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ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON ENVIRONMENTAL POLICY

**Meeting of the Parties to the Convention  
on Environmental Impact Assessment  
in a Transboundary Context  
First meeting  
(Oslo, 18-20 May 1998)  
(Item 6 of the provisional agenda)**

**DRAFT DECISION TO BE TAKEN AT THE FIRST MEETING OF THE PARTIES**

**DECISION I/6**

**ADOPTION OF THE WORK-PLAN**

**Addendum**

**Further details to the work-plan**

This addendum provides an indication of the resources likely to be required to undertake the activities included in the work-plan to be adopted at the first meeting of the Parties, and to complete them successfully before the second meeting of the Parties, expected to be held in approximately two years' time.

The resources allocated and the timescales for action shown against each element of the work-plan are simply indicative. They are intended as a guide to provide those likely to be involved in an activity with a broad indication of the resources they might need to dedicate to the activity, and when. This will help them better plan the contribution they can make to delivering the work-plan.

The actual resources required, and the timetable for action, will, however, ultimately depend on how the Parties taking responsibility as lead countries choose to organize and execute the work of the individual activities. However they choose to do this, an important consideration will be to ensure the active involvement in the work programme of as many countries as possible.

While the proposed timetable shown against each element of the work programme is not immovable, it is hoped that lead countries which propose different timetables will coordinate activities through the secretariat. This will ensure that the work-plan is spread evenly over the period between the meetings of the Parties, and will enable more countries to take part in the activities. It also recognizes the important part the secretariat has to play in achieving the work-plan, both as a participant and as a progress chaser with responsibility for contributing to the efficient implementation of the work-plan and the preparation of reports on the activities for the subsidiary body and the Meeting of the Parties.

#### **1. REVIEWS OF STRATEGIES AND POLICIES**

##### Actions and outline time schedule:

(a) Parties and non-Parties to send their information conforming to the agreed guidelines (ENVWA/WG.3/4, annex II) to the secretariat **10 months** before the second meeting of the Parties;

(b) Secretariat to draft synthesis report and submit it to the subsidiary body **9 months** before the second meeting of the Parties;

(c) Synthesis report to be sent to Parties and non-Parties **4 months** before the second meeting of the Parties.

Participation: All Parties and non-Parties and the secretariat.

##### Resource estimate:

Secretariat:	20 days	costs from regular UN/ECE budget
Parties/non-Parties:	2-4 days	from normal salary costs
Translation and reproduction:		costs from UNOG budget

## 2. ASPECTS OF BILATERAL AND MULTILATERAL COOPERATION

### Actions and outline time schedule:

- (a) Parties and non-Parties to send information to the secretariat **21 months** before the second meeting of the Parties;
- (b) Secretariat and lead country to prepare a compendium and a report on the need for, and draft objectives of, a workshop **19 months** before the second meeting of the Parties;
- (c) Secretariat to send compendium, etc. to subsidiary body **18 months** before the second meeting of the Parties;
- (d) Subsidiary body to evaluate the compendium; decide on the need for a workshop, and consider the draft objectives **16 months** before the second meeting of the Parties. If the workshop is agreed to, mandate for a workshop given to lead country with the task of refining the key elements of the existing guidelines:
- (i) Lead country to organize and hold the workshop **13 months** before the second meeting of the Parties;
- (ii) Lead country to prepare report on outcome of the workshop and send it to the secretariat **12 months** before the second meeting of the Parties;
- (iii) Secretariat to arrange translation and distribution of the report for the subsidiary body **9 months** before the second meeting of the Parties;
- (iv) Secretariat to arrange for report to the second meeting of the Parties **4 months** beforehand.

### Participation:

On compendium: Parties, non-Parties, lead country and the secretariat;

On workshop: lead country, the secretariat, Parties and non-Parties.

### Resource estimate:

Secretariat:	20 days	costs from regular UN/ECE budget
Lead country (Netherlands):	20 days	costs subsumed within normal salary costs

Parties/non-Parties:	4-6 days	costs subsumed within normal salary costs
Translation and reproduction:		costs from UNOG budget
Workshop costs and costs incurred by delegates from countries in transition attending the workshop:		cost to be met by lead country

### 3. PRACTICAL APPLICATION OF THE CONVENTION

#### Actions and outline time schedule:

- (a) Lead countries and the secretariat to prepare terms of reference for case-studies, containing key issues that case studies should address, **24 months** before the second meeting of the Parties;
- (b) Lead countries/secretariat to request case studies **23 months** before the second meeting of the Parties;
- (c) Parties and non-Parties to prepare case studies, and send to lead country/secretariat **23-20 months** before the second meeting of the Parties;
- (d) Lead countries/secretariat to organize workshop **19 months** before the second meeting of the Parties;
- (e) Workshop to take place with presentations by countries involved in the selected cases **17 to 16 months** before the second meeting of the Parties;
- (f) Lead countries to prepare draft workshop report for comment by workshop participants **16 or 15 months** before the second meeting of the Parties;
- (g) Lead countries to finalize workshop report **14 months** before the second meeting of the Parties;
- (h) Lead countries to send workshop report to secretariat and workshop participants **13 months** before the second meeting of the Parties;
- (i) Secretariat to prepare workshop report for meeting of the subsidiary body **11 months** before the second meeting of the Parties;
- (j) Subsidiary body to consider report and formulate guidance to the Meeting of the Parties **7 months** before its second meeting;
- (k) Secretariat to arrange translation and circulation of report to the Meeting of the Parties **4 months** before its second meeting.

Participation:

Secretariat:	(a), (b), (d), (i) and (k)
Lead countries (Finland/Sweden/ Economic Community):	(a), (b), (d), (e), (f), (g) and (h)
Parties and non-Parties:	(c) and (e)
Subsidiary body:	(j)

Resource estimate:

Secretariat:	17 days	costs from regular UN/ECE budget
Lead countries (Finland/Sweden/EC):	63 days	costs subsumed within normal salary costs
Parties/non-Parties:	5-8 days	costs subsumed within normal salary costs
Translation and reproduction		costs from UNOG budget
Workshop costs and costs incurred by delegations from countries in transition attending the workshop:		costs expected to be covered by contributions from EC

**4. PUBLIC PARTICIPATION IN A TRANSBOUNDARY CONTEXT**Actions and outline time schedule:

(a) Lead countries to prepare scoping paper on public participation in a transboundary context based on the outcome of an earlier workshop held in Moscow and on a report on the experience of countries in transition with public participation produced by the Regional Environmental Center, Hungary; send to the secretariat **18 months** before the second meeting of the Parties;

(b) Secretariat to arrange distribution to subsidiary body **17 months** before the second meeting of the Parties;

(c) Subsidiary body to comment on scoping paper; expert group established **16 months** before the second meeting of the Parties;

(d) Lead countries to organize and hold first meeting of experts to consider discussion paper **14 months** before the second meeting of the Parties;

(e) Lead countries to prepare draft report; translate and circulate to experts and secretariat **13 months** before the second meeting of the Parties;

(f) Second meeting of experts to consider draft report **11 months** before the second meeting of the Parties;

(g) Lead countries to finalize draft report with expert recommendations for the Meeting of the Parties to consider, send to the secretariat **10 months** before the second meeting of the Parties;

(h) Secretariat to arrange translation and distribution of report for consideration by subsidiary body **9 months** before the second meeting of the Parties;

(i) Subsidiary body to take view on report and decide on form and content of report to go to the next meeting of the Parties **7 months** before that meeting;

(j) Secretariat to distribute paper for discussion **4 months** before the meeting of the Parties.

Participation:

Lead countries

(Russian Federation/Italy): (a), (d), (e), (f) and (g)

Secretariat: (b), (d), (e), (f), (g), (h) and (j)

Experts: (d) and (f)

Subsidiary body: (c) and (i)

Resource estimate:

Secretariat:	20 days	costs from regular UN/ECE budget
Lead countries (Russian Federation/Italy):	25 days	costs subsumed within normal salary costs
Experts:	8 days	costs subsumed within normal salary costs
Translation and reproduction:		costs met by Italy and/or UNOG budget
Workshop costs and costs incurred by countries in transition to attend meeting of experts:		costs met by Italy

**5. NON-COMPLIANCE GUIDELINES**

Actions and outline time schedule:

(a) Lead country to prepare initial discussion paper summarizing non-compliance procedures established in other international conventions, send to the secretariat **18 months** before the second meeting of the Parties;

(b) Secretariat to arrange distribution to subsidiary body **17 months** before the second meeting of the Parties;

(c) Subsidiary body to consider, and advise, appoint task group, **16 months** before the second meeting of the Parties;

(d) First meeting of task group to consider discussion paper, prepared by lead country in the light of subsidiary body's views, to be held **14 months** before the second meeting of the Parties;

(e) Lead country to prepare first draft report, translate and distribute to task group members and secretariat **13 months** before the second meeting of the Parties;

(f) Second meeting of task group to consider first draft report **11 months** before the second meeting of the Parties;

(g) Lead country to finalize draft report with recommendations by the task group for the Meeting of the Parties to consider, send to the secretariat **10 months** before the second meeting of the Parties;

(h) Secretariat to arrange translation and distribution of report for consideration by subsidiary body **9 months** before the second meeting of the Parties;

(i) Subsidiary body to take view on report and decide on form and content of report to go to the next meeting of the Parties **7 months** before its meeting;

(j) Secretariat to distribute paper for discussion **4 months** before the meeting of the Parties.

Participation:

Lead country (United Kingdom):	(a), (d), (e), (f) and (g)
Secretariat:	(b), (c), (d), (f), (h) and (j)
Task group:	(d) and (f)
Subsidiary body:	(c) and (i)

Resource estimate:

Secretariat:	10 days	costs from regular UN/ECE budget
Lead country (United Kingdom):	16 days	costs subsumed with normal salary costs

Task group:	8 days	costs subsumed with normal salary costs
Translation and reproduction:		costs met by United Kingdom and/or UNOG budget
Costs incurred by countries in transition to attend task group meetings in London (United Kingdom):		funding to be resolved United Kingdom will explore possible avenues of funding

## 6. RECENT EIA DEVELOPMENTS AND LINKS WITH OTHER ECE CONVENTIONS

### Actions and outline time schedule

- (a) Lead countries/secretariat to prepare discussion document on latest developments in transboundary EIA and relationships between the EIA Convention and other relevant conventions, outline scope of proposed study areas for the task group **19 months** before the second meeting of the Parties;
- (b) Secretariat to arrange distribution to subsidiary body **17 months** before the second meeting of the Parties;
- (c) Subsidiary body to consider and advise, task group established, **16 months** before the second meeting of the Parties;
- (d) First meeting of task group to consider discussion paper, prepared by lead countries in the light of subsidiary body's views, **14 months** before the second meeting of the Parties;
- (e) Lead countries to prepare first draft report, translate and distribute to task group members and secretariat **13 months** before the second meeting of the Parties;
- (f) Second meeting of task group to consider draft report **11 months** before the second meeting of the Parties;
- (g) Lead countries to finalize draft report with task group recommendations for the Meeting of the Parties to consider, send to the secretariat **10 months** before the second meeting of the Parties;
- (h) Secretariat to arrange translation and distribution of report for consideration by subsidiary body **9 months** before the second meeting of the Parties;



(i) Subsidiary body to take view on report and decide on form and content of report to go to the next meeting of the Parties **7 months** before that meeting;

(j) Secretariat to distribute paper for discussion **4 months** before the meeting of the Parties.

Participation:

Lead countries (Italy/Canada/ European Community):	(a), (d), (e), (f) and (g)
Secretariat:	(a), (b), (d), (f), (h) and (j)
Task group:	(d) and (f)
Subsidiary body:	(c) and (i)

Resource estimate:

Secretariat:	25 days	costs from regular UN/ECE budget
Lead countries (Italy/Canada/ European Community):	25 days	costs subsumed within normal salary costs
Task group:	8 days	costs subsumed within normal salary costs
Translation and reproduction:		costs met by Italy and/or UNOG budget
Costs incurred by task group members to attend task group meetings:		costs met by Italy

**7. DATABASE ON ENVIRONMENTAL IMPACT ASSESSMENT**

Actions and outline time schedule

(a) Lead country to ensure database is set up and made accessible on the Internet and as a stand-alone version **23 months** before the second meeting of the Parties, to maintain on an ongoing basis;

(b) Lead country to prepare "self-tutor guide" to make sure countries follow same format **22 months** before the second meeting of the Parties (or concurrently with (a));

(c) Lead country/secretariat to distribute self-tutor guide **22 months** before the second meeting of the Parties (or as soon as possible after (b));

(d) Parties and non-Parties to train their staff in use of database **21 months** before the second meeting of the Parties (or as soon as possible after (c));

(e) Parties and non-Parties to input case data **20 months** before the next meeting of the Parties (ongoing activity);

(f) Lead country to prepare initial report for subsidiary body on usage **17 months** before the next meeting of the Parties;

(g) Subsidiary body to consider and advise on emerging issues **16 months** before the next meeting of the Parties;

(h) Lead country to carry out monitoring and evaluation study on use of database **12 months** before the next meeting of the Parties;

(i) Lead country/secretariat to prepare evaluation report for subsidiary body on use, cost-effectiveness, possible future developments **10 months** before the next meeting of the Parties;

(j) Secretariat to arrange translation and circulation of report to subsidiary body **9 months** before the meeting of the Parties;

(k) Subsidiary body to consider report and formulate recommendations to the Meeting of the Parties on next steps for database **7 months** before the next meeting of the Parties.

Participation:

Lead country (Poland):	(a), (b), (c), (f), (h) and (i)
Secretariat:	(a), (b), (c), (f), (h), (i) and (j)
Parties and non-Parties:	(d) and (e)
Subsidiary body:	(g) and (k)

Resource estimate:

Secretariat:  
Lead country (Poland):

**8. PARTNERSHIPS**

Actions and outline time schedule

(a) Parties and non-Parties to signal willingness to participate in a partnership (indicating preferences and any present arrangements) or network to secretariat **22 months** before the second meeting of the Parties;

(b) Secretariat to stimulate and coordinate creation of partnerships, bringing together potential partner countries beginning **20 months** before the second meeting of the Parties (ongoing activity);

(c) Parties and non-Parties to enter into partnerships as soon as possible after (b) (ongoing activity);

(d) Participants to report on experiences of partnerships/networking to the secretariat at the latest **10 months** before the second meeting of the Parties (ongoing activity);

(e) Secretariat to prepare report for subsidiary body **9 months** before the meeting of the Parties;

(f) Subsidiary body to consider report and formulate recommendations to the Meeting of the Parties **7 months** before its second meeting;

(g) Secretariat to arrange translation and transmission of report to the Meeting of the Parties **4 months** before its meeting.

Participation:

Secretariat:	(b), (e) and (g)
Parties and non-Parties:	(a), (c) and (d)
Subsidiary body:	(f)

Resource estimate:

Secretariat:	50 days	costs from regular UN/ECE budget
Donors:	30 days	costs subsumed within normal salary costs
Countries in transition:	30 days	costs subsumed within normal salary costs
Translation and reproduction:		costs met by UNOG budget

**9. SUBREGIONAL PILOT WORKSHOP**

Actions and outline time schedule:

(a) Parties and non-Parties in Balkan and Black Sea regions to signal willingness to take part in the workshop **23 months** before the second meeting of the Parties;

(b) Lead countries and secretariat to prepare specific objectives and develop case-study material for the workshop **19 months** before the second meeting of the Parties;

(c) Subsidiary body to agree objectives **16 months** before the second meeting of the Parties;

(d) Lead countries and secretariat to organize and hold the workshop **15 months** before the second meeting of the Parties;

(e) Lead countries to prepare report of the workshop and send to the secretariat **14 months** before the second meeting of the Parties;

(f) Workshop participants to prepare action plans, copying to the secretariat, may also wish to post details of action plans, and any requests for help to meet elements of them, on network notice board **14 months** before the second meeting of the Parties;

(g) Secretariat and donor countries to attempt to "match" requests for with offers of assistance; confirm offers of assistance to the secretariat on a continuing basis following receipt of action plans or posting them on network;

(h) Donor countries to submit reports to the secretariat on assistance given or offered **10 months** before the second meeting of the Parties;

(i) Secretariat to collate and synthesize reports; arrange translation and circulation of report to subsidiary body **9 months** before the second meeting of the Parties;

(j) Subsidiary body to consider workshop report(s) and resulting proposals for future action; formulate recommendations to the Meeting of the Parties; subsidiary body to consider report **7 months** before the meeting of the Parties;

(k) Secretariat to arrange translation and transmission of reports to the Meeting of the Parties **4 months** before its meeting.

Participation:

Secretariat:	(b), (d), (g), (i) and (k)
Lead countries:	(b), (d) and (e)
Parties and non-Parties (Workshop participants):	(a) and (f)
Parties and non-Parties (donors):	(g) and (h)
Subsidiary body:	(c) and (j)

Resource estimate:

Secretariat:	30 days	costs from UN/ECE regular budget
Lead countries (Bulgaria and Norway):	30 days	costs subsumed within normal salary costs
Workshop participants:	16 days )	costs subsumed within normal salary costs
Donors:	10 days )	costs met by UNOG budget
Translation and reproduction:		costs met by UNOG budget
Costs incurred by countries in transition to attend workshop:		costs met by Norway