



**UNITED NATIONS
ECONOMIC COMMISSION FOR EUROPE**

**UNECE Convention on the Transboundary
Effects of Industrial Accidents**

Project under the Assistance Programme

Belgrade, 8-10 February 2010

INFORMATION NOTICE

Introduction

1. Croatia, Serbia and FYR of Macedonia recognised that they need to improve, as their next step in strengthening the safety culture, the quality and completeness of safety reports that are prepared by operators of major industrial facilities to indicate safety levels to the authorities.
2. The countries indicated that they have encountered problems in evaluating these reports due to their authority's experts having limited experience with the methodologies used in safety reports. In particular, the selection of the possible major accident scenarios and their probability and assessment of the extent and severity of the consequences (modelling of consequences) have caused concern.
3. The countries have therefore requested the organisation of a training session for the evaluation of safety reports where their authority's experts, supported by safety specialists, will work with case-studies to better understand safety reporting. The session will also help in finalising a checklist for the three countries' authorities, and other interested parties, to evaluate the safety reports.
4. This note provides information on the theme, organization of work and logistics for the training session.

I. OBJECTIVES

5. The objective of the training session is to build-up the knowledge of inspection authorities from Croatia, Serbia and tFYR of Macedonia in evaluating safety reports. To this end the training session will offer the possibility for the trainees to:

- Discuss different approaches (including the roles of authorities) for the evaluation of safety reports;
- Discuss safety reports and in particular the content and methodologies used in safety reports;
- Discuss the modalities for the selection of accidents scenarios, their probability and modelling of consequences;
- Develop a checklist on safety reports (the checklists should be finalized during the hands-on session);
- Discuss how the checklist can be further developed into guidance for operators for preparation of the safety reports.

II. DATES, VENUE HOTEL ACCOMMODATION

6. The training session will be held in Belgrade, at the following address:

Best Western Hotel M
Bulevar Oslobođenja 56a
11000 Belgrade
Serbia

7. It will start at 9:30 a.m. on Monday, 8 February 2010. Participants are therefore recommended to arrive the evening before. It is planned to finish on Wednesday, 10 February 2010 at 1.30 p.m.

III. ORGANIZATION OF WORK

8. The training session will consist of 3 sessions:

Session I will focus on procedures and responsibilities established at the authorities' level for the evaluation of safety reports and the safety report's content. The project countries will present their procedures and sharing of responsibilities between the authorities. The presentations will be then discussed in the national groups with the support of training facilitators. Thereafter the training facilitators will make presentations on the sections of safety reports such as: (a) safety management system, (b) site and environment, (c) substances, active processes and activities, (d) risk assessment, (e) identification of accidents scenarios and modelling of consequences, (f) measures for limitation of consequences and mitigation, and (g) internal emergency planning.

Session II will be devoted to the evaluation of the safety reports through case-studies and to the elaboration of the checklist methodology based on a template. It will start with presentations of the case-studies based on the safety reports that will be taken up in the work in groups and discussed and evaluated. During this work the groups will highlight the deficiencies of particular safety reports, on the other hand they will work on the checklist methodology to turn the template into a suitable and needs-tailored checklist for application in daily work.

Session III will comprise discussion on the way forward to be taken at national level by each of the project countries, as well as the exploration of possibilities to test the developed checklist in a joint follow-up project aimed at on-site visit to hazardous activity in one of the project countries.

9. The provisional agenda for the training session is attached.

IV. PARTICIPATION AND WORKING LANGUAGES

10. The training session is organized for authorities dealing with evaluation of safety reports. Each country should nominate a maximum of 10 experts who can represent either national or regional/local level authorities.

11. Financial support will be available for nominated training participants, if requested, to cover the transportation expenses to Belgrade. Accommodation at Best Western Hotel M, Belgrade and meals will be also provided.

12. The training session will be conducted in English, Serbo-Croatian and Macedonian.

V. REGISTRATION OF PARTICIPANTS

13. Each nominated participant should complete a registration form and return it to the Serbian organizers and the UNECE secretariat at the addresses indicated on the registration form as soon as possible, **but not later than 22 January 2010**

Annex

Monday, 8 February 2010

9:30-10:00

Opening and welcome statements

9:30-9:40

Welcoming statement by Mr. Aleksandar Vesić, Assistant Minister, Ministry of Environment and Spatial Planning, Serbia

9:40-9:50

Welcoming statement by Mr. Gerhard Winklemann-Oei, Federal Agency of Environment, Germany

9:50-10:00

Welcoming statement by Mr. Lukasz Wyrowski, secretariat

10:00-10:10

Setting the scene – the importance of safety reporting, Mr. Hans-Joachim Uth, expert

10:10-18:00

Session I: Procedures for safety reporting, problems faced in the project countries, content of safety reports, template checklist

10:10-10:30

Procedures for and problems faced in safety reporting in Croatia

10:30-10:50

Procedures for and problems faced in safety reporting in Serbia

10:50-11:10

Procedures for and problems faced in safety reporting in fYR of Macedonia

11:10-11:30

Coffee break

11:30-12:45

Work in national groups to discuss the procedures and challenges faced

12:45-13:00

Wrap-up

13:00-14:30

Lunch

14:30-16:30

Safety report – its content, template checklist, Mr. Uth, Mr. Milos Palecek, Mr. Neil Manning, experts

16:30-17:00	Coffee break
17:00-18:00	Questions and answers – moderating Mr. Uth
18:00	Closing of the first day
19:30	Dinner

Tuesday, 9 February 2010

9:30-18:00	Session II: Hands on session on evaluation of safety reports
9:30-10:00	Case study, production facility – Mr. Nikolay Savov, expert
10:00-10:30	Case study, production facility – Mr. Hervoje Buljan, Croatia
10:30-11:00	Case study, storage facility – Ms. Suzana Militunovic, Serbia
11:00-11:30	Coffee break
11:30-13:00	Work in groups to evaluate the case studies using template checklist
13:00-14:30	Lunch
14:30-16:30	Continuation, work in groups
16:30-17:00	Coffee break
17:00-18:00	Continuation, work in groups
18:00	Closing of the second day
18:15-18:45	Meeting of experts and rapporteurs
19:30	Dinner

Wednesday, 10 February 2010

9:00-11:00	Session II: Results of work in groups
9:00-9:15	Results of evaluating the case study and use of checklist – rapporteur group I
9:15-9:30	Results of evaluating the case study and use of checklist – rapporteur group II
9:30-9:45	Results of evaluating the case study and use of checklist – rapporteur group III
9:45-11:00	Comparison on the results and elaboration of the template checklist – moderator Mr. Manning
11:00-11:30	Coffee break
11:30-13:30	Session III: Way forward and wrap-up
11:30-11:45	Way forward by Croatia
11:45-12:00	Way forward by Serbia
12:00-12:15	Way forward by fYR of Macedonia
12:15-13:00	Joint follow-up project – moderator Mr. Wyrowski
13:00-13:30	Wrap-up and closing
13:30-15:00	Lunch
