



13 August 2004

**1<sup>st</sup> Plenary meetings of the SANCO Scientific Committees (Decision 210/2004/EC)**

**Venue: CCAB - Rue Froissart 36, B-1040 Brussels**

**Meeting date: 7/8 September 2004**

**Draft agenda**

**7 September 2004 (10:30 to 17:30)**

**A. JOINT SESSION**

- 1. Opening address: The importance of scientific advice in the Community decision making process - by Mr Robert Madelin, Director General, DG SANCO**
- 2. The scientific committees: introductions and organisational matters**
  - 2.1 Brief introduction by members and the secretariat
  - 2.2 The Secretariat and its role
  - 2.3 Organisational matters: meetings, reimbursements and special indemnities (info package)
- 3. Commission Decision 2004/210/EC and the rules of procedure**
  - 3.1 Independence, transparency and CVs, Declarations of commitment, interest & confidentiality
  - 3.2 The importance of a harmonised approach to Risk Assessment
  - 3.3 The draft rules of procedure and their adoption

**B. SEPARATE MEETINGS OF THE 3 COMMITTEES**

- 1. Organisation of the individual sessions of the three committees**
  - 1.1 Round table introduction of Members and Secretariat
  - 1.2 Explanation of election procedures and nominations of candidates for chairs and vice chairs

**8 September 2004 (09:00 to 13:00)**

**Election of Chairs and vice chairs, work programme  
and schedule of meetings**

N.B. Common draft agenda for SCCP, SCHER and SCHENIR

**A. JOINT SESSION**

- 1. 9.00-9.30: Welcoming address to the Members by  
Commissioner David Byrne**

**B. SEPARATE MEETINGS OF THE 3 COMMITTEES**

- 1. Welcome, apologies and introduction by Commission  
representative**
- 2. Adoption of the agenda**
- 3. Election of chairs and vice chairs**
- 4. Declarations of interest on matters on the agenda**
- 5. Organisational and administrative matters**
  - 5.1** annual declarations of interests, of commitment, confidentiality
  - 5.2** CVs
  - 5.3** financial and practical information for reimbursements
  - 5.4** access to Commission buildings (passes)
- 6. Adoption of the work programme and assignment of  
Rapporteurs**
  - 6.1** on-going questions & working groups
  - 6.2** new questions & establishment of working groups
- 7. Schedule of meetings**
  - 7.1** adoption of dates for plenary meetings to end 2004
  - 7.2** adoption of dates for plenary meetings 2005
  - 7.3** potential dates for working groups meetings
- 8. Any other business**

**C. COORDINATION MATTERS – SHORT MEETING OF CHAIRS  
AND VICE-CHAIRS AND THE SECRETARIAT (12:30 to 13:00)**