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



Distr.  
GENERAL

ECE/CP.TEIA/SEM.7/2008/1  
31 July 2008

Training Session on Identification of Hazardous  
Activities

Original: ENGLISH

Minsk, 21–22 October 2008

**INFORMATION NOTICE**

**I. INTRODUCTION**

1. A number of the countries from Eastern Europe, Caucasus and Central Asia (EECCA) and South-Eastern Europe (SEE) that had been accepted to participate in the implementation phase of the Assistance Programme indicated that they were encountering problems in identifying those industrial facilities which could be capable of causing transboundary effects in the event of an accident.
2. To address the needs of these countries, the Bureau of the Conference of the Parties to the Convention, in accordance with its mandate, has decided to organize a hands-on training session on the identification of hazardous activities. This training session will combine the transfer of good practices with respect to the identification process and a joint analysis, with the involvement of experts from Western countries in the field, of available data on potentially hazardous activities in EECCA and SEE countries.
3. This note provides information on the theme, organization of work and logistics for the training session.

**II. OBJECTIVES**

4. The objectives of the training session are (a) to build up the knowledge base of experts from EECCA and SEE countries with respect to identifying hazardous activities, i.e. industrial facilities potentially capable of causing transboundary effects in the event of an accident, and (b)

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to facilitate an exchange of good practices regarding the collection, processing and maintenance of information on hazardous activities.

5. The training session will provide participants with the possibility:
  - (a) To discuss integrated institutional approaches for collecting, processing and maintaining information on hazardous activities;
  - (b) To improve their understanding of how to apply the Convention's annex I and the guidelines on location criteria in identifying hazardous activities;
  - (c) To enhance analysis of data on hazardous activities, including assessment of possible risks;
  - (d) To identify the situations in their own countries, by examining information about the relevant sites.

### **III. DATES AND VENUE**

6. The training session will take place on 21 and 22 October 2008 in Minsk, at the following address:

Mashinostroiteley Str. 25,  
220118 Minsk, Belarus  
Command and Engineering Institute  
of the Ministry for Emergency Situations of the Republic of Belarus

7. The training will start at 9:30 a.m. on Tuesday, 21 October. Participants are therefore recommended to arrive the day before. The training session will take two full days.
8. The training session will be held under the auspices of the UNECE within the framework of the Assistance Programme of the Conference of the Parties.

### **IV. ORGANIZATION OF WORK**

9. The training will consist of three parts. In the first part, good practices will be discussed for collecting, processing, maintaining and updating information on hazardous activities. Well-functioning approaches applied in Western or Central European countries will be presented, in particular:
  - (a) Sets of procedures (legal acts) facilitating the work of the authorities involved, in particular the information flow between the different authorities;

- (b) The roles of the different authorities (e.g. data collection, data analysis, preparations of a list of hazardous activities, list approval, maintenance and update of information);
- (c) Set of tools (e.g. databases, risk assessment methods);
- (d) System rationales – why a certain system was developed in a particular country, and what the benefits are;
- (e) Further improvements made to such systems.

10. The second and main part of the training session will be devoted to a hands-on segment on processing and analysing data on industrial facilities. Representatives of the participating EECCA and SEE countries will learn (a) how to apply the threshold quantities of the Convention's annex I in combination with location criteria and risk assessment-methodologies and (b) how to decide whether a particular industrial facility is a hazardous activity according to the Convention.

11. This hands-on segment will include case studies from Western and Central European countries that demonstrate how a decision was made as to whether a particular industrial facility is a hazardous activity according to the Convention. An analysis of cases from EECCA and SEE countries will follow, which will be done in small groups (two countries per group and per industrial facility). EECCA and SEE representatives will work with experts (in the Convention, and with a strong chemical background), who will assume the role of analysis facilitators. Each group will evaluate data on a selected facility, considering its location, the quantities of hazardous substances present or likely to be present and the possible consequences of an accident. On this basis, they will draw conclusions as to whether the facility in question should or should not be considered a hazardous activity under the terms of the Convention. In addition, the experts will help clarify what kind of safety documentation should be required from facility operators.

12. In the training session's third part, participants will wrap up the session and discuss lessons learned.

13. A detailed programme will be disseminated to participants at a later date, well before the training session.

## **V. WORKING LANGUAGES**

14. The training session will be conducted in English and Russian.

## **VI. PARTICIPATION**

15. The training session is intended for those EECCA and SEE countries which had been accepted to participate in the implementation phase of the Assistance Programme and expressed

their need to receive assistance regarding the identification of hazardous activities according to the Convention's requirements. These countries are Armenia, Azerbaijan, Belarus, Croatia, Georgia, Kazakhstan, Moldova, Serbia and Ukraine. Their competent authorities were invited to nominate representatives to attend the training session by a letter circulated in the beginning of June 2008, to which a questionnaire to collect data on hazardous activities was attached for compulsory completion.

16. The training session is targeted to the representatives of the invited countries' competent authorities who are responsible for, or might lead the process of, identifying hazardous activities. It is the responsibility of each participating country to nominate appropriate experts. Nominated experts will need to return the completed questionnaire before the training session. Afterwards, they will be able to apply the acquired knowledge in practice and subsequently to organize a well-functioning system for identifying hazardous activities in their respective countries. Activities should also include organizing national training sessions for other countries' experts, including those from local or regional authorities. Each invited country may nominate up to three representatives, who may receive financial support to participate in the training.

17. Requests for financial support, together with the registration form, should be submitted to the Convention secretariat as soon as possible, **but not later than 15 September 2008**. The financial support request form is available at: <http://www.unece.org/env/teia/welcome.htm>.

## VII. REGISTRATION OF PARTICIPANTS

18. Each nominated participant should complete a registration form (available at: <http://www.unece.org/env/teia/welcome.htm>) and return it to the Belarusian organizers and the UNECE secretariat at the addresses indicated on the registration form as soon as possible, **but not later than 15 September 2008**.

## VIII. ARRIVAL OF PARTICIPANTS, TRANSPORT AND HOTEL ACCOMMODATION

19. Airport transfer between airport and Hotel "Planeta" will be arranged by Belarusian organizers. Each participant should therefore indicate clearly on the registration form his/her days and times of arrival and departure to and from Minsk.

20. Accommodation will be reserved by the Belarusian organizers for registered participants at the Hotel "Planeta" on the basis of the information provided in the registration form. A registration desk at the meeting venue will be open to assist participants on Tuesday, 21 October from 8.30 a.m.

21. The cost of accommodation (per night/per person) is approximately USD 90.

## **IX. VISAS**

22. Participants requiring an entry visa should contact the nearest diplomatic representation of Belarus.
23. To facilitate the process of obtaining a visa, the Ministry for Emergency Situations of Belarus will provide, upon request, a personal invitation letter to participants requiring visas.
24. Contact persons at the Ministry for Emergency Situations of Belarus:

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