Nanomaterials Expert Group (NMEG) Manual

Last update: 26 June 2024 (version 4)

This document contains the links to all relevant administrative forms that should be filled in by NMEG members, observers or supporting experts before the meetings. The manual provides relevant information to consider before a plenary meeting. General provisions such as mandate of the group and working procedures and instructions for assignment of agenda items to open or closed sessions are also documented.

Version	**Changes**	**Date**
Version 1	First version of the NMEG[1] mandate.	27 February 2017
Version 2	The NMEG mandate is restructured and renamed 'manual', in line with the manual of other Expert Groups hosted by ECHA (PBT and ED expert groups).	25 March 2019
Version 3	The NMEG mandate is further aligned with ECHA PBT and ED expert groups, and in particular: - the frequency of NMEG meetings is guided by the need expressed by its members to raise discussions on critical scientific issues and/or operational issues (individual cases) and by the availability of robust documentation. Dates for two meetings per year will be set, but they may be cancelled in case no specific scientific/operational issue is raised and ready for discussion. - the maximum number of experts for Observers is set to 4 for industry ASOs and 4 for non-industry ASOs; - for next meetings, a 'Summary report' will be published on the NMEG webpage (i.e. a concise 2-3-page document that will replace the 'minutes' published for previous meetings). Moreover, the practicalities (e.g. travel instructions, security information) are removed, and some sections are shortened.	11 January 2021
Version 4	The NMEG manual is aligned with Committees regarding members/observers, addition of seats (in line with updates of the manual of the PBT and ED expert groups).	26 June 2024

[1] In 2017, the name of the group was changed from Nanomaterial Working group (NMWG) to Nanomaterials Expert Group (NMEG). The NMWG was originally created in 2012.

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1. Mandate of the ECHA Nanomaterials Expert Group (NMEG)

The following text is the mandate of the ECHA NanoMaterials Expert Group (NMEG) as adopted by CARACAL by written procedure (document CA/54/2020).

The mandate of the NMEG is to provide informal and non-binding scientific and technical advice on questions related to nanomaterials[2] or nanoforms[3] of substances in the frame of the implementation of REACH, CLP, BPR, EUON[4] and other issues of relevance to ECHA's work[5]. For instance the NMEG can provide recommendations on complex (specific/generic) scientific issues related to the assessment of nanomaterials.

The activity of the NMEG will not interfere with REACH, CLP or BPR formal regulatory processes. The NMEG improves the understanding of specific issues concerning nanomaterials/nanoforms of substances which leads to more informed and efficient discussions in ECHA Committees, i.e. Member State Committee (MSC), Committee for Risk Assessment (RAC), Committee for Socio-Economic Analysis (SEAC) and Biocidal Products Committee (BPC). This may hence improve Member State Competent Authorities' (MSCA) capacity to evaluate nanomaterials and accelerate the decision-making process relating to dossiers concerning nanomaterials.

In order to ensure that the NMEG delivers the most efficient and effective support to decision-making, a NMEG meeting will be organised only when 1) critical scientific issues or operational issues (individual cases from e.g. REACH or BPR) have been proposed by any of the NMEG experts, and 2) robust documentation (clear, comprehensive and mature enough to allow a conclusive discussion) is provided. Dates for two meetings per year will be set, but they may be cancelled in case no specific scientific/operational issue is raised and ready for discussion. Moreover, the NMEG outcomes should be as precise as possible, and the connection between the NMEG, the MSCAs and ECHA Committees should be ensured.

The mandate and functioning of the NMEG is reviewed at least every four years, with inputs from NMEG experts and may be revised by ECHA, and modifications proposed to CARACAL.

2. Participation

2.1. Members and observers

The NMEG consists of experts from EU Member State Competent Authorities (MSCAs), the European Commission (relevant DGs), ECHA, other relevant EU Agencies, and eligible Accredited Stakeholder Organisations (ASOs). As per the ECHA Committees, experts nominated by the Member States are considered 'members' of the NMEG and all other experts are considered 'observers'. ECHA provides the secretariat for the group and this includes chairing and organising the meetings, written procedures etc.

Nominations for members are requested through CARACAL.

Participation to the NMEG is limited to one permanent expert nominated per MSCA, per European Commission service and per relevant EU Agency. These institutions may appoint auxiliary expert(s) to the permanent nominated expert member. The list of

[2] The term 'nanomaterial' is associated with the size and particle size distribution of a substance, according to the European Commission recommendation on the definition of nanomaterial2022/C 229/01 EUR-Lex - 32022H0614(01) - EN - EUR-Lex (europa.eu)
[3] The term nanoform is defined in accordance with section 2.4 of Annex VI of REACH. https://echa.europa.eu/regulations/reach/legislation.
[4] European Union Observatory for Nanomaterials. https://euon.echa.europa.eu/
[5] the NMEG will in particular address questions on Substance identity, Data sharing and supply chain communication, Dossier and substance evaluation, Risk management dossiers for nanoforms of substances, Development of tests and assessment methods for nanoforms, Guidance.

permanent and auxiliary experts nominated at the NMEG is published on ECHA website https://echa.europa.eu/regulations/nanomaterials/nanomaterials-expert-group/members.

Experts from industry and non-industry ASOs that fulfil the eligibility criteria defined in the NMEG Procedure for admission of observers may participate in the activities of the NMEG as observers[6]. NMEG observers are appointed for a minimum period of one year.

A maximum of five nominated experts representing industry ASOs and five nominated experts representing non-industry ASOs may participate in the NMEG meetings. In order to allow for the opportunity of balanced involvement of the ASOs in the EG work, ECHA would accept seat rotation amongst those ASO observers that agree to do so. At practical level, these ASO observers will need to organise by themselves the rotation group and take care that no more than five representatives from each ASO group (industry and non-industry) will register for a particular meeting (this is valid for both physical and virtual meetings).

ECHA will reimburse the travel expenses of one permanent expert per MSCA and of up to five experts representing the non-industry ASOs.

2.2. Supporting experts

Requests for supporting experts can be made by a NMEG member or observer informally to the functional e-mail box of the NMEG (nanomaterials@echa.europa.eu) at least 2 weeks before the meeting. The request must list the name, affiliation and contact details (email, phone) and the topics or agenda items to which the expert will contribute.

The secretariats normally do not restrict the participation of supporting experts to exactly the agenda topics/items for which the support request is made (i.e. the expert will normally get permission to attend the entire open session). Experts supporting stakeholder organisation observers are kindly asked to limit requests for the floor to the specific agenda point(s) for which they are participating. However, in order to keep discussions of the NMEG efficient and manageable, secretariats may in specific cases, e.g. when many supporting experts would be nominated for a meeting, confine meeting participation of these experts to the item(s) for which they have been nominated. Normally two supporting experts can be nominated for industry ASOs in total and two for NGO ASOs in total per agenda item. At practical level, these ASOs will need to organise by themselves in case there is wider interest to bring supporting experts. The participation of supporting experts is at the discretion of the chair.

Meeting access for supporting experts is further subject to the condition that the EG member or observer who has requested participation of a supporting expert should ensure that the supporting expert is following the instructions and work procedures of the NMEG. These are available in this document under Sections 5, 6 and 7.

Prior to the meeting, the supporting expert also needs to sign the 'Declaration of Confidentiality'. The link to the form is available in section 7.2.

Note: As the right to get heard is implemented in the formal decision-making processes and as the NMEG provides advice to authorities, not to case owners, we do not see a general need for the presence of representatives of registrants/applicants during informal discussion of "their" substances in the NMEG.

Considering the expert discussion nature of the NMEG, the most appropriate means for registrants/applicants to channel their contribution to the discussions of the NMEG is via an accredited stakeholder organisation, where applicable.

However, it has been agreed that nominated observers from Accredited Stakeholder

[6] ECHA may appoint permanent representatives at the meetings among the representatives of the NMEG ASOs who may then act as a contact point for the wider industry or non-industry group.

Organisations may bring supporting scientific experts to the meetings. These experts may be employees of registrants/applicants, however, in discussion they should act as scientific experts rather than as representatives of registrants/applicants.

3. Declaration of conflict of interest

ECHA has a policy on the prevention and managing of potential conflicts of interest which also applies to the NMEG.

The CoI policy is not so much targeted at eliminating any possibility of conflict of interest, but at detecting such conflicts at an early stage, recording them transparently and handling them appropriately. Further details are provided on ECHA's website at the links given at the end of this section.

The CoI policy is implemented also in the NMEG. The experts nominated by Member State Competent Authorities, other EU agencies and Commission are requested to sign and submit to ECHA a declaration of CoI before attending their first meeting. They will be required to confirm the validity of existing declaration or, in case of changes, submit a new declaration annually upon invitation by the NMEG secretariat. For transparency, the declarations are published on ECHA's website dedicated to the NMEG together with the CoI declarations of the ECHA chair.

Declarations of CoI of experts nominated by Accredited Stakeholder Organisations will not be requested as potential conflict of interest is considered obvious.

At the beginning of the open and closed sessions in the NMEG meeting, participants are requested to declare any potential conflicts of interest to the items on the session agenda. For the sake of transparency, all the declarations received in the meeting will be recorded in the meeting minutes[7]. For experts nominated by authorities and NGOs, conflict of interest due to affiliation to the institution they represent is assumed by default and does not need to be declared for the meeting. Industry experts and supporting experts are expected to declare conflict of interest if they are employed by or providing consultancy services to a commercial entity placing on the market a substance on the agenda. The same applies if experts are employed by or providing consultancy services to a downstream user relying on a substance on the agenda. Independent of their affiliation, NMEG members, observers and supporting experts receiving research funding from such commercial entities are also requested to declare potential conflict of interest. All participants are requested to declare any conflicting interests that may arise from the private sphere, e.g. from investments in commercial entities dealing with a substance up for discussion. Further information on the declaration of CoI is available in the declaration of CoI form linked below.

When, on the basis of the above declarations, a potential conflict of interest is identified, the chair of the NMEG shall decide on possible mitigating measures. The NMEG chair shall have at their disposal the same toolbox of mitigating measures as those available to the chairs of the formal ECHA bodies (as defined in chapters 3.2.2 and 3.2.3 of the ECHA procedure for Prevention and Management of potential Conflicts of Interest (PRO-0067.08; linked below). However, as the NMEG is not a formal body of the Agency but merely functions as an advisory body, the risk of conflicting interests affecting the formal work of ECHA is minimal. Therefore, declarations of CoI serve mainly the purpose of transparency and normally do not preclude participation in discussion and providing expertise.

General:
https://echa.europa.eu/about-us/the-way-we-work/procedures-and-policies/conflicts-of-

[7] Detailed NMEG meeting minutes will be prepared only to record the main discussion points on individual cases (i.e. dossier or substance evaluation under REACH ; evaluation under BPR).

interest.

Prevention and Management of potential Conflicts of Interest:
https://echa.europa.eu/documents/10162/13608/pro_0067_06_coi_management_en.pdf/c4082b12-5830-4647-abf7-47c4a0879c86

Declaration of interest form:
https://echa.europa.eu/documents/10162/13576/doi_commitment_form-0039.docx/edfe0ee6-3bfb-047d-b516-107449a3a04b

4. Communication between the experts and ECHA NMEG

4.1. S-CIRCABC

S-CIRCABC is the platform to exchange documents such as general documentation (procedures, instructions, templates), organisation of meetings (NMEG working list, rolling plan, follow-up monitoring, etc.), specific meeting documents (agenda, presentations, background documents, minutes[8] or summary reports) and documents related to guidance and scientific development.

Two interest groups have been created:

- one group specific to MSCAs members and European Commission observers (S-CIRCABC/ECHA - Nanomaterials Expert Group (MSCA/COM))
- one specific to the Stakeholder observers (S-CIRCABC/ECHA - Nanomaterials Expert Group (ASO/IND)).

The documentation related to the NMEG meetings is stored by default on the S-CIRCABC ECHA-NMEG interest group. As a rule, confidential information[9] is not disclosed to the stakeholders.

4.2. NMEG functional e-mail box

The functional e-mail box (nanomaterials@echa.europa.eu) is used for **non-confidential** communication between ECHA and NMEG members and observers. For confidential or restricted information, an e-mail may be sent via the functional e-mail boxes to inform the experts that relevant information has been made available on S-CIRCABC such as meeting documentation.

5. Working Procedures

5.1. Organisation of the meetings

ECHA provides the chair for the meeting, develops the agenda in consultation with the NMEG members, and prepares and distributes the draft minutes[10] or summary reports for commenting.

Proposals for agenda items may be submitted by all NMEG members and observers.

The meetings are usually held in open session. However, based on the confidentiality of the items for discussion, ECHA may decide to have closed sessions restricted to MSCAs, European Commission and EU Agencies (see section 6 for details). NMEG ASOs observers have access to a non-confidential version of meeting documentation.

[8] Same comment as footnote 7
[9] See section 7
[10] Same comment as footnote 7

Final minutes or summary reports are adopted via written procedure or at the next NMEG meeting. The minutes/summary reports are distributed for information to the chairs of MSC, RAC and BPC.

The adopted summary reports of NMEG meetings are available on the NMEG webpage: (https://echa.europa.eu/regulations/nanomaterials/nanomaterials-expert-group/meetings).

5.2. Reporting and timelines

With the support of the MSCA representatives in the ECHA-NMEG, the ECHA secretariat shall report, when appropriate, on the work of the ECHA-NMEG to the MSC, RAC and BPC.

The table in Annex 1 provides details of the main working procedures, i.e. reporting and timelines.

The NMEG can also be consulted between the meetings via written procedure (open or closed). After the written procedure, a 'response to comments' (RCOM) is prepared and distributed to the relevant NMEG experts, and/or it is explained directly at the NMEG meeting if/how the comments are taken on board.

6. Assignment of Agenda Items to open or closed Sessions of Plenary Meetings of the NMEG

6.1. The work steps

ECHA and the proposing NMEG member(s) or observers(s) must ensure that the discussion items in a meeting or a written procedure are handled correctly in terms of confidentiality and must avoid interference with on-going decision-making in a formal regulatory process.

See Annex 2 for a detailed workflow.

6.2. Key considerations on the need for closed sessions

As a basic principle, all topics should be discussed in the open session in order to allow stakeholder input and transparency of the process in accordance with ECHA's Approach to Transparency (FINAL MB/61/2014 17 December 2014). For items proposed for the closed session, the NMEG member proposing the item is requested to provide a reason in accordance with the justifications listed below (Section 6.3).

ECHA will confirm whether a particular topic or substance should be discussed in the open or closed session of the NMEG, in consultation with those proposing the agenda item.

When it is not possible to discuss a case in open session, it may be possible to bring the generic issue raised by the case (without reference to case-specific details) to the open session.

The expert presenting a substance or a discussion item at the NMEG is responsible for ensuring that they are not presenting confidential business information in the open session (see Section 7.4). The expert can request ECHA to share confidential business information only with authorities.

ECHA will ensure that there is no interference between formal REACH processes and the NMEG discussions. ECHA holds information on on-going REACH decision-making processes and therefore is in the best position to decide whether there could be possible interference between an ongoing process for a particular substance and its discussion by

the NMEG.

6.3. Selection of closed or open sessions

The **closed session** should be chosen if one or more of the following conditions apply. ECHA will scrutinize whether a substance or generic topic suggested to the agenda does fulfil one of the conditions below and will case by case, if necessary, in consultation with the suggesting party, decide on the appropriate session.

a) Discussions need to involve confidential business information[11] (CBI).

It should be carefully considered whether recourse to CBI is indeed needed for discussion.

CBI cannot be discussed in open session. In case CBI is required for discussion of a substance or another topic, this discussion needs to take place in the closed session. It may however be considered whether a meaningful and effective discussion still would be possible if all aspects, except CBI, would be discussed in open session, and only the aspects requiring disclosure of CBI would be discussed in closed session. Alternatively, a discussion can be held in open session but the CBI is only made available to authorities – in this case it must not be referred to in the open session discussions.

b) For the substance to be discussed, there is an ongoing ECHA process[12] <u>and</u> the party proposing the agenda item wishes to discuss on the basis of the relevant draft (unpublished) document[13] used in the process *(as background document to the NMEG discussion)***.**

The relevant draft process document should not be made available to ASO representatives or the general public.

However, in the NMEG, substance/process discussion should preferably take place in open session allowing the involvement of ASO representatives. This is possible if:

- No confidential information is required to address the issue(s) up for discussion *(also see above for further details)*.
- An extract of the relevant draft process document, covering the relevant non-confidential background information is provided by the reporting party[14] and shared with all NMEG members and observers.

OR

- An extended presentation covering the relevant non-confidential background information is provided for discussion and shared with all NMEG members and observers[15]. (In addition, t*he relevant draft process document may be shared but only with Expert Group members representing EU or Member State authorities.)*

[11] Instructions are available in the document "Confidentiality aspects related to the use of Registration data for regulatory risk management purposes (version 3), *Checklist of confidentiality aspects in using Registration data_10102013.pdf*", link available in Section 7.4 to this document.

[12] e.g. Dossier Evaluation, Substance Evaluation (CoRAP substances of the on-going year or under follow-up evaluation), CLP, BPR

[13] e.g. Dossier Evalution draft decision, Substance Evaluation draft report, draft CLH proposal, Biocide draft assessment

[14] The evaluating MSCA may however share the draft SEv report with the registrant if this is deemed useful for discussion with the registrant and development of the report.

[15] In this latter case the presentation introducing the case and the issues for discussion should be provided at the same deadline that applies for provision of case background documentation, i.e. at the latest two weeks before the meeting.

c) **Other cases where it is necessary to consider the closed session.**

For example, a party proposing an agenda item has requested inclusion in the closed session with justification.

In such cases, the ECHA chair will scrutinise and decide, in consultation with the proposing party, which session would be appropriate in the specific case.

6.4. Cases which cannot be discussed by the NMEG

NMEG discussion of cases should not interfere with the relevant formal decision-making processes. Therefore, the following cases should never be discussed by the NMEG:

- **Draft decisions in the dossier and substance evaluation** decision-making processes **after the referral to the MSCAs** for proposals for amendment in accordance with Articles 51 and 52 of REACH.
- Annex XV dossiers already submitted for identification of substances of very high concern or for imposing a restriction,
- Annex VI dossiers submitted for harmonised classification and labelling.
- A biocide assessment already submitted for peer review, unless advice is specifically requested by one of the relevant Working Groups or the BPC or unless justified and agreed with ECHA.

The NMEG mandate stipulates that the advice provided by the group to the party requesting such advice is of informal nature. Therefore, any advice given or conclusion drawn by the NMEG does not pre-empt any formal decision to be made under a REACH, CLP or BPR process. Also the party that has requested advice from the NMEG is not bound to consider the advice given by the NMEG for further development or finalisation of their assessment.

7. Distribution of information and documents, including confidentiality

7.1. Distribution of information

ECHA and the NMEG experts must pay attention to the correct distribution of the information and documents of the NMEG.

Members and observers are allowed to share the non-confidential meeting documents to which they have been granted access via S-CIRCABC within their organisation. Accredited industry stakeholders are allowed to forward the information/documents, where not restricted, to the expert affiliations which are directly involved in the work on a particular item. The documents should not be made public, unless they are already publicly available on the ECHA website or elsewhere.

ASO observers may report to their hierarchy/members in general terms about the discussions held at the meeting but shall respect the confidential nature of deliberations and views of individual members. Reports to media or to ASO's own media channels shall respect the same conditions.

Documents with the mention « **for NMEG only** » in the filename must not be distributed by ASO participants including in their own organisation. Documents with "restricted" flag in S-CIRCABC consultation should be considered as "for NMEG only".

The NMEG minutes should not contain confidential information, however, they are not public and closed session minutes can be partly redacted where necessary. The minutes of the meeting of the NMEG do not seek to provide an official exhaustive and precise record of the discussions and the conclusions of the group. The minutes and any expert

positions they contain cannot be considered as binding legal or technical guidance or advice for third parties. The minutes provide non-binding scientific advice based solely on the information available to the experts at the time of the meeting of the NMEG.

ECHA has provided a checklist of confidentiality aspects to support an appropriate handling of confidential information when using information from registration dossiers in the NMEG meeting documents (see further details in Section 7.4).

Each NMEG expert generating a meeting document is responsible for identifying pieces of confidential information and for handling them appropriately.

Confidential information is only distributed by ECHA, MSCAs and the European Commission among these parties. The platform for distributing confidential information is the S-CIRCABC MSCA/COM interest group of the NMEG. In no situation should confidential information be distributed via e-mail.

7.2. Declaration of confidentiality

All NMEG experts have to make a written declaration of confidentiality before their first meeting if not yet submitted to ECHA in relation to other processes. In case a nominated expert is replaced by another expert, the latter should also make a declaration of confidentiality. The form is available here:

https://echa.europa.eu/documents/10162/13576/doi_commitment_form-0108.docx/7a45303e-6b6b-e4ac-88d3-1a3a422247a9

7.3. Handling personal data (in access to documents - ATDs)

As a general rule, the personal information of the participants will not be blanked out from the NMEG documents unless a participant specifically requests to delete their information in a specific document. ECHA will process any personal data received in accordance with ECHA's privacy rules. For transparency reasons the list of membership of the NMEG, and declarations of interest of the members shall be made public on the Agency's website, on the NMEG web page (Nanomaterials Expert Group - ECHA (europa.eu)).

7.4. Confidentiality aspects related to the use of Registration data for regulatory risk management purposes

The following document should be consulted before starting hazard assessment of substances, in particular when registration data will be used:

Checklist of confidentiality aspects

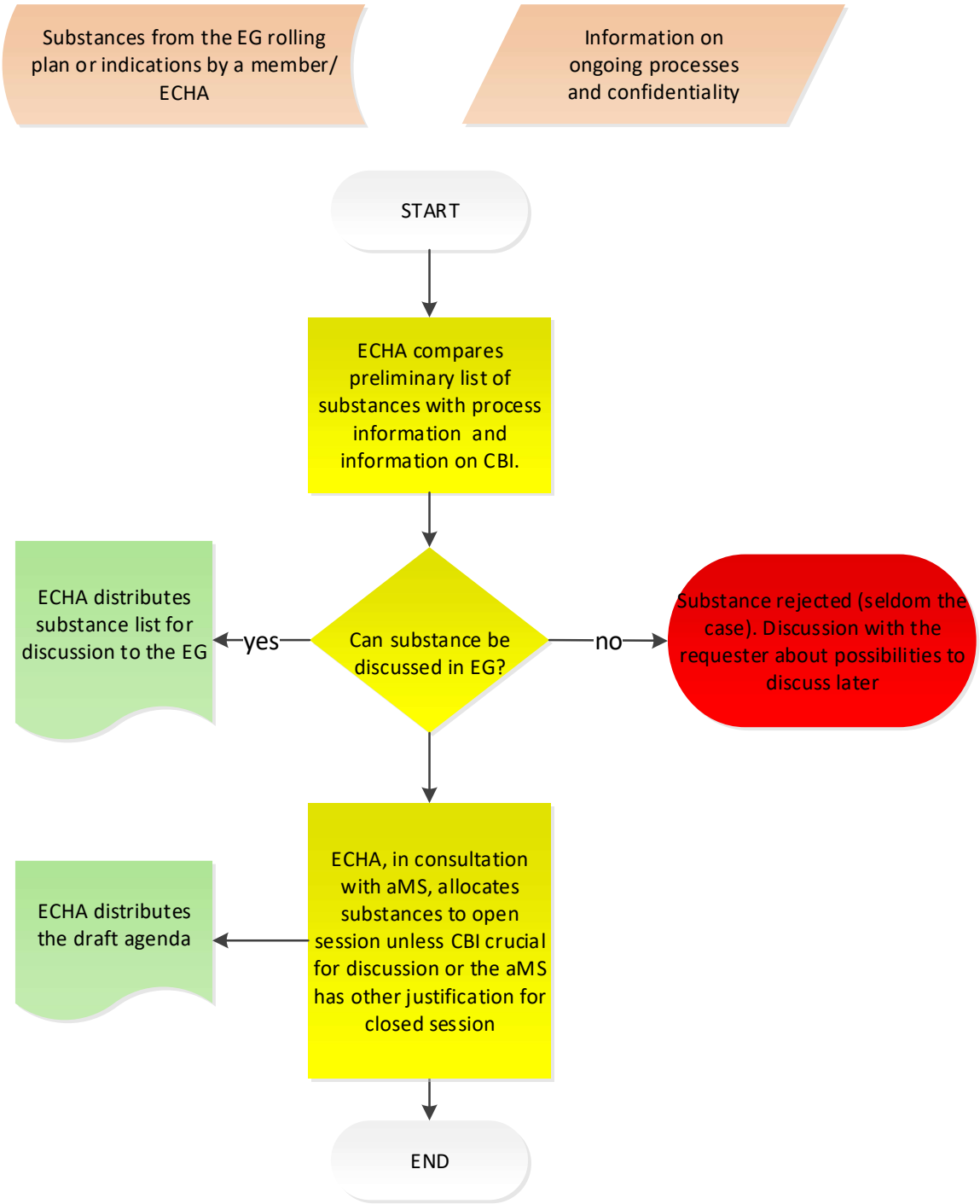
Annex 1: Working procedures for the NMEG

Task	Who	Deadline
MEETING CYCLE TASKS		
Indicate to ECHA any suggestion or changes in the agenda items which are proposed to be discussed. Indicate if discussion in the closed session is necessary, and if so, provide a justification (see Section 6).	Experts	12 weeks before each meeting
Confirmation of upcoming meeting	ECHA	10 weeks before each meeting
ECHA to scrutinise the discussion items indicated for discussion at the upcoming meeting and allocate to sessions. The rolling plan is updated accordingly and uploaded to S-CIRCABC. An email is sent to inform NMEG experts	ECHA	8 weeks before each meeting
Send the invitation of the upcoming meeting with the draft agenda	ECHA	5 weeks before each meeting
If comments are requested before the NMEG meeting, upload on S-CIRCABC the background document(s) to be commented on.	Experts & ECHA	At least 3 weeks before each meeting.
For draft minutes to be adopted in plenary: - Revise the draft minutes of latest meeting based on comments received and upload to S-CIRCABC. These minutes are to be adopted in the subsequent meeting. - Upload meeting documents of current meeting (updated draft agenda, Tour de Table document, rolling agenda, factsheets, background documents, presentations).	ECHA	At least 2 weeks before each meeting.
ECHA to update the agenda before the meeting with the list of documents received for each substance or item. ECHA to change the filenames of the meeting documents in S-CIRCABC to correspond with the agenda item.	ECHA	4 working days before each meeting
If factsheets/other background documents are submitted later than 2 weeks before the meeting, need for written procedure is to be decided at the meeting.	All	At the meeting
In situations where an updated version of any meeting document is brought to a meeting, it is the responsibility of the document owner to upload the latest version to S-CIRCABC.	Expert	At the meeting
If needed, upload new or updated meeting documents to S-CIRCABC	ECHA	1 day after each meeting
Distribute draft summary report.	ECHA	Within 5 working days after each meeting
Experts to provide feedback comments, if necessary, on the draft summary report from the meeting within 5 working days.	Experts (if necessary)	5 working days after receipt of the summary report.
The final agenda, the tour de Table document and the summary report are published on ECHA website (NMEG page). Secretariat informs MSC, RAC and BPC once the summary report of the meeting has been published on ECHA webpage.		Whithin 4 weeks after each meeting

If applicable, distribute draft minutes of meeting, by uploading them on S-CIRCABC	ECHA	4 weeks after each meeting
Provide comments to the draft minutes (if applicable).	Experts	4 weeks after receipt of draft minutes.
For draft minutes to be adopted in written procedure: Revise the draft minutes based on comments and distribute them.	ECHA	2 weeks after receiving the comments
For draft minutes to be adopted in written procedure: experts have an opportunity to react on the revised draft minutes -> if no reactions or only editorial changes -> minutes are adopted -> if significant further comments -> a second revision step is initiated by ECHA and the revised draft minutes are distributed to the experts within two weeks, after which experts have one week time to react to the revisions.	Experts / ECHA	1 week
Experts to check confidential aspects of the draft minutes and flag them to ECHA. Experts to inform ECHA if they have an objection to have their names and organisations disclosed in future Access To Document (ATD) requests. Objection to this should be indicated per e-mail and at the latest by the adoption of the minutes.	Experts	Before the adoption of the minutes (See Section 7.3 – Handling personal data in case of ATD request)
The adopted NMEG minutes (open and closed) will be shared with EG members and observers. The adopted NMEG meeting minutes can be shared with the members of ECHA Committees. The substance specific section of the adopted minutes can be shared with the members of the Biocide Working Groups representing the MSCAs when the particular substance is discussed in the Biocide Working Group. The NMEG Secretariat will specify which part of the substance specific section of the adopted minutes may be shared with a given applicant.	ECHA	
The experts being Rapporteurs of a substance should indicate as a follow-up action to ECHA if they have changed the conclusion in factsheet compared to what was agreed/discussed on the substance. ECHA launches a written procedure for these cases or they go, if deemed necessary by the respective expert, to the agenda of one of the future meetings.	Experts	After revising the assessment
ECHA may arrange Internet platform (audio- or video) meetings between each NMEG meeting in order to tackle any urgent issues and reduce time pressure of meetings.	ECHA	Between NMEG meetings
Members to flag to ECHA during written procedures if there is need of remote or physical meeting (e.g. on controversial issues or issues of general importance).	All	During written procedures
ONE-OFF AND ONCE A YEAR TASKS		
Ask for permission to publish participants name in the NMEG participants list on ECHA website.	ECHA to a new nominee	Immediately after the nomination
All participants sign a declaration of confidentiality.	Experts at request of ECHA	Before the first meeting of the participant (see Section 7.2 -

		Declaration of confidentiality)
All participants fill in once a year the form for declaration of conflict of interest.	Experts at request of ECHA	Once a year (see Section 3 – Declaration of conflict of interest)

Annex 2: Work steps of the NMEG for allocating substances[16] to the closed or the open session of plenary meetings



[16] The word 'substance' may be replaced by 'discussion item'.