



**INTERDEPARTMENTAL GROUP  
ON  
HEALTH RISK FROM CHEMICALS**

**STEERING COMMITTEE  
*Fourteenth Meeting***

***AGREED MINUTES***

Minutes of the 14<sup>th</sup> Steering Committee meeting held on 11<sup>th</sup> January 2011 at Defra, Ergon House, Horseferry Road, London, commencing at 9.30pm

Present:

Dr Mike Roberts	Defra
Dr Paola Cassanelli	Defra
Dr Carolina Mailhos	MRC
Dr David Gott (for Dr Benford)	FSA
Dr Ian Dewhurst	CRD
Dr Paul Holley	DH
Mr Jonathan Stopes-Roe (Chair)	DH
Dr Ovnair Sepai	HPA
Mr Henry Stemplewski	MHRA
Dr Ruth Bevan (Secretariat)	IEH, Cranfield University
Ms Elaine Jones (Secretariat)	IEH, Cranfield University
Professor Len Levy	Chair, Executive Committee
Professor Joe Lunec	Cranfield University

Apologies:	Professor David Harper	DH
	Professor Michael Moore	NERC
	Dr Diane Benford	FSA

**Action**

**1. Welcome**

- 1.1 The Chair welcomed all members to the 14<sup>th</sup> meeting of the IGHRC Steering Committee (SC).

**2. Minutes from the Previous Meeting and Matters Arising (IGHRC/SC/min/01/09)**

- 2.1 The minutes were accepted to be a true and accurate record of the 13<sup>th</sup>

meeting.

2.2 All matters arising were covered by the Secretary's Report (Item 3).

**3. Secretary's Report (IGHRC/SC/01/11)**

3.1 Dr Bevan updated the SC on progress/completion of actions from the last SC meeting in December 2009 (13<sup>th</sup> Meeting). Dr Bevan noted that several actions were on going.

3.2 *Action 3.3 'Secretariat to ensure long-term feedback mechanism is developed and to seek CPD accreditation if and when appropriate':*  
Dr Bevan notified committee members that this action was ongoing. Dr Bevan informed members that the procedure to obtain CPD accreditation for IGHRC courses was being investigated by the Secretariat.

**Action ongoing – seek CPD accreditation.**

3.3 *Action 3.5 'Secretariat to send newsletter notification to all IGHRC members':*  
Dr Bevan informed members that the draft IGHRC Annual Newsletter had been sent to both Executive Committee (EC) and Steering Committee (SC) members for comment. Dr Bevan informed members that the newsletter would be added to the IGHRC website and also sent to both EC and EC members for wider dissemination within departments and agencies.

**Secretariat to add IGHRC Annual Newsletter to IGHRC website. Secretariat to send Newsletter to SC and EC members for wider dissemination**

3.4 *Action 3.8 'Secretariat circulates 'Current Exposure Modelling in UK Government Department and Agencies' document to SC for sign off.*  
Dr Bevan informed members the remaining Phase 2 document 'Current Exposure Modelling in UK Government Departments & Agencies' was published in October 2010 after being signed off by Professor Harper on behalf of the SC.

3.5 *Action 4.4 Secretariat to enquire about attending future COT workshops.*  
Dr Bevan informed members that the Secretariat would apply for permission to attend future COT workshops as observers, on any matters relevant to IGHRC.

3.6 *Action 6.2 'Secretariat to look into past IGHRC courses'*  
Dr Bevan informed members that this action resulted in re-running a three day epidemiology course and development of an EDC awareness day which would be reported on in agenda item 5.

3.7 *Action 8.1 'Secretariat to arrange a date/venue for a brainstorming discussion'.*  
Dr Bevan stated that a brainstorming meeting took place in June 2010 and would be discussed in agenda item 7.

**4. Summary Report from Executive Committee Chair IGHRC /SC/02/11**

4.1 Professor Levy updated SC members on activities that had taken place since October 2009. Professor Levy notified SC members that 2

workshops, 1 training course and 1 guidance document had been completed. Professor Levy stated that the '*Current Exposure Modelling in UK Government Departments & Agencies*' document, published in October 2010, had been well received and was freely available to download from the IGHRC website. Professor Levy informed members that it had also been distributed to all UK & EU expert committees (COT, COM etc.) to make them aware of the document.

**4.2** Professor Levy stated that the Phase 3 reports currently in progress would be discussed by the committee in agenda item 5.

**4.3** Professor Levy informed members that an IGHRC 'Understanding REACH' workshop took place in December 2009 which gave participants an overview of how REACH legislation works and its impact on regulatory areas for Government Departments/Agencies. Professor Levy also stated that a 3 day Epidemiology Course took place in October 2010 to provide introduction to the methodology. Professor Levy also informed members that an 'EDC Awareness Day' took place in October 2010 which provided an overview of the current science and regulatory activities.

**4.4** Professor Levy informed members that the IGHRC poster currently on display at Cranfield University was available to take to meetings/conferences. Dr Roberts stated that a SETAC meeting would be taking place in Milan later in 2011 and it could be displayed there. Professor Lunec informed members that he was negotiating the cost of a stand to advertise the activities of IGHRC at the forthcoming BTS meeting taking place in March 2011.

**4.5** Professor Levy updated committee members regarding 'Watching Brief' topics that had been covered in EC meetings and advised of planned subject areas for future meetings. Professor Levy welcomed further suggestions from members for future topics.

**Members to send suggested 'Watching Brief' topics to Secretariat**

**4.6** Professor Levy informed members of the suggestion put forward at the IGHRC Brainstorming Meeting in June 2010, regarding the production of future guidance documents. Participants has proposed that, due to staff time constraints, an alternative would be to hold 1 day expert workshops which could then be written up to produce shorter guidance documents. Professor Levy presented an overview of the progression of the remaining Phase 3 documents. Dr Mailhos asked whether there was a mechanism whereby topics would be proposed by toxicology researchers. It was suggested that this would be a useful point to discuss in agenda item 7. Mr Stemplewski raised concerns that if future 'shortened documents' were the way forward there could be a danger that they may not contain the depth of information and level of expertise that is currently associated with IGHRC documents. Professor Levy acknowledged that this was a genuine concern but the output would ultimately depend on the purpose of the document, i.e. whether an authoritative view was required or not.

**5. Phase 3 courses, workshops and documents.**

**5.1** Dr Bevan updated members regarding the ongoing Phase 3 documents which were due to be published by the latter part of 2011, and asked for

comments regarding any of these documents. Dr Bevan stated that most of the documents were behind schedule due to the lack of time available to IGHRC members to commit to the projects. Dr Gott stated that due to past experiences using consultants to write documents, the EC had decided to keep the planned Phase 3 work 'in-house'. Dr Gott suggested that shortening the process of producing the documents without losing the quality would be the best way forward. Dr Bevan commented that shortened documents produced from the planned workshops for 2011, could help alleviate the current delays.

**6. Financial statement Oct 2008 – Sept 2009 and funds available to September 2010**

- 6.1 Professor Lunec presented the financial statement to SC members noting the unspent balance to the end of September 2010 of £119,750. Professor Lunec informed members that much of the unspent balance would be utilised in completing the Phase 3 work programme. Further financial information was available on request.

**7. Brainstorming/suggested topics for Phase 4**

This item was introduced by Professor Levy, who gave a brief outline of the outcome of the Brainstorming Meeting and the extra-ordinary SC meeting that took place immediately afterwards. Professor Levy informed members that training courses and awareness days were considered to be of particular value, providing consistency throughout Government Departments/Agencies. Professor Levy also outlined the suggested areas for consideration for a Phase 4 programme that has been proposed at the Brainstorming meeting. Dr Dewhurst also suggested that the Understanding REACH course could be re-run in Phase 4, to cover issues arising as the process develops. Members were asked to send their suggestions for a Phase 4 work programme to the Secretariat.

**SC members to send suggested topics for Phase 4 work programme to Secretariat**

**8. Proposed model for continuation of IGHRC Phase 4**

Professor Lunec informed members that there was a consensus from the Brainstorming meeting for the continuation of IGHRC, moving forward to Phase 4. Professor Lunec asked members for their opinions, considering the current financial climate, of how further funding could be best be obtained to sustain IGHRC activities. In addition, he asked members to consider a new 'business model' to finance IGHRC into the future. Professor Lunec outlined a business proposal he had drawn up highlighting the possibility, with prior agreement from SC members, of opening up some of the future training courses to a wider fee paying audience. This would result in IGHRC sustaining itself by having an income stream from delegates from outside Government Departments/Agencies. Dr Mailhos asked if there had been interest in the past from 'outside' sources to attend IGHRC courses. Professor Lunec confirmed that delegates from outside Government Department/Agencies had attended courses in the past, for example the Epidemiology Course which took place in October 2010. Mr Stemplewski raised his concern that if courses were opened up to a wider audience there was a danger that some Departments/Agencies may be compromised by financial aspects and this would have to be managed. Dr Dewhurst stated he thought generating funds from opening some courses, for example

'Understanding REACH', to a wider audience with similar interests as IGHRC was a good idea in principle. Dr Gott suggested asking the EC to establish some guidelines from the SC suggestions discussed, to be able to take this proposal forward. Mr Stopes-Roe suggested the Secretariat develop an options document to be sent to all SC members who could have further discussion within their own departments. Dr Gott stated that he had been asked to raise the issue of whether IEH would automatically continue their role as Secretariat in a Phase 4 programme. He had been asked to suggest that SC members should consider putting the role of Secretariat for Phase 4 out to open competition. Mr Stopes-Roe replied that an on-going relationship had already been established for this role.

**EC to draw up a  
guidelines for offering  
short courses to wider  
audience**

**Any other business/date of next meeting**

The next SC meeting was proposed to take place in June 2011.

The meeting closed at 12.30pm.