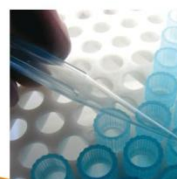
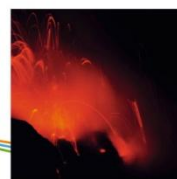
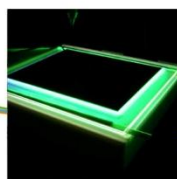




PROJECT PROTOCOL

Update February 2011



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List of abbreviations and definitions

Abbreviations

PSG	Project Steering committee
WP	Work package
CP	Collaborative partners
AP	Associated partner

Definitions

Nano product	Products of which the production process is based on nanotechnology
Ultra fine particles emitting product	Product that generates ultra fine particles during the use phase
Product category	A product category would be e.g. air fresheners
Product class	A product class would be incense
Product	A product would be an incense stick; another would be an incense cone
Product trade mark	A product trade mark would then be the a trademark of incense cones
Health end point Pollution	
Nano particles vs. ultra fine particles	Both ultra fine particles and nano particles are sized between 1 and 100 nanometers, and are suspected to cause considerable health risks. While nano particles originate from nano materials, which are composed of nano particles, fine particles and ultra fine particles are in general generated during combustion, such as burning a candle or smoking a cigarette (from Indoor sources and health effects: background information and ways to go; Philomena Bluysen June 2010)
Consumer product	“Merchandise or other item of common or daily use, ordinarily bought by individuals or households for private consumption; Broad category that covers mass-market items divided into consumer durables (last more than 3 years), consumer non-durables (last less than 3 years), and soft goods (made from soft material)” (from businessdictionary.com)
Building product	Products used to construct a house
Decoration product	Products used to embellish a house

CHAPTER 1

INTRODUCTION

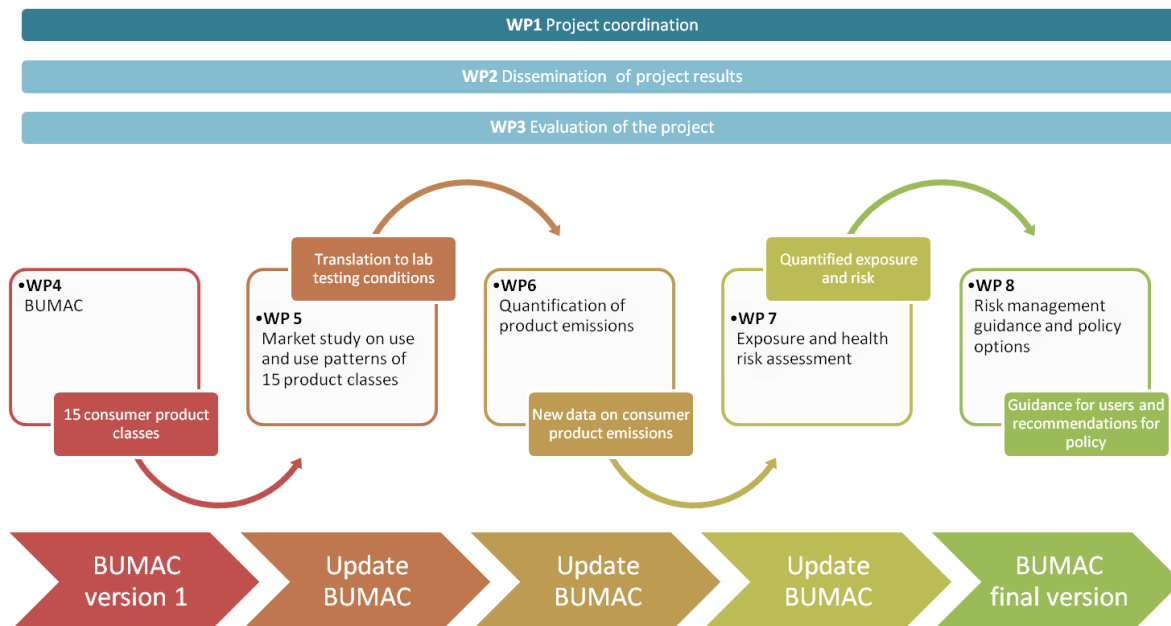
This project protocol is to be considered as an extension of ANNEX II of the EPHECT project proposal. The content of this protocol results from discussions at the kick-off meeting of EPHECT, which took place 21-22nd of June 2010.

It includes more detailed information on the project tasks of the different partners, a more extended risk analysis matrix and a mapping of actors. Applying this mapping of actors, a dissemination plan is described in this document as well.

Since the kick-off of EPHECT, new information is continuously generated and posted on the EPHECT-website. Therefore, we advise you to regularly check out our website for new and updated information on <http://sites.vito.be/sites/ephect>

1.1 Flow Chart

The project proposal is based on the following flow chart:



It consists of three horizontal work packages (WP1, WP2, WP3) and five core work packages (WP4, WP5, WP6, WP7, WP8) which will successively provide new generated data for every next work package. The basics of the BUMAC database will be developed in WP4, and throughout the project, the outcomes of each work package will be inserted in this database. Applying this strategy, data and knowledge gaps, identified in BUMAC's first version will be updated and completed.

1.2 Organisation of the Project Steering Groups (PSG)

The PSG have been scheduled one year in advance. The following dates have been scheduled:

Meeting	Place and date
1 st PSG + AG meeting (= kick-off)	21/22-06-2010 Kick-off meeting, Luxembourg
Product class selection meeting (WP4)	06-10-2010 Brussels, Belgium. All partners are invited, participants in WP4 need to be present
2 nd PSG meeting	9/10-12-2010, Brussels, Belgium
3 rd PSG + AG meeting	23/24-05-2011, Athens (to be confirmed), Greece

1.3 EPHECT time table

The following time table will be followed. This time table is also consultable on the website, in case of any change throughout the project, the tables will be updated. The time table includes all milestones and deliverables per work package. Also the PSG meetings and the evaluation sessions (PEC) are situated on the time table.

		WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	PSG	AG	PEC	Location?	Date	Who?
M11	jun/10	M1	M1	X	X	X				✓	✓		Luxembourg , Luxemburg	21-22/06/2010	VITO
M12	jul/10	X	X	X	X	X									
M13	aug/10	X	X	X	X	X									
M14	sep/10	X	X	X	X	X									
M15	okt/10	X	M2	X	M2	X				✓			Brussee, Belgium (product class selection)	6/10/2010	
M16	nov/10	X	M3	M1	D4	M1	X	X							
M17	dec/10	X	X	X	X	X	X	M1		✓			Brussee, Belgium	9-10/12/2010	VITO
M18	jan/11	X	X	X	X	X	X	X							
M19	feb/11	X	X	X	X	X	X	X							
M110	mrt/11	X	X	X	X	X	X	X							
M111	apr/11	X	X	X	X	X	X	X							
M112	mei/11	X	X	X	X	X	X	M2		✓	✓	✓	Athens, Greece	23-24/05/2011	UOW/M
M113	jun/11	X	X	X	X	X	X	X							
M114	jul/11	M2	X	X	X	X	M1	X							
M115	aug/11	X	X	X	X	X	X	X							
M116	sep/11	X	X	X	X	X	X	X							
M117	okt/11	X	X	X	X	X	X	X							
M118	nov/11	X	X	X	X	X	X	M3							
M119	dec/11	X	X	X	X	X	X	X							
M120	jan/12	X	X	X	X	X	X	X							
M121	feb/12	X	X	X	X	D5 - M2	M2 - D6	M4	X	✓			? Milano, Italy		UMIL
M122	mrt/12	X	X	X	X		X	X	X						
M123	apr/12	X	X	X	X		X	X	X						
M124	mei/12	X	X	X	X		M3	M5 - M6	M1			✓			
M125	jun/12	X	X	X	X		X	X	X						
M126	jul/12	X	X	X	X		X	X	X						
M127	aug/12	X	X	X	X		X	X	X						
M128	sep/12	X	X	X	X		X	X	X						
M129	okt/12	X	X	X	X		X	X	X						
M130	nov/12	M3	X	X	X		M4/5 - D7	M7/8 - D9	X	✓			? Lisboa, Portugal		IDR/IEC
M131	dec/12	X	X	X	X			X	X						
M132	jan/13	X	X	X	X			X	X						
M133	feb/13	X	X	X	X			M9	X						
M134	mrt/13	X	M4/5	X	X			D8	M2						
M135	apr/13	X	X	X	X				M3						
M136	mei/13	D1 - M4	D2	M2/3 - D3	M1				M4 - D9	✓	✓	✓	Luxembourg		VITO

CHAPTER 2 DETAILED DESCRIPTION OF THE WORK PACKAGES AND THE TASKS

2.1 Strategy

This detailed description of the work packages results from the EPHECT kick-off meeting. Prior to this meeting, each work package coordinator consulted the involved associated partners and formulated a more detailed description of the (sub)tasks of their work package. They then presented this proposal during the kick-off meeting. The meeting schedule provided sufficient time to discuss the proposed strategies and tasks with the associated and collaborating partners. After the meeting, if necessary the presentations were slightly adapted. This chapter gives an overview of the different presentations. With a double click on the first slide, the full slide show will be shown.

2.2 WP 1 Coordination



WP 1 Co-ordination of the project



WP co-ordinator: VITO

Involved AP: all

Involved CP: all

Duration: 1st June 2010 – 31st May 2013

Double-click on the first slide to view the presentation

2.3 WP 2 Dissemination

2.3.1 Presentation of WP2



WP 2 Dissemination of the project



WP co-ordinator: VITO

Involved AP: all

Involved CP: ?

Duration: 1st June 2010 – 31st May 2013

Double-click on the first slide to view the presentation


2.3.2 Assigned tasks in WP2

Action	When	Who
Stakeholder identification (to send information and news on EPHECT)	01-09-2010	VITO + all + EAHC - VITO sends e-mail to AP+CP 09-07-2010 - AP + CP add e-mailaddresses to the list - EAHC names of stakeholders involved in other EU projects - final editing VITO
www.vito.be/ephect in EAHC's , DG Sanco's and other's newsletters	09-2010	EAHC
Website	11-2010	VITO
Website updates	Continuous	VITO
EPHECT leaflet + e-mail banner	01-11-2010	VITO
News updates	Every 6m	all APs depending on WP, on request of coordinator
Workshop + colloquium (Ispra)	04-2013	JRC + VITO
Scientific publications	Continuous	all

2.4 WP 3 Evaluation

2.4.1 Presentation of WP3



WP 3 Evaluation of the project		 TECHNISCHE UNIVERSITÄT MÜNCHEN
WP co-ordinator:	TUM	
Involved AP:	TUM (89.3d); CPs: to be defined	
Duration:	1 st June 2010 – 31 st May 2013	

Double-click on the first slide to view the presentation

2.4.3 Assigned tasks in WP3

Action	When	Who
To make the evaluation criteria operational	10-2010	UOWM, IPSOS, NRCWE, UMIL, IDMEC
Evaluation plan	01-11-2010	TUM
Assessment of progress and achievement of specific objectives	Continuous	TUM + PEC
Evaluation Document 1	01-06-2011	TUM
Evaluation Document 2	01-06-2012	TUM
Evaluation Document 3	01-06-2013	TUM

2.5 WP 4 Database on the state-of-the-art of emissions and health end points from consumer products

2.5.1 Presentation of WP4



WP 4 Database on the state-of-the-art of emissions and health end points from consumer products



WP co-ordinator: UOWM
Involved AP: VITO, NRCWE, IDMEC, UMIL
Duration: M1 – M36

Double-click on the first slide to view the presentation

2.5.2 Assigned tasks in WP4

Action	Who
BUMAC database construction; database completion, definition of product categories; distribution of data	UOWM
To supply UOWM with information on product test protocols	VITO
To supply UOWM with epidemiological information and data on health issues of emerging pollutants	NRCWE
To supply UOWM with information of health end points and to validate the health relevance of the information in the database.	UMIL
To supply UOWM with information on product emissions (to be completed/confirmed)	IDMEC
To supply UOWM with relevant information to include in the database	all

2.6 WP 5 Indoor use and use patterns of consumer products in EU member states

2.6.1 Presentation of WP5



WP 5 Indoor use and use pattern of consumer products in EU Member States

WP co-ordinator: IPSOS

Involved AP: VITO, UOWM, AFSSET

Duration: 1st June 2010 – 28th February 2012



Double-click on the first slide to view the presentation

2.6.2 Assigned tasks in WP5

Action	Who?
Review of existing studies on the use of household products	IPSOS
Market study on use and use patterns of consumer products	IPSOS
Collection of data on how to assess exposure in test chamber experiments (chamber dimensions, number of products, spray simulation, consexpo, ...). This includes a literature review on practical consumer product emission tests and exposures, and suggestions for preliminary tests for test chamber set-ups.	ANSES (AFSSET)
Translation of results from the market study to applicable criteria and test chamber set-ups for exposure assessments;	ANSES (AFSSET)
To supply IPSOS with information on the output data (variables) that will be needed from the survey	VITO
To supply IPSOS with information on the output data (variables) that will be needed from the survey	UOWM

2.6 WP6 quantification of product emissions by laboratory testing

2.6.1 Presentation of WP6

2.6.2 Assigned tasks in WP6

Action	When	Who
Formulation of an overview of available infrastructure for laboratory testing	10-2010	NRCWE (will send a table to invloved AP)
Selection of products for experiments will be based on (1) pre-screening experiments (e.g. headspace), (2) IPSOS study.	10-2010	NRCW (will propose a more defined strategy)
Products of 15 product classes will be pre-screened in test chamber	12-2010	VITO and other; to be discussed at 2 nd PSG meeting

These tasks have been agreed on for now. This section will be updated after the second meeting of the project steering group. A more detailed description of the tasks will result from the overview of available infrastructure and from the products selected.

2.7 WP 7 Exposure and health risk assessment

2.8.1 Presentation of WP7



WP 7 Exposure and health risk assessment

WP co-ordinator: UMIL

Involved AP: UOWM, NRCWE

Involved CP: JRC, ...

Duration: 1st November 2010 – 30th November 2012



Kick-off meeting – Luxembourg June 2010

2.8.2 Assigned tasks in WP7

Action	Who
Health risk assessment, review and evaluation of risk reduction policies	UMIL, JRC
Health risk assessment, review and evaluation of risk reduction policies	NRCWE
Exposure risk assessment, review and evaluation of risk reduction policies Inhalation exposure (assessment, methodology): exposure assessment and indoor chemistry modelling Subtasks: Review of home ventilation in Europe, Airflow modelling: COMIS model, Indoor air chemistry modelling Exposure modelling: exposure model (e.g. EXPAIR model)	UOWM

The following milestones and deliverables concerning the modelling work (UOWM) in WP7 have been added to the project time table:

- M.1: Report on home ventilation in European Countries (Month 7)
- M2: "Update of BUMAC on 15 consumer products..." (Month 12)
- M3: Updated IAQ model (Month 18)
- M4: Input from WP5 / M2 (use patterns) to exposure modelling (Month 21)
- M5: End of airflow modelling (Month 24)
- M6: End of Input from WP6 / M3 (emissions) to indoor air quality modelling (Month 24) - Continuous interaction is needed throughout the emission testing (M18 – M24)
- M7: "Overview on existing European health risk policies" (Month 30)

- M8: “Health risk assessment to existing and emerging indoor air pollutants...” (Month 30)
- M9: End of exposure modelling (Month 33)
- Deliverable 8 : Month 34

2.9 WP8 Risk management guidance and policy options

2.9.1 Presentation of WP8



WP 8 Risk management guidance and policy options



WP co-ordinator: IDMEC

Involved AP: UMIL, UOWM

Duration: 1st December 2011 – 31st May 2013

2.9.2 Assigned tasks in WP8

	Action	WHO
Task 8.1	To review the policies concerning indoor air releases from consumer products within Europe and in other countries	IDMEC
	Involvement of stakeholders and compilation of their proposals	IDMEC
	To analyse/evaluate policy implications resulting from WP7, reviewing the exposure and health risk assessment in the updated BUMAC on consumer product classes	UMIL
Task 8.2	Establishment of limits to the content of some compounds in the formulation of the product	IDMEC
	To formulate strategies for exposure reduction; to formulate recommendations for policy makers and consumers exposure control strategies through recommendations on ventilation practises associated with the type of use of such products, frequency and duration of use, etc...	UOWM
Task 8.3	To elaborate recommendations for policy makers and consumers	IDMEC

	IDMEC	UMIL	UOWM
Task 8.1	X	XX	
Task 8.2	X		XX
Task 8.3	XX	X	X

CHAPTER 3 RISK ANALYSIS

Every care has been taken when drafting the proposal, to ensure that the project will be constructed in a way which ensures that it will reach its stated aims and objectives, and considerable attention was focused on trying to foresee problems that might arise during its implementation. As an element of risk (uncertainties or unexpected events that may occur) is inherent to all projects, a risk analysis has been carefully performed for each work package.

The following risks and prevention strategies result from a risk matrix, in which financial, organisational, qualitative, informational and timing related issues are addressed and measures to control the associated risk(s) are formulated. The (1) FINANCIAL aspects include an over- or underestimation of the budget. Associated measures to control include: the formulation of a detailed plan of work, the formulation of subtasks within each work package and a detailed description of work costs; (2) ORGANISATIONAL aspects, include insufficient mapping of actors and a lack of communication with externals. A mapping of all actors was partly done to select the CP's, a more detailed mapping is foreseen to be reported in the project protocol; furthermore, information on the project will be communicated to actors through a website. (3) QUALITY related issues might be that the market survey data can't be implemented in risk assessment (therefore an associated partner in EPHECT is specialized in translating data from different disciplines), or that the generated data have an insufficient quantity to support policy (therefore, collaboration and involvement of several partners to achieve representative data sets is foreseen). Furthermore, the client might have had different expectations than the project team. A description of who will deliver what at which point in time, is part of the application form and of the project protocol. Also the formulation of interim reports on a regular basis, will help to prevent. (4) INFORMATIONAL aspects can include a difficult release of data on consumer product composition by manufacturers (might be prevented by generating a password-secured database, with a confidential use), furthermore, the information on use and use patterns will be generalized in exposure and risk assessment modelling (therefore, experts in market study design are associated partners in EPHECT, the market study design should make sure that the data set is representative for Europe). (5) TIMING related issues might include a too tight time schedule of lab experiments, since several partners will collaborate and provide techniques and equipment; as specified in the plan of work. But also meetings, such as the kick-off meeting and steering groups, might be organised at a later point in time than planned. A detailed description in the project protocol, of who will deliver what, when, will help to prevent.

In short, it was thought that uncertainties or unexpected events will best be dealt with by the Project Steering Committee, in close consultation with the colleagues that will be representing the European Commission. Apart from the provisions that have been made in regards to regular meetings, if an urgent scientific and/or technical problem arises, and depending on its possible impact on the project, then, either a special meeting will be arranged to take place or an e-conference meeting will be convened immediately. It must be stressed out however that all organizations participating in the project are well known within their countries and the EU, and have extensive experience in their related fields and in European project participation.

Approach	Risks	Initiatives to control the risk
Financial <ul style="list-style-type: none"> ▪ Estimation of man-hours, other costs, investments, (progress in time) ▪ Subcontracting 	Budget calculation overestimates or underestimates real costs: <ul style="list-style-type: none"> - Evolution of the costs during the project - Unexpected additional costs 	Detailed estimation of costs: <ul style="list-style-type: none"> - Detailed project plan, defining sub tasks within each work package - Work costs are specified - Follow up of costs
Organisational <ul style="list-style-type: none"> ▪ Environment: who may have an impact on the project and who may be influenced by the project? ▪ Tasks, responsibilities, and competences ▪ Internal and external communication 	<ul style="list-style-type: none"> - Actors (those who might influence the project result) are insufficiently known - Internal: engagements are not kept, expectations insufficiently defined - Tasks, responsibilities and competences are insufficiently specified - Missing or insufficient communication with externals can influence the project result 	<ul style="list-style-type: none"> - Mapping of all actors: part of the actors has been included in the project as CP. More detailed mapping is part of the project protocol - Requirements are defined - Defined in function profiles, if necessary additional agreements - In case necessary: make additional agreements
Quality <ul style="list-style-type: none"> ▪ Translation of the client's expectations to a, univocal defined project result (definition, result / effort agreement) ▪ Acceptance of the result ▪ Preconditions: standards, laws, evaluation requirements 	<ul style="list-style-type: none"> - Expectations, of the client are unclear: <ul style="list-style-type: none"> ○ Requirements are insufficiently inventoried ○ Who is the result meant for? ○ When will the work be done - The client had other expectations, the result is insufficient - None or insufficient taking into account of guidelines and laws. 	<ul style="list-style-type: none"> - Establish expectations of the client - Define also what is not included in the project - Define conditions for acceptance of the result, interim reports - Explore valid guidelines and laws are applicable and have an impact on the execution of the project
Informational <ul style="list-style-type: none"> ▪ Information flow: who receives which information, when? ▪ Internal information flow ▪ External information flow (subcontractors, third parties, ...) ▪ Reporting: content, financial aspect ▪ Approvals and changes 	<ul style="list-style-type: none"> - No or insufficient engagements on transfer of information - Internal information transfer is insufficient - External partners don't provide the necessary information on time, the quality is insufficient 	<ul style="list-style-type: none"> - Agreements on information transfer (which information, when and how) - Delivery date and format (quality) of the information and insurance claims

<p>Timing</p> <ul style="list-style-type: none"> ▪ Timing for (interim) results ▪ Internal capacity ▪ External capacity (e.g. in case of subcontracting) ▪ Materials, means when needed 	<ul style="list-style-type: none"> - Kick-off meeting later than planned (problems because of technical issues, approval time for reports, data delivery, additional questions of client) - Insufficient man power available (back-up when collaborator absent) - Insufficient man power available (back-up when collaborator absent) - Availability measuring systems, delivery dates for new equipment 	<ul style="list-style-type: none"> - Project protocol, including clear engagements of who will deliver what and when - Report to hierarchy in time (if necessary provide extra training) - Sufficient check points (progress and interim results) - Check on which materials are needed, and their delivery terms
<p>Other:</p> <ul style="list-style-type: none"> ▪ juridical responsibilities insurance claims ▪ security staff and external ▪ environment 		

CHAPTER 4

COLLABORATING PARTNERS

Task description of the collaborative partners

	<i>Institution</i>	<i>Contact person</i>	Member of PEC	Specific task description
1	International Association for Soaps, Detergents and Maintenance products (AISE)	Elodie Cazelle / Paul Lloyd / Gerard J. Stijntjes		<ul style="list-style-type: none">- Give input for the definition and identification of product classes and categories- May advice in the EPHECT product class selection; cannot be involved in the decision of EPHECT product class selections- Give input for the set up of the survey for the household use of the selected consumer products- Supply ideas for policies in Europe- Provide access to and activate industry network and expertise on relevant information for defined / precise questions about product emissions, test protocols, risk evaluation, product composition and possible regional composition differences
2	Federal Public Service Health, Food Safety and Environment (FOD)	Robert Martens / Fabrice Thielen	Y	<ul style="list-style-type: none">- Discuss on the selection of product classes, experimental setups and policy options- Active member of the PEC, for the evaluation of the project according

				<p>the evaluation plan</p> <ul style="list-style-type: none"> - Present at the 3 meetings of the PEC - Give input for the set up of the survey for the household use of the selected consumer product classes - Supply ideas for policies in Europe
3	European Chemical Industry Council (CEPIC)	Loredana Ghinea / Manfred Giersig		<ul style="list-style-type: none"> - Give input for the definition and identification of product classes and categories - May advice in the EPHECT product class selection; cannot be involved in the decision of EPHECT product class selections - Give input for the set up of the survey for the household use of the selected consumer products - Supply ideas for policies in Europe - Provide access to and activate industry network and expertise on relevant information for defined / precise questions about product emissions, test protocols, risk evaluation, product composition and possible regional composition differences
4	The Federal Environment Agency (Umweltbundesamt,UBA)	Christine Daeumling	Y	<ul style="list-style-type: none"> - Discuss on the selection of products, recommendation on experiments and policies - Active member of PEC, for the evaluation of the project according the evaluation plan - Present at the 3 meetings of the PEC - Give input for the set up of the survey for the household use of the selected consumer products - Supply ideas for policies in Europe

5	Eurofins	Reinhard Oppl		<ul style="list-style-type: none"> - Give input for the set up of the survey for the household use of the selected consumer products - Supply ideas for policies in Europe - Provide access to and activate industry network and expertise on relevant information for defined / precise questions about product emissions, test protocols and risk evaluation
6	Marketing and Consumer Research TUM Business School Technische Universität München	Jutta Roosen	Y	<ul style="list-style-type: none"> - Active member of PEC, for the evaluation of the project according the evaluation plan - Present at the 3 meetings of the PEC - Give input for the set up of the survey for the household use of the selected consumer products - Suggest ideas for policies in Europe - Provide access to and activate industry network and expertise on relevant information for defined / precise questions about product emissions, test protocols and risk evaluation
7	Joint Research Centre (JRC), Institute for Health and Consumer Protection	D. Kotzias / S. Kephelopoulos/ J. Barrero-Moreno	(Y)	<ul style="list-style-type: none"> - Discuss on the selection of products, recommendation on experiments and policies - Execution of experiments with the Indoortron - The organization of the EPHECT workshop - Give input for the set up of the survey for the household use of the selected consumer products - Give input for the test protocols, exposure and health risk assessment

				- Be actively involved in the discussions of policy options in Europe
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CHAPTER 4 MAPPING OF ACTORS – STAKEHOLDERS

4.1 Strategy for stakeholder identification

One of the sessions during the kick-off meeting was especially dedicated to initiate the stakeholder identification procedure, in order to achieve a more extended stakeholder list than the one reported in Annex II.

All partners, participating the kick-off meeting, made a list of organisations, institutes and authorities etc, that might be interested in the results of EPHECT. After the meeting, the list circulated among the partners and each partner filled in names and e-mail addresses of relevant persons.

4.2 Stakeholder identification

Organisation/institute	Institute (optional)	Name and e-mail address	Country
Ministries of Health or of consumer products	Environment, Nature and Energy Department, Flemish Government	Karen Van Campenhout karen.vancampenhout@lne.vlaanderen.be Kim Constandt kim.constandt@lne.vlaanderen.be	Belgium
	Ministry of Health and social solidarity	http://www.yyka.gov.gr/minister@yyka.gov.gr	Greece
	Ministry of Environment, Energy and Climate Change	http://www.ypeka.gr/	Greece
Environmental Inspectorate Division	Environment, Nature and Energy Department, Flemish Government	Martine Blondeel martine.blondeel@lne.vlaanderen.be	Belgium
Environmental Inspectorate Division	Brussels Instituut voor Milieubeheer	Katrien Van den Bruel kva@ibgebim.be	Belgium
Federal Product Policy	Federal Public Service Health, Food Chain Safety and Environment Belgium	Robert Martens robert.martens@health.fgov.be	Belgium
French ministry of ecology	Direction générale de la prévention des risques (DGPR)	Marie CARREGA marie.carrega@developpement-durable.gouv.fr	France
French ministry of industry	Bureau Biens de consommation, Direction générale de la concurrence, de la consommation et de la répression des fraudes (DGCCRF)	Loïc BUFFARD loic.buffard@dgccrf.finances.gouv.fr	France
Consumer protection organisations (EU level, national levels)	Test Achats	Carine Deschamps cdeschamps@test-achats.be	Belgium
	Institut national de la consommation (INC)	Rémi REUSS remi.reuss@afnor.org	France

Organisation/institute	Institute (optional)	Name and e-mail address	Country
	UFC Que Choisir	Mr Eric Bonneff ebonneff@quechoisir.org	France
	Union Nationale des Associations Familiales (UNAF)	Simone SITBON ssitbon@unaf.fr	France
	Association pour la prévention de la pollution atmosphérique (A.P.P.A.)	Jean-Marie RAMBAUD jean-marie.rambaud@appa.asso.fr	France
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	Cyprus Aerosol, Detergents & Cosmetics Manufacturers Association – CADCMA	Mr Andreas Andreou andand@ccci.org.cy	Cyprus
	Committee for Detergents with the Czech Association for Branded Products – CSZV	Mr Karel Strasák cszv@cszv.cz	Czech Republic
	Branche forening for Saebe, Parfume og Teknisk/kemiske Artikler – SPT	Mr Kim Christiansen kmc@spt.dk	Denmark
	Federation of Estonian Chemical Industries – EKTL	Mr Hallar Meybaum info@keemia.ee	Estonia
	Teknokemian Yhdistys r.y. – TY	Ms Sari Karjomaa Sari.karjomaa@teknokem.fi	Finland
	Association Française des Industries de la Détergence, de l'Entretien et des Produits d'Hygiène Industrielle – AFISE	Mrs Claude Perrin Claude.perrin@afise.fr	France
	Chambre Syndicale Nationale de l'Eau de Javel et des Produits Connexes – C.S.N.E.J.	Mrs Dominique Auzou D_auzou@club-internet.fr	France
	Industrieverband Hygiene und Oberflächenschutz für Industrielle und Institutionelle Anwendung e.V. – IHO	Mr Walter Gekeler iho@iho.de	Germany
	Industrieverband Körper^pflege- und Waschmittel e.V. – IKW	Mr. Bernd Stroemer bstroemer@ikw.org	Germany

Organisation/institute	Institute (optional)	Name and e-mail address	Country
	Association of the Greek Industry of Detergents and Soaps – SEVAS	Mr Theo Michaelides sevasth@otenet.gr	Greece
	Hungarian Cosmetic and Home Care Association – KOZMOS	Mr István Murányi office@kozmos.hu	Hungary
	Irish Cosmetics & Detergents Association – I.C.D.A.	Mr James Ring James.ring@ibec.ie	Ireland
	Associazione Nazionale Detergenti e Specialità per l'Industria e per la Casa – ASSOCASA	Mr Giuseppe Abello g.abello@federchimica.it	Italy
	The Association of Latvian Chemical and Pharmaceutical Industry – LAKIFA	Mrs Raina Dureja lakifa@lakifa.lv	Latvia
	Lithuanian Cosmetics and Household Chemicals Producers Association – LIKOCHEMA	Mrs Inara Joniskiene inara@likochema.lt	Lithuania
	Nederlandse vereniging voor zeepfabrikanten – N.V.Z.	Mr Wouter Pfeifer nvz@nvz.nl	The Netherlands
	Vaskemiddelleverandørenes Forening – V.L.F.	Mrs Ingrid Standal Ingrid.standal@vlf.no	Norway
	Polish Associations of Cosmetics and Home Care Products Producers	Mrs Monika Zarzycka biuro@czystepiekno.pl	Poland
	Associação dos Industriais de Sabões, Detergentes e Produtos de Conservação e Limpeza – A.I.S.D.P.C.L.	Mrs Ana-Maria Couras amcouras@fiovde.pl	Portugal
	Romanian Union of Cosmetics and Detergents Manufacturers – RUCODEM	Mrs Mihaela Rabu Mihaela.rabu@rucodem.ro	Romania
	Russian Association of Perfumery, Cosmetics & Household Chemistry Manufacturer	Mr Sergei Bolshakov info@apcohm.org	Russia
	ADCPI	Mr Nenad Vucinic Nenad.vucinic@yu.henkel.com	Serbia/Montenegro
	Slovenské združenie pre značkové výrobky – SZZV	Mr Dusan Plesko szzv@szzv.sk	Slovak Republic
	Association of Cosmetics and Detergents Producers of Slovenia – KPC	Ms Helena Gombac Rozanec Helena.gombac@gzs.si	Slovenia
	Asociación de Empresas de Detergentes y de Productos de Limpieza, Mantenimiento y Afines – ADELMA	Mr Juan Robledo adelma@adelma.es	Spain
	Branschföreningen för Industriell och Institutionell Hygien – I.I.H	Mr Ulrika Flodberg Ulrika.flodberg@ktf.se	Sweden
	Kemisk-Tekniska Leverantörförbundet – K.T.F.	Mr Olof Holmer Olof.holmer@ktf.se	Sweden
	Schweizerischer Kosmetik- und Waschmittelverband – SKW	Mr Bernard Cloëtta info@skw-cds.ch	Switzerland
	Sabun Ve Deterjan Sanayicileri Dernegi – S.D.S.D.	Mr Vuranel C. Okay Vuranel.okay@sdsd.org.tr	Turkey
	UK Cleaning Products Industry Association – U.K.C.P.I.	Mr Andrew Williams ukcpi@ukcpi.org	United Kingdom
	COLGATE PALMOLIVE Hellas	http://www.colgate.com.gr/index.shtml	International, Greece
	FLOS – The Greek company (Detergents)	http://www.flos.gr/info@flos.gr	Greece
	UNILEVER HELLAS AEBE	http://www.wiw.gr	Greece
	ALAPIS (Detergents)	http://www.alapis.gr/careers@alapis.eu	Greece

Organisation/institute	Institute (optional)	Name and e-mail address	Country
	EUROCHEM SA	Fax : +30 2104836332	Greece
	HENKEL HELLAS (detergents, personal care products)	http://www.henkel.gr/	Greece
	JOHNSON	http://www.scjohnson.com/	International
	PLANET - ROLCO BIANIA AE	http://www.rolco.gr info@rolco.gr	Greece

CHAPTER 5 DISSEMINATION PLAN

The project strategy and its results will be disseminated as widely as possible both to relevant stakeholders (scientists, producers, policy makers, relevant associations, NGO's) and to the general public. Six different dissemination means will be developed to disseminate EPHECT's results: a project website, a leaflet, scientific publications, a workshop and a colloquium. The table below specifies which information will be distributed through the different means.

DELIVERABLES	Website	Leaflet	Newsletter	Scient.publ.	Workshop	Colloquium
Project protocol	X (password)					
Techn. & fin. doc.	X (password)					
Meeting reports	X					
Evaluation doc.	X (password)					
Strategy		X	X			
Selection relevant products	X		X	X	X	X
Use and use patterns	X		X	X	X	X
Study of research gaps	X		X	X	X	X
Full-scale exposure data	X		X	X	X	X
Report on health risk	X		X	X	X	X
Risk reduction strategies	X		X	X	X	X
Report on recommendations	X		X		X	X

For EPHECT we can distinguish three different target groups: a 'general dissemination', a 'dissemination to stakeholders' and a 'dissemination to scientists and professionals'. The different dissemination means proposed above, each focus on a specific target group.

General dissemination: The main dissemination channel is the EPHECT website <http://sites.vito.be/sites/ephect>. It will be updated with news updates, deliverables, results, reports,... Certain documents will have open access, others will be only accessible for associated and collaborating partners, after receiving a login and password. Dissemination through this mean started right after the kick-off meeting. The website will be updated and further developed throughout the project. Interested stakeholders or general public can contact the project coordinator using a link on the website, and request to keep being updated on the project's progress.

Dissemination to stakeholders: A six-monthly news update of activities and findings will be formulated and disseminated by e-mail notification to stakeholders, identified in the stakeholder list (chapter 5). This extended list of contact persons has been completed by associated and collaborating partners of all involved institutes. The six-monthly news updates will also be posted on the website and will be accessible for anyone who visits the EPHECT website.

The stakeholders will be informed about the project by a leaflet produced during the first 6 months of the project. This leaflet will inform about the project aims and strategy. The leaflet will be posted on the website and will be accessible for anyone who visits the EPHECT website.

A special 1/2 day colloquium is organised to communicate the final results to stakeholders such as decision making authorities and manufacturers.

Dissemination to scientists and professionals: All partners are encouraged to publish project findings/results in (scientific) journals and conference proceedings. This will stimulate scientists and other professionals to be informed about EPHECT and will make EPHECT better known.

In a final stage, a workshop will be organised to disseminate the project results. Internationally recognized experts are invited as speakers and the participants are project (associated and collaborating) partners and stakeholders from EU Member States.

