

Draft Agenda of the 1st meeting of the
Forum for Exchange of Information on Enforcement
(FORUM)

Revision 1

3.12.2007

11-12 December 2007 Helsinki, Finland
Finlandia Hall, Mannerheimintie 13 e, 00100 Helsinki, Finland

11 Dec	12 Dec
08:00 – 09:00 Registration of the participants	09:00 Provisional starting time
11:30 Coffee Break	10:30 Coffee Break
13:15 - 14:30 Lunch	14:00 End of meeting
17:45 Foreseen end of day 1	14:15 Sandwich Lunch
19:00 Reception	

Item 1 – Welcome and Introduction

- a). Welcoming by the Interim Executive Director of ECHA (Geert Dancet)
 - Welcome & stress importance of enforcement
 - Announce that forum is hereby “first appointed”
- b). Tour de table – introduction by Forum Members, advisers and the Forum Secretariat and Commission
- c). Administrative issues
 - instructions for members
 - reimbursement rules
- d). Selection of the Chairperson for the meeting
- e). Adoption of the agenda (including session 6)

Item 2 – Background

Background of the Forum – Legal basis, scope, proposed modus operandi (ECHA)

Item 3 – Rules of Procedure (ROPs)

- a) Principles and procedural issues on ROPs and Standard Operating Procedures (SOPs)
- b) Draft proposal for ROPs of the Forum and discussion

Item 4 – co-opted Members

- a) Introduction (ECHA)
- b) Competence coverage - Forum Overall Competence Grid
- c) Call for proposals for Co-opted members

Item 5 – Enforcement initiatives – information session

- a) Presentation of the Member State Enforcement Project (Project group)
- b) REACH & Recommendation establishing minimum criteria for environmental inspections (2001/331/EC) – information to Forum members (COM)
- c) Enforcement networks at Community level (ECHA)

Item 6 - IT Tools

- a) Platform for exchange of information in the Forum – CIRCA (ECHA)
- b) REACH IT – current state of development and plans for accessibility (ECHA)

Item 7 – Work programme of the Forum

- a) Introduction to the work programme of the Forum
 - Tasks including advising on enforceability, priorities and activities
 - Preparation and execution of projects
- b) Establishment of ad-hoc working group(s)

Item 8 – REACH Enforcement in Member States

- a) Results of the Enforcement questionnaire - August 2007

- b) Organisation of Enforcement in Member States – Netherlands
- c) Organisation of Enforcement in Member States – Germany
- d) Organisation of Enforcement in Member States – UK

Item 9 – closing

- a) AOB and issues for next meeting
- b) Closing

14:15 *Sandwich Lunch*