

Best regards,

5.1.2.e

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Aan: AGG-NL <AGG-NL@ctgb.nl>

CC: AGG-France <agg-france@anses.fr>

Onderwerp: preparation meeting chairmanship AGG

Dear 5.1.2.e

In view of the meeting that we would like to plan for next week regarding the follow-up of the Chairmanship of the AGG, I think it is important to have a general overview on the tasks of the Chair.

I have tried to make a list as follows, but would be grateful if you could help me to complete it:

- Organise AGG Steering Committees at least 1/ month
 - o send invitations
 - o elaborate Agendas and relevant documents,
 - o write draft minutes (AGG secretariat / ctgb?), **It was agreed that the AGG secretariat would be with Ctgb (5.1.2.e) for the whole period of renewal of glyphosate**
 - o include comments for final minutes (AGG secretariat / ctgb?) **It was agreed that the AGG secretariat would be with Ctgb (5.1.2.e) for the whole period of renewal of glyphosate**
- Chair AGG Steering Committees, decision taking
- Chair some specific points, sometimes needing meetings with experts e.g. literature search
- Address communication issues that can lead to organise meetings to be chaired
 - o Respond to AGG EC mailbox questions (ctgb communication manager?) – often from NGOs **Respond to AGG EC mailbox questions is for the AGG chair. If necessary in cooperation with communication managers of AGG (so not only Ctgb communication manager)**
 - o Forward specific questions to AGG members and organise comments for final AGG agreed answer
 - o Contact point for EFSA & COM, ECHA (e.g. spokesperson for RAC meeting, representing AGG on planning issues, on specific questions like formulation in open literature, literature search, responding to ONGs, presentation of key issues,...)
 - o Contact point for GRG
 - o Others? **Communication with journalists/media.**
- Responsible for the update of general agreements within AGG

⇒ Do you think that there are other important issues? If yes, please do not hesitate to add them. As you can see, I also have some uncertainties regarding the AGG secretariat and the communication manager from ctgb.

By the way, have you any information on participation from ctgb side?

Thank you very much for your answer and I wish you a nice week-end.

Kind regards

5.1.2.e

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