



**Formal Notice calling the
17th Annual General Meeting and talks on the Experiences of
the UK Competent Authority (HSE)**

**Thursday 10th November 2011
At the Manchester Conference Centre & Hotel,
Sackville Street, Manchester, M1 3BB**

The AGM, Talks and Lunch are FREE of charge to CHCS members

(see note).

- Please use the attached form to register your attendance – no advanced registration, no admittance to the AGM.
- The AGM and Talk is open only to CHCS members and invited guests.
- A provisional agenda for the meeting is attached.
- Under the Constitution any member may request additional items to be placed on the agenda by giving notice in writing at least ten calendar days in advance of the AGM.
- Nominations for Officers and Council membership (other than those existing Officers and Council members offering themselves for re- election) are required at least 30 days before the AGM.
- Please note the meeting will commence promptly at 10.15 am.
- Coffee and tea will be available from 09:30 am and lunch will be provided at 13.30.

Provisional Agenda

From 09:30 Registration, coffee and informal networking

10:15 (Prompt) CHCS AGM

- To approve the minutes of the 16th AGM and consider any matters arising.
- To receive and approve the Accounts for 2010-2011.
- To receive the reports of the CHCS Officers.
- To approve a recommendation to make the membership subscription, payable from September 2012 to be £53 plus VAT as applicable (ie no increase over 2011 rates).
- To appoint Wessex Outsourcing as Independent Examiner of the Accounts for 2011-2012.
- To note the CHCS Officers and Council for 2011-2012.
- A.O.B. (Please advise in advance of the day).

10:45 Talks on the Experiences of the UK Competent Authority

- **10:45 to 11:30 CLP 2nd ATP and Beyond**
Robin Foster,
Head of International Chemicals Unit, HSE
- **11:30 to 11:50 Comfort Break**
- **11:50 to 12:35 The Work of the REACH/CLP Helpdesk**
Gary Dougherty,
Regulatory Scientist, HSE
- **12:35 to 13:00 Question Time**
- **13:00 Formal Close & time for networking.**
- **13:30 Lunch**

NOTES:

Booking attendance at this AGM confirms that you already are a 2011/12 member or will be paying the 2011/12 membership subscription invoice that will have been issued to you.

At the AGM the following current council members will be offering themselves for election as below (i.e. are deemed to be nominated):

- Stuart Longworth – as Chairman
- [Vacant] - Vice Chairman
- Peter Robins – as Treasurer
- Peter Short – as Secretary
- Catherine Bland - as member of Council
- Tony Bingham - as member of Council
- Mel Cooke – as member of Council
- Ross Fielding – as member of Council
- Helen Kean - as member of Council
- Rod Law – as member of Council
- Gill Pagliuca – as a member of Council
- Caroline Raine - as member of Council (having been co-opted by Council during 2011)
- Simon Ward – as a member of Council

Further nominations may of course be made. Nominations, per the CHCS constitution, are required to be notified to the current Chairman of Council at least 30 days prior to the AGM, i.e. on or before 11th October 2011. The nomination, which can be in any format, must be made by a current member of the CHCS, and the nominee must indicate their acceptance of the nomination.

Should more than one nomination for position of an officer of the Society or the number of nominations for the whole Council exceed 12 in total, then a ballot shall be held (see Constitution Section 8(b) and 8(c)) prior to the AGM.

Otherwise those listed above, and any nominated person willing to be elected, shall be deemed to have been elected.

Note: The Council may at any time co-opt suitable persons to be members of the Council, should vacancies exist, or in case of need. If you feel you might be interested in joining the Council you are welcome to initially attend Council meetings as an observer (but will not be able to vote on issues – though rarely does Council need to take a formal vote).

I do hope to see many of you on the 10th of November in Manchester.

Stuart

Stuart Longworth

For the Council of the Chemical Hazards Communication Society

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Registration form - 17th CHCS AGM and Talks

Thursday 10th November 2010

at the Laboratory of the Manchester Conference Centre & Hotel,
Sackville Street, Manchester, M1 3BB

Note: there is NO charge for attendance at this event

You MUST book your attendance *at least* 7 days in advance, and must undertake to notify CHCS if you are subsequently unable to attend.

Please register the following attendee

Title First name Surname

Company/organisation

Address

Postcode E-mail

Tel: Fax

Special needs (diet, mobility), if any

Name (Signed or Typed) Date

Send the completed form to the
Chemical Hazards Communication Society (CHCS), PO Box 222
Fax 0844 636 2428

Or cut and past above into an e-mail to chcs@chcs.org.uk

Joining instructions and map will be sent as receipt of your registration.

CHCS Reserves the right to alter or cancel at any time due to circumstances beyond our control.

Substitutes are NOT accepted at this event.