

UNECE Convention on the Transboundary Effects of industrial Accidents

Capacity-building activity within the Assistance Programme

Capacity-building activity with the aim to initiate a process to further strengthen the legal and institutional frameworks under the Convention in the countries of Eastern Europe, Caucasus and Central Asia and South-Eastern Europe

Kyiv, 5–7 December 2007

INFORMATION NOTICE

Introduction

1. The countries of Eastern Europe, Caucasus and Central Asia (EECCA) and South-Eastern Europe (SEE) have to a large extent developed the legal and institutional frameworks required to implement the Convention. Nevertheless, despite the considerable work carried out by the countries so far, there are still some shortcomings in this area.
2. In the discussions with the fact-finding teams, representatives of the EECCA and SEE countries concluded the countries would greatly benefit from receiving assistance in analysing the legal and institutional frameworks adopted to implement the Convention and in identifying the gaps hampering implementation.
3. It was therefore decided to organize a capacity-building activity with the aim of initiating a process to further strengthen the legal and institutional frameworks under the Convention in these countries.
4. This note provides information on the theme, organization of work and logistics for the capacity-building activity.

Objectives

5. The key objectives of the capacity-building activity are to provide its participants with the possibility to:

- (a) Enhance understanding of what is required under the Convention with regard to legal and institutional frameworks;
 - (b) Analyse the legal and institutional frameworks to find areas for improvement and to identify the gaps hampering implementation of the Convention;
 - (c) Receive concrete and specific inputs for the preparation of plans of action aimed at eliminating the gaps identified during the activity.
6. Based on the results of the activity, participants are expected to initiate a process within each country aimed at strengthening the legal and institutional frameworks needed to fully comply with the requirements of the Convention.

Dates and venue

7. The workshop will take place from 5 to 7 December 2007 in Kyiv, in the premises of the:

Ministry of Environmental Protection of Ukraine
35, Urytskoho str.
03035 Kyiv, Ukraine

8. The workshop will start at 9:30 a.m. on 5 December. (Participants are therefore recommended to arrive the day before.) It will finish at 1 p.m. on 7 December to enable evening departures.

Participation

9. The workshop is directed at the countries accepted for participation in the implementation phase of the Assistance Programme.
10. It is targeted to heads of divisions/departments within the institutions at the national or, if applicable, regional level responsible for the implementation of the Convention who are able to initiate the process of addressing the gaps in institutional and legal frameworks.
11. Countries can nominate up to four (five, if the regional level is represented) participants representing competent authorities involved in implementation of the Convention. They will receive financial support to facilitate their participation.
12. Each nominated participant should complete and return to the UNECE secretariat the nomination form attached to this information notice.

Organization of work

13. The workshop will consist of two sessions.

Session I: Analysis of the legal and institutional frameworks adopted to implement the Convention with regard to following areas:

(a) Identification of hazardous activities

Short presentation on legislation and the division of responsibilities within the competent authorities for identification of hazardous activities by country A.

Short presentation on legislation and the division of responsibilities within the competent authorities for identification of hazardous activities by country B.

Discussion in groups:

Country A with country B

Country C with country D

Country E with country F

Country G with country H

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

(b) Notification on hazardous activities to neighbouring countries

Short presentation on legislation and the division of responsibilities within the competent authorities for notification on hazardous activities by country C.

Short presentation on legislation and the division of responsibilities within the competent authorities for notification on hazardous activities by country D.

Discussion in groups:

Country A with country C

Country B with country D

Country E with country G

Country F with country H

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

(c) Prevention

Short presentation on legislation and the division of responsibilities within the competent authorities for prevention by country E.

Short presentation on legislation and the division of responsibilities within the competent authorities for prevention by country F.

Discussion in groups:

Country A with country D

Country B with country C

Country E with country H

Country F with country G

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

(d) Emergency preparedness

Short presentation on legislation and the division of responsibilities within the competent authorities for emergency preparedness by country G.

Short presentation on legislation and the division of responsibilities within the competent authorities for emergency preparedness by country H.

Discussion in groups:

Country A with country E

Country B with country F

Country C with country G

Country D with country H

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

(e) Emergency response including notification on industrial accidents

Short presentation on legislation and the division of responsibilities within the competent authorities for emergency response including notification on industrial accidents by country C.

Short presentation on legislation and the division of responsibilities within the competent authorities for emergency response including notification on industrial accidents by country D.

Discussion in groups:

Country A with country F

Country B with country E

Country C with country H

Country D with country G

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

(f) Information and public participation

Short presentation on legislation and the division of responsibilities within the competent authorities for information and public participation by country E.

Short presentation on legislation and the division of responsibilities within the competent authorities for information and public participation by country F.

Discussion in groups:

Country A with country F

Country B with country G

Country C with country H

Country D with country E

Presentations on the outcome of the discussions by each of the groups, discussion in plenum.

14. Representatives of each country nominated to the meeting should send to the secretariat proposals on the areas on which they would like to make presentations. On this basis, the secretariat will agree with the country teams on the areas to be presented, and will include the relevant information in the detailed programme to be issued a month before the workshop.

15. Each country should prepare material for the presented area as well as for all the other areas. The material will be used during discussions, and should contain:

(a) Tasks that are contained in the legislation for each of the areas of work mentioned above, providing the reference to relevant laws, decrees, etc.;

(b) Institution(s) that are responsible (either by law or formal authorization) for carrying out the specific tasks under each area of work.

16. The material should address to the extent possible the tasks specified below, informing how these tasks are covered in legislation and division of responsibilities (specify institutions, their departments, etc):

(a) For identification of hazardous activities: collection of data, analysis of data and preparation of list with hazardous activities, approval of list, maintenance and update of list;

(b) For notification of hazardous activities: exchange of data;

(c) For prevention: safety reports (or similar) and their assessment, licenses, permits, approvals, inspections¹;

(d) For emergency preparedness: preparation of on-site and off-site contingency plans, approvals and revisions of these plans, exercises for plans, inspections, cross-border preparedness;

(e) For emergency response: notification of emergencies, organization of response, coordination of response, cross-border coordination;

(f) For information and public participation: participation of the public in decision-making on the siting and construction of hazardous activities, participation in drawing up of

¹ Requirements on safety reports should be mentioned with regard to the prevention policies and standards to be applied at industrial establishments. As for preparedness and response requirements documented in the safety reports, they can be briefly mentioned here but should be taken up in more detail under the next area of work (emergency preparedness)

contingency plans, information on emergencies and public participation of neighbouring countries.

Session II: Preparation of the plans of action

Participants will start with experts' advice to draw up draft plans for their country aimed at eliminating the identified gaps and propose deadlines for achieving them. Such plans should link the gaps with the actions to be taken by the appropriate institutions to eliminate the gaps. The plan should also contain an assessment of needs for further assistance (advisory services) for particular actions. Furthermore, the draft plans should contain the expected benefits to be achieved through eliminating a particular gap.

17. Each country should finalize the plan of action in the three months following the workshop and thereafter take appropriate actions according to the plan to eliminate the gaps. When appropriate, the responsible institution will take steps together with the secretariat and with the assistance of the Bureau of the Conference of the Parties to the Convention and the Working Group on Implementation to organize the advisory services.

Working languages

18. The workshop will be conducted in English and Russian.

Transport and hotel accommodation

19. Accommodation will be arranged for registered participants at the Hotel Oberig by local organizers on the basis of information provided in the nomination form. Participants are requested to arrange their own transfer from and to the airport.

Visas

20. Participants requiring an entry visa should contact the nearest diplomatic representation of Ukraine. To facilitate the process of obtaining a visa, participants will receive, at their request, personal invitation letters.

Nomination form to participate in the capacity-building activity with the aim to initiate a process to further strengthen the legal and institutional frameworks under the Convention in countries of EECCA and SEE

(Kyiv, 5–7 December 2007)*

Please complete and return this form as soon as possible to:	Industrial Accidents and Water Conventions secretariats Environment, Housing and Land Management United Nations Economic Commission for Europe Palais des Nations, 8–14, Avenue de la Paix Fax: +41 22-917 0621 E-mail: Olga.Carlos@unece.org
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Participant of country

Participant

Mr. Mrs. Ms.

Family name

First name

Date of birth

Official occupation

Official telephone number

Fax number

E-mail address

Адрес проживания

I require an entry visa for Ukraine and I wish to receive a personal invitation letter:

YES NO

Language preferences

English Russian

I wish to reserve a: single room double room **at the Hotel "Oberig" in Kyiv**

from **to**

Date:

Signature

Nomination by:

Name

Position

Date

Signature

* **Please attach** copy of your **passport** and provisional **flight booking** via the most direct route and at the least costly fare. The provisional booking must contain an **itinerary** (flight dates and times) and **price** (including tax).

The reservations should be made through your local United Nations office (United Nations Development Programme) or through Carlson Wagonlit (CWT) network agencies/local partners that are authorized to issue travel tickets on behalf of the United Nations.