

European Minor Uses Coordination Facility
hosted by
European and Mediterranean Plant Protection Organization

Residue Expert Group
Terms of Reference



ReEG TOR

Revision 0

1. Definition

The term ‘**Residue Expert Group**’ (**ReEG**) refers to a platform that will facilitate closing minor use gaps at a European level by finding and proposing solutions for setting Maximum Residue Levels (MRL) by means of extrapolations of residue data of plant protection products (PPP).

2. The Residues Expert Group

2.1 Tasks

- The ‘Residue Expert Group’ (ReEG) has to consider the needs provided by the Minor Uses Coordination Facility (MUCF) Member and Partner Countries concerning gaps of MRLs in minor crops to build its action plan. The ReEG can also update and propose new needs to the Member and Partner Countries for prioritisation (this can be done via the MUCF before the biennial update of the table of needs, and this prioritisation is sent to the Countries for additional information). The ReEG will, in close cooperation with the respective pesticide industry or industry association, identify the available solutions or solutions under development to propose residue extrapolations for setting MRLs.
- The work of the ReEG is project-based, with a project leader for each individual project who will coordinate the work on the specified project. A project concerns (a) PPP solution(s) under development for residue data extrapolation for setting MRL.
- The ReEG shall decide which potential solution(s) are linked to an identified need.
- Once projects are established, the ReEG will lead the projects and be responsible for setting the flow process and the deliverables.
- The ReEG project leader, in collaboration with the Coordination Facility, is responsible for adding and updating the relevant information to the European Minor Uses Database (EUMUDA).
- The ReEG may be comprised of a limited number of Member and Partner Countries, but it shall act for all European Member Countries.
- The ReEG, in cooperation with the Coordination Facility, is required to prepare at the beginning of each calendar year an overview of the activities on which it will be worked. In addition, at the end of each calendar year, the MUCF must prepare an Annual Report of its activities and results, where the activities of the ReEG will be presented.
- The ReEG, in cooperation with the Coordination Facility, will provide all permanent members access to data generated in joint projects while maintaining confidentiality where necessary.

- The ReEG will address issues arising from Regulation (EC) No 1107/2009¹ and Regulation (EC) No 396/2005² to be resolved in the Horizontal Expert Group.

2.2 Composition

- The ReEG consists of national residue experts and representatives of the respective growers' associations or grower groups, representatives of European crop protection industry associations, pesticide industry, representatives of the European Commission and representatives of international organisations such as the European and Mediterranean Plant Protection Organization.
- The ReEG takes the initiative to invite individual crop protection companies to its meetings to discuss opportunities for joint projects.
- MUCF staff will attend meetings of the ReEG regularly.
- Participants in the ReEG work for minor uses solutions at a European level.
- Participants should have expertise in one or more of the following fields: residues of plant protection products; setting of MRLs; consumer risk assessment; regulatory aspects, including basic knowledge on the requirements for a minor use application, performing residue trials etc.

2.3 Nomination of the Chair and co-Chair(s)

- The ReEG will appoint a Chair and co-Chair(s) from among its members at the meeting by consensus.
- The Chair and co-Chair(s) will be appointed for three years (renewable).
- In case the Chair or co-Chair(s) resigns, a person will be appointed by the ReEG from among its members as soon as possible. This can be done during a meeting or via a written or online voting procedure.

3. Functioning of the Residue Expert Group

3.1 Duties of the Chair and co-Chair(s)

- Monitor the implementation of the duties of the ReEG.
- Organise the meetings in collaboration with the Coordination Facility (the Coordination Facility should take care of all the practical arrangements for such meetings).
- Make the agenda available in good time prior to the meeting to allow for comments.
- Chair the meeting and strive to reach a consensus where agreement is needed from the ReEG.
- Appoint a report writer for the meeting.
- Act as a first contact point for external questions regarding the ReEG.
- Invite guests/experts to the meetings in agreement with the Coordination Facility.
- Assure confidentiality.
- The Chair or co-Chair(s) are responsible for accepting new members in their ReEG. The Chair and co-Chair(s) have the access rights to add new members to their group via the MUCF Extranet. The Chair and co-Chair(s) are responsible for adding new project leaders. The MUCF will assist in specific tasks.

¹ REGULATION (EC) No 1107/2009 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 21 October 2009 concerning the placing of plant protection products on the market and repealing Council Directives 79/117/EEC and 91/414/EEC; OJ L 309, 24.11.2009, p. 71.

² REGULATION (EC) No 396/2005 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 February 2005 on maximum residue levels of pesticides in or on food and feed of plant and animal origin and amending Council Directive 91/414/EEC; OJ L 70, 16.3.2005, p. 1–16

3.2 Duties of a project leader

- Request input on projects in a suitable timeframe from the members.
- Prepare the project information well in advance of the meeting.
- Act as a first contact point for the relevant pesticide companies or associations of companies.
- Act as a first contact point for the ReEG members for that project.
- Commit to adding relevant information to EUMUDA with the assistance of the Coordination Facility.
- Share relevant information with the pesticide companies or associations of companies and ReEG members.
- Ensure confidentiality about sensitive data or information discussed regarding the projects.
- Add discussion points to the agenda where relevant.

3.3 Obligations for the members of the Residue Expert Group

- Active, constructive and collaborative participation in the meetings.
- Help to fulfil the tasks of the ReEG.
- Commit to adding relevant information to EUMUDA with the assistance of the Coordination Facility.
- European/international mindset.
- Willingness to act as a project leader.
- Willingness to work on projects with other Member and Partner Counties and take responsibility for the outcome.
- Willingness to exchange information and results of residue trials.
- Ensure confidentiality. The ReEG member must ensure confidentiality about sensitive data or information discussed at the meeting(s).
- Respect and agree on the terms of reference.

3.4 Rights of the members of the Residue Expert Group

- To be present in the meetings.
- To access all the documents that were or will be discussed or provided.
- To receive minutes which reflect what was discussed and agreed upon at the meeting.
- To place topics on the agenda with a clear description.
- To propose the invitation of (expert) guests.

3.5 Invitation to the meeting

- The ReEG will meet face-to-face or by teleconference at least twice a year.
- Experts 'invited as guests will be reimbursed for travel and subsistence expenses according to the reimbursement policy of the Coordination Facility.
- From an efficiency point of view, meetings may be organised back-to-back or at the same time together with other Expert Group meetings.
- The documents for the meeting preparation shall be transmitted at least 14 days in advance of the meeting via MUCF-Extranet. This includes the invitation, the agenda and valuable documents to the meeting.
- For the meeting preparation, the MUCF extranet should be used, and restricted access will be given to the members of the ReEG.
- The access to the Extranet is not linked to the meetings, but to the ReEG membership and is subject to the agreement of the Chair.

3.6 Invited guests

- A guest is invited by the Chair or co-Chair(s) upon suggestion by a member of the ReEG, in agreement with the Coordination Facility.
- The guest only stays for the relevant part of the meeting.
- The guest cannot be part of the decision-making.
- The invited guest has to ensure confidentiality about sensitive data or information discussed at the meeting.
- The guest has to respect the terms of reference.
- Guests of the ReEG will not be given access to EUMUDA or the MUCF-Extranet.

3.7 Agenda of the meeting

The agenda of the meeting comprises at least the following points:

- Adoption of the agenda.
- Adoption of the minutes of the previous meeting.
- State of play on the table of residue extrapolation needs.
- State of play on available or desired extrapolation solutions.
- Discussion on possible new projects.
- Discussion on the state of play of ongoing projects and possible actions needed.
- Any other business (AOB) where short discussions can be held without prior notification.

3.8 Decision making

- The Chair will strive to make decisions by consensus.

3.9 Report from the Residue Expert Group Meeting

- The report of the ReEG meeting will be made available for comments to the participants within four weeks of the meeting.
- The ReEG will report to the Coordination Facility.
- The Steering Group, via the Coordinator of the Coordination Facility, will approve the annual work plan and the annual report of its activities prepared by the ReEG.

4. Final provisions

4.1 Approbation of terms of reference

- The MUCF Steering Group approves the terms of reference. The terms of reference can be amended based on a proposal from the ReEG, the Coordination Facility or the Steering Group.
- Disputes should, whenever possible, be solved within the ReEG. If this fails, the Coordination Facility will mediate. As a last resource, the Steering Group may intervene.