



Grant agreement JUST/2013/ISEC/DRUGS/AG/6413

"RESPONSE" project Steering Committee Meeting – Minutes

28 - 30 January 2015, Ljubljana

(working days 29th and 30th January)

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1. Welcome, opening remarks and practical issues

The first RESPONSE project SC meeting was held in the National Forensic Laboratory (NFL) in Ljubljana. Director (Mr. Sablič) and deputy director (Mr. Keržan) of National Forensic laboratory. welcomed the participants and thanked the project partners for their willingness to join and support this project.

Project manager (Sonja Klemenc) explained some practical issues. Working plan: at 29th January from 9 am to 17 pm, with a short lunch break and at 30th January 9 am to 12:00 for all, and point (5.3.4 from 12 : 16 pm Dujourdy, Klemenc, Reitzel).

Sonja explained that composition of the steering committee was agreed between partners previously by mails, however flexibility and replacements are possible, when needed. SC committee members (core team is formed from the project partners from forensic labs which are all ENFSI-DWG members): Sonja Klemenc (SI1 -project manager), Filip Van Durme (Be), Laurence Dujourdy (FR), Lotte Ask Reitzel (DK1), Mogens Johansson (DK2) Tamas Csesztregi (HU) Tomislav Houra (HR)). Ana Gallegos from the associated project partner EMCDDA is SC member as well and has a role of strategic adviser. All persons of the project steering committee have a long history of personal cooperation through the ENFSI DWG channels and know each other for years.

Project manager invited also the following guests:

- Mr. Janez Košmrlj (project staff member and responsible for NMR characterisations) representative of Slovenian partner Faculty of Chemistry and Chemical technology (present at the first day – 29th January; Janez was present at the first day and the second day he was "captured" on the road because of heavy snow).



- Ms Lili Šipeć - General Police directorate, Service of the Director General of the police, Senior Police Superintendent). She is authorized to coordinate all projects within MNZ and for communications with EU Commission. (first day; presented point 3.2)
- Ms Melita Godeša - project financial manager (MNZ secretariat of finances (first day; presented point 3.2))

2. Acceptance of Agenda and additional information

Sonja explained that Mr Filip Van Durme (Belgium) cannot attend the meeting due to sick leave and Dr. Ana Gallegos from (EMCDDA) cannot attend in person (due to bad flight connections Lisbon - Ljubljana). As Dr. Ana Gallegos kindly provided the presentation for the 1st Response SC meeting Sonja suggested seeing and discussing the presentation (point 4 in the original agenda) at the second day of the meeting. Proposal was accepted.

Sonja asked if there were any new topics for the draft published agenda. None were proposed so the agenda was accepted. With regard to the proposed draft agenda the order of some topics was changed.

3. Project management general, practical issues and requirements

3.1 Overview of some general documents and requirements of the EU Commission

Sonja overviewed and explained some general management requirements (management guide, use of emblem, visibility of EU funding, requirements and forms for reporting, i.e. intermediate reports and final reports) along documentation available at:

http://ec.europa.eu/justice/grants1/calls/just_2013_isec_ag_en.htm

Documents have been sent to SC members in advance (as embedded files) in a draft meeting agenda. Sonja told that EU Commission will organize "Kick of meeting in Brussels" for projects managers and financial managers at 10th February 2015. She will inform SC members about some additional things concerning project management, if needed.



3.2 Project finances and communications with EU commission

Project budget

Sonja overviewed and explained the project budget as approved by EU commission. She pointed out which of the planned costs (at the time when the application had been sent) were not approved in full by EU commission.

Costs reimbursement pre-payment

Ms Šipeč explained that she sent "draft partnership agreements" (PA), for comments to all project partners at 8th January 2015. PA defines cost -reimbursement and pre-payments as well as the responsibilities of the co-ordinator and the co-beneficiary in the implementation and management of the RESPONSE project. She received responses from all partners and final version of PA will be dispatched in a week.

Afterwards, Ms Lili Šipeč and Ms Melita Godeša explained this topic and discussed open points by the participants.

The "application form for reimbursement" was provided (and discussed) to all partners and is also embedded here.

The reimbursement requests (on the form provided by Ms Šipeč and Ms Godeša) shall be sent to Ms Melita Godeša. The fastest way of processing will be if requests (scanned documents) are sent in advance by an e-mail to (melita.godesa@gov.si and cc to sonja.klemenc@policija.si) and original documents by post immediately after Melita's confirmation that everything is OK to the following address: Ms. Melita Godeša, Štefanova 2, 1000 Ljubljana Slovenia.

Communications with EU commission

Ms Lili Šipeč is authorized for communications by EU commission concerning the project implementation.

Discussion - open points

Ms Šipeč answered the individual questions of participants.



4. Strategic guidance and latest news on NPS (Ana Gallegos– not attended but the presentation for the meeting was kindly provided)

Message from Ana :-): "Please find attached the update from the EMCDDA for the kick off meeting of the RESPONSE project - the slides which contain the latest updates (and which, therefore, are not for distribution) are slides number 13, 14 and 16. I remain at your disposal if you need any clarification/additional information, etc. Feel free to contact me today or during the meeting at the number below, if you think I can contribute to the discussion in any way. Once more, I regret not to be there with you and all colleagues."

Attendees looked at presentation kindly provided by Ana at the end of the second day.

5. Project tasks - action list, timeline frames, planned deliverables

Sonja roughly summarized the main project activities which are divided into five work streams (WS: WS0 - management and dissemination activities, WS1 - purchasing, WS2 - profiling, WS3- chemical characterizations, WS 4- data bases) and time frames as defined in Annex 1 (project Description and implementation form sent to all embedded in draft agenda). She suggested the use of excel based "Action list" for easier planning, checking and evaluating the project implementation. Documentation of each WS (work stream) will be handled on one sheet of the Action List.

5.1 New psychoactive substances – starting points (all SC members)

The purchasing will be done by successive orders during the next two years. NFL still have to prepare requests for purchasing tenders before purchasing at gross level will start.

Discussion was focused on the following subjects:

- how to define first lists of reference materials for purchasing (and vendors)

Concerning vendors of CRMs materials SC four of them were mentioned: Cayman, LGC (their catalogue contains CRMs LoGiCal, produced by LGC; Cerilliant, NMIA and Cayman), Lipomed and Cerilliant. At Lipomed they have a very limited number of substances and Cerilliant is focused mainly on CRM in solutions. The project team will follow regularly the appearance of the new products from these vendors. NFL staff checked the availability of reference materials for compounds reported to EMCDDA EDND database in the last year (i. e. 2014) and will keep this



data updated in the future. LGC and Cayman will be contacted (Sonja) to see if better prices ("discounts") can be achieved for the project.

To be cost effective the project partners agreed that they will check which data (FTIR and MS spectra) ENFSI DWG already has on its disposal. Tamas mentioned the IPA project between Hungary and Serbia and kindly provided the list of CRM bought in the frame of that project. "RESPONSE" will avoid purchasing of substances listed there especially the same salt form and from the same vendor. Mogens provided a short list of compounds for purchasing. He stressed that toxicity of compound should be taken into account and the project should aim to provide characterization data on this compounds (even if they are not new appearing).

Sonja explained that we should stay in line with planned project scope, however we can take the toxicity into account, if such data (and lists of compounds) will be provided by partners.

- internet NPS (net-NPS links, web pages) for purchasing
- how to follow appearance of new substances (not yet reported) at internet, i. e. to get the web links to purchase net-NPS materials

SC agreed that this is a quite demanding task. One way of information can be "NPS users forums" but difficult to cover by the project staff. Laurence mentioned the project I - TREND (ongoing project financed by EU commission). Tomislav will contact them concerning internet links. Sonja will ask a colleague (project staff member) Staša Šavelj to ask for information through Europol channels and John Power from DWG (also associate project partner) who has some experiences with internet purchasing. Lotte provided (immediately after the meeting) info (web links) from the Scandinavian forum on drugs (NADIS). Maybe EMCDDA has some information, too. Sonja think that concerning really new net-NPS the most interesting could be "China`s research chemicals" companies links - she searched some links.

- Chemical characterizations

Chemical characterizations of CRM and net-NPS will take place in NFL and FKKT. NFL will reach the full analytical capacities only when instruments (especially FTIR for measurements of the condensed phase of eluent after separation in GC) planned in RESPONSE project budget



come to laboratory. Estimated time is approximately 3 months, as the purchasing procedures shall follow national rules).

Janez explained the possibilities of NMR characterization and structure confirmation & elucidation at FKKT.

- Data exchange procedures

Data collected (raw spectra MS and FTIR) with required supporting information will be provided to MS and FTIR managers through e-mails. The same procedure will be applied for NMR data between the Slovenian partners. EMCDDA will receive information through SI EWS system (reporting forms), if some compounds will be detected for the first time in Slovenia. Analytical data are included in reporting forms only, if the particular compound has not been reported to EMCDDA previously.

5.2 Databases

FTIR database development (Tamas)

- Current situation and plans

Tamas described the current developments and the great work done already in the RESPONSE pre-preparation step supported also by ENFSI DWG group QA subcommittee chaired by Natalie Meert. Technical development is headed by Tamas and Peter Mell. In short, Tamas explained that:

- minimum technical requirements of spectra (4 cm⁻¹ resolution, minimum range 700-3500 cm⁻¹, no dominant interfering peaks)
- all spectra will be transformed to Absorbance mode and normalized to 0-2 intensity range
- files will be converted JCAMP DX format and additional info will be filled in uniform way (based on data in Excel sheet)
- four libraries format will be generated from JCAMP DX files
- etc...

Some open points exist with regard to the question:

- of what kind of materials will be included in the library
- public availability of the library



Planned guidelines:

Technical requirements" for spectra acquisition.

Interpretation of FTIR spectra library search for "Dummies" (working title only ☺)

Sonja expressed her opinion that at least spectra provided from the RESPONSE project should be made public. One possibility is that NFL will make them public open or on own web pages or through some other channels (maybe ChemSpider).

Tamas showed an excel file where the fields with requirements for information accompanying to FTIR spectra was shown. Partially information will be provided from the spectrum sender and the rest will be added by FTIR library managers.

There was a short discussion about some observed differences in FTIR spectra of CRMs (same form). Janez exposed the sensitivity of FTIR on different polymorphic forms of substances. Sonja gave an example from personal experiences from heroin synthesis, where she noticed that the choice of extraction solvent influenced the polymorphic form of solid heroin product.

- data validation and criteria for spectra implementation

Tamas explained suggested validation criteria and spectrum status label: validated, not validated, ignored.

MS database (Mogens, Tomislav)

- current situation and plans

ENFSI DWG MS database has been developed previously and spectra produced by the "RESPONSE" will be implemented into. Tomislav takes care to do the updating of the library (one or two times per year). Mogens is responsible for validation and Lotte for publishing at ENFSI DWG web pages. In the past information and data exchange between ENFSI-DWG and SWGDRUG database made ENFSI MS database worldwide opened. Currently some changes in SWGDRUG organization are noticeable; therefore in the near future cooperation with regards to MS libraries should be check. (Tentatively at Dublin meeting, if SWGDRUG representative will attend).



Sonja told her idea that spectra collected by the RESPONSE are made public open (one by one as they are collected in graphic or electronic format..) as this will speed up availability of information - (the point is opened for discussion...She showed an excel worksheet (information given there was a combination of "demystify chemistry tools" of EMCDDA available at public open web and info from Cayman reference material vendor, who gives base peak ions from their EI-MS spectra, which is usually the first info obtained by forensic analyses.).

Tamas commented that as far as he remembers, Andrew Cunningham from EMCDDA has similar worksheet. Tamas will contact Andrew if it is possible to publish that xls worksheet at EDND restricted pages.

- data validation and criteria for spectra implementation

Mogens explained the validation procedures and gave the practical presentation about this on the spot and afterwards provided (by e-mail) SC with a short draft - written description of procedure "Validation of GC-MS library entries".

5.3 Profiling

Workshop assisted learning (June, 2015, Ljubljana) - (Laurence, Sonja)

Laurence reported that Fabrice sent an invitation (call for interested participants in January, with the deadline for respond at 13th March). Currently Fabrice still collects applications. Laurence presented info about interested attendees so far. Laurence notified RESPONSE SC that Fabrice sent also a request to DWG for financial support for two additional trainers from Switzerland (Pierre Esseiva, Natacha Gentile). Request has been approved by DWG. Therefore, trainers 6-members team (1 BE- Philip, FR: Laurence, Fabrice, CH: Pierre and Natacha) will be available for the workshop in Ljubljana.

timing: at week 25 ; June 2015

attendees: seminar is primarily open to ENFSI DWG members;

reimbursement: attendance costs are only reimbursed for people working in EU member states forensic laboratories (at maximum 15, more than one person from the same lab may attend)



Details of administrative, scientific and technical requirements for organization of workshop will be defined by e-mail communications and finalized at the next steering committee meeting in Dublin (May 2015).

Profiling methodology development in NFL – expert exchange SI, FR

Remark: This topic was discussed at 30th January afternoon (from 12 – 16 p. m.). Only Laurence, Sonja and Lotte were present.

Laurence explained in details what NFL staff needs to prepare for heroin profiling and described the analytical procedure. We set up the exact timing for the activities planned for heroin profiling methodology development:

- March 2015 (week 11): SI IT expert and 2 chemistry expert have training at Lyon
- from March - until September: NFL staff performs analyses at NFL (populations of linked and unlinked heroin samples) to provide data for statistics
- in September (week 39): two FR (Laurence, Celine) experts comes to SI for heroin statistics, thresholds...

and for cocaine profiling rough time frames were set:

- November 2015: training for SI experts in Lyon
- measurements at NFL until March-April 2016
- cocaine statistic: March-April 2016, 2 FR experts in Ljubljana

6. Steering and dissemination activities

- 6.1 Planning of the next SC meeting combined with dissemination of results/ achievements (ENFSI – DWG meeting, 5th to May 8th, May 2015)

Deadline for abstracts: **March 6th 2015**

Deadline for early registration: **March 6th 2015 (fee 300€)**

Remark: accommodation reimbursed from the project: for 3 nights only (required from EU commission during negotiations of project budget).



- Sonja will contact John Power concerning the registration and payment of registration fee for RESPONSE project attendees

Project management, Dissemination and visibility of the project:

- RESPONSE SC committee meeting is planned on Tuesday morning
- contacts with other stakeholders (ENFSI DWG SC or R&D representative, EMCDDA ...) still need to be communicated
- presentations:
 - Sonja: general presentation about "RESPONSE PROJECT" and announcement of EU commission cofounded meeting in Slovenia
 - NFL + FKKT: 1 scientific presentation (oral) - identifications of some new NPS
 - specific information & communication will be included in SubC reports (profiling (Fabrice), FTIR database development (Tamas), MS database updates & communications (Tomislav, Lotte)

Sonja reminded SC members on rules with respect to EU emblem use and requirements on Visibility of Union Funding.

Mogens informed Sonja that he won't be able to attend the meeting. They agreed that one additional member from NFL may replace him at this meeting.

6.2 EAFS Meeting Prague

- Sonja will contact organizers concerning the registration and payment of registration fee for RESPONSE project attendees

Deadline for abstracts: **27th February 2015**

Deadline for early registration: May 6th 2015 (fee 400€)

Remark: accommodation reimbursed from the project: for 3 nights only (required from EU commission during negotiations of project budget).



6.3 Publishing of FTIR and GC-MS libraries at ENFSI-DWG web pages (and/or open sources?)

Question still opened for future discussions.

6.4 Communications and networking with other stakeholders/ projects

Contact person from ENFSI-DWG: Asa Klasen (Research and development) and project members.

Project I-See Project for strengthening information exchange between Italy and South East Europe neighboring countries on new psychoactive substances (IT, HR, SI) from the same EU call: link Sonja Klemenc - Claudia Rimondo.

7. Other matters

None.

8. Closing of the meeting

Sonja acknowledged all participants for their inputs to the meeting and wished them safe travel home. Three musketeers leaved at noon and three ladies closed their meeting at 16 p.m.

Report prepared:

By Sonja Klemenc



Some pictures (added at 3.10.2015)



Steering committee in front of the national forensic Laboratory (Tamas (replaced by Sonja at the second picture), Tomislav, Laurence, Lotte, Mogens).



Working hours in the National Forensic Laboratory



At the evening – spare time: hungry forensics on their way to dinner investigate the beauties of Ljubljana city



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