

reducing risks - protecting people

**CODE OF PRACTICE FOR CHAIR,
INDEPENDENT & LAY MEMBERS OF THE
BIOCIDES CONSULTATIVE COMMITTEE**

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1. Introduction

- 1.1 This code of conduct guides members of the Biocides Consultative Committee (BCC) as to their role and duties as members of the Committee; the extent of their personal liability for the Committee's actions; and the circumstances in which they should declare interests in the biocides industry.

2. Definitions

- 2.1 In this code, reference to "Ministers" in respect of England and Wales is the Secretary of State and in respect of Scotland is the Secretary of State and Scottish Ministers acting jointly.
- 2.2 In this code "biocides industry" means:
- w Companies, partnerships or individuals who are involved with the manufacture, sale or supply of biocidal products subject to the Biocidal Products Regulations [2000];
 - w trade associations or consultants representing companies involved with biocidal products;
 - w companies, partnerships, institutions or individuals who are directly concerned with research, development or marketing of a biocidal product which is being considered by the BCC.
- 2.3 In this code, "the Secretariat" means the administrative secretariat of the BCC.

3. Public service values

- 3.1 Members of the BCC must at all times:
- w observe the highest standards of **impartiality, integrity and objectivity** in relation to the advice they provide and the management of this public body;
 - w be accountable to the Health and Safety Commission, Ministers and the public more generally for its activities and the standard of advice it provides; and
 - w in accordance with Government policy on openness, comply fully with the Code of Practice on Access to Government. The Secretariat will be responsible for the day-to-day provision of information.

4. Standards of public life

- 4.1 All members of the BCC must:

- w follow the **Seven Principles of Public Life** set out by the Committee on Standards in Public Life (at Annex 1);
- w comply with this Code, and ensure that they understand their duties, rights and responsibilities, and that they are familiar with the function and role of the BCC and any relevant statements of Government policy. New members should consider attending relevant training or induction courses;
- w not misuse information gained in the course of their public service for personal gain or for political purpose, not seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations; and
- w not hold any paid or high profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of the BCC. When engaging in other political activities, board members should be conscious of their public role and exercise proper discretion.

5. Role of Committee members

5.1 Members of the Biocides Consultative Committee have collective responsibility for the operation of this body. They must:

- w engage fully in collective consideration of the issues, taking account of the full range of the relevant factors, including any guidance issued by or on behalf of Ministers;
- w ensure that the Code of Practice on Access to Government Information (including prompt responses to public requests for information) is adhered to; agree an Annual Report; and hold at least one meeting a year in public;
- w respond appropriately to complaints, if necessary with reference to HSE; and
- w in conjunction with the Secretariat ensure that the Committee does not exceed its powers and functions.

5.2 Communications between the BCC and HSC/Ministers will generally be channelled through the Chair (or, in their absence, the Deputy Chair) except where the Committee has agreed that an individual member has the right of access to the HSC and/or Ministers on any matter that he or she believes raises important issues relating to his or her duties as a Committee member. In such cases prior agreement of the BCC should normally be sought.

5.3 Individual members of the BCC can be removed from office by the HSC with the agreement of Ministers if they fail to perform the duties required of them in line with the standards expected in public office.

6. The role of the Chair

6.1 The Chair has particular responsibility for providing effective leadership on the issues above. In addition, the Chair is responsible for:

- w ensuring that the Committee meets at appropriate intervals, and that the minutes of meetings and any reports to the HSC and/or Ministers accurately

record the decisions taken and, where appropriate, the views of individual Committee members;

- w representing the views of the Committee to the general public; and
- w ensuring that new Committee members are briefed on appointment (and their training needs considered), and providing an assessment of their performance, on request, when members are considered for re-appointment to the BCC or for appointment to the board or committee of some other public body.

7. The role of the Secretariat

7.1 The Secretariat is responsible for:

- w ensuring that members are kept informed of developments in policy and administration that concern them;
- w ensuring the despatch of any necessary documents to members of the Committee in good time for meetings, appropriately labelled and classified and with full regard for value for money;
- w ensuring that the Code of Practice on Access to Government Information (including responses to public requests for information) is adhered to;
- w responding appropriately to complaints, if necessary with reference to the Chair and members of the Committee;
- w ensuring that any follow-up action required by the Committee is delivered at the appropriate time and in the agreed manner;
- w ensuring, with the Chair, that the Committee meets at appropriate intervals; and
- w ensuring the minutes of meetings and any reports to the HSC and/or Ministers accurately record the decisions taken and, where appropriate, the views of the individual Committee members.

8. Openness

8.1 *The Biocides Consultative Committee will conduct all their dealings with the public in an open and responsible way and will comply fully with the requirements of the Code of Practice on Access to Government Information, the Data Protection Act, the Environmental Information Regulations 1992 (as amended 1998) and any other relevant legislation on disclosure of information, in particular section 28 of the Health and Safety at Work etc. Act 1974. Committee Secretaries should ensure that Committee Members are aware of the implications of relevant legislation.*

Consultation on papers by the Biocides Consultative Committee before meetings

8.2 *It is long established practice that before a meeting, Biocide Consultative Committee members can consult on all papers - apart from any marked "personal to members only" in order to carry out their duties effectively. The Committee Secretariat should ensure that all papers are circulated to Committee members in good time, to allow consultation to take place. Such consultations and discussions should be undertaken in a responsible manner*

in accordance with the standards and principles contained in this code. The Committee is required to ensure that those whom they consult are made aware of, and respect, the need to act discreetly.

- 8.3 *Committee members should treat papers that are marked as “personal to members only” as confidential to themselves, and not discuss them with others outside the Committee, Commission or the HSE. Such papers may contain matters of a particularly sensitive nature and Committee members must take extra care not to leave them unattended and/or where others may obtain access to them.*
- 8.4 *The committee should develop a policy on the handling of confidential information, and communicate it to third parties, so that those submitting it know what to expect. Decisions on confidentiality should be exercised consistently with the Code of Practice on Access to Government Information.*
- 8.5 *The Committee should be prepared to explain publicly why information is being withheld.*
- 8.6 *Much information, which is confidential, may be sensitive for a relatively short time (for example, market sensitive information). When making decisions to withhold information, consideration should be given to whether the documents could be released as soon as the sensitivity has passed and, if so, a future publication date should be determined accordingly.*

Disposal of papers

- 8.7 *Committee members must ensure that their papers are kept and disposed of safely. Ideally papers which are “personal to members only” should be disposed of by shredding or by returning them to the Committee Secretariat. In the unlikely event of papers being lost or stolen, members should advise the Committee Secretariat immediately.*

Making information available

- 8.8 *The Commission has published a statement, Access to health and safety information by members of the public, which sets out its policies on making information available. If Biocides Consultative Committee members receive requests for disclosure of information these should be routed through the Committee Secretariat. The Executive has been given responsibility for implementing this policy, including operation of a proper procedure for handling complaints against non-disclosure.*

Dealing with dissenting views

- 8.9 *The Committee should not seek unanimity at the risk of failing to recognise different views on a subject. These might be recorded as a range of views, possibly published as an addendum to the main report. However, any significant diversity of opinion among the members of the committee should be accurately reflected in the report.*

Publication of documents – general

- 8.10 *The Committee should establish a policy on what documents are to be published based on principles of openness and transparency. The committee is expected to publish, as a minimum, programmes of work, meeting agenda,*

minutes, final advice and an annual report. Unless there are particular reasons to the contrary they should also routinely publish supporting papers. Openness from the outset about risks and concerns can sometimes prevent difficult situations arising later on in a committee's work.

- 8.11 *'Publication' need not mean traditional paper circulation. The committee should aim to have their own website or a distinct area within their sponsoring department's website. In certain circumstances, and in particular where the excessive cost of other methods would justify it, 'publication' may be achieved by posting the relevant information to a committee website. However, the committee should not overlook the need to draw the attention of key stakeholders to the fact that publication is taking place. Where a website is used as a primary means of publication, it is important that this is accompanied by a permanent record. The committee will need to decide when it may be appropriate to supplement website publication by a circulation of paper copies to relevant stakeholders, or by contacting them to draw their attention to the website. In any event paper copies should be available on request.*
- 8.12 *When decisions are taken to delay release of information, (for example sufficient analysis), the committee should immediately agree realistic deadlines for public reporting.*

Meeting agenda

- 8.13 *The Committee should make the agenda available prior to meetings. As a minimum this should be published on their website and a paper copy available on request.*

Publication of minutes

- 8.14 *The Committee should publish minutes of its meetings. It is good practice for the secretariat to prepare minutes within three weeks of the meeting and after initial amendment/ approval by the chair to be circulated to the committee for comment. The committee should generally approve minutes at the meeting following the one to which the minutes relate and then subject to any corrections required, publish them as soon as possible thereafter. Where meetings are infrequent, the committee should develop written procedures to ensure that the minutes can be agreed and published more expeditiously.*
- 8.15 *The Committee should decide upon a format for their minutes. Where attribution of remarks to individuals might harm the freedom of discussion, the committee may decide that minutes should be written in an unattributable form. Where discussions are aimed at settling the text of a document to be published, and the discussion continues on over several meetings, the final document rather than the minutes may stand as the substantive record of the committee's deliberations on the text. Confidential information will be placed in an annex not for publication.*
- 8.16 *The minutes should accurately reflect the proceedings of the committee. They should be written in terms that make it easy for a layperson to understand the*

process by which a view has been reached. Where it is necessary for the minutes to contain substantial technical detail, there should be a summary comprehensible to a layperson.

Submitting and publishing the Biocides Consultative Committee's advice

- 8.17 *The committee's advice should be in writing, and should be seen as independent of government. Where a situation is urgent, oral advice may have to be given but should be followed up by written confirmation of the advice.*
- 8.18 *Advice should be in terms that can be understood by a layperson. It should explain the reasoning on which the advice is based; make clear what principles, if any, of risk management are being applied, any assumptions underlying the advice and identify the nature and extent of any uncertainty.*
- 8.19 *In situations of uncertainty, the committee could offer a range of options or interpretations to their departments rather than just one. In so doing they should distinguish between options which are alternative interpretations of the scientific evidence, and options which involve other factors including social, ethical or economic considerations.*
- 8.20 *Committee reports and advice should indicate where, in forming a view, the committee has relied on any external advice or information provided by others which the committee has not reviewed.*
- 8.21 *Advice should normally be made public by the committee at the time it is given or as soon as reasonably practicable thereafter. Where there are circumstances which justify giving advice in private, the committee should consider whether the advice could be made public after a suitable time interval has passed. If so, it should publish the advice as soon as is reasonably practicable, and in any event within three months of submitting the advice. Reasons for privacy should be consistent with the principles of the Code of Practice on Access to Government Information.*
- 8.22 *Where there is a need to convey a decision as quickly as possible, the committee should consider a procedure for releasing the information. In such circumstances the Chair could release an interim statement shortly after a meeting through a press notice or otherwise.*

Frequency of publication, and content of regular reports

- 8.23 *The Committee should, where possible publish its future programme of work. It should aim to publish an annual report (unless special circumstances of the committee make it necessary to publish more or less frequently) of its activities. Good practice would be to aim at producing such a report within a defined time from the end of the year in question, say three months, but the committee may wish to determine the appropriate period. This report should contain details of committee membership/ associations, members' interests,*

terms of reference, a financial statement including fee payments to members, methods for resolving conflict and a glossary of terms

Stand-alone reports on specific issues

- 8.24 *The committee should also aim to publish stand-alone reports on specific topics. Published reports should record the sources of information used together with any restrictions on availability. Reports could also record requests for information that were refused and the grounds for such refusal.*
- 8.25 *The committee should ensure that its reports list the names of the people or bodies who were invited to give evidence, those who gave evidence and record any potential conflicts of interest.*

Publication of background documentation

- 8.26 *In order to help provide a full appreciation of its advice and decisions, the committee should, where appropriate, facilitate public access to documents or information that have contributed to the formulation of its advice. This would enable third parties to better understand the conclusions reached and decisions taken.*
- 8.27 *Where documents are already in the public domain the committee should not be under an obligation to publish them. It will usually be sufficient for the committee to identify the source for the documents concerned (or provide a website address) so as to enable enquirers to obtain their own copies. The committee should not normally feel itself under an obligation to provide layman's versions of material that it did not itself originate.*
- 8.28 *Where the committee has relied on previously unpublished background papers, a decision will need to be made as to whether to publish the papers. In cases where the costs of traditional paper publication would not be justified, the committee's obligation to provide information could be discharged either by posting the documents on the committee's website, or by allowing enquirers access to the documents concerned.*
- 8.29 *Where the committee's disclosure of information would involve bringing into the public domain previously unpublished research, it should be sensitive to whether this could hinder the process of formal publication elsewhere and, if so, endeavour to negotiate arrangements which avoid the problem (such as parallel publication).*

Working papers

- 8.30 *To ensure openness and transparency the committee should seek to keep the public and stakeholders informed as it develops advice. In addition to timely publication of minutes and agenda the committee should consider publishing interim working papers where these would be helpful. All substantive and significant papers should be published as soon as possible once the committee has formulated and delivered its advice, unless nondisclosure is justified under the Code of Practice on Access to Government Information.*

Communication with the public

- 8.31 *The Committee should develop a policy for the communication of its work to the public and other interested parties and for receiving feedback. There is a range of mechanisms that can be used such as: open meetings, public consultation, dialogue with interested parties and the calling of outside experts to attend meetings.*
- 8.32 *The Committee should identify interested parties and consider maintaining an open register of relevant stakeholders. It should take note of issues that generate widespread public concern or raise significant ethical questions. Particular attention should be paid to the communication of risk assessments.*

Open meetings

- 8.33 *The Committee should aim to hold open meetings on a regular basis, or provide equivalent opportunities for direct public access. Open meetings may need to be organised in a different way from a committee's normal meetings. The purpose of such meetings would be to help the public have a greater understanding of the work of the body.*

Public consultation

- 8.34 *Public consultations, written or otherwise, should accord with the Government's Code of Practice on Written Consultation. Where consultation takes place, it should be recognised that consultation will generally be designed to enable the committee to reach a view on the advice it should offer, not necessarily on the policy options to be pursued. Any consultation on policy options will generally be for the government. The committee may however wish to advise government on where it thinks public consultation might be necessary.*
- 8.35 *Documents issued for consultation should include a list of all the consultees to whom they are being sent. Secretariats should keep lists of consultees and ensure relevant centres of scientific excellence are made aware of consultation exercises.*
- 8.36 *The general principle of consultation is that there should be transparency, which means that the public should be able to understand the procedures by which the committee arrived at its decisions. There should also be openness, in the sense that the public should have sufficient information available to be able to understand the chain of reasoning underlying a committee's advice, and have access to the information on which the committee based its assessments. (Annex 2)*

Peer review

- 8.37 *The committee's draft findings may benefit from review by a wider range of experts than those on the committee.*

Communication with the media

- 8.38 *The Committee should decide on who should represent them to the media e.g. departmental press officer, independent press officer, Chair. Committees should establish rules of conduct on whether confidential/personal briefings given by members to interested parties are permitted. Such rules of conduct need not affect a member's freedom to represent his or her field of expertise in a personal capacity. The committee's rules however should generally oblige members to make clear when they are not speaking in their capacity as committee members.*

Information exchange

- 8.39 *The Committee should be told of the existence of any other relevant committees and have opportunities to exchange information with them. This might involve giving other committees advance notice of significant announcements, copying relevant documents or sharing best practice through joint meetings. Where appropriate committees should develop contacts with relevant European Union and international committees.*
- 8.40 *Where a committee's work is closely related to that of another advisory committee, they need to be clear who has responsibility for what. This should be recorded in writing. They should consider setting up a system of cross-representation so that each committee includes a member of the other, or asking the bodies responsible for appointments to consider doing so. This should have the effect of forging close links between them and avoiding inconsistencies of approach in related fields.*

9. Handling conflict of interests

- 9.1 To avoid any public concern that commercial interests might affect the advice of the BCC, the HSC and Ministers have decided that the arrangements that govern relationships between members and the biocides industry and information on significant and relevant interests should be on public record. HSC and Ministers agree that, as far as possible, no BCC members should have commercial interests as defined under this code of conduct. The Chair and Deputy Chair are included amongst those who should have no commercial interests.
- 9.2 To avoid any danger of BCC members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties, all members should declare commercial interests on the basis set out below. This should include such interests of close family members and of people living in the same household.

10. Declarable interests

- 10.1 The following is intended as a guide to the kinds of interest which should be declared. Where a member is uncertain as to whether an interest should be declared they should seek guidance from the Secretary to the Committee or, where it may concern a particular active substance or biocidal product which

is to be considered at the meeting, from the Chair at that meeting. If a member has an interest not specified in these notes but which they believe could be regarded as influencing their advice - they should declare it. However, neither the member nor the Secretary is under an obligation to search out links between one company and another (for example where a company with which the member is connected has an interest in a biocide company of which the member is not aware and could not be reasonably be expected to be aware).

Personal interests

10.2 A personal interest involves payment to the member personally. The main examples are:

w Employment/directorships: any directorship, position in or work for the biocides industry that attracts regular or occasional payments in cash or kind;

w Consultancy/fee-paid work: any consultancy or fee-paid work commissioned by the biocides industry for which the member is paid in cash or kind;

w Share holdings: any share holding in or other beneficial interest in shares of the biocides industry. This does not include share holdings through unit trusts or similar arrangements where the member has no influence on their financial management.

Non-personal interests

10.3 A non-personal interest involves payment which benefits an organisational unit for which a member is responsible, but is not received by the member personally. The main examples are:

w Fellowships: the holding of a fellowship endowed by the biocides industry;

w Support by the biocides industry: any payment, other support or sponsorship by the biocides industry which does not convey any pecuniary or material benefit to a member personally but which does benefit his or her position, department or organisation e.g:

▪ a grant from a company for the running of a unit or department for which a member is responsible;

▪ a grant or fellowship or other payment to sponsor a post or person in the unit for which a member is responsible. This does not include financial assistance for students;

▪ the commissioning of research or other work by, or advice from, staff who work in a unit for which a member is responsible.

10.4 Members are under no obligation to seek out knowledge of work done for or on behalf of the biocides industry by departments for which they are responsible if they would not normally expect to be informed.

11. Declaration of interests to the Secretariat

- 11.1 On appointment, members of the BCC should inform the Secretariat in writing of their current personal and non-personal interests. Only the name of the company and the nature of the interest is required; the amount involved need not be disclosed to the Secretariat. An interest is current if the member has an ongoing financial involvement with the biocides industry. Members should inform the Secretariat immediately of any change in their personal interests. They will also be asked to complete a declaration form once a year setting out all changes in personal and non-personal interests. Forms 1 and 2 at Annex 3 are used for this purpose. Declared interests will be made public. *Members should also complete a membership profile (Form 3 at Annex 3). This is a personal profile to explain the nature of members everyday work and any other interests they may have. Membership of relevant public bodies, not necessarily related specifically to biocidal ingredients should be included*

12. Special position of the Chair and deputy Chair

- 12.1 It is not appropriate for the Chair and Deputy Chair of the BCC to have any current interests in the biocides industry.

13. Declaration of interests at meetings and participation by members

- 13.1 Members are required to declare relevant interests at meetings and to state whether they are personal or non-personal interests and whether they are specific to the active substance or product under consideration or non-specific.
- 13.2 A member must declare a personal specific interest if they have at any time worked on the active substance or biocidal product under consideration and have personally received payment for that work, in any form, from the biocides industry. The member shall take no part in the proceedings as they relate to the active substance or product, except that they may at the Chair's discretion answer questions from members. If the interest is no longer current, the member should declare it as a lapsed personal specific interest.
- 13.3 A member must declare a personal non-specific interest if they have a current personal interest in the biocide company concerned that does not relate specifically to the active substance or biocidal product under discussion. The member shall take no part in the proceedings as they relate to the active substance or product, except that they may, at the Chair's discretion, answer questions from other members.
- 13.4 A member must declare a non-personal specific interest if they are aware that the department for which they are responsible has at any time worked on the active substance or biocidal product but the member has not personally received payment in any form from the biocides industry for the work done. The member may take part in the proceedings unless they have personal knowledge of the active substance or biocidal product through their own work

or through direct supervision of other people's work, in which case they should declare this and not take part in the proceedings (except to answer questions).

- 13.5 There is no need for members to declare non-personal non-specific interests (i.e. if a member is aware that the department for which they are responsible is currently receiving payment from the biocides company concerned that does not relate specifically to the active substance or product under discussion). If, exceptionally, a member feels such an interest might be thought to influence their advice, they should seek prior guidance from the Chair on whether to draw the facts to the attention of other members.
- 13.6 The examples of "personal", "non-personal" and "current" interests given in the previous paragraphs should be read in the context of paragraph 6, 7 and 8. "Taking part in the proceedings" includes both speaking and voting. A member who is in doubt as to whether they have an interest which should be declared, or whether they should take part in the proceedings, should ask the Chair for guidance. The Chair has the power to determine whether or not a member with an interest shall take part in the proceedings.
- 13.7 If a member is aware an active substance or biocidal product under consideration is or may become a competitor of a product manufactured, sold or supplied by a company in which the member has a current personal interest, they should declare their interest in the company marketing a rival product. The member should seek the Chair's guidance on whether they should take part in the proceedings.

14 Record of interests

- 14.1 A record is kept by the Secretariat of:
- a) names of members who have declared interests to the Secretariat on appointment, as the interest first arises or through the annual declaration, and the nature of the interest; and
 - b) names of members who have declared interests at meetings of the BCC, giving dates, names of relevant products and companies, details of the interest declare and whether the member took part in the proceedings.

15. Publication

- 15.1 Information about interests declared to the Secretariat will be published in the Annual Report of the Biocides Consultative Committee.

16. Personal liability of Committee members

- 16.1 Legal proceedings by a third party against individual members of advisory committees are very exceptional. The Government has indicated that an individual Committee member who has acted honestly and in good faith will not have to meet out of his or her personal resources any personal civil

liability which is incurred in the execution or purported execution of their Committee function, save where the member has acted recklessly.

16.2 Members who need further advice should consult the Secretariat.

Health and Safety Executive

20 January 2003

Annex 1

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

w Members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

w Members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

w In carrying out public business, including making public appointments, awarding contracts, recommending individuals for rewards and benefits, Members should make choices on merit.

Accountability

w Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

w Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

w Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

w Members should promote and support these principles by leadership and example

To be reproduced in consultation documents

The criteria in this code apply to all UK national public consultations on the basis of a document in electronic or printed form. They will often be relevant to other sorts of consultation.

Though they have no legal force, and cannot prevail over statutory or other mandatory external requirements (eg under European Community law), they should otherwise generally be regarded as binding on UK departments and their agencies, unless Ministers conclude that exceptional circumstances require a departure.

The criteria should be reproduced in consultation documents, with an explanation of any departure, and confirmation that they have otherwise been followed.

- 1. Timing of consultation should be built into the planning process for a policy (including legislation) or service from the start, so that it has the best prospect of improving the proposals concerned, and so that sufficient time is left for it at each stage.*
- 2. It should be clear who is being consulted, about what questions, in what timescale and for what purpose.*
- 3. A consultation document should be as simple and concise as possible. It should include a summary, in two pages at most, of the main questions it seeks views on. It should make it as easy as possible for readers to respond, make contact or complain.*
- 4. Documents should be made widely available, with the fullest use of electronic means (though not to the exclusion of others), and effectively drawn to the attention of all interested groups and individuals.*
- 5. Sufficient time should be allowed for considered responses from all groups with an interest. Twelve weeks should be the standard minimum period for a consultation.*
- 6. Responses should be carefully and open-mindedly analysed, and the results made widely available, with an account of the views expressed, and reasons for decisions finally taken.*
- 7. Departments should monitor and evaluate consultations, designating a consultation coordinator who will ensure the lessons are disseminated.*

Form 1

Biocides Consultative Committee

Annual declaration of interests in the biocides industry

Name (block capitals):

Under the guidance of the Code of Conduct on Declaration of Interests, I wish to declare to the Health and Safety Commission and Ministers responsible for biocides that my own interests in the biocides industry are as follows:

Current personal interests

Name of company

Nature of interest
(e.g. share holding, consultancy fees, salary, grants etc)

Please state if your interest is limited to a particular product or group of products

Signature:.....

Date:.....

Form 2

Biocides Consultative Committee

Annual declaration of interests in the biocides industry

Name (block capitals):

Non-personal interests during the last 12 months

Name of company	Nature of interests	Whether “current” Yes/No
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Signature:.....

Date:.....

Form 3

Biocides Consultative Committee

Membership Profile

Name (block capitals):

Profession:

Interests:

Signature:

Date:

Annex 4**The 23 products types of the Biocidal Products Regulations***Column 1**Product type***MAIN GROUP 1**

- 1 Human hygiene biocidal products
- 2 Private area and public health area disinfectants and other biocidal products
- 3 Veterinary hygiene biocidal products
- 4 Food and feed area disinfectants
- 5 Drinking water disinfectants

MAIN GROUP 2

- 6 In-can preservatives
- 7 Film preservatives
- 8 Wood Preservatives
- 9 Fibre, leather, rubber and polymerised materials preservatives
- 10 Masonry preservatives
- 11 Preservatives for liquid-cooling and processing systems
- 12 Slimicides
- 13 Metalworking-fluid preservatives

MAIN GROUP 3*Column 2**Description***Disinfectants and general biocidal products**

These product types exclude cleaning products that are not intended to have a biocidal effect, including washing liquids, powders and similar products.

Products used for human hygiene purposes.

Products (which are not used for direct food or feedingstuff contact) used for the disinfection of air, surfaces, materials, equipment and furniture in private, public and industrial areas, including hospitals, as well as products used as algaecides. Usage areas include swimming pools, aquariums, bathing and other waters; air-conditioning systems; walls and floors in health and other institutions; chemical toilets, waste water, hospital waste, soil or other substrates (in playgrounds).

Products used for veterinary hygiene purposes including products used in areas in which animals are housed, kept or transported.

Products used for the disinfection of equipment, containers, consumption utensils, surfaces or pipework associated with the production, transport, storage or consumption of food, feed or drink (including drinking water) for humans and animals.

Products used for the disinfection of drinking water (for both humans and animals).

Preservatives

Products used for the preservation of manufactured products, other than food or feedingstuff, in containers by the control of microbial deterioration to ensure their shelf life.

Products used for the preservation of films or coatings by the control of microbial deterioration in order to protect the initial properties of the surface of materials or objects such as paints, plastics, sealants, wall adhesives, binders, papers, art works.

Products (both preventive and curative) used for the preservation of wood, from and including the saw-mill stage, or wood products by the control of wood-destroying or wood-disfiguring organisms.

Products used for the preservation of fibrous or polymerised materials, such as leather, rubber or paper or textile products and rubber by the control of microbiological deterioration.

Products used for preservation and remedial treatment of masonry or other construction materials other than wood by the control of microbiological and algal attack.

Products used for the preservation of water (other than drinking water) or other liquids used in cooling and processing systems by the control of harmful organisms such as microbes, algae and mussels.

Products used for the prevention or control of slime growth on materials, equipment and structures, used in industrial processes, such as wood and paper pulp or porous sand strata in oil extraction.

Products used for the preservation of metalworking fluids by the control of microbial deterioration.

Pest control

*Column 1**Product type*

- 14 Rodenticides
- 15 Avicides
- 16 Molluscicides
- 17 Piscicides
- 18 Insecticides, acaricides and products to control other arthropods
- 19 Repellents and attractants

MAIN GROUP 4

- 20 Preservatives for food or feedstocks
- 21 Antifouling products
- 22 Embalming and taxidermist fluids
- 23 Control of other vertebrates

*Column 2**Description*

- Products used for the control of mice, rats or other rodents.
- Products used for the control of birds.
- Products used for the control of molluscs.
- Products used for the control of fish except products for the treatment of fish diseases.
- Products used for the control of arthropods (including insects, arachnids and crustaceans).
- Products used to control harmful organisms (invertebrates such as fleas, vertebrates such as birds), by repelling or attracting, including those that are used for human or veterinary hygiene either directly or indirectly.

Other biocidal products

- Products used for the preservation of food or feedstocks by the control of harmful organisms.
- Products used to control the growth and settlement of fouling organisms (microbes and higher forms of plant or animal species) on vessels, aquaculture equipment or other structures used in water.
- Products used for the disinfection and preservation of human or animal corpses, or parts thereof.
- Products used for the control of vermin.

Annex 5

Abbreviations

ACP	Advisory Committee on Pesticides
BCC	Biocides Consultative Committee
BPD	Biocidal Products Directive (98/8/EC)
BPR	Biocidal Products Regulations [2000]
EC	European Commission
HSC	Health and Safety Commission
HSE	Health and Safety Executive
ICB	Interdepartmental Committee on Biocides
SCB	Standing Committee on Biocides
VPC	Veterinary Products Committee