

Category 4 Screening Levels - Phase 2 (C4SL2)

Proposed Terms of Reference (to be agreed by Steering Group on 02/02/2015)

Name of Group	C4SL2 Steering Group
Purpose of Group	<ul style="list-style-type: none">• To support C4SL production in line with the accepted Framework and existing policy direction and not to alter how they are produced or have debate over their use or existence.• To agree compounds requiring a C4SL.• To ensure that open and transparent working is provided. All minutes will be public when agreed by Steering Group.• To provide project monitoring that has objectives of ensuring working is efficient and timely.• To agree Project Manager job remit, candidate short list, appointment and continuation of services.• To review project expenditures.• To track, resolve issues and sign-off of provisional-C4SLs (pC4SLs) to achieve eventual delivery of C4SLs and their free publication. Acceptance of pC4SL will be via majority vote.• To agree updates to wider industry.• To ensure any / all requests for access to ATHENS are legitimately for the purpose of facilitating C4SL derivation.• To oversee performance of planned website hosting and website coverage.
Chair	Richard Boyle, HCA (Chair) TBC (Deputy)
Project Manager	TBC
Secretariat	Provided by Project Manager
Membership	Interested Land Forum Members (TBC)
Meetings frequency	Bi-monthly (TBC)
Meeting location	By teleconference (TBC). Meetings in person, if required, proposed to be London with teleconference (TBC).
Standing Agenda items	<ol style="list-style-type: none">1. Introductions and apologies2. Review of previous minutes and update on agreed actions3. Review of pC4SL progress, activities and expenditures (Project Manager)4. Resolve issues in pC4SL production5. Sign-off of pC4SLs6. Publication of C4SLs7. Actions and future work8. Reporting update to wider industry9. AOB10. Next meeting
Accountability	TBC
ToR Review Frequency	Annual