

Annex I to all IDEA Workshops Progress Reports

Modus Operandi

Fragrance Allergy is a topic of high interest for the fragrance industry, its customers and the Authorities as expressed through the 2012 SCCS Opinion on Fragrance Allergens. The fragrance industry is determined to address this issue and provide solutions supported by a broad, multi-stakeholder approach.

To fulfill this objective, a work plan was developed in the course of 2012 and submitted to DG Sanco Risk Assessment Unit for scrutiny. All comments and suggestions were taken into consideration and the final document, having received the Commission's support, is a clear roadmap intended to deliver positive outcomes for the consumers, the Authorities and the industry. This work plan has now moved into its execution phase and the International Dialogue for the Evaluation of Allergens (IDEA) represents its transposition into concrete actions and investments. Through the organization of experts' workshops and the planning of scientific studies, IDEA aims at providing an agreed and transparent framework for assessing fragrance sensitizers in a prospective way and, ultimately, to find optimal solutions to the issue of fragrance induced skin allergies.

The protocol reported below will apply to all IDEA workshops:

- **Antitrust statement:** The workshops participants are systematically reminded before the workshops opening about the constraints of the antitrust law. All have to agree that there shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes but is not limited to the exchange of information concerning individual prices, rates, coverage, market practices, claims settlement practices, or any other competitive aspect of an individual company's operation. Each participant is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.
- **Chatham House rule:** The workshops participants are free to use information received and are encouraged to openly express their point of view but neither the identity nor the affiliation of the speakers, nor that of any other participant, will be revealed.

The meetings will be recorded but only to ensure the appropriate preparation of the meeting report.

- **IDEA Supervisory Group:** In order to secure the optimal governance of the project, a Supervisory Group (SG) has been nominated for the entire IDEA project length. Its mission consists in overseeing the process and ensuring the scientific integrity and the full transparency of the overall project. The IDEA SG is composed of about 4 members with no vested interests in Industry activities and jointly nominated by the EU Commission and IFRA. The remit of this group is to scrutinize all aspects of the work plan implementation in order to guarantee the

neutrality of scientific debates and experts' selection procedures. The IDEA SG reviews and approves the draft agenda of all IDEA workshops and also the list of participants. Furthermore, and for all IDEA workshops, the IDEA SG nominates a rapporteur amongst its members to write the progress report and summarize the key elements at the end of each event.

The progress reports are validated by the entire IDEA SG, distributed to the workshop participants for review and adoption. An EU Commission review will be organized at the end of every year to communicate the outcome of the workshops to all relevant stakeholders. The progress reports of the year are presented at this occasion by the respective workshop rapporteurs.

The IDEA SG members are compensated in line with normal practices to prepare the workshops and the reports as well as the Annual Review.

The list of the IDEA Supervisory Group members and their affiliations is public and will be provided by the IDEA Management Team on request.

- Moderator: All IDEA workshops are moderated by a person holding a senior expertise in mediation and a scientific background. The Moderator cannot be an employee of the industry at the moment where the workshops take place. Moderator's mission is to ensure at all time that the debate does not deviate from the agenda and to keep the participants focused on the objectives set during the workshops. The name and the CV of the current moderator are public and will be provided by the IDEA Management Team on request.
- Organization: The workshops are 2-day events usually divided into two parts:

The first day is dedicated to formal presentations intended to present the state of the art, describe the main issues and collect the points of agreement and disagreement from the participants. A moderated debate takes place at the end of the first day to summarize the outcome of the session and prepare the ground for the second day.

The second day is devoted to a moderated debate focusing on specific points identified the day before as being of special importance. The speakers of the first day co-moderate the debates and chair working groups when the agenda foresee panel sessions. The key conclusions of each workshop are drawn up during the meeting, endorsed by the participants at the workshop closing and reported as the executive summary of the respective progress reports.

- Transparency: The workshops participants (including the speakers) are not compensated for their attendance except the Moderator and the Rapporteur who, due to their official role in helping run the workshop, receive a fixed compensation in line with normal practices.
CV's of the speakers will be requested and made available to the participants of the workshop. At the beginning of the workshop, when the participants will be introduced, they will be asked to declare potential conflicts of interest due to co-operation projects with the industry, governmental groups, etc.

Regarding the reimbursement of travel expenses, the following was agreed:

- Representatives of the industry do not receive any form of reimbursement for their travel and accommodation expenses.
- Representatives of the academic community are reimbursed by IFRA for all their travel expenses in line with the IFRA Travel Policy (1st class for train tickets, business class for flights exceeding 6 hours and economy class for flights otherwise). The taxi fares are reimbursed. Accommodation is paid by IFRA at the venue and at the dates where the workshops take place.
- Representatives of the EU Commission or members of the EU Scientific Committees delegation do not receive any form of reimbursement for their travel and accommodation expenses. The EU Commission and IFRA agreed that IFRA might provide a shuttle service to the EU Scientific Committees delegation if the workshops are organized in a remote area where there is no obvious public transportation possibility.
- Access to the progress reports: The progress reports prepared by the workshop Rapporteurs are not confidential and will be made publicly available to all interested stakeholders by the IDEA Management Team. However, before becoming public, the progress reports have to be reviewed by the workshop participants and validated by the Supervisory Group. More details on the status of the draft progress reports can be provided by the IDEA Management Team on request.