

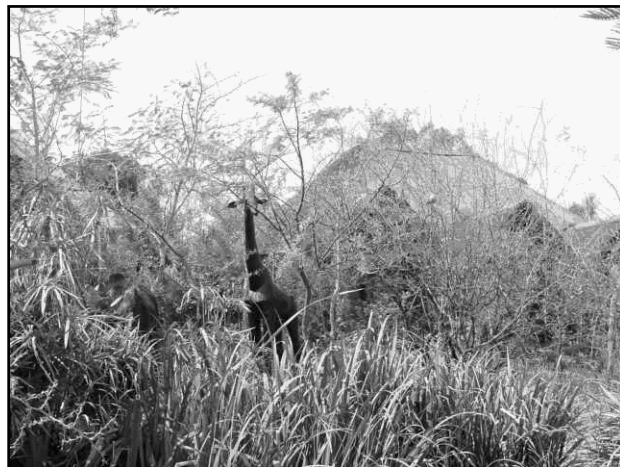


# RECORD OF THE ICCA RESPONSIBLE CARE LEADERSHIP GROUP MEETINGS

held at

The Misty Hills Hotel, Muldersdrift, South Africa

20<sup>th</sup> - 23<sup>rd</sup> August 2002



1. Joint Meeting with TAG
2. RCLG Meeting

## LIST OF CONTENTS

List of Participants	3
List of Key Actions Arising from RCLG Meeting	4
Key Action Arising from Joint TAG/RCLG Meeting	6
Summary Minutes of the Joint TAG/RCLG Meeting 20 <sup>th</sup> Aug	7
Record of the ICCA RCLG Meeting 21 <sup>st</sup> – 23 <sup>rd</sup> August	10
List of Presentations and supporting documents	23

**List of attendees at the RCLG meeting  
Johannesburg (21-23 August 2002)**

Mr Giuseppe Astarita	Federchimica Italy
Mr Frederik J Botha	Sasol South Africa
Mr Lynton Brown	CAIA RC Standing Committee South Africa
Mr Sumida Buranasiri	The Federation of Thai Industries
Mrs Judy Castledine	Dow Chemical Pacific Ltd Hong Kong
Mr Tom C T Chu	Taiwan Responsible Care Association
Mr Barry S Dyer	Chemical Industry Council New Zealand
Mr S K Hazra	Aegis Logistics India
Mrs Debbie Jackson	CAREline
Dr Jongkoo Jeong	Dongbu Hannong Chemical Co Korea
Mr Young-Chan Kim	Korea Responsible Care Council
Mr Marcelo Kos Silveira Campos	Abiquim Brazil
Mr Patricio Kurte	Asiquim A.G Chile
Mrs Catherine Lequime	UIC France
Mr Chang Hee Lim	Korea Responsible Care Council
Dr Lorraine Lotter	CAIA South Africa
Mr Francisco Perez	Feique Spain
Dr Richard Robson	Cefic
Mr Alan Roth	CAIA RC Standing Committee South Africa
Mr Liliek N Sankrib	Dow Chemical Pacific Indonesia
Mr Manjary Subiah	CAIA RC Standing Committee South Africa
Mr Naoshi Sugawara	Japan Chemical Industry Assoc
Mr Dadang R Thiar	PT Mitsubishi Chemical Indonesia
Mr Chuck Walls	Shell Chemical LP USA

Mr Brian Wastle

Canadian Chemical Producers

Mr Terry Yosie

American Chemistry Council

## **LIST OF KEY ACTIONS ARISING FROM THE RCLG MEETING**

### **Problems with Multinational Company Membership**

1. Chuck Walls will recommend to the ICCA Board that it should agree to an amendment of the operating guidelines to take into account concerns about the membership of multinational companies to national association Responsible Care programmes.
2. Barry Dyer will prepare a draft position paper on multinational membership for onward development for the Dublin meeting.

### **Implementation Survey**

3. Catherine Lequime agreed to take over responsibility of the Questionnaire and Implementation Survey.
4. Chuck Walls recommended that the survey is modified so that it provides meaningful information on the real progress being made in developing RC and flags areas of difficulties that can then be addressed by the RCLG.

### **Assisting candidate countries in the EU**

5. The description of the common Responsible Care approach being presented to the applying countries to the EU has been prepared as a booklet which will be circulated to the RCLG membership by Dick Robson with the minutes.

### **Performance Indicators**

6. Francisco Perez and the Performance Reporting Work Group will identify and work on the key indicators for the next Status Report in 2004 to ensure maximum participation of Associations and to collect meaningful and comparable data.
7. Any discussions in Europe with GRI should be undertaken at the ICCA level.

### **Sustainable Development and Responsible Care**

8. Dick Robson and Brian Wastle will send the final draft of the ICCA Leadership Statement on Sustainable Development to the RCLG for comment as soon as it becomes available.

### CEO Global Review Paper

9. Terry Yosie will incorporate the views of the RCLG prepared by Judy Castledine on the Global CEO Review of Responsible Care and prepare another draft.
10. Dick Robson will take the modified draft of the Review to the Cefic Responsible Care meeting on 10<sup>th</sup> September.
11. Any other recommendations to changes in the text should be sent back to Terry for consideration immediately after the meeting.
12. Final changes would be flagged via e mail to RCLG worldwide.

### Use and Protection of the Logo

13. Dick Robson will form a team from the RCLG to investigate the use and protection of the Logo and report back in 1Q 2003. Team members will be Raiko Nonaka Japan, Laurraine Lotter, South Africa, S K Hazra, India and Tom Chu, Taiwan.
14. Dick Robson will check that the Cefic guidance brochure on protecting the Logo is up to date and make changes if necessary in conjunction with Nicole Marechal in Legal Department Cefic.
15. The use and protection of the Logo will be taken as an issue to the ICCA Board meeting in October 2002 by Chuck Walls

### RCLG Work Groups

16. Debbie Jackson in conjunction with Dick Robson and Patricio Kurte will develop a strategic communications plan to include milestones and deliverables over the next 2 years. The ICCA Board meeting in October will be informed of this action.
17. It was agreed that Dick Robson would send out a questionnaire to all RCLG members with the aim of identifying representatives for all 4 RCLG Work Groups based on individual preference and geographical spread. This will be carried out in conjunction with the current leaders of the Work Groups.

### Meeting questionnaire

18. Dick Robson will send out a questionnaire to all members of the RCLG asking attendees for their views of the meeting and non-attending members for the reasons why they did not or could not attend.

Action for Everyone – a call from the Chairman

19. Each delegate should put themselves into the position of CEO of a large MNE and consider what you need to make Responsible Care effective.

ACTION ALL

20. Each delegate should also imagine themselves as CEO of an SME and consider what help he/she would require to adopt and implement Responsible Care.

ACTION ALL

Comments on these final 2 actions to be sent to Dick Robson

**KEY ACTION FROM THE JOINT ICCA TAG/RCLG MEETING**

1. Marcelo Kos to form a joint task force between TAG and RCLG to develop a capacity building action plan that will become a key component of the strategy for implementation of the ICCA Global Policy on Chemicals Management. The recommendations of the task force will be reported to the ICCA Board in October 2003."

**End**

# MEETING 1

## SUMMARY MINUTES OF THE FIRST JOINT MEETING BETWEEN ICCA TAG AND THE ICCA RCLG

Misty Hills Hotel, Muldersdrift, South Africa  
20<sup>th</sup> August 2002

Co-Chairmen - Rainer Koch TAG  
Chuck Walls RCLG

The Meeting was attended by 32 representatives of the ICCA TAG and RCLG teams.

### **Agenda Item 1. Global Chemicals Management Policy**

The meeting was opened by Rainer Koch who gave a presentation on the current situation regarding chemicals management. He reviewed the regional and international initiatives associated with the call from Chapter 19 of Agenda 21, Programme A which calls for the expansion and acceleration of the international assessment of the risk of chemicals.

Of particular concern to the chemical industry has been the development and free interpretation of the Precautionary principle, substitution of chemicals based on their hazardous properties, the reversal of the burden of proof, the “no data no marketing” concept and the phasing out of chemicals of concern.

There is a global threat not just to the chemical industry but to its customers as well. It is a problem that needs to be resolved through outreach between the chemicals industry to other industries.

The chemical industry is responding through the development of a framework strategy that can be implemented globally by taking a generic approach.

The ICCA policy is to improve the safe use of chemicals globally (going beyond the ICCA membership). It should ensure regional and national flexibility in implementation where exposure and use form the basis of identifying the real needs for data gathering and further testing using a tiered approach. The protection of confidential information is another important aspect while making relevant information available to the public.

Public perception is that industry is not transparent or open enough and there is a need to convince companies to act.

The ICCA steering committee needs to:

- A. Assess the implementation and commitment of the Global policy on Chemicals management
- B. Consider how the policy impacts on the implementation of the Responsible Care programme particularly the aspects on product stewardship.

In the following discussion a number of points were raised:

1. Safe handling of chemicals is key
2. Make developing countries our allies
3. Compiling available data is onerous
4. There should be no separation between TAG and RC. Everything complies with the principles of RC
5. Involvement should go beyond ICCA members to make any action global
6. Major challenges are now focused on products and these issues must be addressed full on.

### **Agenda Item 2: Capacity Building**

Laurraine Lotter described the South African experience on plastic polymers and plastic bags which covers:

- MSDS
- Product Stewardship
- Networking and information sharing
- Meeting stakeholder expectations
- Hazard communication
- Cradle to Grave concept

Dick Robson described the importance of imaginative communications especially after the WSSD. He argued the need for:

- Thinking beyond the existing approaches to promote RC
- Use RC to gain third party support
- Work to our own agenda in a proactive way rather than reacting to the agendas of others
- Provide a credible support to chemicals management advocacy

Marcelo Kos described his Thought Starter on Capacity Building which includes:

- The promotion of understanding about chemicals hazard and risks
- Developing national infrastructures
- Maximising chemical safety.

He also described the current Brazilian example of the development of a Questionnaire that has been sent to over 600 different companies and agencies. Responses are currently being analysed.

### **Agenda Item 3: Key Action Arising**

**It is recommended that a joint TAG/RCLG task force is established to develop a strategic global framework so that the Global Chemicals Policy can be implemented with an enhanced commitment to product stewardship through Responsible Care.**

It is expected that the task force will:

1. Identify specific improvements to managing Product Stewardship in member companies
2. Develop measures for evaluating progress and success
3. Identify opportunities to communicate in ways that are consistent with Responsible Care to develop risk-based legislation and regulation
4. Address developing country issues
5. Identify suitable opportunities for engagement.

The task force will be led by 2 Co-Chairmen, namely Chuck Walls, Chairman ICCA RCLG and Rainer Koch ICCA TAG Chairman. They will report back the work of the Task Force to the ICCA Board in October 2003.

The Co-Chairmen will decide the Leader of the Task Force and take nominations from members of the RCLG and TAG to join the Task Force. It is envisaged that it will have a maximum of eight members.

*The Task Force will call upon existing expertise within TAG and RCLG in undertaking the work.*

*The composition of the task force needs to be carefully considered and may require additional involvement, e.g. from the Trade Policy Group.*

*It may be necessary to solicit input into structural changes in Responsible Care particularly as it relates to the product supply chain and make appropriate recommendations. (These will be considered during the separate TAG and RCLG Meetings taking place in parallel in South Africa).*

*Richard Robson  
Secretary ICCA RCLG  
22 Aug 2002.*

Subsequent to the meeting it was agreed that Marcelo Kos would develop a thought starter and action plan on capacity building with the intention of forming a TAG/RCLG task force on this subject before addressing the Global Chemicals Policy (see Attachment 1).

## MEETING 2

# RECORD OF THE ICCA RESPONSIBLE CARE LEADERSHIP GROUP MEETING 21<sup>ST</sup> – 23<sup>RD</sup> AUGUST 2002

## “Advancing Responsible Care principles and practices”

### Purpose of the meeting

To review the progress against the goals set out in the strategic plan that had been agreed at the Mexico Meeting and to discuss and action how Responsible Care must evolve to address future challenges e.g. Sustainable Development requirements etc.



## **OPENING OF THE MEETING**

Alan Roth, Chairman of the CAIA Responsible Care Standing Committee welcomed delegates to South Africa.

Chuck Walls, ICCA RCLG Chairman, opened the meeting emphasising that he would take key messages and actions to the ICCA Board Meeting in Dublin at the beginning of October 2002.

## **PROGRESS AGAINST THE GOALS**

### **1. IMPROVING THE QUALITY OF ASSOCIATION RESPONSIBLE CARE INITIATIVES WORLDWIDE**

#### **a) Membership support, implementation and milestones**

Session Leader: Brian Wastle, Canada

#### **Agenda Item: Problems of membership with multinationals**

Two presentations, one from Barry Dyer, New Zealand and another from Lauraine Lotter, South Africa revealed a problem faced by many Associations that there are a number of multinational companies who, although signed up to Responsible Care, do not do enough to ensure that their operations in countries around the world join local RC programmes. They either do not implement the local codes of practice, verification etc. or they do not join at all. This has adverse affects on the Associations:

- It has negative impact on their balance sheets

- They lose out on the talent and services of the company personnel

- National performance is hampered.

Lack of understanding and participation locally inhibits the sharing of best practice globally, and is hindering global understanding of and commitment to the universal Responsible Care ethic.

Companies operating in this way may use the logo nationally but because they are not members of the local initiative they are in breach of the Responsible Care copyright.

A number of points were discussed:

1. There should be a guidance note or instruction to the national associations in the parent countries of those multinationals that are not extending membership in all countries where they have operations

2. A question should be added to the RC Survey to determine the real size of the problem
3. The associations should consider whether they should revise and improve the way they are selling their programmes
4. Major companies must accept that RC should be run throughout their organisation.

**Chuck Walls will recommend to the ICCA Board that it should agree to an amendment of the operating guidelines to take these concerns into account.**

**Barry Dyer will prepare a draft position paper for onward development for the Dublin meeting.**

During the meeting Barry prepared an additional draft point for addition to the Key Strategy under the first strategy statement to read:

- Ensure member companies join national associations and participate fully in local RC initiatives.

**Agenda Item: Implementation survey and questionnaire development for 2003**

With the retirement of Stuart Aaron there is the need to find a replacement person to run the initiative.

It was agreed that the survey should be run annually and be adapted to become part of the evaluation of RC globally. Criteria should be developed for the associations to enable them to provide real evidence of the status of their RC programmes and identify where help is needed. The questions should be clear and simple and so that the answers would avoid ambiguity.

**Catherine Lequime agreed to take over responsibility of the Questionnaire and Implementation Survey.**

**Chuck Walls recommended that the survey is modified so that it provides meaningful information on the real progress being made in developing RC and flags areas of difficulties that can then be addressed by the RCLG.**

**Agenda Item: Use of the mentor expert list**

Little use has been made of the mentor list. Improvements to the list could be made including:

- Update mentor list
- Make new group “Starting up a new programme”
- The language capabilities of the experts should be indicated on the list in addition to geographical location.

### **Agenda Item: Regional co-operation for implementation**

National associations need to be well informed to encourage regional workshops. International partners and projects need to be well communicated such as the interactions between the industry with UNITAR and IFCS and on specialised subjects such as Global Harmonised System.

### **Agenda Item: Modification to RCLG application**

A recommendation from Jacques Busson was to allow the Baltic and other EU applicant countries that are unable to afford to attend the RCLG meetings to be properly represented by proxy. This concept could be extended to other regions of the world to help reduce costs.

The general view of the meeting was that representatives from as many countries as possible should be encouraged to attend the RCLG meetings and ways should be sought for doing so.

### **Agenda Item: National activities associated with Trade Unions.**

The compilation of national relations with organised labour (Trade Unions) from RCLG was shared for information.

### **Agenda Item: Improving advice and guidance for newcomers.**

Dick Robson gave a brief account of the work being undertaken by Cefic as part of its ChemFed programme under the EU Phare initiative. Two workshops have been held in each of the applying countries, Bulgaria, Rumania, Estonia, Latvia and Lithuania to describe Responsible Care and how it can be used as part of capacity building to enhance SHE awareness and implementation. Of particular note has been the introduction of a single Responsible Care approach into all 5 countries.

**The description of the Responsible Care approach being presented to the five countries has been prepared as a booklet which will be circulated to the RCLG membership by Dick Robson with the minutes.**

**1b) Performance improvement and development of comparable performance indicators**

Session Leader: Francisco Perez, Spain

Francisco opened the session by underlining the importance of the need for sound reporting and establishing RCLG reporting targets in order to raise credibility with stakeholders.

A number of presentations were made from different countries. Frikki Botha reported on the SASOL System of Reporting and Francisco Perez gave an account of the Finnish experience on behalf of Aimo Kastinen from the national association KT RY.

These were followed by two presentations on interactions with GRI from Tom Chu, Taiwan and Catherine Lequime, Europe. It was generally recognised that GRI had won a lot of support for their work from the UN and other major institutions and organisations in the area of reporting and that RCLG should be kept informed of the interactions taking place between the chemical industry and the GRI. Although informal discussions are underway in Europe it was felt that the RCLG should be kept informed as any association with GRI in reporting on sustainable development could have wider and global implications.

**Any discussions in Europe with GRI should be undertaken at the ICCA level.**

In his Report to the meeting on data published in the ICCA Responsible Care Status report, Francisco highlighted only 21 countries provided performance data and that their accuracy and standardisation gives rise to concern. There are definition difficulties especially with energy and wastes making comparison from different countries difficult or even impossible. He proposed that:

- There should be consolidation of existing indicators but with every country reporting
- In 2004, there should be new indicators reported including NOx, Energy, Greenhouse gases and distribution incidents.
- Thought should be given to new indicators especially around products.

A general discussion ensued. The selection of indicators to demonstrate real improvement should be carefully considered to focus on aspects that differentiate the industry from other sectors and address issues of greatest public concern. The numbers presented to the public should be easy for them to understand.

Fatalities, injuries, distribution incidents and greenhouse gas emissions were all considered to fulfil the criteria.

**The Performance Reporting Work Group was asked to identify and work on the key indicators for the next Status Report in 2004 to ensure maximum participation of Associations and to collect meaningful and comparable data.**

## **2. UNDERSTANDING THE RESPONSIBLE CARE ETHIC**

### **2a) The “strategic stewardship” philosophy**

Session Leader: Giuseppe Astarita

#### **Agenda Item: Responsible Care and Sustainable Development – complementary or competitive?**

Discussions focussed on the two attachments provided in advance of the meeting.

There is an approved definition of Responsible Care which was presented in Attachment 7 with the Agenda. This has been used publicly in the ICCA RC Status Report 2002.

A statement on the relationship between Responsible Care and Sustainable Development is currently being formulated at ICCA level led by Judith Hackitt, CIA, UK.

A final draft is expected soon. When finalised, this document should be made public to represent the global position of the ICCA board.

**Dick Robson and Brian Wastle will send the final draft to the RCLG for comment.**

## **2b) Product Stewardship**

Session Leader: Barry Dyer

Product stewardship is becoming increasingly important as public concern about HS&E activities moves away from manufacturing and focuses on the H and E effects of products.

### **Agenda Item: How Stewardship initiatives can help exporting countries comply with national regulatory requirements through best practice.**

Patricio Kurte, Chile, gave an account of the need for knowing more about the HS&E regulations of the receiving countries of products exported by his members.

### **Agenda Item: Extending of Responsible Care throughout the distribution system.**

Barry Dyer, New Zealand described the importance of raising Product Stewardship from Company level to Association level. Extending Product stewardship this way would have a number of important benefits. It could be used as:

- An effective management tool
- An approach to externally verify products
- Providing consumers with more detailed and quality product information
- A commitment to minimising risk.

Although work is being done at ICCA level, and countries are working their own programmes there is a need for better co-ordination such as through the Global Harmonisation System.

## **2c) Core universal elements beyond the fundamental features**

Session Leader: Chuck Walls

Terry Yosie, USA, gave a description of the Security Code of Practice being introduced by the ACC following 9/11. Other countries described how they approach security. There was no consensus that Security should become an integral part of Responsible Care membership at this time. Chuck Walls highlighted that security covers not just the obvious (wire fences and camera surveillance) consideration has to be given to security through the value chain e.g. protecting products in transit and cyber protection e.g. computer controlled plant operations.

Subsequent discussions noted that new security measures must not stop the information flow from industry to local communities and emergency responders – but there is no need to provide details of security arrangements or chemical storage tanks, for example. The right balance needs to be struck.

### **3. EFFECTIVE COMMUNICATIONS, ENHANCING REPUTATION**

Session Leader: Terry Yosie, USA

#### **Agenda Item: Responsible Care in the US**

Terry gave two presentations on the changes taking place to Responsible Care in the US. They are moving away from Codes of Practice towards a Management System which is compatible with ISO 14000. Third party certification audits will be mandatory on all Responsible Care members by the end of 2004. He also described the formation of a US Leadership Group where invited external international experts from a range of different backgrounds will meet regularly to advise and guide the ACC and its members on tackling key issues and managing stakeholder engagement.

#### **Agenda Item: Global CEO Dialogue Review of Responsible Care**

Terry presented a Draft position paper describing the intended global strategic review of Responsible Care by the CEOs of the chemical industry.

There was immediate reaction by a number of Federations in the meeting that Responsible Care could become a multinational company-led initiative with control being taken away from the Associations. Others saw this review as an opportunity rather than a threat in that RCLG could win extra support from the member companies to actually strengthen Responsible Care globally.

**It was agreed that a working party led by Judy Castledine would be set up immediately to recommend changes to the text which would be given to Terry to incorporate into the next draft. A statement welcoming the CEOs support and leadership was also drafted by the working party (see Feedback section for full text).**

**Dick Robson will take the modified draft to the Cefic Responsible Care meeting on 10<sup>th</sup> September with any other recommendations to changes in the text being sent back to Terry for consideration immediately after the meeting. Final changes would be flagged via e mail to RCLG worldwide.**

**(Modified document attached to the minutes)**

### **Agenda Item: Protecting the Responsible Care Logo**

The Responsible Care logo is not registered in every country. Reasons for this included costs and the complexity of preparing the submissions. A survey of registration of the logo carried out after the RCLG meeting in 2001 was incomplete.

There was also concern about the criteria each company has to meet to be able to use the logo. For example, those companies which have operations outside their home country may use the logo even though they are not members locally. It is also recognised that the opposite is also true, that some companies do not use the logo enough.

**Dick Robson will form a team from the RCLG to investigate these matters further and report back in 1Q 2003. Team members will be Reiko Nonaka Japan, Laurraine Lotter, South Africa, S Hazra, India and Tom Chu, Taiwan.**

**DR will also check that the Cefic guidance brochure on protecting the Logo is up to date and make changes if necessary in conjunction with Nicole Marechal in Cefic.**

**This key item will be taken to the ICCA Board meeting in October 2002 by Chuck Walls.**

### **Agenda Item: Adopting a verification approach in Brazil**

Marcelo Kos gave a presentation on the Brazilian *VerificAR* programme. He also described the way ABIQUIM is progressing the programme to replace the existing codes with management practices focussing on Leadership, Strategy and Plans, Clients and society, Information and knowledge, People, Processes, Results.

### **Agenda Item: Open doors in Italy**

Giuseppe Astarita, Italy, gave an account of the Open Doors activities in Italy.

While many countries have well established programmes, others, such as India and Indonesia, find local cultures and education standards problematic in holding such events. In general it was agreed that the risks of not communicating with local communities was higher.

### **Agenda Item: Update on ICCA contribution to WSSD**

Dick Robson briefly described the background of the WSSD and the work being undertaken by the ICCA in the lead up to the event. He informed the Group that

the submission of the Responsible Care initiative to the ICC/UNEP Award scheme was progressing well and that it had been short-listed to the last 32. Only ten would receive Awards at the WSSD. It was noted that the UNEP chemicals sector report received a top mark from "Tomorrow" magazine

**Agenda Item: Responsible Care Communications post WSSD**

Debbie Jackson was congratulated for her work in producing the ICCA Responsible Care Status Report 2002. Her expertise and contribution to communications was recognised as an essential resource to the RCLG and that she should play a major role in the further communications of Responsible Care.

It was agreed that more had to be done to introduce more effective communications on Responsible Care both within the industry and to external audiences.

It was noted that the Communications group of the RCLG had ceased to exist.

**Debbie Jackson, in conjunction with Dick Robson and Patricio Kurte will develop a strategic communications plan to include milestones and deliverables over the next 2 years. This action will be presented to the ICCA Board meeting 2002.**

The demise of the Communications Work Group raised the issue of the status and membership of the other three working groups.

**It was agreed that Dick Robson would send out a questionnaire to all RCLG members with the aim of identifying representatives for all work groups based on individual preference and geographical spread. This will be carried out in conjunction with the current leaders of the four Work Groups.**

**Agenda Item: Presentation from Morocco by Mr Misbah, Unilever Maghreb**

The Responsible Care programme was introduced in Morocco in 1998 and is led by the chemical industry association: "Fédération de la Chimie et de la Parachimie" (FCP). Of FCP 50 member companies, 23 companies are currently affiliated to Responsible Care.

Through seminars and works of Responsible Care National Committee, the FCP promotes Responsible Care in the Moroccan chemical industry. It also contributes to Responsible Care principles spreading among the public.

The implementation of these principles is conducted individually by each company, and the National Committee enables the exchange of experiences and comparison of action plans.

### **Agenda Item: Peer reviews**

Three countries were reviewed:

- Italy was presented by Giuseppe Astarita
- South Africa by Lorraine Lotter
- Spain by Francisco Perez

Detailed reports will be published separately.

Mr S K Hazra also gave an overview of the Indian Responsible Care programme.

### **CONSIDERATION OF NEW APPLICATION FROM VENEZUELA**

Session Leader: Chuck Walls

As sponsor for the Venezuelan application, Marcelo Kos, Brazil, introduced Zoraida Torrealba from BASF Venezuela to give the presentation from the Chemical and Petrochemical Industry Association (ASOQUIM).

In her presentation Zoraida described that ASOQUIM has 103 member companies representing 90% of a US\$ 3 billion industry. In 1992, the board of ASOQUIM approved the employment of a Responsible Care Program. Nevertheless, due to some technical and financial circumstances, the action was not formalized in front of ICCA.

This year, it was decided to give added impulse to the program and formalize its commitment. One third of the members have already signed their commitment to Responsible Care. The RCLG was given a breakdown of progress against the fundamental features: guiding principles, name and Logo, codes and guides, indicators, communications with interested parties, sharing, encouragement and verification

There was a short Question and Answer session before Chuck Walls put the application to the vote. The proposal to accept Venezuela by Marcelo Kos which was seconded by Terry Yosie was carried unanimously.

### **FEEDBACK FROM WORK UNDERTAKEN DURING THE MEETING**

Session Leader Chuck Walls

#### **1) Global Strategic Review of Responsible Care**

Judy Castledine described the work done on the Draft CEO Review of Responsible Care document which included a note welcoming the initiative. It reads as follows:

## **ICCA RCLG INPUT TO GLOBAL STRATEGIC REVIEW PROPOSED TERMS OF REFERENCE**

*The ICCA RCLG welcomes the support and leadership of the CEOs in working to improve the consistent implementation of Responsible Care globally.*

*Responsible Care is owned by ICCA and managed through the national associations. Hence the support of all of the member companies of these national associations is necessary to increase the success of Responsible Care globally. Leadership of the CEOs of major chemical companies is fundamental to continuing improvement of our Responsible Care initiative as currently included in the ICCA Responsible Care strategy. The ICCA Responsible Care Leadership Group is charged with implementing this strategy. ICCA RCLG has membership of all national associations implementing Responsible Care, not just full ICCA members.*

*ICCA RCLG developed the strategy in 2000. There is a process to review and improve the initiative through RCLG sub teams with a full review at the annual ICCA RCLG meeting. Regular reviews of progress against this strategy are held with the ICCA Board. The CEO taskforce would give valuable input to this ongoing review process.*

*The major strategic elements of the strategy are:*

- Global understanding of and commitment to a universal Responsible Care ethic*
- Improve the quality of association initiatives worldwide*
- Effectively communicate and dialogue with internal and external stakeholders*

*An ICCA Responsible Care Status Report is prepared every two years. The third report was completed this year and was available at the ICCA booth at WSSD. This report contains data on performance metrics and the Responsible Care status in all the countries. These national status reports are based on the common set of required fundamental features. An element of the strategy – to improve the quality of association Responsible Care initiatives worldwide – includes regular review of these fundamental features to align them with stakeholder expectations. The review proposed by the Global CEO Dialogue will provide valuable input to this strategic element.*

*ICCA RCLG welcomes this review with our participation. We believe it will complement and provide input and direction to the work already being undertaken by the ICCA RCLG. Significant work has been done within the RCLG to address many of the concerns raised by the CEOs, and we would propose that this work be reviewed with the taskforce as part of the input.*

*A significant issue that should be addressed as part of this review is the resourcing of national associations to effectively and efficiently implement Responsible Care. The lack of resourcing is most apparent in the associations of developing countries. Another significant issue that RCLG believes should be*

*included in the CEO review is how to encourage SMEs around the world to participate in Responsible Care.*

## **2) Further developments to the outcome of the joint TAG/RCLG meeting**

Marcelo Kos described a modified proposal to the outcome of the joint meeting to read:

*"It is recommended that a joint task force between TAG and RCLG be formed to develop a capacity building action plan that will become a key component of the strategy for implementation of the ICCA Global Policy on Chemicals Management. The recommendations of the task force will be reported to the ICCA Board in October 2003" (Attachment 1).*

### **CLOSE OF MEETING**

Chuck thanked everyone for their hard work over the Conference. He gave particular thanks to Laurraine Lotter for her energy and hard work in organising the conference. In closing he called on 2 actions from each delegate.

**Each delegate should imagine themselves as the CEO of a large MNE. What do you need to make Responsible Care effective?**

**ACTION ALL**

**Each delegate should also imagine themselves as CEO of an SME with no resources and wearing six different hats. What do you need to make Responsible Care work in your company?**

**ACTION ALL**

### **Comments to be sent to the Secretary RCLG**

**Dick Robson will send out a questionnaire to all members of the RCLG asking attendees for their views of the meeting and non-attending members for the reasons why they did not or could not attend**

Meeting closed 13.15hrs Friday 23<sup>rd</sup> August

Dates of next meetings: The RCLG Steering Group will be held in Miami in the first week of May 2003  
The RCLG 2003 meeting will be held in Thailand: date to be finalised.

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*17 September 2002*

## **LIST OF PRESENTATIONS AND SUPPORTING DOCUMENTS**

### **Presentations**

- RCLG01 – MNC Participation in NZ – Barry Dyer
- RCLG02 – MNC Participation in South Africa – Laurraine Lotter
- RCLG03 – Performance Indicators – Francisco Perez
- RCLG04 – Sasol Performance – Frederik Botha
- RCLG05 – Indicators from Finland
- RCLG06 – GRI in Taiwan – Tom Chu
- RCLG07 – GRI reported by TRCA
- RCLG08 – GRI in Europe – Catherine Lequime
- RCLG09 – Product Stewardship – Barry Dyer
- RCLG10 – US Security Code – Terry Yosie
- RCLG11 – RC in the USA – Terry Yosie
- RCLG12 – Leadership Dialogue Group – Terry Yosie
- RCLG13 – Global CEO Review of RC – Terry Yosie
- RCLG14 – RC logo - Dick Robson
- RCLG15 – Brazilian VerificAR Programme – Marcelo Kos
- RCLG16 – Open Doors in Italy – Giuseppe Astarita
- RCLG17 – WSSD Activities – Dick Robson
- RCLG18 – RC in Morocco – Misbah
- RCLG19 – Peer Review Italy
- RCLG20 – Peer Review South Africa
- RCLG21 – Peer Review Spain
- RCLG22 – RC in India – S Hazra
- RCLG23 – Asoquim Application
- RCLG24 – Venezuela Letter of Application
- RCLG25 – RCLG Strategic Plan

### **Supporting Documents**

- Attachment 1 - Thought-Starter on Capacity Building – Marcelo Kos
- Attachment 2 – Morocco Report
- Attachment 3 – Responsible Care Guidebook.