance of a new Grant Signatory or the termination of a Defaulting Grant Signatory shall be taken by a majority of two-thirds (2/3) of the votes cast, representing at least two-thirds (2/3) of assigned person months according to the current Annual Work Plan on a country-by-country basis.

6. If consensus cannot be achieved, decisions on other matters shall be taken by a majority of more than 50% of the votes cast, representing at least 50% of assigned person months according to the current Annual Work Plan on a country-by-country basis, unless otherwise provided for in these Rules of Procedures.

7. Personnel matters, including but not limited to the election of the Chair and the Vice-Chair shall be decided by secret ballot.

8. Decisions of the Governing Board will be binding once the minutes of the relevant meeting have been adopted according to Article 9.

9. Any decision may also be taken without a meeting if the Chair circulates by email to all Members of the Governing Board a decision proposal in writing indicating a clear deadline of at least 15 days for responses. Decisions taken without a meeting shall be considered adopted if, within the given deadline, not more than one third of the Members

with a vote according to Article 8 have sent an objection in writing to the Chair. For a country having more than one Governing Board Member the objection, if any, must indicate that the person answering has been nominated to reply on behalf of all Governing Board Members of this country. The decisions will be binding after the chair has sent to all Governing Board Members and to the Coordinator a written notification of this acceptance.

Article 9
MINUTES

1. The Chair shall produce written minutes of each Governing Board meeting. The minutes shall be the formal record of all decisions taken. He/she shall send the draft minutes to all Members within 10 calendar days after the meeting. The Chair shall be assisted by the HBM4EU Secretariat, if so requested.

2. The minutes shall be considered as adopted if, within 15 calendar days from sending, no Governing Board Member has sent an objection in writing to the Chair with respect to the accuracy of the draft minutes.

3. The Coordinator shall send the accepted minutes to the Governing Board Members as well as, for information, to the Management Board Members and to the Parties of the Consortium Agreement.

4. The Coordinator shall archive the minutes of Governing Board meetings. If requested the Coordinator shall provide authenticated duplicates.

Article 10
SECRETARIAT

1. The HBM4EU Secretariat will also act as the Governing Board secretariat.

2. The Secretariat will keep an updated list of Governing Board Members and their respective contact points.

3. The Secretariat will assist the Chair in sending invitations, distributing meeting documents, drafting of meeting minutes as well as archiving and filing meeting documents.

2.3 First meeting of the HBM4EU Governing Board

The first meeting of the Governing Board will take place on Monday, 4 September 2017 in Berlin, Germany.