



Berlin, 02 April 2019

Minutes (03/2019)

18th HBM4EU Management Board Meeting

*Monday, 04 March 2019, from 10:00 to 18:00,
Room No. 5, Corrensplatz 1, 14195 Berlin, optional: joint dinner
Tuesday, 05 March 2019, from 09:00 to 17:00,
Room No. 5, Corrensplatz 1, 14195 Berlin*

Monday, 04 March 2019

Time	Item No.	Topic
10:00 – 12:00	--	Meeting of the Pillar Leaders and the Coordinator 1.5 hour videoconference with the EC (Sofie Nørager).
12:00 – 13:00		<i>Lunch Break</i>
13:00 – 13:30	1	<p>Welcome and Organisational Issues (MARIKE KOLOSSA-GEHRING)</p> <ul style="list-style-type: none"> - Organisational issues of the meeting - Date and location of the next meeting: MB meeting in May in Brussels starting 10:00 on Monday 06 May 2019 to 18:00 - Adoption of the agenda - Meeting week 2019 - Organisation of the content meeting in September 2019 <p>Decision proposal: The MB is asked to adopt the proposed agenda.</p> <p>Decision: The MB adopted unanimously¹ the proposed agenda with additions under AOB and a clarification that the storyboard will be presented but not the first draft of the video.</p> <p>The MB agreed unanimously to extend the MB meeting on 06 May 2019 to 18:00.</p> <p>Lena Reiber presented a proposal about how to organise the Meeting week in 2019. Feedback of the Management Board was taken up and will be considered during further steps if feasible.</p>

¹ Unanimously: All Work Package Leaders (or a fully mandated representative) who are entitled to vote were present and voted „yes“, no objection, no abstention.

Time	Item No.	Topic
		<p>The MB agreed to give feedback on the need of overarching meetings during October 7th and 8th 2019 from their perspective until end of March. UBA will sent a request for feedback via email.</p>
13:30 – 13:55	2	<p>Alignment of HBM4EU work streams with Chemicals policy processes (Greet Schoeters)</p> <p>The decision memo includes a proposal prepared by partners involved in WP4, WP5 and WP6 to systematically map concrete policy opportunities and maximise the alignment of these opportunities with the (different components of) HBM4EU including an update of the outreach and dissemination plan.</p> <p>Decision proposal: The Management Board is asked to agree on the proposed strategy and work plan for aligning the HBM4EU programme components and output with ongoing and expected policy cycles (including risk management processes) for the 1st and 2nd HBM4EU priority list substances and substance groups.</p> <p>Budget implications: None</p> <p>WPL5 presented a proposal on the alignment of HBM4EU work streams with Chemicals policy processes as a response to advices from Advisory Board Stakeholders.</p> <p>Decision: The Management Board agreed unanimously on the systematic approach as proposed. Changes in wording ('alignment') will be made. At a later stage the National Hubs should be involved to give input from national perspective. The concrete elaboration of the concept requires an evaluation of the research timeline.</p> <p>Action point: The MB asked UBA to look into a possibility for a meeting of the MB with the EU Policy Board during the Meeting week in October 2019 if feasible. The need for this meeting will be reported to UBA in more detail via email by WPL5.</p>
13:55 – 14:05	3	<p>Hosting countries for two Focus Groups 2019 (Joana Lobo Vicente)</p> <p>Presentation of the proposal for countries and topics.</p> <p>Decision proposal: The MB is asked to vote on two countries to host the 2019 focus groups.</p> <p>Budget implications: None</p> <p>Joana Lobo Vicente presented the proposal for hosting countries for two Focus groups in 2019. UK, DK, PT, NL, CY, NO, IE and SE applied. PT would like to carry out the Focus Group in May, all</p>

Time	Item No.	Topic
		<p>other countries would prefer October. Cyprus will not have the resources to translate the results into English.</p> <p>Decision: The MB decided unanimously that Portugal should host a Focus Group in May 2019 and Ireland and the United Kingdom in October 2019. Questions for the Focus Groups will be reviewed before the next Focus Group meeting.</p>
14:05 – 14:15	4	<p>Composition of the Stakeholder Forum (Marike Kolossa-Gehring)</p> <p>The following Stakeholders are being proposed to be invited to the Stakeholder Forum.</p> <p>NGO:</p> <ol style="list-style-type: none"> 1) European Academy for Environmental Medicine Or Doctors for the Environment (already subject of first evaluation: poor result) 2) PAN (Pesticide Action Network)- Europe <p>The European Academy for Environmental Medicine and the Pesticide Action Network will be subject to the respective ranking procedure. (The Doctors for the Environment were already subject or the first evaluation with a rather poor result).</p> <p>Industry:</p> <ol style="list-style-type: none"> (1) Business Europe (already subject of first evaluation: poor result) (2) Plastics Europe (already subject of first evaluation: good result) <p>[Food-Drink Europe], [FEICA – Association of the European Adhesive Sealant Industry]</p> <p>Decision proposal: The MB is asked to decide if the Stakeholders - proposed after the ranking procedure -, shall be part of the future Stakeholder Forum.</p> <p>The Coordinator presented the proposal and the MB discussed the possible candidates.</p> <p>Decision: The MB postponed the decision to Tuesday to allow all members to fill in the questionnaire sent by Maria Uhl on 27 February 2019 until midnight.</p> <p>The MB can find the decision memo and additional information provided on the HBM4EU SharePoint (item 04).</p>

Time	Item No.	Topic
14:15 – 14:20	5	<p>Publications</p> <p>(1) Publication of work related to WP14 (Nicolas Olea)</p> <p>The MB is asked to decide about the publication “Biomarkers of effect for hexavalent chromium and cadmium in human biomonitoring studies: A comprehensive review.”</p> <p>Decision proposal: The MB is asked to agree to the proposed publication.</p> <p>Decision: The MB agreed unanimously on the publication of the proposed paper.</p> <p>WPL8 will check if a link to Chromium VI and occupational studies in WP8 was made.</p>
14:20 – 14:45	6	<p>Programme for the training school (Joana Lobo Vicente)</p> <p>Proposal of the training programme 2019 and a preliminary training programme for 2020. Information provided by WP2.</p> <p>Decision proposal: The MB is asked to approve the proposed training programme for 2019 and give feedback on the training programme for 2020.</p> <p>Joana Lobo Vicente presented the proposal of the programme for the training school in 2019 and 2020.</p> <p>The MB discussed the proposed programmes.</p> <p>Decision: The MB agreed unanimously on the proposed topics and the venue for the 3rd training school in June 2019. Further details will require an additional MB decision. Therefore, WPL2 will check if the content is in line with the HBM4EU work activities and that the right persons (with regard to responsibility) will give the trainings. A new decision memo will be submitted.</p> <p>The MB agreed unanimously on the proposed topics for the 4th training school but asked WPL2 to explore whether the training could be hosted in another country.</p> <p>The duration of the different trainings might be adapted.</p>
14:45 – 15:20		<i>Coffee Break</i>
15:20 – 17:25	7	<p>Mid-Term Review (Marika Kolossa-Gehring)</p> <p>External independent experts will assist in the project review. The reviewers automatically get access to all the official documents and the annual periodic reports (PTR and PFR) via the Participant</p>

Time	Item No.	Topic
		<p>Portal. In addition, they will be informed that additional deliverables (AD) are on our website and they will be invited to have a look at the HBM4EU online library.</p> <p>Each WPL should produce a ‘priority list’ – which 2-3 deliverables they think are most important for their WP and give the best insight into work done.</p> <p>Decision proposal: The MB is asked to decide about</p> <ul style="list-style-type: none"> (1) a ‘priority list’ of deliverables most important for their respective WP, and (2) about a suggestion for an agenda for the Mid-term Review, 7 May 2019 in Brussels, <p>both to be sent to Sofie Nørager after the MB meeting.</p> <p>The Coordinator informed the MB about what was discussed with Sofie during the videoconference earlier this morning with regard to the Mid-term Review.</p> <p>Decision: (1) The MB agreed unanimously on a slightly modified list of priority deliverables. The list will be updated and sent to Sofie by the Coordinator.</p> <p>(2) The MB revised the proposed agenda and created a new version with a different focus. Regarding the presentation of priority substances, the MB agreed to put the focus on the first round of priority substance groups. With regard to the second round of priority substance groups it could be useful to highlight some challenges.</p> <p>The final approval of (2) draft agenda is postponed to Tuesday. The Coordinator sent the updated agenda to the MB.</p> <p>The MB can find the decision memo and the final agenda for the Mid-term Review on the HBM4EU SharePoint (item 07).</p>
17:25 – 18:00	8	<p>Leaflets on indicators (Robert Barouki)</p> <p>Information on the current state and upcoming procedure of the first 9 indicator leaflets. Proposal to use the final leaflets for the Mid-term Review.</p> <p>WPL6 presented the background and timeline of the new created leaflets (which were sent on 04 March 2019).</p> <p>Decision: The MB agreed to provide the final leaflets to the reviewers and asked WPL2 to go back to Formato Verdo and ask for a more readable layout (colours).</p> <p>Action point: The MB agreed to send their feedback on the leaflets to Hans Reynders until 11 March 2019.</p>

Time	Item No.	Topic
17:35 – 18:15	15	<p>AOB</p> <ul style="list-style-type: none"> • Discussion on 3rd round of priority substance groups (Greet Schoeters) How far should the 3rd set of priority substance groups be elaborated (e.g. should we name CGLs for them)? The MB agreed in 2018 to carry out a prioritisation round in 2021, but there will be no work on these substances, no scoping documents and no CGLs will be appointed. This also needs to be reflected in the AWP2020 and 2021. • 2nd Granada Workshop (Robert Barouki) Information on the 2nd WP14-13 workshop 25-26 April 2019 in Granada Action point: The coordinator will send the agenda for the Granada Workshop (provided by WPL14) with the minutes • Calendar of events/conferences for 2019 (Joana Lobo Vicente) Reminder: All WPL should send information about events/conference they plan to attend to EEA as soon as possible • Rapid response mechanism (Robert Barouki) ANSES is asking if the partners providing data and put effort in the RRM could be compensated. There are still some PMs left from ANSES from WP3 that could be shifted to WP4 for this purpose. • Discussion on chromate analyses (Mirjam Luijten) Information: This issue pertains particularly to three labs that did not participate in the previous ICI. The issue was solved after a WP9 meeting in February.
18:30		<p>Self-paid Dinner (optional)</p> <p>At Restaurant „Trattoria Romana“, Unter den Eichen 84a, 14195 Berlin (http://www.trattoriaromana-berlin.de/)</p>

Tuesday, 05 March 2019

Time	Item No.	Topic
09:00 – 09:15	09	<p>Welcome and information about the application of Romania (Marika Kolossa-Gehring)</p> <p>Information: Overview on the current state</p> <p>HBM4EU was presented by Horatiu Moldovan (Head of Occupational Medicine Department, University of Tirgu-Mures) to:</p> <ul style="list-style-type: none"> • Director of cabinet of Minister of Health (Romania) • Director of Romanian National Institute of Public Health • Rector of University of Medicine, Pharmacy, Science and Technology of Targu-Mures <p>All of them willing to cooperate in the HBM4EU project.</p> <p><u>Focus of interests:</u> especially with regard to biomonitoring occupational exposures to chromium, lead, organic solvents, PAHs and Diisocyanates</p> <p><u>Next steps:</u> Letter of intent and application forms could be send within the next weeks</p> <p>The MB agreed to finishing the formal procedure in 2019 and integrating Romania in the AWP2020 and AWP2021.</p> <p>Next to Romania, several countries showed interest to participate in the HBM4EU initiative, namely Estonia, North-Macedonia and Bulgaria (information by Coordinator), Serbia (information by WPL5) and Kosovo (information by WPL2).</p>
09:15 – 09:35	10	<p>Current state PTR and PFR (Nicole Kobosil, Birgit Puppe)</p> <p>Information on the current state of the Periodic Report</p> <p>Nicole Kobosil informed the MB that the Periodic Report was submitted by 01 March 2019 and thanked all partners for the excellent work on the Periodic Technical Report.</p> <p>Birgit Puppe gave an overview on the submitted Financial Statements (98 out of 105 were submitted together with the Periodic Technical Report, 12 Financial Statements from 2017 were adjusted). The main issues were mentioned; most problems are caused by knowledge gaps (e.g. about the legal basis, use of the Participant Portal, allocated resources in the AWP, etc.).</p> <p>Birgit Puppe informed that in-kind contributions exceeding the required official amount can be listed by the respective partners in the Periodic Technical Report, but not in the Periodic Financial Report.</p>

Time	Item No.	Topic
09:35 – 10:20	11	<p>Budget overview (Birgit Puppe)</p> <p>Information: Actual budget of HBM4EU after PFR 2018</p> <p>Birgit Puppe has provided the MB with detailed budget overviews in advance and presented an overview on the actual budget after the reporting period 2018. It was pointed out that some partners have planned very high amounts for other direct costs (travels, consumables/equipment); the WPL should evaluate if these direct costs are realistic or if they can be transformed into PMs.</p> <p>Birgit Puppe answered questions from the MB on the actual and remaining budget.</p>
10:20 – 10:55		<i>Coffee Break</i>
10:55 – 11:30	11	<p>Budget overview (continued)</p> <p>Kim Pack presented the next steps for the Work Package Leaders for the preparation of the AWP2020 and AWP2021 (including budget).</p> <p>Action Point: All WPL are asked to send the concepts for the AWP2020 and AWP2021 (including tasks, involved partners and attributed resources) for their respective Work Package to UBA until 31 March 2019.</p>
11:30 – 11:45	12	<p>Budget for 4th round of ICI/EQUAS (Marta Esteban López)</p> <p>The additional workload for the ICI/EQUAS organisation of a 4th round is not yet included in the HBM4EU WP9 budget. The proposal is to allocate the required personnel and other direct costs to the ICI/EQUAS organisation partners from the WP9 buffer.</p> <p>Decision proposal: The Management Board is asked to approve the additional costs for the 4th round of ICI/EQUAS organisation in the HBM4EU WP9 budget.</p> <p>Decision: The MB approved unanimously the additional costs for the 4th round of ICI/EQUAS organisation as calculated by Birgit Puppe.</p> <p>Budget implications: 139.925,79 Euro from the reserve</p>

Time	Item No.	Topic
11:45 – 12:15	13	<p>Discussion on the HBM4EU publication policy (Catherine Ganzleben)</p> <p>Concerns have been by partners raised regarding authorship of publications (section 4 of the publication policy), including:</p> <ul style="list-style-type: none"> (1) Including CGLs as authors on substance specific publications in order to recognize their role in drafting the scoping documents as a basis for our work; and (2) Including as authors partners who produce the technical methods and approaches that underpin the research captured in publications. <p>In addition, partners have asked whether they can be specifically recognized as funding research activities in the acknowledgement of funding (see section 5 of the publication policy). This could be the following: “The research described in this article received funding from the institutions represented by the authors.”</p> <p>Decision proposal: The MB is asked to consider an amendment to the HBM4EU publication policy regarding authorship and recognition of funding.</p> <p>Decision: The MB rejected the proposals (1) and (2) and asked WPL2 to provide a proposal taking into account the issues raised during the discussion and a different wording for the inclusion in the publication strategy.</p> <p>Recognition of (co-)funding from institutions: The MB agreed to the formulation “The research described in this article received funding from the institutions represented by the authors.” This formulation should be used whenever possible. On a case-by-case decision the author can deviate from it if necessary (e.g. to include funding from a ministry or similar).</p> <p>Action Point: Work Packages supplying the technical support, methods and approaches are asked to check if they could generate publications on their work.</p>
12:15 – 12:35	14	<p>HBM4EU video 2019 (Joana Lobo Vicente)</p> <p>Information: Presentation of a second draft of the storyline and the storyboard for the video provided by WPL2.</p> <p>The MB gave feedback on the proposed text and the storyboard. After inclusion of the feedback, production of the video can be started.</p>

Time	Item No.	Topic
12:35 – 13:20		<i>Lunch Break</i>
13:20 – 13:35	7 & 4	<p>Open decisions from Monday</p> <ul style="list-style-type: none"> <p>Mid-term Review – updated agenda Decision: The MB agreed unanimously on the priority list of deliverables and the updated agenda with slight modifications. The graphs included in the decision memo should be changed: the management activities should be displayed for all partners in WP1 (not only Germany) and WP3.</p> <p>Extension of the Stakeholder Forum Decision: The MB agreed unanimously to invite PAN and Plastics Europe to become members of the Stakeholder Forum.</p>
13:35 – 14:05	15	<p>AOB</p> <ul style="list-style-type: none"> <p>Presentation of HBM4EU at the SCHEER on 18-19 June 2019 in Luxembourg (Catherine Ganzleben) https://ec.europa.eu/health/scientific_committees/scheer_en The MB discussed how HBM4EU can contribute in risk assessment to SCHEER. It is proposed to give a short introduction on the project and highlight specific areas of work. Decision: The MB agreed unanimously that Greet Schoeters and Marike Kolossa-Gehring will present HBM4EU at the SCHEER.</p> <p>MB meeting in June: A Proposal was made to start earlier on Wednesday (at 12.00) and finish later on Friday (at 15:00) to allow to finish around 15:00 on Thursday to go to the Botanical Garden and have a joint dinner afterwards. Decision: The MB agreed unanimously to the proposal.</p> <p>Analysis of the 2nd set of priority substance groups (Greet Schoeters) As a follow-up to the MB meeting in January WPL5 presented an updated proposal for the analysis of the 2nd set of priority substance groups. Decision: The MB decided that WP9 should start to develop the QA/QC for 3 Pesticides/class of Pesticides (Pyrethroids, Glyphosate, Chlorpyrifos), Arsenic and UV-Filters by providing information on the costs for the analysis. WP9 is asked to find out which laboratory will be able to measure Bisphenols (A, F and S) and Benzophenone-3 in the same analysis.</p>

Time	Item No.	Topic
14:05	--	Beginning of the content meeting
14:05 – 17:00		<p>WP12: Collaboration with different WPs targeted to answer specific policy questions, actual status, challenges and perspectives (Dimosthenis Sarigiannis)</p> <p>WP10: Analysis of existing HBM data in HBM4EU, needs from different WPs, actual status, challenges and perspectives (Eva Govarts)</p>
17:00	--	End of the content meeting