

Responsibilities of Task Group Members & Cochairs

NanoRelease Food Additive is arranging expert Task Groups with (adaptable) charges based on designated research topics.

Each Task Group (TG) will produce a White Paper on their specific topic.

White Papers will be submitted for publication after the workshop in late 2012, with authors being Task Group members who directly contributed to drafting of White Papers.

Primary responsibilities of each TG:

- Clarify/modify TG charges as knowledge is gained
- Represent a variety of stakeholder views in each TG
- Gather relevant information; contribute to Information Catalogue
- Potentially organize information into figures/tables/frameworks
- Identify key issues and gaps pertaining to specific charge
- Produce White Papers on the charge topic to be presented and discussed at an upcoming workshop, to inform the state-of-the-science and to be submitted for publication after the workshop
- Participate in relevant calls, meetings, workshops

Task Group Co-Chairs

- In addition to the responsibilities outlined below for TG Members *below*, cochairs are expected to lead the production of the White Papers by:
 - Leading conference calls (perhaps once every 2-3 weeks, usually for 60 minutes) (with help from ILSI RF Staff)
 - Following up with members via regular emails (with assistance from ILSI RF Staff)
 - Helping to contribute text to and unify the final White Paper to be submitted for publication (with assistance from ILSI RF Staff)
 - Participating in conference calls & meetings particular to group leaders

Task Group Participants

- Help create White Paper and relevant documents by:
 - Providing technical expertise/interest in the topic
 - Providing knowledge of relevant projects/efforts
 - Sharing non-public information via CBI protection process

- Participating in conference calls (approx. 60 minutes, once per 2-3 weeks)
- Helping to contribute text to and gather/create relevant figures/tables for the White Paper, to be submitted for publication
- Participating in relevant workshops and face-to-face meetings (once or twice per year)

White Paper Guidelines

- Length of white papers is subject to the scopes determined by Task Groups and the general decisions made by the members (the general target is 20-40 pages)
- White Papers will eventually be submitted for publication on two levels: 1) for a broadly read journal in a shorter form, 2) as a longer, more detailed manuscript
- White Papers should contain the following topics:
 - Background to the issue/scope, relevance to the measurement
 - Evaluation of studies and supporting information for the charge
 - Conclusions relevant to release measurement methods and recommendations for interlaboratory study and state-of-the science report