#### **Centre for Food Safety**

# Food and Environmental Hygiene Department Notes of the Fifty Second Meeting of the Trade Consultation Forum held on 18 November 2015 at 2:30 p.m.

# in Conference Room at Room 102, 1/F, New Wan Chai Market, 258 Queen's Road East, Wan Chai, Hong Kong

#### **Present**

#### **Government Representatives**

Dr. HO Yuk Yin Consultant (Community Medicine) (Chairman)

(Risk Assessment & Communication)

Dr. Samuel YEUNG Principal Medical Officer

(Risk Assessment & Communication)

Ms. Joey KWOK Scientific Officer (Total Diet Study)
Mr. Nicky HO Scientific Officer (Nutrition Labelling)

Mr. YANG Chi Ming Chief Health Inspector (Food Safety Promotion)

Mr. WONG Cheuk Ho Superintendent (Risk Communication) (Secretary)

#### **Trade Representatives**

Ms. May LAU

Ms. LIM Lay Nak

Ms. Christy CHEUNG

Mr. LO Lok Sang

Mr. Andrew WONG

A & W Food Service Ltd.

A.S. Watson Industries

A-1 Bakery Co., (HK) Ltd.

Abbott Laboratories Limited

Ms. Lilian TANG AEON Topvalu (Hong Kong) Co., Ltd.

Ms. Caroline YUEN American Consulate General, Agricultural Trade Office

Ms. CHAN Nga Li Amoy Food Ltd.

Mr. Rex LEUNG Angliss Hong Kong Food Service Ltd.

Mr. CHAU Wing Kong B & S Company

Mr. LAM Pak Wah

Ms. Kylie SHUM

Mr. Kenrick CHU

Best Harvest Company Ltd.

Birdland (Hong Kong) Limited

Bureau Veritas Hong Kong Limited

Mr. TSANG Wah Him Calbee Four Seas Co. Ltd Mr. Justin WONG Castco Testing Centre Ltd.

Ms. Jessica OU YANG CATALO Natural Health Foods Ltd.
Mr. Ivan CHAN CATALO Natural Health Foods Ltd.

Ms. Leona WONG Cerebos (Hong Kong) Ltd.

Mr. Ryan CHAN CFSS Co., Ltd.

Mr. Howard MAK Chemical Laboratory (HK) PTE. Ltd.
Ms. May LEUNG Chemical Laboratory (HK) PTE. Ltd.

Ms. LI Ka Fung Chew's Food International Ltd.

Ms. Hannah WONG China Dragon Inspection & Certification (HK) Ltd.

Mr. Chi WONG China Inspection Co., Ltd.

Ms. Samantha TSANG China Resources Vanguard (HK) Co Ltd.

Ms. Grace YEE City Super Ltd.

Ms. Elaine WONG CMA Testing & Certification Laboratories

Ms. May KAN Coca-Cola China Ltd.
Mr. XU Xiao Xu Coils Electronic Co., Ltd.
Mr. Houston WONG Consulate General of Canada

Mr. Michael LEE Dah Chong Hong Ltd.

Ms. Sandy TSE Danone Nutricia ELN Hong Kong Ltd.
Mr. Howard SUEN Deqingyuan (Hong Kong) Limited

Mr. Carlo C. Catingan Dole Hong Kong Limited

Ms. Charlotte LAU Economic Department, Consulate General of France

Ms. Karin HO Eurofins

Mr. Henry CHENG Fonterra Brands (Hong Kong) Ltd.

Mr. Freddy FONG Foodscan Analytics Ltd.
Ms. CHAN Miu Ling Fresh-cut Produces Ltd.

Ms. Doris CHAN FrieslandCampina (Hong Kong) Limited
Ms. Natalie YUEN FrieslandCampina (Hong Kong) Limited

Ms. Noel HO Garden Heart Food Ltd.

Ms. Joe MAK General Mills HK Ltd.

Mr. TO Yui Nam Global Wellness Logistics

Ms. Alice WAN Godiva Chocolatier (Asia) Limited

Ms. Heidi HO GS1 Mr. Anson POON GS1

Mr. CHAN King Lung HAVI Freight Management Ltd.
Ms. HONG Pui I HAVI Logistics Services (HK) Ltd.

Ms. NG Kwai Chi
Health Naturally Co., Ltd.
Ms. Connie KUNG
Heinz Hong Kong Limited

Ms. Ada WONG Herbalife Asia Pacific Services Ltd.

Ms. CHEUNG Tin Yan HK Elements Ltd.

Mr. Allen WONG Hong Kong Food Science & Technology Association
Mr. Billy TANG Hong Kong Food Science & Technology Association

Mr. YUEN Lam Piu Hong Kong Ham Holdings Ltd.

Ms. Isabella LEUNG Hong Kong Institute of Vocational Education (Chai Wan)

Ms. LAU Kam Sim Hong Kong Yakult Co., Ltd.

Mr. Ronald CHOW Hung Fook Tong

Ms. Katrina NG Hutchison China Meditech Ltd.

Ms. Leona HO IKEA

Ms. Yolanda CHOW International Food Safety Association
Ms. WAN Lok Man Intertek Testing Service H.K. Limited

Ms. MOU Yee Man Itochu HK Ltd.

Mr. Tanaka Hiroyuki Japan External Trade Organization
Mr. Nao CHOW Japan External Trade Organization

Ms. Kennie SIU Kellogg Asia Marketing Inc.

Ms. Alice WONG Lee Kum Kee International Holding Ltd.

Mr. SIU Wai Lun M & S Industries Ltd.

Ms. Faye LEUNG Mannings
Mr. Stephen LAM Mannings

Ms. Rita HO

Ms. SO Po In

Maxim's Caterers Limited

Ms. Juliana CHAN

Maxim's Food Factory

Ms. Amy CHU Mead Johnson Nutrition (Hong Kong) Ltd.

Mr. Matthew TANG Mondelez Hong Kong Limited

Mr. WONG Pui Sum

Natural Alliance Co. Ltd.

Mr. Joseph MA

Nestle Hong Kong Ltd.

Mr. LAU Wing Lun Nine to Five Ltd.

Mr. Herbert LEE Nissin Foods Co., Ltd.

Ms. Jasmine IP Nu Life International Headquarters

Ms. German CHEUNG Pappagallo Pacific Ltd.
Ms. Cactus LAI ParknShop (HK) Limited
Mr. Peter Johnston ParknShop (HK) Limited

Ms. WONG Sheung Ling

Ms. Launita CHAN

Ms. LAM Hoi Ming

Pizza Hut HK Management Ltd.

Polybrands International Ltd.

Power Mark Development Ltd.

Mr. Thomas YEUNG Reckitt Benckiser Hong Kong Limited
Ms. Susana Munoz Enriquez Secretariat of Economy of Mexico

Ms. LEUNG Wing Shan SFB Ltd.

Ms. Carol LAI SGS Hong Kong Limited

Mr. Nick LEUNG Snow Brand Hong Kong Co., Ltd.

Ms. Antonia Martinez F. Spanish Trade Commission

Ms. LIU Wing Shan Swire Coca-Cola HK

Mr. Victor KOK Tai Pan Bread & Cakes Co., Ltd.

Ms. Sally LEUNG The Dairy Farm Group
Ms. Anna LEUNG The Dairy Farm Group

Mr. LING Tsun Kit The Garden Company Ltd.

Ms. Kammy YEUNG The Hong Kong Standards and Testing Centre Ltd.

Ms. Vanessa CHAU Truth & Faith International Ltd.

Ms. Wing CHEUNG Unilever Hong Kong Ltd.
Mr. Attlee LAU URC Hong Kong Co., Ltd.

Mr. LE Van Nghia Vietnam Trade Office Mr. Sidney NG Vital Production Ltd.

Ms. Winnie KWOK Vitasoy International Holdings Ltd.

Ms. Clara LAM Wellcome

Mr. LAM Tsz Mau Winner Food Products Ltd.
Mr. Philip KWAN Wrigley Asia Pacific Ltd

Mr. Tony CHOW Wyeth (Hong Kong) Holding Co. Ltd.

#### **In Attendance**

Mr. WANG Chao

Ms. LONG Jie

China Food and Drug Administration

Mr. KE Faye

China Food and Drug Administration

Mr. LI Weixin

China Food and Drug Administration

Mr. LI Weifeng

China Food and Drug Administration

Mr. LI Weifeng

China Food and Drug Administration

Ms. LI Huimin

China Food and Drug Administration

Mr. JIN Fabin

China Food and Drug Administration

#### **Opening Remarks**

<u>The Chairman</u> welcomed all trade representatives to the 52<sup>nd</sup> meeting and introduced government representatives to the meeting. He also welcomed seven representatives from the China Food and Drug Administration who came to Hong Kong on a study tour and introduced to them the function of this Forum.

### **Confirmation of the Notes of Last Meeting**

2. The notes of last meeting were confirmed without amendments.

#### **Agenda Item 1**

# Joint Consumer Council Study on Sugar Content in Popular Chinese-style Beverages Consumed with Meals

3. Ms. Joey KWOK informed the meeting of the result of the study on sugar content in popular Chinese-style beverages consumed with meals which was jointly conducted with the Consumer Council. As consumption of too much sugar would have adverse health effects like obesity and dental decay, WHO had strongly recommended that daily intake of free sugar should be less than 10% of total energy intake of an individual (or 50 grams based on 2000 kcal/day), and recommended further reduction to less than 5% of total energy intake of an individual (or 25 grams based on 2000 kcal/day). Non-alcoholic beverages were a major contributor to total sugar intake of the population, and Chinese-style beverages were popular among local consumers. The study aimed to provide an update on the levels of total sugar in some popular Chinese-style beverages consumed with meals in Hong Kong, to inform the public on the sugar content in these drinks to enable informed choices, and to urge the trade to A total of 101 samples of take action to reduce sugar content of beverages. non-prepackaged drinks had been tested and 40 samples of prepackaged drinks had their nutrition labels examined. For the 101 samples of non-prepackaged drinks, 29 samples were considered as high in sugar, that is, containing over 7.5 grams of sugar per 100 mL. Beverage types with higher level of sugar included kumquat/citron honey, watercress honey, sour plum drink and hawthorn drink. The sugar levels of prepackaged drinks were compared with their non-prepackaged counterparts and it was found that the levels were similar or slightly higher. The overall findings were that: (a) there were large variations in

the sugar contents within the same type of beverage, reflecting the possibility of the trade to reduce the sugar content in these beverages; and (b) the trade should consider increasing the supply of low sugar, sugar-free or no added sugar versions of these beverages. Consumers were advised to take note of the sugar content of beverages and choose the appropriate types of product to suit one's need; request "less sugar" or "no added sugar" versions of beverages when ordering, or ask for syrup/sugar to be served separately; take note of the serving size of beverages, share the beverage with others or consume the beverage on several occasions if serving size exceeds the usual consumption amount; maintain a balanced and varied diet and limit the consumption of beverages with large amount of added sugar. The trade were advised to make reference to the CFS trade guidelines for reducing sugar contents in food and beverages, with modification of preparation methods, ingredients and serving sizes; make reference to and work towards the sugar reduction target to be set by the International Advisory Panel (IAP); provide nutrition information for non-prepackaged food and beverage items on menu, price list or other printed materials so that customers can make informed choices; offer "less sugar" or "no added sugar" options on menu and remind customers during ordering; and provide "less sugar" or "no added sugar" versions of beverages upon customers' requests, and serve syrup/sugar separately.

4. <u>Dr. Samuel YEUNG</u> briefed the meeting of the local actions on sugar reduction. Policy Agenda 2015 included that the Administration would devise and implement a strategic plan for encouraging reduced intake of salt and sugar in food so as to promote a healthy diet. The International Advisory Panel on Reduction of Salt and Sugar in Food (IAP) considered that priority should be accorded to product reformulation, and target level for reformulation needed to be set. In setting the target for sugar reduction, reference was made to overseas recommendations on target setting approaches as well as sugar reduction pledges of certain major international brands. By using soy milk as an example, three possible options for

setting target had been suggested: the maximum level approach, the average/mean level approach, and the percentage reduction target approach. The Administration would continue the work on setting feasible and achievable targets in consultation with the food industry.

- 5. One trade representative considered that using soy milk as an example for setting reduction target would be too harsh because soy milk was generally considered as a type of drink with relatively lower sugar content. Another trade representative remarked that sugar was added to some drinks like citron honey and hawthorn drink in order to enhance the taste. It was not feasible to apply the same target level to various kinds of drinks. The Government should instead provide recommendations to the public on what kinds of drinks to choose or to avoid. The Chairman remarked that the Administration would not set reduction target for all kinds of food and drinks but would only target common and popular products. The trade could make reference to the result of this study and the public's concern to reduce the sugar level of their products. He added that the matter would be discussed in the coming IAP meeting to be held in January 2016.
- 6. One trade representative remarked that consumer education should be the most effective tool. For imported beverages it would be very difficult to control as overseas manufacturers would not reformulate their products for a small market like Hong Kong, while it might be possible for the local and Chinese producers to reformulate. He added that his company had done a research on salt reduction for prepackaged food and hot meals sold in supermarkets and found an encouraging result that there were rooms for reduction without people noticing. The Chairman said that since reduction of salt and sugar was an international movement, importers should take up the responsibility to source products with less salt and sugar contents.
- 7. In response to an enquiry from another trade representative, Ms. Joey KWOK replied

that the threshold of over 7.5 grams of sugar per 100 mL of drinks being considered as high in sugar had been adopted from the *Nutrition Guidelines on Snacks for Students* published by the Department of Health. This threshold value was different from the one used in the Shopping Card published by the CFS, which was 15 grams of sugar per 100 grams of solid food.

- 8. In response to an enquiry from another trade representative on why soy milk was targeted, the Chairman remarked that the target food items for sugar reduction was non-alcoholic beverages including soft drinks and Chinese-style beverages such as soy milk.

  Ms. Joey KWOK added that consumption of non-alcoholic beverages accounted for about 30% of the daily total sugar intake of Hong Kong adults.
- 9. One trade representative remarked that soy milk was not the food item with the highest sugar content. He also commented that there was not much incentive for the trade to effect a 50% reduction, and that consumers would expect a lower price for products with reduced sugar. The Chairman remarked that the reduction of sugar in products did not need to be publicly announced, and the target was not for all products to reach the "low sugar" nutrient content claim level. Dr. Samuel YEUNG added that for low sugar products, their price and sugar content level might not be correlated. He said that soy milk was used only as an example for setting reduction target, and targets for carbonated drinks and juice drinks would be set afterwards. The trade representative added that reformulation of products had to take into consideration the taste preference of consumers, and that the composition of ice-cream was determined by law and could not be easily changed. Dr. Samuel YEUNG commented that consumer education was essential to make the public aware of this universal trend of salt and sugar reduction. Sugar tax, which had been levied in some countries, might also be considered as a means to achieve the desired result.
- 10. One trade representative enquired whether the Government could set the target of sugar

reduction based on the healthy intake level of an individual rather than based on the existing sugar content level of a product. The Chairman replied that the suggestion would be further considered.

#### **Agenda Item 2**

#### Food and Drugs (Composition and Labelling)(Amendment)(No. 2) Regulation 2014

- 11. Mr. Nicky HO informed the meeting that in order to better protect the health of infants and young children, the Administration put forward a package of legislative proposals relating to the nutritional composition and nutritional labelling of formula products and foods intended for infants and young children under the age of 36 months in November 2012. The consultation exercise was conducted between 20 November 2012 and 21 January 2013 and received support from traders and members of the public. A series of technical meetings with the trade and laboratory service providers were held to tackle the various technical issues raised. On 13 June 2014, the Food and Drugs (Composition and Labelling) (Amendment) (No.2) Regulation 2014 (the Amendment Regulation) was published in the Gazette. Legislative Council had completed in October 2014 the scrutiny of the Amendment Regulation. The nutritional composition and nutritional labelling requirements for infant formula stipulated in the Amendment Regulation would come into force on 13 December 2015 after a grace period of 18 months. The nutritional labelling requirements for follow-up formula and prepackaged foods for infants and young children stipulated in the Amendment Regulation would come into force on 13 June 2016 after a grace period of 24 months. key features of the Amendment Regulation were elaborated in the meeting.
- 12. <u>The Chairman</u> informed that enforcement action would be taken immediately after the grace period. In response to an enquiry from a trade representative, the Chairman added that

enforcement action would include checking of nutrition labels and laboratory testing of selected items.

13. One trade representative enquired whether the retailer or manufacturer would be liable to prosecution for a product taken from retail level for examination and found in breach of the Amendment Regulation. Mr. WONG Cheuk Ho replied that any person who sold any food which was found in breach of the legislative requirement committed an offence and was liable to prosecution. However, one could plead defence under warranty per Section 71 of the Public Health and Municipal Services Ordinance, Cap. 132. It stipulated the conditions under which warranty might be pleaded as defence. The Chairman added that the whole supply chain of parties concerned, from manufacturers to retailers, would be susceptible to prosecution. In response to an enquiry from another trade representative, the Chairman remarked that the retailer had to exercise all due diligence to ensure that all products for sale on their shelves meet the legislative requirement.

#### Agenda Item 3

#### **Regulation of Imported Poultry Eggs**

14. Mr. YANG Chi Ming briefed the meeting of the regulation of imported poultry eggs in Hong Kong. In 2014 and 2015, there were outbreaks of highly pathogenic avian influenza (AI) in Europe, the American continents and different parts of Asia. Such outbreaks were expected to occur from time to time. With an aim to better protect Hong Kong from the threat of AI, the Government had amended the Imported Game, Meat and Poultry Regulations, Cap. 132AK to strengthen the control of the imported eggs. The revised Regulations would come into operation on 5 December 2015. Importers would be required to produce a health certificate issued by an issuing entity from the place of origin recognized by the Director of

Food and Environmental Hygiene (DFEH) to certify that the eggs were fit for human consumption, and obtain a permission in writing from a health officer of the Food and Environmental Hygiene Department (FEHD). Application for permission for import is required for an egg or edible part that was shelled or unshelled; raw or partially cooked; salted, preserved or otherwise processed; in frozen, liquid or dried form; or contained any functional ingredient. Application for permission for import is not required for an egg or edible part that was fully cooked or constituted one of the ingredients of any compounded food. Mr. YANG further elaborated on the application procedures. The permission in writing would be issued within 5 working days and would be valid for six months from the date of issue.

- 15. In response to an enquiry from a trade representative, Mr. YANG Chi Ming replied that egg powder was included in the Regulations. He clarified that there was no exact definition of fully cooked egg with regard to the temperature requirement, but all contents of a fully cooked egg should be in a solid state. In response to an enquiry from another trade representative, the Chairman remarked that the List of Competent Authorities recognized to issue official certificates for import of meat and poultry would be updated from time to time.
- 16. One trade representative enquired whether the permission in writing would function like an import licence in that the shipping company would only release the goods upon its production. <u>Dr. Samuel YEUNG</u> commented that the treatment would be similar to that of game, meat and poultry in general.
- 17. In response to an enquiry from a trade representative, Mr. YANG Chi Ming said that salted eggs and preserved eggs were included in the items requiring import permission. In response to a remark from another trade representative that the period for the trade to take action was too short, the Chairman remarked that the new law was being vetted by Legislative

Council several months ago and the effective date of the amended Regulations was already announced when gazetted. The CFS had already notified the trade of the proposed amendment on 11 June 2015. Nevertheless, the relevant procedures would be reviewed.

18. In response to an enquiry from another trade representative, the Chairman remarked that the trade could enhance our officers' work if there was documentary proof of the cooked status of imported eggs. He reminded that those goods arriving Hong Kong on or after 5 December 2015 had to abide by the new requirements.

19. In response to an enquiry from another trade representative, Mr. YANG Chi Ming replied that the importer had to produce the original of the health certificate of the product concerned at the border checkpoint.

#### Agenda Item 4

#### Seaport Control at Kwai Chung Container Terminal

20. Mr. YANG Chi Ming informed the meeting that in order to strengthen the monitoring of food imported by sea, the CFS had set up a Food Control Checkpoint (Checkpoint) at Kwai Chung Customhouse (KCCH). The Checkpoint had commenced operation in October 2015. The risk-based surveillance principle was adopted in selecting containers conveying food via sea route for inspection. Taking into account such factors as relevant intelligence, food safety incidents in neighboring areas, whether the importers concerned had previously disregarded instructions to contact CFS for food inspections and whether cargo manifests were submitted to C&ED prior to container arrival or whether the cargo manifests contained all the required information. Imported food items subject to inspection included: food affected by food incidents; other imported food under regulatory control; and food of higher risk (e.g. milk / milk products, frozen confections, etc.). After the container was loaded onto

take the exporting end, and prior to its arrival in Hong Kong, the food importer should take the initiative to notify the CFS of the shipment as early as possible, along with the submission of relevant import documents. Containers of food shipped to Hong Kong by importers would be inspected at the KCCH Checkpoint if selected by CFS. Before the container's arrival in Hong Kong, CFS issued a notice to the importer concerned requiring the importer's container to be transferred to the Checkpoint for inspection on the date and at the time specified on the notice. The seal / lead seal of the selected container should not be opened. CFS officers would examine the food items in the container or, should circumstances warranted, took samples for testing by the Government Laboratory before release of the consignment. Depending on the circumstances of the case (e.g. frozen foods), the CFS might examine the imported food at other specified sites. The CFS had conducted a number of briefing sessions on the enhanced food regulatory measures and arrangements at Kwai Chung Container Terminals to the trade and called on trade members to collaborate with the Government.

- 21. In response to an enquiry from a trade representative, Mr. YANG Chi Ming informed that her name would be forwarded to the Food Import and Export Section for invitation to the next briefing session. The Powerpoint presentation of this meeting had been uploaded to the CFS website for general information.
- 22. In response to an enquiry of another trade representative, the Chairman explained that unless the consignment had to be detained, the items could be released after examination or taking samples without the need to wait for testing results. Enquiries on operational details could be addressed to the Food Import and Export Section. In response to an enquiry of another trade representative, the Chairman mentioned that there was no plan to install new facilities to inspect frozen food at KCCH. He also replied another trade representative that

for Japanese food items requiring checking of radiation level, the checking would be performed in one go and there would not be separate checks on the same items.

#### **Agenda Item 5**

#### Import or Sale of Vegetables Supplied from the Mainland to Hong Kong

23. Mr. YANG Chi Ming briefed the meeting of the regulation on the import and sale of vegetables supplied from the Mainland to Hong Kong. The CFS operated a Food Surveillance Programme and based on risk assessment regularly took food samples (including vegetables) at import, wholesale and retail levels for analysis to ensure the food was fit for human consumption and complied with local regulations. Under the existing administrative arrangements between the Hong Kong SAR Government and the Mainland regulatory authorities, all imported vegetables had to be sourced from registered farms and processing plants, and each vegetable consignment should be accompanied with export document such as certificates of vegetables supplied to Hong Kong together with identification tags on the containers showing the source of vegetables. All vegetable consignments from the Mainland via land transport should be imported through the Man Kam To land border and checked by CFS at the Food Control Office. For importers and traders engaged in the import and sale of vegetable supplied from the Mainland, they should import vegetables from farms and processing establishments registered with the State General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China Mainland authority.

24. Mr. YANG further said that with a view to protecting public health, the Pesticide Residues in Food Regulation, Cap. 132CM came into operation on 1 August 2014. Under the Regulation, it would be an offence if the laboratory test result showed that the level of

pesticide residues in the vegetables for sale or import exceeded the prescribed limits. Under the Food Safety Ordinance, Cap. 612 (FS Ord., Cap. 612), all food importers and food distributors were required to register with the DFEH. For retail traders engaged in sale and also import of vegetables supplied from the Mainland, they were also required to register with the DFEH. The FS Ord., Cap. 612 required any person who, in the course of business, imported, acquired or supplied by wholesale food in Hong Kong to keep transaction records of the business from which it acquired the food and the business to which it supplied the food. The law had also conferred powers to FEHD officers for demanding food importers and distributors to provide food transaction records upon request.

#### **Any Other Business**

- 25. One trade representative enquired whether the Powerpoint presentations of meetings could be uploaded to the CFS website earlier before the meeting. The Chairman remarked that the information to be uploaded usually had to tie in with the determined release date of the information and sometimes the date of press release, and thus could not be advanced. Nevertheless, the CFS would explore whether certain information could be uploaded earlier.
- 26. One trade representative remarked that a new product of trehalose which was a disaccharide was not covered under the recommended testing methods, and resulted in under-estimation of the sugar level. He wondered whether such ingredients should be considered as food additives and included in the ingredient list. The Chairman asked him to provide further information after the meeting for consideration and study.
- 27. In response to an enquiry of another trade representative who was a producer of poultry eggs, the Chairman remarked that the law required importers and wholesalers of food items to keep transaction records of the business. There was no such requirement for egg producers.

## **Date of Next Meeting**

28. The next meeting would be held in - February 2016. The date of the meeting was to be determined.

29. There being no other business, the meeting was adjourned at 4:35 p.m.