

Call Minutes
Steering Committee

NanoRelease Consumer Products: MWCNT in Polymer
June 12, 2012

Call Materials

- draft May 15th SC Call Minutes
- TG1-3 White Paper Drafts
- Updated workshop agenda (version 6 Jun 2012)
- Workshop Attendees (confirmed)
- FAQs Document (proposed for website)

Call Agenda

1) *Approval of last call minutes*

SC members approve the minutes from Steering Committee call on May 15th, 2012, without further objections.

2) *June 21-22 Workshop*

a. Draft Agenda

The latest version of the draft agenda for June 21-22 Workshop (updated as of June 6, 2012) was shared and reviewed with the Steering Committee. All presenters and leaders identified in the workshop agenda confirmed their acceptance for designated roles in the workshop.

b. Attendees/Invitees

Confirmed attendees list for the June 21-22 workshop was shared with the Steering Committee. Committee members were asked for any further groups or individuals who should be invited to the workshop that were not yet contacted.

c. Webinar results (breakout topics)

The Webinar on June 7th was intended to identify breakout group topics for the workshop in order to maximize productivity and proper use of expertise during the workshop breakout sessions for June 21-22, 2012. The outcome of the Webinar was discussed amongst the group. Members suggest developing “scenario” tables in order to guide breakout sessions.

Action item: Rick Canady will draft scenario tables for breakout sessions at the workshop. Debbie Kaiser and Carolyn Cairns (breakout group leaders) will review the tables, which will then be further developed at the June 15th workshop prep call.

d. WS Planning Group Meeting

The last workshop planning call is on June 15th, with the workshop prep group composed of SC members (Trey Thomas, Bill Kojola, Yasir Sultan, Darrell Boverhof, Rick Canady). This call is the last of a series of five calls to plan the June 21-22 workshop. This call will serve to take care of any final details that remain prior to next week’s workshop on June 21-22, including any logistics, breakout session planning, other agenda items, final announcements, etc. All SC members are invited to participate in the workshop planning call on the 15th, particularly to

participate in final decisions for the workshop and finalizing of the table to be used in breakout sessions.

3) *General status of TG White Papers*

The TG 1-3 white papers as shared for this call are the most updated versions, though may have minor formatting changes in time for next week's workshop. The SC agrees to remove author names and affiliations from the documents at this time, and insert a statement of pre-publication confidentiality for these documents. The SC also agrees to remove any figures from these documents that do not yet have permissions to be shared, for the white paper versions to be distributed to workshop participants. These components will be added back to the documents after the workshop once the process of finalizing and applying for publishing begins.

4) *Approval of FAQs document*

The FAQs document was created as a result of general questions raised to the project in regards to the materials to be used for testing and how they will be chosen/produced/used in the project. In this document, the SC responds to those questions (as drafted and revised by several SC members over a series of calls and written correspondence). The SC members approve the document on this call, thus it is to be posted on the public website shortly.

5) *Future Markets report*

The project has purchased the *Nanomaterials in Plastics and Advanced Polymers* (2012) report from Future Markets, Inc. (multi-user license for internal use in the project). This report is relevant to the entire project and will be helpful for planning of the testing phase, for the SOS report, and for any final additions into the TG1-3 white papers (particularly in regards to predicted commercial relevance of materials).

6) *Final comments & questions*

SC members had no further comments or questions, and will anticipate meeting everyone in person the following week for the June 21-22 workshop at the CPSC in Bethesda, MD, USA.