

## Chemicals and Environmental (Legislation) Working Party

Terms of Reference (June 2025)

### 1. PURPOSE

- The Chemicals and Environmental (Legislation) Working Party (CEWP) was established to align and establish clearer communication, information sharing, discussion and solution building with policy development, education and advocacy for all aspects of the sectoral requirements relating to chemicals, reagents and other relevant materials from a manufacturing perspective with consideration of wider government objectives. This is for UK, EU and ROW. There is another working party for Regulatory Affairs (RAWP) with UK Regulation (UKCA) and AI/Software as and IVD sub-groups with different Terms of Reference.
- CEWP's primary purpose is to help BIVDA deliver the vision and strategy by supporting BIVDA members in managing the complex environment relating to chemicals and materials in manufacturing and distribution and implementation, as well as bringing new innovative products to market and examining processes, approaches and methods to achieve the stated objectives by producing proposals, evidence and arguments to develop the UK IVD sector and to protect the ability of members to be able to comply with environmental legislation and secure supply chains.
- The group aims to share information related to worldwide regulations and where possible feedback to inform potential proposed or changed regulations, standards and guidance, support dissemination of members experience in fulfilling environmental requirements, ensure that industry position is fairly represented with regulatory or accreditation organisations, support the development of regulatory professionals in manufacturing and environmental management positions within appropriate ethical frameworks/law and use the wider regulatory affairs forums to enhance awareness and support the training of members.
- CEWP will identify, understand and discuss and make recommendations concerning the regulatory challenges and opportunities in chemicals and materials legislation such as RoHS, WEEE etc. which arise within the IVD Sector that are central to promoting the interests of the sector to support a better regulatory system for patients, clinicians and the public.
- Working Party members are responsible for sharing their views, knowledge and expertise to help BIVDA with insights and actions to identify, direct and measure programmes of work with members and stakeholders.
- Members are expected to feed back and identify other key people within their organisations when issues and input from subject matter specialists is required.

- Members are expected to provide evidence and examples to support and supplement consultations and papers so BIVDA can submit evidenced, meaningful and impactful sector views into the wider system. This may be during working party discussions or by survey and mailing list distribution.

## 2. MEMBERSHIP

- Membership of the CEWP comprises of interested members and wherever possible, Chairs and Co-Chairs of other working party groups to provide expertise in their areas for the agenda's, BIVDA's secretariat leads, and is also open to individuals on the Executive Board.
- The CEWP membership is representative of the membership and on occasion, BIVDA's stakeholders and partner organisations across government, the health service, academia and industry.
- On occasion, Task and Finish Groups will be set up to deliver certain aspects of work, led by a volunteer from the working party.
- Members of the CEWP will be attendees as representatives of their companies and potentially other working parties and related to their roles within BIVDA and therefore there will be no restriction on attendees or to nominate a deputy.
- Members may join or leave the CEWP membership at any point, and there is no minimum attendance frequency.
- Face to Face meetings will only take place if there are 15 registered in person attendees, 1 week in advance of the scheduled date, otherwise the meeting will move on-line.
- As with all working party meetings, members who register are expected to attend if they have booked to attend. Non-attendance must be notified to BIVDA 48 hours in advance for an in-person meeting, otherwise they *may* be charged for lunch which is provided for them and wasted.
- Membership of the CEWP will be regularly reviewed to ensure that it is balanced and representative of BIVDA's membership and stakeholder interactions.
- There is no limit to the number of members if the CEWP, however numbers and attendance will be regularly reviewed to ensure optimal performance and delivery.

## 3. ACCOUNTABILITY

Individual group members are responsible for:

- Attending each meeting, nominating a deputy if applicable or sending apologies to the Chair if registered.

- Sharing their views and insights in discussion at each meeting.
- Feeding back their opinions on the content and format of each meeting to help ensure the CEWP remains relevant and useful.
- Sharing insights and information with the CEWP from colleagues and contacts in their networks and from specialists in their organisations.
- Participating in agreed programmes of work and where appropriate, leading Task and Finish Groups.
- Ensuring commercial and government confidentiality relating to all discussions arising from this working group.
- Providing information and examples through surveys and discussion for informing consultation responses.

#### 4. REVIEW

- These Terms of Reference may be amended at any time and will be reviewed annually by the Secretariat and working group Chairs.
- Members will be asked to review and feedback on the content at each review.

#### 5. GOVERNANCE

- There is a Chair and Co-Chair of the CEWP.
- If a Chair or Co-chair needs to stand down, notice should be provided at least 1 meeting prior to their intended last.
- Minutes/ Notes will be taken by BIVDA's Regulatory Affairs Manager and should be issued to members within 4 weeks of the meeting date.
- The frequency of the meeting will be 4 times per year and may be virtual or face to face as agreed by members of the group.
- Works within the framework of competition law and the BIVDA code of conduct.
- Agenda's will be developed in advance of the meetings considering relevant topics but with the following core themes.
  - UK Chemicals Regulations
  - EU Chemicals Regulations
  - US and ROW Chemicals Regulations
  - Regulatory Programmes and support for operational aspects
  - Regulatory Programmes and support for Innovation aspects
  - ROHS
  - WEEE
  - Consultations

2025 Workplan Objectives – Environmental Working Party

	<b>Objective</b>	<b>KPI</b>
1.		
2.		
3.		
4.		