



Federal Ministry for the
Environment, Nature Conservation
and Nuclear Safety

**Umwelt
Bundes
Amt**
Für Mensch und Umwelt

UNECE Convention on the
Transboundary Effects of
Industrial Accidents

**Assistance
Programme**



UNECE Convention on the Transboundary Effects of Industrial Accidents

Project under the Assistance Programme

Project on hazard and crisis management in the Danube Delta

First Project Management Group (PMG) meeting

MEETING MINUTES

August 11, 2011

Room-Nr.: 1.134, German Federal Environment Agency
Bismarckplatz 1, 14193 Berlin, Germany

UNECE 2011

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1. Introduction

The meeting was chaired by Mr. Chris Dijkens who welcomed the meeting participants and thanked Germany for hosting the event. It was noted that this meeting was the first after the project kick-off in Kiev and therefore highly relevant in advancing the project objective. The meeting participants adopted the meeting agenda after a few adjustments (see Annex III for reference)

Mr. Dijkens pointed out the need for strong continued commitment by the project countries on all levels. He stressed that project results would be not only beneficial to the project countries but also for the other UNECE regions. The responsibility to ensure far-reaching project results and good cooperation lied therefore with the project management group.

2. Review of project implementation progress

Mr. Wyrowski gave an overview on the progress of project implementation and summarized the project results obtained so far.

Since launching of the project at the kick-off meeting in Kyiv, the first technical workshop on hazard management took place in Chisinau, Moldova during 12 – 14 August followed by a meeting of the Hazard Management Group (HMG).

The main results were the identification of gaps in the national legal basis regarding hazard identification, prevention and public involvement. The self-assessments prepared by each country were at the time of PMG meeting under review and would be completed with findings from the workshop and expert discussions.

The second event for the hazard management on inspection would start in September this year with the first joint visit to the oil terminals Giugulesti and Galati. For the joint visit, it was crucial that the project managers provide their nominations for participants as soon as possible to allow for sufficient time to obtain the required visa.

While the hazard management track is well advancing according to the project implementation schedule, there were some changes to the crisis management part due to change in funding availability which was to be discussed later during the meeting.

3. Concerns and comments by project coordinators

Ms. Svetlana Stirbu from Moldova pointed out the need to follow up on the results of the 1st technical workshop on hazard management. Further, the Moldovan representatives reported on continued difficulties regarding cooperation with the Ministry of Economy on the project implementation. Due to the difficulties, participation and information exchange is not always ensured, however, the national focal point was working on resolving the situation with the Minister of Environment

Ms. Oksana Tarasova from Ukraine made following suggestions:

- Availability of communication materials should be increased to facilitate communication with national institutions and media,
- The number of participants in the HMG should be limited to increase efficiency
- Budgetary issues of the project on the national coordination level

- It was concluded that a joint communication approach should be developed (see last agenda item) and that cost for project activities are to be paid from the project budget except for the involvement of national representatives, which is considered to be in-kind contributions from the countries.

Mr. Senzaconi from Romania reported good progress on the preparation of the upcoming joint visit and stressed the importance this project is given within Romania. He joined the proposals and comments made by the other country representatives.

4. Preparation of a comparative analysis of national legal frameworks by an international consultant

All three countries stressed the need to start the work on the trilateral agreement as soon as possible so it can be completed within the project duration. However, prior to this, existing legislation and bilateral agreements regarding hazard and crisis management have to be discussed and a comparative analysis should be available for consideration by the legal group. For this reason the legal group, as earlier planned, is to be established by April 2012, and the policies comparison should be made available until then,

- ToRs for the international expert to prepare the comparative analysis of national legal frameworks should be developed in consideration with the needs of the legal group. The ToRs is to be drafted by the secretariat and consulted upon with the PMG. Then the secretariat will organize the recruitment process and provide the PMG with all essential information.
- The international consultant will be requested to attend the crisis management workshop in December in Moldova to present the findings and consult with the participants.

5. Crisis management phase vis-à-vis available funding and fund raising requirements and opportunities

Mr. Wyrowski informed the group that funds from the EU for activities under the crisis management part of the project would not be available as expected. Therefore alternative funding needs to be secured to implement the planned activities.

Upcoming activities under crisis management are:

1. 1st technical workshop regarding policies and gaps on crisis management 30'000 Euro
2. Top table exercise 30'000 Euro
3. In-field exercise with the work shop 220'000 (160'000 assumed to come as in-kind contribution also partially from the project beneficiary countries)
4. Consultants and management 100'000

The secretariat has obtained a commitment by the Dutch government for a contribution to cover the expenses of the first technical workshop in crisis management. As one of the requirements was that the funds need to be spent before end of 2011, the PMG agreed to move the event from March 2012 to the week of 12 – 16 December, 2011.

It was agreed that alternative funding should be sought within the ENVSEC initiative and the EU PPRD project. Countries were requested to explore on these possibilities from their end.

- The Convention secretariat will address ENVSEC and PPRD from institutional side
- The countries will address PPRD and others from the country perspective
- Mr. Senzaconi offered to investigate possibilities with the EU funding for cross-country cooperation and share his findings with the group by end-August.

To accommodate the changes in the funding structure following changes in the project implementation plan have been proposed (see ANNEX I).

- 1st technical workshop to take place in 12 - 16 December 2011 instead of March 2012
- Table-top exercise of CM will be moved from June to September 2012
- 2nd Joint visit of HM to be organized in end May instead of March 2012
- 2nd technical workshop of HM to be moved from September to November 2012
- Field exercise of CM will be moved from October 2012 to April 2013

Due to the new date for the technical crisis management workshop, invitations and notifications should be sent out as soon as possible to ensure adequate expert support to the workshop.

Mr. Winkelmann offered to check availability of experts from Brandenburg for supporting the technical workshop on crisis management.

6. Continued involvement of Belarus in the project

After discussion in the PMG, it was concluded that Belarus is further welcome to join project activities in cases where Belarusian participation creates mutual benefits to the project objectives without adding financial strain or obstructing successful implementation of the activity. Further, Belarussian participants are to be invited to observe and share their experience but should not take on equal responsibilities to maintain the project focus on the Danube delta countries. Therefore PMG, HMG and CMG will remain in their current composition.

In addition, it was agreed to propose to Belarus to share experiences on a different level by integrating beneficiaries from this project in future potential projects in Belarus as trainers after the respective DDP-activities are completed. Further, it was agreed that Belarus would not be involved in the industrial site visits during the upcoming joint

visit in order to facilitate the organization and limit the strain on industrial facilities involved in the event. The decision was agreed to be shared by the country representatives in the PMG with their respective superiors and through the secretariat with Belarus.

7. Establishment of the international support group for guidelines on oil terminals

The group identified a range of experts to participate in the expert group. In addition to the various experts already addressed by Mr. Winkelmann, Ms Tarasova also proposed to approach OSPRI, an oil industry initiative that encourages and supports the promotion of oil spill preparedness in the Caspian Sea, Black Sea and Central Eurasia. Mr. Dijkens will be in touch with American experts who worked on the Deep Water Horizon accident and identify possibilities to involve them.

- Inform and invite the operators of the project oil terminals to the expert group
- Prepare detailed TORs to be shared with potential expert group members

8. Promotion of project results – possibilities and opportunities during the next project phase

It was concluded to prepare a communication approach for the project to promote the project results, obtain broad support in the countries and sustainability beyond the project duration.

The project consultant would prepare an approach to communication that will be shared with the PMG. The document should specify target audiences, communication objectives, suitable tools and products to achieve these objectives as well as possible distribution pathways (partnerships).

Further it was requested to prepare for all events short briefing notes before and after the event to be shared with the project managers. Every six months a project newsletter should be produced that informs a wider group of the project progress.

The project consultant would prepare a draft newsletter for consideration by the PMG.

9. Hazardous facility inventory for the region

Following agreement has been reached by the PMG regarding the inventories of installations hazardous to waters in respect to the Danube delta:

1. Include in the inventories installations according to TEIA hazardous substance quantity requirement
2. Include in the inventories installations according to Seveso hazardous substance quantity requirement

3. Include additional 10 sites which are considered as risk to the Danube delta according to national requirements

It was further agreed that, taking in to account the above hazardous substance quantity requirements, the inventory should be done for the area defined by the Convention location criteria (see Annex IV or <http://live.unece.org/env/teia/guidelines.html>).

Based on that first inventory and in an iterative process a set of criteria for the inventory would be further developed within the project.

After the announcement by the IPCDR that there is no recent inventory on hazardous facilities in the Danube basin available, it was agreed that the secretariat should request the 2002 data from ICPDR.

- The secretariat will provide a template for the inventory data that should be included

10. Wrap up and closure

Eventually it was noted that observers and other stakeholders of the project should be more actively engaged in the process. The PMG agreed to organize stakeholder meetings that specifically aim at information exchange and consultation with stakeholders such as the ICPDR, the Black Sea Commission (BSC) and NGOs. These meetings will brief on the project results, create synergies, and ensure added value to other regional initiatives. The first mission should be done within the next 6 months to the BSC.

- Determine date and location for the first stakeholder meeting and consult with interested organization on their interest and availability

For the next PMG meetings the following documents should be available:

- Updated implementation plan
- Overview on project funds

11. Next PMG Meeting

It was concluded that PMG meetings are to be organised on demand-driven basis, when possible, back-to-back with other meetings/events so that funds can be spent efficiently. The next meeting of the PMG will be organised back to back with crisis management workshop in December this year.

ANNEX I Summary of action items

Action item	Responsible	Deadline
Provide nominations for participants to the joint visit	Project coordinators	August 19
ToRs for the international expert to prepare the comparative analysis of national legal frameworks	Convention secretariat	September 2
Review possibilities to engage ENVSEC as donor to the project	Convention secretariat	asap
Review possibilities to engage PPRD as donor to the project	Convention secretariat Project coordinators	asap
Investigate possibilities with the EU for cross-country cooperation funds	Francisc Senzaconi	September 2
Check availability of experts from Brandenburg for technical workshop on crisis management	Gerd Winkelmann	September 2
Inform Belarusian representatives about the decision regarding their further involvement	Convention secretariat	asap
Confirm participation of experts in the group for drafting safety guidelines for oil terminals	Gerd Winkelmann	asap
Contact OSPRI regarding participation in the expert group for drafting safety guidelines for oil terminals	Oksana Tarasova	asap
Contact experts working with Deep Water Horizon in the US regarding participation in the expert group for drafting safety guidelines for oil terminals	Chris Dijkens	asap
Inform and invite oil terminals in the project region to the expert group for drafting the safety guidelines for oil terminals	Convention secretariat	asap
Prepare TORs for expert group for drafting the safety guidelines for oil terminals	Convention secretariat	September 23
Prepare a draft communication approach	Error! Reference source not found.	September 23
Prepare a draft newsletter on project outcomes so far	Error! Reference source not found.	September 23
Prepare a media briefing for the upcoming joint visit	Error! Reference source not found.	September 23
Request 2002 inventory data on hazardous sites from ICPDR	Convention secretariat	September 23
Prepare a template format for the inventory	Convention secretariat	September 23
Conduct preliminary inventory according to the agreed procedure	Project coordinators	October 31
Determine date and location for the first stakeholder meeting and consult with interested organization on their availability	Convention secretariat	September 2

ANNEX II Revised Timetable

- 1st technical workshop to take place on 12-16 December 2011 instead of March 2012
- Table-top exercise will be moved from June to September 2012
- 2nd Joint visit to be organized in end May instead of March 2012
- 2nd technical workshop of HM to be moved from September to November 2012
- Field exercise will be moved from October 2012 to April 2013

RED – old date GREEN – new date

	week	Hazard management	Crisis management
		Kick-off, Ukraine, Kiev, 11-12 May HMG mtg., 12 May	
May-11	19		
May-11	20		
May-11	21		
May/Jun-11	22		
Jun-11	23		
Jun-11	24		
Jun-11	25		
Jun/Jul-11	26		
Jul-11	27		
		Technical workshop 1, 12-13 July, Moldova, Chisinau HMG mtg., PMG mtg.	
Jul-11	28		
Jul-11	29		
		HMG mtg./teleconference to review preparation to joint visit 1, Moldova	
Jul-11	30		
Aug-11	31		
Aug-11	32		
Aug-11	33		
Aug-11	34		
Aug/Sep-11	35		
Sep-11	36		
Sep-11	37		
		Joint visit 1, Romania, Galati (with visit to Giurgiulesti) HMG mtg., safety guidel. group mtg., PMG mtg.	
Sep-11	38		CMG meeting back to back with joint visit 1 to prepare for the workshop
Sep-11	39		
Oct-11	40		
Oct-11	41		
Oct-11	42		
Oct-11	43		
Oct/Nov-11	44		
Nov-11	45		
Nov-11	46		
Nov-11	47		
		CMG mtg./teleconference to review preparation to technical workshop, Romania	
Nov/Dec-11	48		
Dec-11	49		
		HMG mtg. back to back with technical workshop to review preparation to joint visit	
Dec-11	50		Technical workshop, Moldova, Chisinau/Cahul

DDP – 1st Project management group (PMG) meeting

		2, safety guidel. group mtg.	CMG mtg., group for drills mtg., PMG mtg.
Dec-11	51		
Dec-11	52		
Jan-12	1		
Jan-12	2		
Jan-12	3		
Jan-12	4		
Jan/Feb-12	5	HMG mtg. back to back with technical workshop to review preparation to joint visit 2, safety guidel. group mtg.	Technical workshop, Moldova, Chisinau/Cahul CMG mtg., group for drills mtg., PMG mtg.
Feb-12	6		
Feb-12	7		
Feb-12	8		
Feb/Mar-12	9		
Mar-12	10		
Mar-12	11		
Mar-12	12	Joint visit 2, Ukraine, Reni, Izmail HMG mtg., safety guidel. group mtg., PMG mtg.	CMG mtg. back to back with joint visit 2 to review preparation to top table exercise, group for drills mtg.
Mar-12	13		
Apr-12	14		
Apr-12	15		
Apr-12	16		
Apr-12	17		
Apr/May-12	18		
May-12	19		
May-12	20	Joint visit 2, Ukraine, Reni, Izmail HMG mtg., safety guidel. group mtg., PMG mtg.	CMG mtg. back to back with joint visit 2 to review preparation to top table exercise, group for drills mtg.
May-12	21		
May/Jun-12	22		
Jun-12	23		
Jun-12	24		
Jun-12	25		
Jun-12	26	HMG mtg. back to back with exercise to review preparation to tech. workshop 2, safety guidel. group mtg.	Top-table exercise, Romania CMG mtg., group for drills mtg., PMG mtg.
Jul-12	27		
Jul-12	28		
Jul-12	29		
Jul-12	30		
Jul/Aug-12	31		
Aug-12	32		
Aug-12	33		
Aug-12	34		
Aug-12	35		
Sep-12	36	Technical workshop 2, Moldova HMG mtg., legal group mtg, PMG mtg.	CMG mtg. back to back with tech. workshop 2 to review prep. to field exercise
Sep-12	37		

DDP – 1st Project management group (PMG) meeting

Sep-12	38	HMG mtg. back to back with exercise to review preparation to tech. workshop 2, safety guidel. group mtg.	Top-table exercise, Romania CMG mtg., group for drills mtg., PMG mtg.
Sep-12	39		
Oct-12	40		
Oct-12	41		Field exercise, Danube Delta CMG mtg., PMG mtg.
Oct-12	42		
Oct-12	43		
Oct/Nov-12	44		
Nov-12	45		
Nov-12	46	Technical workshop 2, Moldova HMG mtg., legal group mtg, PMG mtg.	CMG mtg. back to back with tech. workshop 2 to review prep. to field exercise
Nov-12	47		
Nov-12	48		
Dec-12	49		
Dec-12	50		
Dec-12	51		
Dec-12	52		
Jan-13	1		
Jan-13	2		
Jan-13	3		
Jan-13	4	HMG mtg./teleconference to prepare training for inspectors, Ukraine	
Jan/Feb-13	5		
Feb-13	6		
Feb-13	7		
Feb-13	8		
Feb/Mar-13	9		
Mar-13	10	Training session for inspectors HMG mtg. prep for final workshop with CMG, legal group mtg.	CMG mtg. back to back with training to review NGs work, prep. for final workshop with HMG
Mar-13	11		
Mar-13	12		
Mar-13	13		
Apr-13	14		
Apr-13	15		
Apr-13	16		Field exercise, Danube Delta CMG mtg., PMG mtg.
Apr-13	17		
Apr/May-13	18		
May-13	19		
May-13	20		
May-13	21		
May-13	22		
Jun-13	23	PMG, HMG, CMG and legal group mtg., Final workshop	
Jun-13	24		
Jun-13	25		
Jun-13	26		
Jun/Jul-13	27		

ANNEX III Final Agenda

Final Agenda

- 09.00 – 09.15 Welcome and introduction
- 09.15 – 09.45 Review of project implementation progress
- 09.45 – 10.45 Concerns and comments by project coordinators
- 10.45 – 11.15 Coffee break
- 11.15 – 12.30 Crisis management phase vis-à-vis available funding and fund raising requirements and opportunities
and
Preparation of a comparative analysis of national legal frameworks by an international consultant
- 12.30 – 13.30 Lunch break
- 13.30 – 14.00 Continued involvement of Belarus in the project
- 14.00 – 14.30 Establishment of the international support group for guidelines on oil terminals
- 14.30 – 14.45 Promotion of project results – possibilities and opportunities during the next project phase
- 14.45 – 15.15 Hazardous facility inventory for the region
- 15.15 – 15.30 Wrap up and closure

ANNEX IV List of participants

Ms. Oksana Tarasova – Ukraine
Ms. Marilena Ghiu – Romania
Mr. Francisc Senzaconi – Romania
Ms. Svetlana Stirbu – Moldova
Mr. Gavril Gilca – Moldova
Mr. Chris Dijkens – Chair TEIA Convention
Mr. Gerhard Winkelmann-Oei – Germany
Mr. Lukasz Wyrowski - UNECE TEIA Secretariat
Ms. Christina Stuhlberger – Consultant
Ms. Claudia Kamke – Germany

ANNEX V Location criteria

AMENDMENT TO PARAGRAPH 5 OF THE GUIDELINES TO FACILITATE THE IDENTIFICATION OF HAZARDOUS ACTIVITIES FOR THE PURPOSES OF THE CONVENTION (ECE/CP.TEIA/2, annex IV, appendix)

Location criteria

5. The following two location criteria shall apply for the purpose of identifying hazardous activities capable of causing transboundary effects under the Convention:

(a) Within 15 kilometres from the border, for activities involving substances that may cause a fire or explosion or involving toxic substances that may be released into the air in the event of an accident;

(b) Along or within catchment areas¹ of transboundary and border rivers, transboundary or international lakes, or within the catchment areas of transboundary groundwaters, for activities involving substances that fall under category 3, 4, 5 or 8 of part I of annex I to the Convention and that may be released into watercourses in the event of an accident. Whether or not such an activity is capable of causing a transboundary effect in such an event should be decided by the competent authority of the Party of origin, preferably in consultation with joint bodies.² The decision should depend, among other things, on the existence of river warning and alarm systems and the distance³ between the location of the hazardous activity and the border.

¹ A catchment area of a transboundary river or lake is defined as the whole drainage area of this river or lake with a common outlet.

² Joint body means any bilateral or multilateral commission or other appropriate institutional arrangements for cooperation between Riparian Parties

³ The joint ad hoc expert group on water and industrial accidents recommended that this distance should correspond to approximately a flowing period of two days of average flow velocity