

Steering Committee (SC) Call Minutes
NanoRelease Food Additive
November 7th, 2012

Participants: Steve Roberts, Rickey Yada, David Lefebvre, Mark Perry, Tim Duncan, David Carlander, Susann Bellman, Shaun Clancy, Neil Buck, Rick Canady, Libby Tsytsikova, Molly Bloom

Agenda:

(1) Approval of last call minutes

- Members were reminded to send any comments or edits to the last SC call minutes by November 14th after which they will be posted publically. No members on the call had any comments.

(2) Updated Project Timeline

- Members were informed that the project timeline has been revised at last SC call's request to have more detail on white paper drafting time points and more about 2013 plans including laboratory testing. It was noted that Dec 3rd has been chosen as the deadline for chapters (drafts or more detailed outlines) from TG authors, so that co-chairs may compile, review, and create presentations for the workshop. No comments regarding the timeline were made on the call.

(3) Group Updates

- TG 1
 - TG1 co-chair noted that TG1 was originally split into three subgroups and that subgroup 1 has remained the same having a call earlier this week and is on track.
 - Subgroup 2 was originally responsible for characterizing nanomaterials in food while subgroup 3 would characterize nanomaterials within complex matrices. It was noted that there has been very little research done on matrix interactions and more on development of reference material. The research is not to the next step of looking at materials within the matrix. Because of this, subgroup 2 and subgroup 3 have combined and are working on developing case studies.
 - The newly created subgroup 2 has compiled a list of case studies with an outline and assigned authors to work on them. It was note that this subgroup has a call tomorrow to discuss further.
 - Possible challenges with consistency of adhering to the created outline format and possible overlap with other TGs was noted. Members will work to coordinate at the upcoming workshop.
- TG 2
 - TG2 co-chair noted that TG2 had call 2 weeks ago and discussed the outcome of webinar and updated authors to chapters. On a call yesterday new members were added as authors, particularly to chapter 5. On the next call on November 15th drafts of chapters will be shared.
 - It was pointed out that TG2 has agreed to include microbiota in the white paper.
- TG 3
 - The secretariat gave an update for this TG as no co-chairs were available for the call. It was noted that this group's last call was two and a half weeks ago and a next call is being scheduled. Authors are independently working on chapters and have developed a good amount of content.

- It was noted that case study ideas sent by members of TG3 have been incorporated into the TG1 list of case studies.
- TG 4
 - TG4 co-chair noted that this group has 4 chapters with details and that each chapter has had individual meetings over the last few weeks.
 - It was pointed out that this group has lost some members, which has been a slight barrier, but new members have been added and are currently being filled in.
- TG5
 - This is the new task group “Risk Management Aspects”, with 5 confirmed members so far. The charge and outline were shared on the last SC call. This TG has a small introductory session at the workshop and will not be giving a white paper presentation due to delayed timeline. They will meet twice prior to the workshop (two calls) to prepare preliminary strategies/ideas, and gather references.
- SOST
 - The secretariat noted that this group now has four confirmed authors for the State of the Science report. There are also invites out to additional potential authors, including NGO invites (the secretariat is meeting with a group tomorrow to brief them on the status of the project) for a multi stakeholder balance.
 - Leading up to the workshop, this group has 2 calls and will become more active in January once drafts of the white papers have been further finalized.
Action Item: SC members were encouraged to send any recommendations for additional authors for this group.
 - It was noted that this members of this group may also meet at the ILSI annual meeting to present the project and begin drafting their report (January 18-23, presentation on 20th) in Miami, FL.

(4) Potential journals for publication

- It was noted that there have been several recent discussions for how the white papers could be published in order to get the best exposure and account for the closest coordination. It has been proposed to publish the papers as a set in a single journal.
- A list of proposed journals, with input from both the secretariat and TG members, with impact factor and other relevant details about each journal has been sent out.
Action Item: Members should provide any other journal suggestions or ideas for direction to go with publication.
- Members discussed the issue of possible page limitations for the articles depending on the chosen journal.
 - It was noted that some chapter authors have chosen to target a specific length of 20 pages and others have decided to develop extensive content now and decide how to shorten the chapters later.

- It was pointed out that a monograph, including all four white papers, could be prepared and put out by ILSI. If we are able to retain or purchase copyright of the work more could be published later.
- A member noted that Nature Nanotechnology has a 3000 word limit for reviews and that editors closely manage what is written. Four articles may not be able to be published back to back.
- ACS Nano does publish a lot of lengthy reviews and is of high quality and high readership. The secretariat noted that in our experience ACS does not allow copyright retention, so a special issue would need to be discussed with the editors.
- A SC member recommended targeting food and chemical toxicology journals for a wider audience instead of nano specific journals.
- It was noted that Nanolyse is looking to publish in Trends in Analytical Chemistry.
- A member pointed out that one advantage of possibly publishing in four different journals is that a broader audience may be reached. If all four are in nano technology journals there is a risk of limiting the audience.
- The SOS paper may or may not be published in the same journal. The case studies could also be published in different journals, which would allow for reaching a greater audience.
- *Action Item:* Members agreed to the idea of the secretariat sending out a memo with information about three possible journals for the SC to vote on.

(5) NanoLyse materials available

- On the last SC call it was pointed out that Nanolyse efforts are relevant to the NanoRelease Food Additives project and documents coming out of the project may be useful for review. Papers and presentations from Nanolyse have been purchased and uploaded to sharepoint.
- It was noted that the project has been approached by Nanolyse to have a joint workshop in Canada in June 2013. Members are currently working with Nanolyse to come up with a place for the workshop.

(6) December 11th-12th Workshop

- A list of workshop invitees has been sent to the SC. A second round of invitations will be sent out depending on response from the first round.
Action Items: Members should feel free to send in ideas for additional invitees.
- It was noted that the workshop will have extensive webinar capabilities, but the number of cameras that can feed into the meeting is limited.
 - A satellite meeting in Ottawa at Health Canada is being organized.
 - The secretariat is attempting to set up a satellite meeting in Brussels. A location is needed, as ILSI Europe is unavailable. There may not be a breakout session in Europe.
- Members discussed the topics and charges for breakout groups during the Workshop. Members agreed that a breakout session with meetings for each of the four TGs would be useful for obtaining critical comments on the white papers by members of the TG and other workshop invitees who are not members of any of the TGs. Members also noted preference to have an integrative breakout session with meetings on topics that have relevance across TGs.

- The secretariat noted that an email for Henley Park hotel accommodations for the Workshop will be sent out today.

(7) Outreach: Updates on Upcoming Presentations

- It was noted that a SC co-chair presented the project at the American College of Toxicology yesterday.
- Members were informed of upcoming meetings at ILSI Southeast Asia (November 2012) and Society of Toxicology (March 2013) where the project will be presented.
- *Action Item:* Members should inform the secretariat of any ideas or interest for future presentations of the project.