

Minutes

87th Meeting of the BEAC WGE Subgroup for Hot Spots Exclusion, (SHE#87) Stockholm, 6-7th of November, 2019

1. Opening of the Meeting, presentation of delegates

The meeting was opened and attended by the following participants:

- Ms. Helena Dahlbo, FI
- Ms. Olaug Bjertnaes, NO
- Mr. Åke Mikaelsson, Chair, SE
- Mr. Rickard Nätjehall, SE
- Mr Anders Törngren, SE
- Ms Jessica Henecke-Dahl, SE
- Ms. Elin Kronqvist, SE
- Ms Tatiana Guseva, Russian BAT Bureau (Skype)
- Mr Kirill Shchelchkov, Russian BAT Bureau (Skype)
- Ms. Julia Bobina, IBS
- Mr. Henrik G Forsström, NEFCO

2. Adoption of the Agenda

The agenda was adopted without changes, (except that the starting time on November 7 was postponed till 09:00 CET instead).

3. Follow-up of tasks distributed at the previous meetings

The delegate assigned as responsible for the respective task, gives a brief up-date of the findings as well as the extent of completion of the task:

Task	Responsible	Status
i. Submit Screening & Analysis Report on M7 to TF on WWTP with request for a TEC-review	Åke	Done!
ii. Submit Screening & Analysis Report on M10 to TF on Contaminated Grounds with request for a TEC-review	Åke	Done!
iii. Send clear instructions to the BAT-bureau, <i>Karelian HEG and K5</i> -representatives on the order of necessary documents, who should send it and when	Åke/Rickard	Not done
iv. Send clear instructions to the BAT-bureau, <i>Komi HEG and Ko3-2</i> -representatives on the order of necessary documents, who should send it and when	Åke/Rickard	Not done
v. Prepare document package and initiate a TEC-review on A9-1	Rickard	Done!
vi. Book a HEG meeting with Karelia on November 14, 2019	Rickard	Done!
vii. Review and comment/approve on the Report from No2 Activity – Thematic Seminar on Water and Watwater Industry in Petrozavodsk <i>PLEASE NOTE:</i> It was agreed that if no comments are received by the 28th of October 2019, the report should be regarded Approved by silent procedure, and thus endorsed for for final payment	SHE	Done!
viii. Review and comment/approve on the Report from No2 Activity – Thematic Seminar on Pulp and Paper Industry in Syktyvkar <i>PLEASE NOTE:</i> It was agreed that if no comments are received by the 28th of October 2019, the report should be	SHE	Done!

regarded Approved by silent procedure, and thus endorsed for final payment		
ix. Request a somewhat more <i>detailed budget</i> on the ToR for Support Activity No4+5 addressed for Ko3-2 - Mondi Syktyvkar as for the ToR for Support Activity No4+5 addressed for K5 - Petrozavodsk WWTP for from the TF on Permit Granting	Åke	Done!
x. Instruct Mikael Lundholm as Chair of the TF on Permit Granting should copy both the TF on WWTP and TF on Pulp and Paper when refining the two ToRs	Åke	Done!
xi. Schedule time for a Komi HEG meeting early autumn and submit updated S&A reports on Ko4, Ko5, Ko6 and at the same time inform and encourage the HEG to request for assistance for this through Support Activity No6	Alexander + Åke	No news
xii. Invite TF on Contaminated Soils and give instructions on Proto-ToR for No6, refinement of applications for No6 at A7-1 (Katunino) and A9-2 (Onega Saw Mill) as well as for refinement of the draft ToR for Support Activity No2+3 for Contaminated Soils, incl. dates, seminar programme, lists of speakers, lists of invitees, study tour programmes, etc	Åke	Done! (Invited till 15Nov2019)
xiii. Submit Screening & Analysis Reports on N2 + N3	Yana	Not done
xiv. Draft a response letter to the Murmansk HEG regarding M1, M2, M7 and M10	Åke	Done!
xv. For A1-1, investigate whether an updated S&A can be made rapidly	Henrik	Ongoing
xvi. Contact the NEFCO consultats in Murmansk about the No6 deliverables and request a status update	Henrik	Ongoing
xvii. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done	Åke/Rickard	Not done
xviii. Execute the change of colour classification from "red" to "orange" for K5 and Ko3-2 a) at the hotspot map and b) in the table presenting the hotspots at the IBS Website	Julia	Done (map) Not done (web)
xix. Draft a news flash that can be published on the Barents website	Rickard	Done!
xx. Provide clarifying guidelines to the ToR for Support Activity No4+5 addressed for Ko3-2 - Mondi Syktyvkar as for the ToR for Support Activity No4+5 addressed for K5 - Petrozavodsk WWTP incl. a) how the No4+5 activities correlate with the HSEP, b) instructions on what is expected from whom and when as well as c) to use the SHE format for the ToR	Åke	Ongoing
xxi. Prepare and invite the TF on Pulp & Paper, WWTPs, Mining & Metallurgy, Heat and Power Plants, Contaminated Ground, to an exercise for drafting (or support the drafting process for) Support Activity No6 and No7 on relevant hotspots such as A3-1, A7-1, A9-2, M3, M4, M5, M6, M7, M10, N2, N3 etc.	Åke+Henrik	Planned till december 2019
xxii. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3	Henrik + Yana	Ongoing
xxiii. Guided by the "Proto-ToR", draft a ToR for Support Activity No9 on Energy Savings and Reduced Climate Impact for a set of Barents hotspots and submit to SHE	Henrik	Postponed till 2020
xxiv. Upload all relevant SHE-documents to the SharePoint Platform, starting from SHE#85 and going backwards	Åke	Ongoing
xxv. Provide presentation on Barents hotspot work to NEFCO board	Åke/Henrik	Delayed

4. Review of Minutes from previous meetings

- a) The minutes from SHE#85 in Umeå on 24th of September 2019 were approved by FI,NO,SE
- b) The minutes from SHE#86 in Umeå on 21st of October 2019 were approved by FI,NO,SE

5. Up-date on Correspondence with the Regional Hotspot Exclusion Groups (“HEGs”)

- a) From correspondence with the regional HEGs, SHE took note of the information listed in the “Inbox”-column below:

“Inbox” = News from/regarding HEG “Outbox” = Message from SHE to HEG

i. Arkhangelsk HEG	No news	<ul style="list-style-type: none"> - Submit up-dated Screening & Analysis report for A1-1, A1-2 and A3-1 - Conduct specific criteria definition meetings* on A1-2, A3-1, A6, A7-1, A7-2 and A9-2 together with the BAT bureau - Encourage HEG to request SuppAct No6+7 for the above hotspots
ii. Karelian HEG	HEG meeting planned via Skype till 14 th of November 2019.	<ul style="list-style-type: none"> - Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria* for the hotspots K2, K3, K6, K7, K8, K9 - Encourage HEG to request SuppAct No6+7 for the above hotspots
iii. Komi HEG	Now news on HEG-meeting earlier discussed	<ul style="list-style-type: none"> - Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria* for the hotspots Ko1, Ko2-2, Ko4, Ko5, Ko6, Ko8 - Encourage HEG to request SuppAct No6+7 for the above hotspots
iv. Murmansk HEG	<p>A response letter to the Murmansk HEG on M1, M2, M4 and M10 was drafted by Åke and should be reviewed by SHE for comments</p> <p>M1 could better be split geographically into 2 separate sites rather than thematically.</p> <p>The Norwegian SIGRA project on M4 had not started yet due to contractual difficulties</p>	<ul style="list-style-type: none"> - Send Letter only when refined AND the response from Support Activities No6 on M3, M4, M5, M6, M7, M10 has been received
v. Nenetskiy HEG	No news	<ul style="list-style-type: none"> - Submit up-dated Screening & Analysis reports AND Specific Exclusion Criteria* to SHE for the hotspots N1, N2 and N3

*) Specific Criteria Definition Meetings should be arranged unless the hotspot owner is willing to be a pilot for BAT-based permit granting (and thus become subject for Support Activities No4 and No5)

- b) Review of the remaining hotspots (*Up-date AppSHE#87.8.ii - Overview of Exclusion Documentation*)
 - i. SHE reviewed AppSHE#87.8.ii - Overview of Exclusion Documentation and reviewed the documentation status for each hotspot
 - ii. SHE concluded that those of the HEG exclusion priorities as known so far are reflected in the AppSHE#87.8.ii - Overview of Exclusion Documentation. Possible adjustments have to be retrieved through HEG meetings
 - iii. It was concluded that K5, Ko3-2 have been defined as “orange” by SHE already and that several other hotspots could be regarded good candidates for orange labeling within soon, incl. A1-2, A3-1, K6, M1, M2, and N3. (Depending on the outcome of the currently conducted No6 activities, also M3, M4, M5, M6, M7, M10 may be good candidates.

The BAT-bureau (Kirill and Tatiana) informed the SHE group that they are in the process of designing exclusion criteria for Ko3-2 and K5 in dialogue with the site managers and regional HEGs. They are now waiting for the refined Terms of References for No4+5.

- c) Decisions on further documentary steps towards exclusion
 - i. It was decided that SHE recommends hotspot A9-1 – “Enterprises of pulp and paper industry as sources of dioxin pollution” for exclusion by Fast Track

It was agreed that:

- ⇒ SHE Chairs contact the respective HEG with the messages listed in the “Outbox”-column above (concluded during discussion and decision under as well agenda items 5,6,7)
- ⇒ SHE reviews the Draft Response letter to Murmansk HEG regarding M1, M2, M4 and M10 incl. the attached TEC-reviews for M1, M2 and M4 (+M10 expected till SHE#88).
- ⇒ Henrik reminds Yana to submit existing Screening & Analysis reports on N2 and N3 as well as ToR on Support Activity No6 for hotspot N3.

6. Follow-up and Decisions on further steps with the Support Activities (60 min)

- a) Follow-up of Conducted and Soon Implemented Support Activities
 - i) It was agreed that SHE approves the Draft Final Report on Support Activity No2 on Pulp and Paper in Syktyvkar (incl. minor changes addressed during the meeting)
 - ii) It was agreed that SHE approves the the Draft Final Report on Support Activity No2 on WWTP in Petrozavodsk (incl. minor changes addressed during the meeting)
 - iii) See agenda point 6ci
 - iv) Henrik informed that the preliminary and final results of the No6 activities addressed for the Murmansk hotspots M3, M4, M5, M6, M7 and have to be postponed due to earlier contractual routines at NEFCO. It was agreed that M3, M5 and M7 should be prioritized for speedy delivery.
- b) Review and up-date of experts in the thematic Task Forces and Technical Expert Committees
 - i) Up-date of expert list - The list was updated with 2 email addresses for Finnish experts, 1 Swedish expert on waste (Ms Nina Avdagic Lam). It was noted by Henrik at NEFCO that several NEFCO experts in the TF groups do not at present have contracts that cover this task; it is a priority to establish or reestablish these BHSF-funded consultancy agreement (as well as many others) to facilitate TF contributions and Support Activities in general. A new management function is being set up at NEFCO that should be able to provide such internal decisions that comply with applicable rules and regulations at NEFCO. These decision will require a clear pointer to

corresponding statements and decisions in SHE minutes. Henrik will elaborate and revert to SHE on how such statements from SHE should be reflected in the minutes of coming SHE meetings, stating that the NEFCO experts' participation is requested in the TFs etc.

- ii) Rickard presented a new Introduction PowerPoint for new Task Force members aiming to give them a good overview of SHE, the hotspot work, supporting activities and the work tasks of the group members
- c) Review and Final Approval of the ToRs for Support Activities received:
 - i) It was concluded that the revised ToR for Support Activity No4+5 addressed for Ko3-2 - Mondri Syktyvkar and K5 - Petrozavodsk WWTP is not yet ready. Åke will revise till Monday 11th of November 2019
 - ii) Jessica briefly presented the content of the revised ToR on Communication Workshop and ToR on Communication Toolbox under SupportAct No 10 and Julia informed that Alexander Druchinin told her that the ministry can assist with practical support with the workshop, booking a room etc. The activity is planned for sometime in the second half of January.
- d) Discussions and Decisions on further Support Activities

It was agreed that

- ⇒ Henrik will write down some general principles on which participants and organizations we can fund in the different SHE activities
- ⇒ TF on Communication will further refine the ToR on Communication Workshop, in particular to outline the activities
- ⇒ TF on Communication will further refine the ToR on Regionally Tailored Communication Toolboxes, in particular to outline the activities
- ⇒ Julia will compile and (re-)distribute a list of regional Communication officers, relevant for as well the Communication Workshop as for other communication activities

It was also agreed that SHE reconfirms that the decision-making procedure for Support Activities base is approved by SHE. The procedure is summarised so that SHE's may first give its principal approval of a specific Support Activity, so that NEFCO may make a subsequent decision that BHSF funds be used for refinement of the ToR. When a set of ToR has been completed, SHE may give its final approval of the ToR for a specific Support Activity after review and possible comments. As concluded for TF experts nominated by NEFCO under 6b i) above it is important that this be stated in the minutes of coming SHE meetings in such a way that NEFCO can make a pointer to this when deciding on the required BHSF funding. Henrik will elaborate and revert to SHE on how such statements from SHE should be reflected in the minutes of coming SHE meetings, stating that SHE requests the funding for the development of the ToR and the Support Activities in question.

7. Report from the TF on Strategic SHE Communication, and discussion on possible communication activities for promoting action projects within the HSE Procedure (60 min)

- a) Review of the up-dated hotspot map and hotspot list at the IBS Web-page
It was concluded that the hotspot map had been updated with "orange dots" for hotspots K5 and Ko3-2 but that the up-date of the web-site still showed yellow colours and non-appropriate texts ("in progress", etc.) for the individual hotspots.
- b) Discussion on other relevant communication issues
 - i. Rickard briefly presented the Brochure of the progress made during the Swedish Chairmanship and aimed to be issued till the Ministerial Meeting. The work is in progress and

it was stressed that relevant photos are needed, in particular from the hotspots to be excluded. TF Communication was encouraged to discuss with the enterprises communication staff, which photos could be used. It was agreed that an “abstract” of the brochure will be published on the website.

- ii. A “newsflash” on the progress of the hotspots K5 and Ko3-2, produced by Rickard and Jessica, was also discussed. It was concluded that apart of being published on the IBS website, it can also be shown on the NEFCO website, maybe that of the Swedish EPA (English version), local media in Archangelsk and Komi region, etc.
 - iii. Åke showed the sub-steps in the Progress Sheet and stressed that Communication Issues since long ago are foreseen for at least four steps of the Hot Spot Exclusion Procedure. It was concluded that this has to be better addressed in the work with the regions, in particular by the TF on Communication in its planned work with the regional communicators.
- c) Decisions on further steps with the communication work

It was agreed that

- ⇒ Åke, Rickard and Julia contact the web-masters in Rovaniemi for adjusting the colours and texts describing the Barents hotspots on the IBS web-site.
- ⇒ SHE should up-load photos from hotspots, however clearly stating name of the site/activity, date and the name of the person who took the photo in the file names
- ⇒ SHE reviews the Newsflash for approval/comments
- ⇒ TF Communication discusses photos and messages in the brochure and web-sites with the communication colleagues at the Hotspot Enterprises
- ⇒ TF Communication considers how to appropriately address and facilitate the communication needs in the four sub-steps (P2f, P5b, P6c, P7d) of the Hot Spot Exclusion Procedure.

8. Follow-up of the Progress Sheet

The SHE Chair presented the recent up-dates of the hotspot progress sheet, as well as the of the documents “Overview of Support Activity Implementation” and “Overview on Support Activity Implementations” and their respective up-dates since SHE#85 in Umeå just about a month earlier.

Certain attention was payed to the fact that, if appropriately communicated with the HEs, many hotspots would be as well “orange” as “yellow” as well in the Progress Sheet as on the IBS Web site and the IBS map. The documents were found giving good summary of the work conducted and serve well as base for planning of the future work.

9. Follow-up of the SHE Work Programme for the Swedish Chairmanship 2018-2019

It was concluded that except of the recently approved Fast Track Exclusion of A9-1 and the Completion Reports from the Support Activities No2 in Syktyvkar and Petrozavodsk respectively, the follow-up made and reflected in the Minutes from SHE#85 is still sufficient and comprehensive. Further progress to a large extent depend on the completions of the launched support activities No4+5 at K5 and Ko3-2 as well as the No6 for M3, M4, M5, M6, M7 and M10.

10. Preparatory Discussion for SHE’s Reporting to WGE

- a) It was concluded that, so far, the following issues and achievements should be reported to WGE#53 on the 27th of November 2019:
 - i. A5 and A9-1 will be excluded through fast-track procedure
 - ii. K5 and Ko3-2 are well in progress (BAT Bureau invited Karelian HEG and Komi HEG to Specific Criteria Definition Meetings and the EPEPs are likely to be completed soon)

- b) The achievements in relation to SHE Work Programme 2018-2019 should be presented, basically as reflected in item 9 above.

11. Follow-up of the Storage Platform for SHE at SharePoint (30 min)

Due to limited time, it was agreed to postpone the original agenda items 11a and 11b to SHE#88 and instead focus on difficulties with using and getting access to the SHE work area at SharePoint. Rickard carefully collected the problems perceived by the SHE members and listed the problems that could not be solved (incl. problems to access, open, edit, log in etc. from different platforms).

- ⇒ Rickard will investigate the SharePoint-problems encountered by SHE and try to get them solved via IT-support.

12. Any Other Business

Henrik informed that the Nordic council of ministers now signed the agreement with NEFCO on PECC-2 and that the program thus will be launched soon. Since an extra evaluator for project proposals is needed, NEFCO invites SHE members to recommend someone with knowledge of evaluation of project proposals and the Russian context.

Henrik also informed that the original hotspot reports from the 1990s (incl. on nuclear and radiation pollution) now are uploaded on the IBS website and should be uploaded also on the SharePoint Platform.

Helena informed that the Finnish Ministry of Environment have now recruited Sveta Silvenoinen-Hiisko who will be working with the project on sustainable waste management in Russia. She will also have time allocated for Barents work and should certainly be used.

13. Summary of Next Steps and Distribution of Tasks

In follow of the meeting, the below old and new tasks were distributed, here presented in chronological order:

Task	Responsible	Deadline
i. Send clear instructions to the BAT-bureau, <i>Karelian HEG and K5</i> -representatives on the order of necessary documents, who should send it and when	Åke/Rickard	11 Nov 2019
ii. Send clear instructions to the BAT-bureau, <i>Komi HEG and Ko3-2</i> -representatives on the order of necessary documents, who should send it and when	Åke/Rickard	11 Nov 2019
iii. Provide clarifying guidelines to the ToR for Support Activity No4+5 addressed for Ko3-2 - Mondy Syktyvkar and K5 - Petrozavodsk WWTP respectively incl. a) how the No4+5 activities correlate with the HSEP, b) instructions on what is expected from whom and when as well as c) to use the SHE format for the ToR	Åke	11 Nov 2019
iv. Write down some general principles on which participants and organizations BHSF can fund in the different SHE Support Activities	Henrik	11 Nov 2019
v. Provide input on how statements from SHE should be reflected in the minutes of coming SHE meetings on BHSF funding requested by SHE for engaging TF members nominated by NEFCO, development of ToR and to implement selected Support Activities, or any other funding support that SHE may require from NEFCO.	Henrik	11 Nov 2019
vi. Schedule time for a Komi HEG meeting early autumn and submit updated S&A reports on Ko4, Ko5, Ko6 and at the same time inform and encourage the HEG to request for assistance for this through Support Activity No6	Alexander + Åke	15 Nov 2019
vii. Submit Screening & Analysis Reports on N2 + N3	Yana	15 Nov 2019
viii. Remind Yana to submit <i>existing</i> Screening & Analysis reports on N2 and N3 as well as ToR on Support Activity No6 for hotspot N3	Henrik	15 Nov 2019

ix. For A1-1, investigate whether an updated S&A can be made rapidly	Henrik	15 Nov 2019
x. Contact the NEFCO consultants in Murmansk about the No6 deliverables and request a status update, in particular regarding interim and final delivery dates	Henrik	15 Nov 2019
xi. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done	Åke/Rickard	15 Nov 2019
xii. Instruct the Rovaniemi Information centre regarding the change of colour classification from "red" to "orange" for K5 and Ko3-2 in the table presenting the hotspots at the IBS Website	Julia, Jessica, Rickard, Åke	15 Nov 2019
xiii. Meet with TF on Contaminated Soils and give instructions on Proto-ToR for No6, - refinement of applications for No6 at A7-1 (Katunino) and A9-2 (Onega Saw Mill) - refinement of the draft ToR for Support Activity No2+3 for Contaminated Soils	Åke	15 Nov 2019
xiv. Prepare and invite all Task Forces to an exercise for drafting (or support the drafting process for) Support Activity No6 and No7 on relevant hotspots such as A3-1, A7-1, A9-2, M3, M4, M5, M6, M7, M10, N2, N3 etc.	Åke+Henrik	15 Nov 2019
xv. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3	Henrik + Yana	15 Nov 2019
xvi. Continue up-loading all relevant SHE-documents to the SharePoint Platform, starting from SHE #85 and going backwards	Åke	15 Nov 2019
xvii. Further refine the ToR on Communication Workshop, in particular to outline the activities	TF on Communication	15 Nov 2019
xviii. Further refine the ToR on Regionally Tailored Communication Toolboxes, in particular to outline the activities	TF on Communication	15 Nov 2019
xix. Compile and (re-)distribute a list of regional Communication officers, relevant for as well the Communication Workshop as for other communication activities	Julia	15 Nov 2019
xx. Contact the web-masters in Rovaniemi for adjusting the colours and texts describing the Barents hotspots on the IBS web-site.	Åke, Rickard and Julia	15 Nov 2019
xxi. Up-load photos from hotspots, however clearly stating name of the site/activity, date and the name of the person who took the photo in the file names	SHE	15 Nov 2019
xxii. Review the Newsflash for approval/comments	SHE	15 Nov 2019
xxiii. Discuss photos and messages in the brochure and web-sites with the communication colleagues at the Hotspot Enterprises	TF Communication	15 Nov 2019
xxiv. Consider how to appropriately address and facilitate the communication needs in the four sub-steps (P2f, P5b, P6c, P7d) of the Hot Spot Exclusion Procedure	TF Communication	15 Nov 2019
xxv. Review the Draft Letter to Murmansk regarding M1, M2, M4, M10 as well as the draft TEC-reviews	SHE	18 Nov 2019
xxvi. Contact Arkhangelsk HEG with request to a) Submit up-dated Screening & Analysis report for A1-1, A1-2 and A3-1, b) Conduct specific criteria definition meetings on A1-2, A3-1, A6, A7-1, A7-2 and A9-2 together with the BAT bureau	Åke+Alexander	18 Nov 2019
xxvii. Contact Karelian HEG with request to Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria to SHE for the hotspots K2, K3, K6, K7, K8, K9 and while doing so, encourage HEG to request Support Activities No6 or No4+No5	Åke+Alexander	18 Nov 2019
xxviii. Contact Komi HEG with request to Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria for the hotspots Ko1, Ko2-2, Ko4, Ko5, Ko6, Ko8 and while doing so, encourage HEG to request Support Activities No6 or No4+No5	Åke+Alexander	18 Nov 2019
xxix. Contact Nenetsky HEG with request to Submit up-dated Screening & Analysis reports AND Specific Exclusion Criteria to SHE for the hotspots N1, N2 and N3 and while doing so, encourage HEG to request Support Activities No6 or No4+No5	Åke+Alexander	18 Nov 2019

xxx. Review the Draft Response letter to Murmansk HEG regarding M1, M2, M4 and M10 incl. the attached TEC-reviews for M1, M2, M4 (+M10 expected till SHE#88)	SHE	18 Nov 2019
xxxi. Provide presentation on Barents hotspot work to NEFCO board	Åke/Henrik	Dec 2019
xxxii. Contact Murmansk HEG with response Letter on M1, M2, M4 and M10	Åke+Alexander	(when reviewed by SHE)

14. Determination of Date for the Next SHE Meetings

The next meetings were (SHE#89 and SHE#90 so far only indicatively) scheduled as follows:

- Karelian HEG: Thursday 14th of November 2019 at 09.00-12.00 CET/10.00-13.00 EET/11.00-14.00 MT (Skype)
 SHE#88: Monday 18th of November 2019 at 14.00-16.00 CET/15.00-17.00 EET/16.00-18.00 MT (Telephone)
 WGE#53 Wednesday 27th of November (Stockholm)
 SHE#89: Monday 9th of December 2019 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)
 SHE#90: Tuesday 14th of January 2020 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)

The Chair also reminded that since the BEAC WGE Meeting #53 will be held on the 27th of November in Stockholm, the formal deadline for submission of exclusion documents to the BEAC WGE#53 is the 20th of November 2019. In practice, exclusion related documents need to be ready till SHE#88, see above.

15. Closure of the Meeting

The Chair expressed his gratitude to the attending SHE members and closed the meeting at 12.35 CET.