

iNEMI PVC Alternatives Initiative
Meeting Minutes
06 November 2008

Actions

- **Scott O'Connell and Jim Arnold to setup agenda for next call on 20 November 2008**
- **Next Meeting: Thursday 20 November 2008 2pm EST (1pm CST; 11am PST)**
 - **20 November Meeting Agenda:**
 - **Continued Discussion on Development of Project Statement of Work (SOW)**
 - **Review initial matrix of PVC and PVC-alternative materials**
- **Follow on meetings are planned every two weeks for the rest of 2008 i.e., 20 November; 04 December; and 18 December.**
- **Weekly meetings will be scheduled beginning 08 January until the SOW and PS are completed. The expectation is to have the SOW and PS completed mid to late February.**

Participants*

Scott O'Connell (Dell)
Cathleen Hess (SABIC Innovative Plastics)
Rachel Nolan (Bayer Material Science)
Nancy Bolinger (Lenovo)
Todd Washburn (SABIC Innovative Plastics)
Curtis Robb (Volex, Inc)
Lise Laurin (EarthShift)
Bud Hall (Vinyl Institute Consultant)
D'Lane Wisner (D'Lane Wisner and Associates)
Toni Truong (Dow)
Tim ? (Motorola)
Alcatel-Lucent?

On Distribution (not recorded as participating)*

Robert McKay (SABIC Innovative Plastics)
Andrew Poslinski (SABIC Innovative Plastics)
Conrad Hovik (Dupont)
John Marshall (Dupont)
Jan M Stouffer (Dupont)
Todd J Washburn (SABIC Innovative Plastics)
Leo Heiland (Intel Corp)
Bryce Busby (Dell)
Matt Holman (BizLink)
Wayne Li (BizLink)
Susan Landry (Albemarle Corporation)
Brian Larin (BASF)
Guenter Kehr (BASF)
Ricardo Cuetos (BASF)

* If you have additions and deletions for the distribution list, please forward the information to Jim Arnold (jim.arnold@rissastudios.com). He will take the appropriate action to add or remove names.

Agenda

- Review Purpose of Call – Jim Arnold (iNEMI)
- Formalizing the Project – Jim Arnold (iNEMI)
- Initial Proposal – Scott O'Connell (Dell)
- Questions, Issues and General Discussion – All Participants

NOTE: Please send a note to Jim Arnold with any changes to the distribution list or modifications to these meeting minutes.

Purpose of Call

The purpose of the meeting was to begin the process of setting priorities and direction for the evaluation of PVC insulation on cables used in the electronics industry. The intent is **not** to repeat past or present studies and/or project; however to investigate the possibilities in developing a series of related tasks (a project or series of projects that will add to the existing Life Cycle Assessment (LCA) knowledge base. iNEMI is a member based organization and projects are normally restricted to iNEMI members only; however to get a broader perspective from the industry the Project Formation process is open to anyone interested participating in defining the Project tasks. Participation in the Project Formation process will allow the participants to help establish the agenda for the electronics industry. The eventual outcome of the discussions is to develop a formalized Statement of Work (SOW) and Project Statement (PS) for the Project (templates used to assist in the generation of the SOW and the PS are attached to the email).

Formalizing the Project

- Lise Laurin (EarthShift) indicated that it is important to create a set of goals and clearly define what will be done. This will be added to the project plan.
- iNEMI recognizes the need to have clearly a defined set of tasks, i.e., a formalized Project plan, and has developed a set of guidelines and templates to assist teams through the development of a Statement of Work (SOW) and Project Statement (PS) for every project proposed.
- The Project formation team will be responsible to make recommendations if the project should be broken into multiple phases. For a PVC Alternatives Project possibilities are:
 - Phase 1 - Literature search and review of previous and existing projects, e.g., some examples are listed in the presentation provided by Scott O’Connell
 - Phase 2 - LCA assessment of PVC and PVC-free cables
 - Phase 3 – Technical Evaluation of PVC alternatives, e.g., electrical, mechanical, safety.
- Jim Arnold will work with the team to pull together the iNEMI PVC Alternatives SOW. He will work with the Project Leader (to be identified) to get iNEMI Technical Committee (TC) approval. After the TC has approved the SOW and PS, the Project will be advertised and open to all iNEMI members to participate. The initial signup period is typically 30 days, at which point the project signup is closed. Once a project closed any requests to participate in the project will require approval from the Project’s founding members.
- The next TC meeting is scheduled for 04 December. The current plan is to present a brief status on the progress of the discussions.

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- Note that we will eventually be running a multi-company project. For the project to fall under “iNEMI umbrella” for working in a pre-competitive environment, we need a Statement of Work (SOW) and Project Statement (PS) in order to formalize the project. By following the iNEMI By-Laws and Policies the “umbrella” shields the participating companies from anti-trust issues. The project formation team is chartered to pull together the SOW and PS. These documents will be reviewed and approved by iNEMI Technical Committee. Companies wishing to participate in the formalized project will be required to agree to the terms and conditions identified in the SOW and PS and sign the PS, returning the signed copy to the iNEMI main office for final approval.

Sharing files

- Any information participants would like to share with the group can be forwarded to Jim Arnold who will distribute the information

Initial Proposal

Scott O’Connell presented an initial proposal on possible elements of an iNEMI PVC Alternatives Project. The presentation material is attached to the email for those who were not able to download the material from the iNEMI web site. The presentation material Scott presented was intended to provide a baseline for the discussion. Anyone who has comments, questions, or issues they would like addressed are encouraged to send a short note to Jim Arnold (jim.arnold@rissastudios.com) and Scott O’Connell (scott_oconnell@dell.com). We plan to distribute any information sent and will provide time during the next conference call to discuss.

Review of Past, Present, and Proposed Projects (P⁴)

- Some initial information is shown in the attached presentation materials (Slide #3)
- Bud Hall provided a link to the EPA final report on “Wire and Cable Insulation and Jacketing: Life-Cycle Assessments for Selected Applications”, and the summary document, “Wire and Cable Insulation and Jacketing: Life-Cycle Assessments for Selected Applications—Summary”. The link is: <http://www.epa.gov/dfc/pubs/wire-cable/lca.htm>

Questions, Issues and General Discussion

As expected general comments and discussion was minimal for this first meeting. Participants are welcome to provide their perspective on issues and/or questions they may have. All items submitted will be reviewed and distributed for the rest of teams review. Anyone wishing their comments to be anonymous can send them to Jim Arnold who will distribute them accordingly.

Participants are also encouraged to provide feedback (positive and non-positive comments are both welcome) on the process so iNEMI can continue to improve the Project formation process.

Next Steps

NOTE: Please send a note to Jim Arnold with any changes to the distribution list or modifications to these meeting minutes.

- Jim Arnold will provide an overview of the iNEMI project management process at the next meeting
- Participants to begin discussion on possible tasks for a formalized project
- Next meeting: Thursday, 20 November. Agenda for meeting will be sent out no later than one week before the next call, i.e. 13 November.

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