

*Report from the COMMON FORUM secretariat
For 2014-2017*

Final report



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TABLE OF CONTENT

1. Introduction	4
2. The tasks of the secretariat.....	5
1] <i>Preparing and Organizing 2 CF meetings per year</i>	5
2] <i>Assisting the Country organising the International Committee on Contaminated Land (ICCL) meeting every two (2) years</i>	5
3] <i>Being the formal ‘speaker’ on behalf of COMMON FORUM:</i>	5
4] <i>Taking care of communication and information exchange by:</i>	6
5] <i>Networking with the existing international networks operating in the thematic area:</i>	6
6] <i>On-going support to CF members:</i>	6
7] <i>Elaborating final activities report (one at the end of the contract):</i>	6
3. Overview of Activities	6
3.b] INTERNATIONAL CONTACTS	9
3.c] DISCUSSION PAPERS	10
4.0 Evaluation	10
4a) CF –meetings: Agenda and participation.....	10
4b) CF meetings: Organisation.....	11
4e) Effectiveness of CF network	12
5. Financial aspects	13
6. The next secretariat	13

About Common Forum

The COMMON FORUM on Contaminated Land was initiated in Bonn in 1994. It started as an informal group of those from national government and agencies in EU Member States who are involved with contaminated land and groundwater issues. In 1996 COMMON FORUM gained a more formal status as initiators of the EU funded CARACAS concerted action on risk assessment for contaminated land. COMMON FORUM was the group of formal country representatives in CARACAS, and this situation continued during the subsequent CLARINET concerted action, which ended in 2001.

The publication of the CLARINET reports introducing “Risk based land Management” as a central concept in European contaminated land approaches illustrates that EU wide harmonisation can arise at a strategic level if all stakeholders realise the benefits of this. COMMON FORUM is now recognised by the EC as an important “stakeholder network” in the development of an EU soil protection policy. It is also recognised by the industry-lead contaminated land network NICOLE (Network of Industrially Contaminated Land in Europe) as representing the European regulatory and policymaking community. After the end of CLARINET, COMMON FORUM wanted to keep its central position in the soil protection and contaminated land discussion, and succeeded due to the enthusiasm of its members. The need for more continuity was growing, as expressed during all meetings since 2001, for many actions to take place between meetings, and for more effective engagement with bodies like the European Commission. The Common Forum secretariat was created for doing so.

The CF Secretariat is funded as a multinational project with financial support from the CF members.

The general objectives of COMMON FORUM are to develop strategies for the management and treatment of contaminated sites and for land recycling with respect to “sustainable resource protection” for contaminated land and groundwater. COMMON FORUM holds regular meetings to discuss important and current issues in these fields. When possible, common views are developed and expertise is offered to the European Commission, relevant stakeholder networks and EU research projects. Many COMMON FORUM members participate in stakeholder groups in EU research projects or participate in discussions at workshops where results of EU projects are presented.

COMMON FORUM has adopted the following mission statement:

- Being a platform for exchange of knowledge and experiences, for initiating and following-up of international projects among members,
- Establishing a discussion platform on policy, research, technical and managerial concepts of contaminated land, and
- Offering an exchange of expertise to the other stakeholders, in particular via collaboration with existing European and International networks.

1. Introduction

In August 2005 a semi-permanent secretariat has been formally established on a project basis for three years. Several ideas about the mission and the most appropriate structure for CF have already been developed long time before the start of the current secretariat in meetings in Antwerp (October 2001); Paris (June 2002), Berlin (November 2002) and Birmingham (January 2004). In a meeting in The Hague (November 2004) a decision has been made how to proceed with a more organised structure, in view of the following needs & benefits:

- Common Forum is recognised as a „stakeholder group“ by DG ENV (ref. EU soil strategy; GWD) Common Forum can provide statements and makes proposals to on-going EU policy discussions (“early-warning system”).
- A more active and strategic input to R&D at EU level has been agreed in Birmingham; long-term support for strategic projects beyond their EC funding horizon is needed (e.g. AQUATERRA, EURODEMO, SNOWMAN, EUGRIS). The Common Forum could provide overarching co-ordination/support to these projects.
- To ensure a long-term role of the Common Forum on EU level, voluntary contributions by members will not be enough. An organised structure is needed, which could achieve the following:
 - Stronger CF-viewpoints towards EC;
 - Permanent representation in other stakeholder initiatives/discussions;
 - Screening of information for CF-members; organise information exchange;
 - Continuity in FP5/FP6/FP7-initiated strategic projects; multinational cooperation;
 - CF-secretariat: one address – one person; management; representation;
 - CF-secretariat will provide an organised structure like the science community and industry (NICOLE) to make timely input in on-going developments/discussion.

CF-members decided, after considering various options, that the establishment of an informal secretariat would be the most promising and cost-effective option. A knowledgeable person should be contracted as an informal secretary. The secretariat should be funded as a multinational project for a limited number of years. The project could be continued after an evaluation, for which the current report aims to provide the necessary information concerning tasks and activities of the secretariat and the financial aspects.

The first period of the secretariat, 2005 – 2008, has been hold by Dr Joop Vegter, NL. Since September 2008, the secretariat is held by Dr Dominique Darmendrail, FR. In October 2016, Dietmar Müller-Grabherr, Environment Agency Austria, candidated for taking the Common Forum Secretariat position. His candidature was accepted unanimously.

The main goal of this “end of project” report is to report back on the activities conducted under the contract period (September 2014 up to August 2017) and to support the decision about continuation of the secretariat.

2. The tasks of the secretariat

General aims

In view of the mission of CF the aim of the 'secretariat' project is to keep the CF active as a network in their current field of interest, which according to the CLARINET reports can be defined as (Risk based) management of the system of (contaminated) land and water resources. The secretariat should organise the collective CF-efforts effectively and carry out agreed actions. Because of the EU soil strategy, which is currently being developed, the field of interest of CF may become broader. The soil strategy recognizes other threats to soil than contamination, the mitigation of which may require a similar management philosophy as was developed for contamination by CF during the CARACAS and CLARINET concerted actions and within the Technical Working Group Contamination in the EU soil strategy discussion. Although CF can offer expertise and experience with management strategies in other fields, the core business of CF will remain the management of contaminated land and related water resources.

Specific Tasks

1] *Preparing and Organizing 2 CF meetings per year*

- Liaise with country hosting the meeting (e.g. agenda), logistics of the meetings are managed by the hosting country
- Drafting agenda's
- Prepare discussion papers and draft CF statements
- Drafting the reports of the meeting
- Organising and consulting the CF Agenda committee (when necessary)
- Carrying out agreed actions
- Creating and following the country contact list for the CF

Since the Autumn 2016 meeting hold in Oslo (Norway), the CF meetings are now organised back to back with the new working group on land and soil issues (WG "Soil as a resource": voluntary WG-secretariat by NL - Co MOLENAAR & Margot de CLEEN).

2] *Assisting the Country organising the International Committee on Contaminated Land (ICCL) meeting every two (2) years*

- Liaise with country hosting the meeting (e.g. agenda), logistics of the meetings are managed by the hosting country
- Drafting agenda's for the ICCL meeting and, when approved, the ICCL Open workshop
- Creating and following the country contact list for the ICCL
- Promoting the events to the different stakeholder communities
- Registering participants
- Presenting the ICCL networking activities to special events

3] *Being the formal 'speaker' on behalf of COMMON FORUM:*

- Representing CF in NICOLE steering committee and participating in NICOLE workshop discussions on behalf of CF
- Participating in review panels or advisory forums of EU DG Research projects and projects by European Environmental Agency (EEA) or Joint Research Centre (JRC):
 - To ensure that projects work in a way that meets the needs of Member States and that projects can benefit from CF knowledge and resources (e.g. for data collection in European Countries)
 - To present CF as a platform for discussing long term support for initiatives.

- Maintaining an active communication with DG ENV concerning the development of the thematic strategy for soil protection and contaminated land related policies (for instance on IPPC, waste, on sediments and on groundwater)
- Reporting to CF about the activities mentioned above

4] Taking care of communication and information exchange by:

- Answering email questions by CF members, email consultations of Agenda committee
- Feeding the EUGRIS website with CF news
- Publishing an email newsletter, with active cooperation of CF members
- Updating and maintaining the CF website.

5] Networking with the existing international networks operating in the thematic area:

- Identified networks: NICOLE, IMPEL, SEDNET, EC working groups
- Participating to annual meetings of these networks (on invitation)
- Contributing to organising joint events
- Liaising with network contact points for elaborating joint position papers
- Participating to advisory boards of EU funded projects (in relation to the contaminated land management, and on the basis of travel costs reimbursement)

6] On-going support to CF members:

- Elaboration of questionnaires, synthesis of the answers to be posted on the CF website
- Publication of synthetic reports on member' special questions
- Updating of the Strategic research agenda on contaminated land management
- Answers to members' daily questions
- Contribution to new demand, such as a network vision for the upcoming years (integrated with societal challenges) – which led to the creation of the WG on Land and Soil issues.

7] Elaborating final activities report (one at the end of the contract):

- To justify the financial contributions for those countries that contributed.

3. Overview of Activities

3.a] Meetings .

CF-meetings

CF meetings involve preparation and chairing of meetings sessions by the secretary. The CF secretariat is responsible for the agenda, the time schedule of the sessions at the meeting and the invitations of speakers/ guests. The CF secretariat consults the agenda committee. Six CF meetings and two ICCL meetings have been organised. Reports and conclusions of each meeting can be found on the CF website (commonforum.eu):

1. Napoli (Italy), 9-10 October 2014

Main subjects: Remediation of contaminated sites in Italy (legal framework and the case of the Fireland area), Second IMPEL project on Soil decontamination, an update on the H2020 proposals elaborated by CF members (DECONET and INSPIRATION), the IED (guidance documents in France, Italy and Germany), European Soil Partnership / EIONET indicator evolution, the EC initiative on Soil and the Land Communication, the International year of the soil (country actions), the possible initiative on "Mapping and Assessment on Ecosystems and

their Services” for soil, the final outcomes of the HOMBRE project, future perspectives of the Common Forum.

2. Copenhagen (Denmark), 12 & 13 May 2015

Main subjects: the situation in Denmark (legal framework, the GW & Soil risk approach), activities in member states, State of Play of EU soils and land policy (evolution of the EIONET indicator “progress in management of contaminated soils”, Feedback on the Global Soil Week, the ECHA Workshop on soil Risk Assessment, proposal for an updated soil strategy, the MAES, Pilot study on soil), the presentation of the INSPIRATION project and an extensive presentation of ISO / CEN actions connected to contaminated land management.

The meeting was also the occasion of a Boat tour of past industrial contaminated sites for presenting solutions and development of the Copenhagen waterfront and of a visit of the the innovation garage.

3. Melbourne (Australia), 9 September 2015 / back to back to the International Committee on Contaminated Land 2015 meeting

Main subjects: follow-up of Napoli and Copenhagen discussions on a Soil Strategy Working Group, the future European Agenda on Land based on EC studies (Elaboration of a CF position), discussions on GW contamination management and accreditation of experts, the CF contributions to ECHA Workshop and IMPEL Soil Conference.

4. Utrecht (the Netherlands), 12 &13 May 2016

Main subjects: the contaminated land management in the Netherlands (legal and organisational frameworks, the view and role of the private sector in solving the problem of contaminated land), Outcomes of the international year of Soil, activities in member states, The European Soil/Land agenda (FAO initiative Voluntary guidelines on sustainable soil management, Outcomes of the EC expert meetings, INSPIRATION project / first outcomes, additional needs from CF network via an interactive session), the Minamata Convention (convention content, the proposal of EU regulation vs. the existing regulations in MS), the definition of Severely Degraded Land and Heavily Contaminated Land, the COST Action IS1408 Industrially Contaminated Sites and Health Network (ICSHNet) and a discussion on Groundwater Pollution criteria.

5. Oslo (Norway), 8 October 2016

Main subjects: Introduction into the legal and organizational framework of Norway for (contaminated) soil management, the situation on PFOS/PFAS at Norwegian airports, discussions on Criteria to evaluate a significant increase of pollution and related remediation requirements in line with IED, a possible Joint European Initiative on Emerging contaminants, a possible CF position paper on Heavily contaminated land definition, an update on CEN & ISO-issues, the preparation of the Expert Meeting on Soil 17th of October.

At this meeting, Dietmar Müller-Grabherr was appointed as the new CF secretary starting in September 2017.

6. Vienna (Austria),

Main subjects: the European Soil Agenda, the International cooperation development (Workshop TAIEX in Malaysia, RELASC – the contaminated land network in Latin America, the COST action on industrially contaminated sites and Health, the Minamata Convention), the future perspectives for EUGRIS, Where do the CF want to be in 2030, the tasks and responsibilities of WG Land as a resource, and the future secretariat.

International Committee on Contaminated Land

Since 2008 CF secretary has the duty to help the hosting country for the preparation and the organisation of the ICCL meetings. ICCL meetings take place every two years. Under this secretary contract the following meetings have been prepared:

1. Melbourne (Australia), 10 - 11 September 2015

- 1.1. Elaboration of tasks list
- 1.2. Update of the invitee list
- 1.3. Meetings with Australian EPAs for the choice of location and dates for the 11th ICCL meeting, the issues of concern for the ICCL survey
- 1.4. Meetings with CRC Care for the integration of the ICCL workshop within the CLEAN UP conference
- 1.5. Elaboration of the programme in collaboration with the hosting country
- 1.6. Contacts with invitees and speakers
- 1.7. Elaboration of the programme
- 1.8. Updating of website and relevant communication to the ICCL network,
- 1.9. Contacts for finding a new ICCL hosting country

2. Copenhagen (Denmark), 4 - 5 October 2017:

- 2.1. Elaboration of tasks list
- 2.2. Update of the invitee list
- 2.3. Meetings with Danish regions for the choice of location and dates for the 12th ICCL meeting, the issues of concern for the ICCL 2017 survey;
- 2.4. Meeting with Danish regions and the NICOLE network for the organisation of the back-to-back workshop in close cooperation;
- 2.5. Contact with International funders and member states for financial support for the organisation of the meeting
- 2.6. Elaboration of the programme in collaboration with the hosting country
- 2.7. Contacts with invitees and speakers
- 2.8. Updating of website and relevant communication to the ICCL network,
- 2.9. Contacts for finding a new ICCL hosting country

Meetings at National Level / Presentations by Common Forum secretariat

- NORDROCS 2014, Stockholm (Sweden) – 16-18 September 2014 – Opening key note speech on EU Legislation applying to Contaminated sites management and future needs, and moderation of a breakout session.
- Swedish workshop on sustainable remediation, Malmö (Sweden) – 28 May 2015, presentation on the JOINT POSITION STATEMENT with NICOLE on Risk-Informed and Sustainable Remediation.

Contributions to the organisation of European / International events:

- Sustainable Remediation 2014 conference, Ferrara (Italy) – 17 – 19 September 2014
- MAGPLAN final workshop, Stuttgart (Germany), 4 – 6 October 2014
- CABERNET – HOMBRE - TIMBRE conference, Frankfurt (Germany) – 14 – 16 October 2014
- Remediation Technology Summit, Denver (USA) – 2 – 4 March 2015 – Panelist of the roundtable on “considerations for Site Management and Remediation in Multi-National Settings”
- IMPEL conference "**Many soil functions, many reasons to protect it**", Milan (Italy) -7 – 8 October 2015 – presentation “Common Forum's perspective on future needs for a more integrative approach of soil and land management’
- The Sixth International Symposium & Exhibition on the Redevelopment of Manufactured Gas Plant Sites, Gent (Belgium) – 8 – 10 November 2015 - Moderation of the final roundtable on "Policymakers Versus Site Owners: Collaboration or Confrontation?"

- Contaminated sites investigation and remediation technologies conference, Taipei (Taiwan) – 25 November 2015 – Presentation on “**Contaminated Sites Management Technology development in Europe: Status and Developments**”
- 4th Sustainable remediation conference, Montreal (Canada) – 26 – 28 April 2016 – participation to scientific programme committee and moderation of two breakout sessions.
- International conference on contaminated land, Bratislava (Slovakia) – 12 – 13 September 2016 – Presentation on “State of the Art in Contaminated Land Management – Towards the 4th Generation of Policy Framework”
- EKOS conference, Sao Paulo (Brazil), 28 – 29 September 2016 – Moderation of the roundtable “the latin American special session” and discussion for a joint declaration with the other networks.

3.b) INTERNATIONAL CONTACTS

NICOLE meetings

1. Contribution to NICOLE working groups: Regulations, Brownfields / liability transfer, Sustainable Remediation
2. Workshop “Risk assessment and economically viable management”, Prague (CZ), November 2014
3. Workshop “20 Year Anniversary”, Amsterdam (NL), November 2016

IMPEL Network

1. Contribution to the DECO project: co-drafting of the final report, presentation at CF meeting
2. Contribution to the new WG Water and Land: elaboration of the terms of reference, comments on proposed questionnaires
3. Conference “2015 IMPEL Soil Conference”, Milano (Italy), 7 & 8 October 2015: presentation on “Common Forum's perspective on future needs for a more integrative approach soil and land management”.

AQUACONSOIL

1. Programme committee member of AquaConsoil conference 2015 (Copenhagen, Denmark, 9 – 12 June 2015): participation to PC meeting (January 2015, Berlin), evaluation of abstracts
2. Contribution to Special sessions: NANOREM, INSPIRATION.
3. Participation to B2B events: 8 rendez-vous for promoting CF activities.

Sustainable Remediation Conference 2016, Montreal (Canada)

1. Member of the Scientific Advisory Board (evaluation of abstracts, recommendations of invited speakers and presenters, advices on conference activities and dissemination of information)

GLOBAL SOIL WEEK 2015 - 19–23 April 2015, Berlin

1. Contribution to Special Session “Soil as a resource” – presentation on “Strategies for soil protection and land use? A matter of collaboration”, management of one of the world café nexus.
2. Contribution to Special Session “Soil – Ocean – Water Nexus”: management of one of the world café tables.

JRC EIONET NETWORK – meetings 2015

1. Participation to the two 2015 meetings related to the evolution of the indicator on “progress of contaminated sites management”, 10-11 March 2015 at the JRC, Ispra/Italy and 14 October 2015 at the EEA, Copenhagen / Denmark.

RELASC – Exchange of information between the two networks (cf. newsletters), participation of RELASC at CF Vienna 2017 and ICCL 2017 meetings.

3.c] DISCUSSION PAPERS

1. Follow-up and communication on the Joint Statement Paper with NICOLE on Risk informed and land management (published in June 2013)
2. Contribution to different scientific papers:
 - 2.1. Melissa Harderocle et al., “Integrating the Social Dimension in Remediation Decision-Making: State of the Practice and Way Forward”, Remediation Journal 2015.
<http://onlinelibrary.wiley.com/doi/10.1002/rem.21447/abstract>
 - 2.2. Erika Rizzo et al., “Comparison of international approaches to sustainable remediation”, Journal of Environmental Management, 2016
<http://dx.doi.org/10.1016/j.jenvman.2016.07.062>
 - 2.3. Hans Slenders et al., “THERE ARE MORE THAN THREE REASONS TO CONSIDER SUSTAINABLE REMEDIATION, A DUTCH PERSPECTIVE” – Remediation Journal, 2016.

4.0 Evaluation

4a) CF –meetings: Agenda and participation

Agenda of most CF meetings were dominated by discussions about the European Agenda, in particular the Soil and Land issues, the Industrial Emissions Directive (IED) and the Environmental Liability Directive (ELD). Apart from these, developments in other EU directives (Water Framework Directive – WFD and its daughter directives, Waste Directives revision) have been discussed. National approaches for their transposition completed the discussions on their content and their evolution.

Beside the discussion on the legal and regulatory frameworks, technical and scientific issues were presented at all CF meetings. In particular the development and the outcomes of the scientific projects related to contaminated land management in which the CF secretary took part as partner or advisory board member (TIMBRE, NANOREM, MagPlan, INSPIRATION) were presented. The Common Forum contributed to the INSPIRATION work through a brainstorming session organised in Utrecht to discuss research needs on land management (May 2016).

Between the CF meetings, technical issues were further developed through short questionnaires on specific demands of CF members. All answers collected on these demands were synthesised and now posted on the CF website. See all synthesis at:

<http://www.commonforum.eu/questionnairescf.asp>

&

<http://www.commonforum.eu/questionnaires.asp>.

New contacts in European Countries have been established to promote CF activities and increase participation to CF meetings (e.g. Portugal, Slovenia, or Turkey).

Conclusions:

1. Maintain a balance in the different topics addressed during CF meetings by addressing legal and regulatory issues, technical themes, financial aspects of contaminated land management and case studies in addition to EU and national policies.
2. Continue to support the on demand questionnaires, in order to provide specific and dedicated needs of CF members.
3. Develop contacts with policy makers in new EU member states.
4. Discuss future demands of CF members, targeted initiatives for developing a mid- to long-term vision of the network

4b) CF meetings: Organisation

The responsibilities for the organisation of a meeting are divided between the CF secretariat and the country representative of the country that hosts the meeting. The CF secretariat is responsible for the agenda, the time schedule of the sessions at the meeting and the invitations of speakers/ guests. The hosting country is in charge of finding an appropriate meeting place and covering the costs of the meeting organisation.

The requirements for organising a CF Meeting are the followings:

- One room for plenary meetings (35 - 40 persons) chairs and tables in conference lay out.
- If necessary, 1 or 2 smaller rooms for group discussions (in case of brainstorming / World Café setting discussions)
- Coffee breaks and 2 lunches at the meeting facility.

The hosting country will organise and bear the costs possible and financially feasible for:

- A get-together (evening before 1st day),
- a joint dinner (1st day),
- A “field trip” if proposed.

The formula for CF meeting outlined above proved to be adequate.

Conclusion:

1. The organisation of CF meetings is to be continued in the “traditional” way.

4c) ICCL meetings

Since 2008 CF secretary has the duty to help the hosting country for the preparation and the organisation of the ICCL meetings, in particular with the on-going updating of the list of contact points, the proposal of themes for discussion and ICCL survey, the agenda setting, the registrations, the communication on the events, the contribution to the ICCL website update (costs bared by the Swiss Ministry for Environment).

Since Washington DC (2011), ICCL organises also an extra workshop (third day) open to all other stakeholder communities for exchanging on key challenges of contaminated land management. Different “models” for organising such open workshop have been tested since Washington DC:

- Washington DC (2011) and Durban (2013) – organised with the local hosting agency
- Melbourne (2015) – within an existing conference
- Copenhagen (2017) – in cooperation with a well-known network (NICOLE).

As for Common Forum, the hosting country is in charge of finding an appropriate meeting place and covering the costs of the meeting and workshop organisation.

The level of support requested by the hosting country varies from one country to another, depending of the level of local commitment and of expertise in organising such event.

Conclusions:

1. The organisation of ICCL meetings is to be continued in the same way.
2. If possible, alternative solutions for the organisation of the Open workshop should be found (e.g. co-organisation with an already established event – conference).
3. The expansion of the ICCL activities (communication about the results of the meetings, follow-up action plan, and contact with new representatives and countries) will generate extra costs that should be considered within CF secretariat budget for the upcoming period.
4. Both information on the ICCL meeting and the associated workshop should be provided on the ICCL website.
5. In general objectives of international cooperation and the evolution of the role of COMMON FORUM (supporting ICCL chair for hosting meeting, formal speaker on ICCL activities) should be discussed. Following the mission statement (see page 3) and considering the actual global framing European countries could aim to export knowledge and experiences on soil and groundwater management, thereby strengthening international exchanges.

4d) Capitalisation of experiences and knowledge in Countries

In order to answer to specific CF member question, and in the end allow comparison between countries, several thematic questionnaires have been elaborated and sent to country representatives. National / regional answers are provided on line on the Common Forum website. When possible, promotion of these answers should be done.

The questionnaires area of the website is one of the most visited pages. Positive feedbacks from members and visitors have been collected.

Conclusion:

1. These types of actions should be maintained for the issues of concern in the upcoming years and incentives for updating continuously the related pages should be pursued.

4e) Effectiveness of CF network

During the debates in EU council and parliament about the Soil Framework Directive and after its withdrawal, in the land and soil issues discussions (New EC expert group, associated studies, EIONET WG on indicators, MAES Soil exercise, European Soil Partnership), CF acted as a platform for exchanging opinions of EU member states, especially among those in charge of coordinating the national point of view in their countries. CF is now identified as a key stakeholder and is now regularly consulted by EC and its subcontractors on possible evolutions of European legislation, regulations and related documents.

CF is also requested to contribute to EC projects via its participation to advisory boards. Regulators and policy-makers' points of views can be presented and considered. This opportunity should be continued for the projects which can afford travel and accommodation costs for the CF secretariat.

Conclusions:

1. Contacts with EC should be actively maintained and representatives from the relevant commission services (DG ENV, DG MARK, JRC, EEA) need to be invited at CF meetings, but also for the new WG on Land and Soil issues.

2. Contribution to European funded research projects should be continued, considering CF secretariat budget availability. At least, the projects requesting the support of the Common Forum Secretariat should support the travel and accommodation costs.

4f) Communication

The website has been optimised in order to allow better dissemination of the information collected and elaborated within the network. New webpages have been created for posting all information (e.g. presentations at international events, answers to CF questionnaires, "Scientific Publications").

2 - 3 CF newsletters have been published per year to 66 CF members, 18 guests and 44 external subscribers (available on line at: <http://www.commonforum.eu/newsletters.asp>). Exchanges of information with major partners have been organised for cross-feeding (i.e. NICOLE, SEDNET, CL:AIRE, US-EPA / CLU-IN, RELASC).

Information about 40 conferences and events has been disseminated.

Conclusion:

1. Continue optimisation of the communication tools.

5. Financial aspects

The breakdown of the annual budget for the CF secretariat is given in table 1.

Table 1. Breakdown of 3 years cost of the CF secretariat.

Type of cost	Total in €
1] Work hours, including office costs, internet access and other related costs	42.940,12 €
2] Travel expenditures	18.141,37 €
3] Website hosting and support	16.693,68 €
Total	77.775,17 €

Contributions from CF countries PM

The secretariat budget has been supported by Austria, Belgium / Brussels Capital region, Belgium / Flanders, Belgium / Wallonia, Denmark, Finland, France, Luxemburg, the Netherlands, Norway, Sweden, Spain / Basque Country, Switzerland and the United Kingdom.

The CF meetings have been hosted by Italy (October 2014), Denmark (May 2015), Australia (September 2015), the Netherlands (May 2016), Norway (October 2016) and Austria (April 2017).

6. The next secretariat

The next secretariat needs to start in September 2017 to assure the continuity of CF. Austria will continue the secretariat with a new three year contract taking into consideration the listed tasks in the CF secretariat contract.

The funding contracts (one per country) need to be elaborated for a three years period, with annual invoices to improve the financial management of the project. 78.000€ will remain the basis for covering an annual secretariat budget. If additional budget can be collected for some meetings by the hosting country, this can be used for inviting new participants (Eastern European country representatives for example).

Country / Organism	2014-2017 funding / information received from CF funders (€)
Austria	7 000
Belgium / Flanders - OVAM	4 150
Belgium / Wallonia - DGARNE	2 075
Belgium / Wallonia - SPAQUE	2 075
Belgium / Brussels - BIME	700
Denmark	7 000
Finland	5 000
France	7 000
Luxemburg	5000
Netherlands	7 000
Norway	7 500
Sweden	5 000
Spain / País Vasco IHOBE	5 000
Switzerland	8 000
United-Kingdom	5 500
TOTAL / year	78 000