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**CONFERENCE OF THE PARTIES
TO THE CONVENTION ON THE TRANSBOUNDARY
EFFECTS OF INDUSTRIAL ACCIDENTS**

Third meeting
Budapest, 27-30 October 2004
(Item 9 of the provisional agenda)

**DRAFT DECISION
AMENDING THE UNECE INDUSTRIAL ACCIDENT NOTIFICATION SYSTEM**

Submitted by the Bureau of the Conference of the Parties

The Conference of the Parties,

Recalling the provisions of articles 10, 12, and 17 of the Convention,

Taking into account the recommendations of the task force to review the procedures and reports used within the UNECE Industrial Accident Notification (IAN) System.

Acknowledging the efforts to harmonize the three different assistance request reports used by the points of contact within the UNECE IAN System, within the Joint United Nations Environment Programme/Office for the Coordination of Humanitarian Affairs (UNEP/OCHA) Environment Unit [and within the Civil Protection Unit of the European Commission's Director-General (DG) Environment], which has resulted in a common assistance request report,

1. Amends the UNECE IAN System, as contained below, for notifying, at the national level, a major accident which causes or is capable of causing transboundary effects or an imminent threat thereof;

2. Requests the Parties to the Convention and invites other UNECE member countries to:

(a) Ensure that points of contact, designated or established according to article 17, paragraph 2, of the Convention, use the UNECE IAN System or an equivalent system for the transmission of early-warning, information and assistance request reports in the event of a major accident or during tests;

(b) Transmit the above reports by facsimile and/or e-mail and acknowledge receipt by facsimile or telephone, using one of the official UNECE languages, taking into account which of these languages the authorities in the affected countries are most likely to understand, unless the countries concerned have agreed otherwise;

(c) Address the early-warning and information reports, as appropriate, to UNECE member countries having an interest in the accident, whether affected or not, and to the UNECE secretariat;

3. Encourages and supports the establishment, at local and regional levels, of bilateral or, as appropriate, multilateral agreements for industrial accident notification as a supplement to the UNECE IAN System;

4. Requests the UNECE secretariat to maintain a list of points of contact on the Convention's Internet home page with restricted access.

UNECE INDUSTRIAL ACCIDENT NOTIFICATION (UNECE IAN) SYSTEM

Introduction

1. According to article 17, paragraph 2, of the UNECE Convention on the Transboundary Effects of Industrial Accidents, Parties are to designate or establish one point of contact for the purpose of industrial accident notifications, and one point of contact for the purpose of mutual assistance. These points of contact should preferably be the same. Their functions are given in chapter I of this document.
2. In order to facilitate the notification procedure between the points of contact, and in accordance with articles 10, 12, and 17 as well as annex XII, paragraph 1(a), and taking into account the provisions of annex IX to the Convention, the UNECE IAN System was drawn up.

I. FUNCTIONS OF THE POINTS OF CONTACT

3. The designation and functioning of points of contact are aimed at developing and implementing a preparedness and response mechanism and network in the UNECE region in order to respond promptly to industrial accidents and minimize their possible effects, in particular their transboundary effects.
4. Their main functions are, inter alia, efficient communication in the event of an accident; establishment of cooperation with other institutions operating notification and alarm systems; participation in testing and contribution to improving the UNECE IAN System.
5. In the event of an industrial accident, the points of contact should communicate promptly and efficiently in order to, inter alia, notify an accident, its extent and its possible transboundary effects using the UNECE IAN System, and request assistance, if necessary.
6. Standard equipment as well as computers should be used for prompt communication in the event of an industrial accident. Facsimile and e-mail messages should be supplemented by telephone calls to ensure that the countries concerned receive these messages.
7. The word "EXERCISE" must be clearly indicated on the appropriate forms when testing the System.

II. UNECE INDUSTRIAL ACCIDENT NOTIFICATION SYSTEM

A. Basic information

8. The UNECE IAN System is for use between Parties or other UNECE member countries, at national level, in accordance with the provisions of articles 10, 12, and 17 of the Convention for the transmission of early warnings, information and assistance requests.
9. The System is based on the following three reports:

- (a) EARLY-WARNING REPORT;
- (b) INFORMATION REPORT; and
- (c) ASSISTANCE REQUEST REPORT.

10. When sending the EARLY-WARNING REPORT, INFORMATION REPORT or ASSISTANCE REQUEST REPORT the use of the URGENT channel is mandatory.

11. The EARLY-WARNING REPORT is used to give information or warning in the event of an industrial accident or imminent threat thereof. This report should be sent only once and always be followed up with at least one INFORMATION REPORT or be cancelled.

12. The INFORMATION REPORT is used to give detailed supplementary information about the accident once the situation has been assessed or when new information of importance to the affected Parties is available.

13. The ASSISTANCE REQUEST REPORT¹ is used for matters related to the provision of assistance in order to mitigate consequences including transboundary effects.

14. Each single report should be identifiable through a serial number. The receiving point of contact should be in a position to check if all the reports on the accident in question have been received. This is done by using a serial number preceded by a national identification, e.g. "SWE 1/1". The number before the stroke indicates the accident (should there be more than one at the same time) to which the report refers, and the number following the stroke indicates the actual number of reports which have been issued for the accident in question.

15. The ISO alpha-3 codes for the representation of names of countries should be used as set out in annex IV.

16. "SWE 1/1" refers to the first report on the accident in question, "SWE 1/2" to the second report on the same accident. The last and final report will be identified as follows: "SWE 1/5 FINAL", which means that this is the fifth and final report concerning the first accident.

17. If the accident splits up into clearly separate operational areas - in this example two - "SWE 1/" should be split into "SWE 1 and 2" and this should be indicated in the last report on the accident. The first report from the second area will then be numbered "SWE 2/1", and consecutive numbering after the stroke should then be used.

¹ The ASSISTANCE REQUEST REPORT is a common report to be used to request assistance in the event of an emergency/accident: by the points of contact within the UNECE IAN System; by the countries when addressing the request to the Joint UNEP/OCHA Environment Unit [and/or to the Civil Protection Unit of the European Commission's DG Environment].

18. It is emphasized that ACKNOWLEDGEMENTS or replies to a report should refer to the serial number in question, e.g. "your SWE 2/1".
19. When the REPORTS are used in exercises, the word "EXERCISE" must be mentioned once at the beginning of the text and three times at the very end of the report.
20. The day of the month as well as UTC and local time when the report was drawn up should be expressed in six digits, for example, 091700 UTC 091900 local, i.e. the 9th of the relevant month at 17.00 UTC and 19.00 local time.
21. The country of origin (where the accident took place) should be indicated. The name and position of the official drawing up the report should also be reported. His/her fax and telephone numbers and e-mail address should be clearly indicated as the contact details to be used when acknowledging receipt of the report(s).
22. The point of contact to which the report is addressed should be indicated together with its fax number and/or e-mail address. In the case of the ASSISTANCE REQUEST REPORT this may concern the Joint UNEP/OCHA Environment Unit (Joint Unit) [and/or the Monitoring and Information Centre (MIC) within the Civil Protection Unit of the DG Environment of the European Commission].
23. The nature of the emergency/accident should be specified by ticking the appropriate box(es). Blank spaces give an opportunity to specify other types of emergencies/accidents.
24. The day of the month as well as UTC and local time at which the report was valid should be expressed in six digits, for example see para. 20.
25. All reports should be acknowledged promptly by the receiving point of contact of the country or country(ies) indicated in the report.

B. Description of standard reports

EARLY-WARNING REPORT as contained in annex I
INFORMATION REPORT as contained in annex II

001/002 DATE AND TIME

26. The day of the month as well as UTC and local time when the accident took place or the time of the observation should be expressed in six digits, for example, 091700 UTC 091900 local, i.e. the 9th of the relevant month at 17.00 UTC and 19.00 local time.

011/012/013 LOCATION

27. Indicates the position of the accident as clearly as possible and may in addition give the position in relation to a location known to the recipient.

021/022 OUTFLOW/THREAT

28. The risk caused by the accident based on the initially available information on the outflow/threat should be indicated:

- Prognosis: Describe the expected development of the accident based on the available computer model scenario;
- Measurements: Describe the expected consequences on the basis of measurements from monitoring systems (if available).

031 SUBSTANCE

29. The nature of the substance such as toxic, ecotoxic, flammable, explosive or other should be described using a chemical formula or name, as well as the UN, ADR-Kemler, IMDG Code number. The total amount of the substance present, the amount released, the release rate and its duration should be indicated.

041/042/043/044/045 WEATHER CONDITIONS

30. Indicates wind direction and speed in degrees and in m/sec. The direction always indicates from where the wind is blowing. Other weather conditions that might be of significance for assessing the situation (temperature, cloudy sky, rain/snow) should also be mentioned.

051/052/053 EMERGENCY AND MITIGATION MEASURES ALREADY TAKEN

31. If any emergency and mitigation measures, such as evacuating and sheltering the population, have been taken at this stage this should be mentioned.

061 OTHER INFORMATION

32. Any other important information concerning the accident, which is not mentioned above, should be indicated.

SHORT DESCRIPTION OF ACCIDENT AND IMMEDIATE EFFECTS

33. A short description of the accident and its effects on human beings and the environment should be indicated. This includes fatalities or injuries, ecological damage, material damage, community disruption, etc.

ASSISTANCE REQUEST REPORT as contained in annex III**001/002/011/012/013 DATE AND TIME, LOCATION**

34. Same remarks as for the early-warning and information reports above.

071/072/073/071/072 REQUEST FOR ASSISTANCE

35. The nature of the assistance requested should be selected and additional information provided:

- On-site assessment/advice;
- Response teams/equipment, the type should be clearly specified by ticking the appropriate box;
- Humanitarian assistance;
- Sampling and analysis;
- Clean-up/restoration.

081/082/083 WHEN AND HOW (delivery of assistance)

36. Information should be given concerning when and how that assistance is to be delivered. The name of the point of contact/official of the requesting country or authority should be clearly indicated together with his/her telephone and fax numbers and e-mail address.

091 LOGISTICS

37. The exact location where particular assistance is to be delivered should be clearly indicated.

101/102/103 EMERGENCY AND MITIGATION MEASURES ALREADY TAKEN

38. Same remarks as for entries 051/052/053 in the early-warning and information reports above.

111 OTHER INFORMATION

39. Any other important information concerning the requested assistance should be mentioned.

SHORT DESCRIPTION OF EMERGENCY AND IMMEDIATE EFFECTS

40. A short description of the emergency and its effects on human beings and the environment should be indicated. This includes fatalities or injuries, ecological damage, material damage, community disruption, etc.

Annex I

UNECE CONVENTION ON THE TRANSBOUNDARY EFFECTS OF INDUSTRIAL ACCIDENTS

URGENT

UNECE Early-Warning Report - Serial number: _____

Date/Time: _____ / _____ **UTC** _____ **Local**
From/Country of emergency: _____
Name/Position: _____
Fax/Tel: _____
E-mail : _____

Pages (incl. cover page): _____
To (Point of contact): _____
Fax : _____
E-mail : _____

Nature of emergency/accident

Accident	<input type="checkbox"/>	Type of accident	<input type="checkbox"/>	Attack with	<input type="checkbox"/>	Natural disaster	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Earthquake	<input type="checkbox"/>
Mining tailings	<input type="checkbox"/>	Explosion	<input type="checkbox"/>	Chemical agents	<input type="checkbox"/>	Flood	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	Release into water	<input type="checkbox"/>	Bio agents	<input type="checkbox"/>	Landslide/Avalanche	<input type="checkbox"/>
Marine pollution	<input type="checkbox"/>	Release into air	<input type="checkbox"/>	Radioactive agents	<input type="checkbox"/>	Forest fire	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

001	Date accident			
002	Time accident	UTC		Local
Location				
011	Country/Town/Area			
012	Latitude	degrees/minutes		North/South
013	Longitude	degrees/minutes		East/West
Outflow/threat(risk)				
021	Prognoses			
022	Measurements			
	Substance/chemical formula or name	Toxic/Ecotoxic/Flammable/Explosive/Other	Amount cum/tons	
031				
Weather conditions				Short description of accident and immediate effects
041	Wind direction (from)	Degrees		
042	Wind speed	m/sec.		
043	Temperature	degrees Celsius		
044	Cloudy sky (%)	(0/25/50/75/100)		
045	Rain/snow (no/yes)			
Emergency and mitigation measures already taken				
051	Evacuation	km radius		
052	Sheltering	km radius		
053	Others			
Other information				
061				
	The status of this report was valid at: (date) _____ / (time) _____ UTC	Receipt of this report should be acknowledged promptly by fax or e-mail		

Annex II**UNECE CONVENTION ON THE TRANSBOUNDARY EFFECTS OF INDUSTRIAL ACCIDENTS****URGENT****UNECE Information Report - Serial number:** _____**Date/Time:** _____ / _____ UTC _____ Local**From/Country of emergency:** _____**Name/Position:** _____**Fax/Tel:** _____**E-mail :** _____**Pages (incl. cover page):** _____**To (Point of contact):** _____**Fax :** _____**E-mail :** _____**Nature of emergency/accident**

Accident	Type of accident	Attack with	Natural disaster
Chemical <input type="checkbox"/>	Fire <input type="checkbox"/>	Explosives <input type="checkbox"/>	Earthquake <input type="checkbox"/>
Mining tailings <input type="checkbox"/>	Explosion <input type="checkbox"/>	Chemical agents <input type="checkbox"/>	Flood <input type="checkbox"/>
Transportation <input type="checkbox"/>	Release into water <input type="checkbox"/>	Bio agents <input type="checkbox"/>	Landslide/Avalanche <input type="checkbox"/>
Marine pollution <input type="checkbox"/>	Release into air <input type="checkbox"/>	Radioactive agents <input type="checkbox"/>	Forest fire <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

001	Date accident			
002	Time accident	UTC	Local	
Location				
011	Country/Town/Area			
012	Latitude	degrees/minutes	North/South	
013	Longitude	degrees/minutes	East/West	
Outflow/threat(risk)				
021	Prognoses			
022	Measurements			
	Substance/chemical formula or name	Toxic/Ecotoxic/Flammable/Explosive/Other	Amount cum/tons	
031				
Weather conditions			Short description of accident and immediate effects	
041	Wind direction (from)	Degrees		
042	Wind speed	m/sec.		
043	Temperature	degrees Celsius		
044	Cloudy sky (%)	(0/25/50/75/100)		
045	Rain/snow (no/yes)			
Emergency and mitigation measures already taken				
051	Evacuation	km radius		
052	Sheltering	km radius		
053	Others			
Other information				
061				
	The status of this report was valid at: (date) _____ / (time) _____ UTC	Receipt of this report should be acknowledged promptly by fax or e-mail		

Annex III

THE JOINT UNEP/OCHA ENVIRONMENT UNIT
[EUROPEAN COMMISSION CIVIL PROTECTION CO-OPERATION MECHANISM]
UNECE CONVENTION ON THE TRANSBOUNDARY EFFECTS OF INDUSTRIAL ACCIDENTS

URGENT

Assistance Request Report - Serial number: _____

Date/Time: _____ / _____ UTC _____ Local

From/Country of emergency: _____

Name/Position: _____

Fax/Tel: _____

E-mail : _____

Pages (incl. cover page): _____

To (Joint Unit/MIC/Point of contact): _____

Fax : _____

E-mail : _____

Nature of emergency/accident

Accident	Type of accident	Attack with	Natural disaster
Chemical <input type="checkbox"/>	Fire <input type="checkbox"/>	Explosives <input type="checkbox"/>	Earthquake <input type="checkbox"/>
Mining tailings <input type="checkbox"/>	Explosion <input type="checkbox"/>	Chemical agents <input type="checkbox"/>	Flood <input type="checkbox"/>
Transportation <input type="checkbox"/>	Release into water <input type="checkbox"/>	Bio agents <input type="checkbox"/>	Landslide/Avalanche <input type="checkbox"/>
Marine pollution <input type="checkbox"/>	Release into air <input type="checkbox"/>	Radioactive agents <input type="checkbox"/>	Forest fire <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

001	Date emergency/accident				
002	Time emergency/accident	UTC	Local		
Location					
011	Country/Town/Area				
012	Latitude	degrees/minutes		North/South	
013	Longitude	degrees/minutes		East/West	
Request for assistance					
071	On-site assessment/advice				
072	Response teams/ equipment	Fire <input type="checkbox"/>	Hazmat <input type="checkbox"/>	Search and Rescue <input type="checkbox"/>	
		Disaster medicine <input type="checkbox"/>			
		Others: _____			
073	Humanitarian assistance				
074	Sampling and analysis				
075	Clean-up/restoration				
When and how (delivery of assistance)					
081	When assistance				
082	How assistance/delivery				
083	Contact person				
Logistics				Short description of emergency and immediate effects	
091	What and where				
Emergency and mitigation measures already taken					
101	Evacuation	km radius			
102	Sheltering	km radius			
103	Other				
Other information					
111				Receipt of this report should be acknowledged promptly by fax or e-mail	
	The status of this report was valid at: (date) _____ / (time) _____ UTC				

Annex IV**ALPHABETICAL LIST OF UNECE COUNTRIES AND THEIR ALPHA-3 ISO CODE**

ENTITY (short name in English)	Alpha-3 code
ALBANIA	ALB
ANDORRA	AND
ARMENIA	ARM
AUSTRIA	AUT
AZERBAIJAN	AZE
BELARUS	BLR
BELGIUM	BEL
BOSNIA AND HERZEGOVINA	BIH
BULGARIA	BGR
CANADA	CAN
CROATIA	HRV
CYPRUS	CYP
CZECH REPUBLIC	CZE
DENMARK	DNK
ESTONIA	EST
FINLAND	FIN
FRANCE	FRA
GEORGIA	GEO
GERMANY	DEU
GREECE	GRC
HUNGARY	HUN
ICELAND	ISL
IRELAND	IRL
ISRAEL	ISR
ITALY	ITA
KAZAKHSTAN	KAZ
KYRGYZSTAN	KGZ
LATVIA	LVA
LIECHTENSTEIN	LIE
LITHUANIA	LTU
LUXEMBOURG	LUX
MALTA	MLT
MONACO	MCO
NETHERLANDS	NLD
NORWAY	NOR
POLAND	POL
PORTUGAL	PRT
REPUBLIC OF MOLDOVA	MDA
ROMANIA	ROM
RUSSIAN FEDERATION	RUS
SAN MARINO	SMR
SERBIA AND MONTENEGRO	SCG
SLOVAKIA	SVK
SLOVENIA	SVN
SPAIN	ESP
SWEDEN	SWE
SWITZERLAND	CHE
TAJKISTAN	TJK
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA	MKD
TURKEY	TUR
TURKMENISTAN	TKM
UKRAINE	UKR
UNITED KINGDOM	GBR
UNITED STATES	USA
UZBEKISTAN	UZB

