

## Minutes of the 16<sup>th</sup> Meeting of the Subgroup for Hotspots Exclusion

Working Meeting in Stockholm on 19<sup>th</sup> of July 2011, at 15.00 – 19.00 + 07.00 – 11.00 CET

### Agenda

- 1) The meeting was opened in time scheduled, with representation of Sweden (Åke Mikaelsson), Norway (Barbro Thomsen), NEFCO (Henrik Forsström) and Russia (Ruslan Butovsky from Fund for Sustainable Development representing MNRE), and Nadya Maslova.
- 2) The Agenda was adopted, Åke Mikaelsson was appointed Chair of the meeting and Ruslan Butovsky Secretary
- 3) The Minutes of the SHE15 meeting of July 8, 2011 were reviewed. Ruslan Butovsky will add comments from the SHE members and will resend the Minutes for the final adoption.
- 4) Ruslan Butovsky reported that since the former SHE14 meeting no new information from the regions was received by MNRE. On the other side the MNRE Deputy Minister Mr. Gizatullin recently requested from Maria Dronova all information on the hotspots in Barents region.
- 5) **Introduction and discussion on the required support documents to be drafted during the working meeting.** Åke Mikaelsson presented the SHE Work Plan 2010-2011, which has to be revised in terms of steps, timing and outputs. The Procedure for Hotspot exclusion (HSEP) was revised by the SHE16 participants including all steps from 1-8 and in particular regarding the deliverables. The Following Support Documents were verified.

<p>5a) <u>Drafting of a Letter from MNRE to Rosprirodnadzor declaring its responsibilities in respect of the HSEP</u>, addressing the issue and appointing contact persons etc. (This is the document to serve as “Evidence of MNRE’s appointment of Rosprirodnadzor and its territorial representations as AFA”, i.e. to verify Step 1 = Initiation of the Procedure and may serve jointly for all Hot spots, given that the responsibility (Minpriroda or subject) has been specified).</p>	<p>Draft Letter MNRE-&gt;HEGs  =&gt; Step 1 for all HS</p>
<p>5b) Refinement of the <u>Instructions and Mandate to the HEGs</u></p>	<p>HEG Mandate</p>

<p>5c) Step 2. Drafting of a presentation form for the status, plans and progress of the HS; (this format shall both be applicable to a continuously updated status report and to the HSIS)</p>	<p>HS Presentation Template in .ppt  Draft Template for Screening (Step 2)  Draft Template for Specific Criteria (Step 3)  Draft Template for HS Action Plan (Step 4)  Draft Template for (Step 5)  Draft Template for (Step 6)</p>
<p>5d) Refinement of the Ordinary Exclusion Procedure (as well the ordinary HSEP as the Fast track HSEP); Which documents shall serve as evidence? Include correct names in the procedure (this issue has to be completed after discussions with HEGs, e.g. in Murmansk).</p>	<p>Presentation of Ordinary HSEP (ppt)  Template for application for Ordinary HSEP (Step 7a)</p>
<p>5e) Refinement of the Fast Track HSEP in good compliance to the Ordinary HSEP and make a coloured hand-out explaining the procedures for participants; a) extract the #1 of the FTE, make clear what steps and documents are required and by whom, make clear explanations on the differences between Fast Track HSEP and Ordinary HSEP.</p>	<p>Presentation of Fast Track HSEP (ppt)  Template for application for Fast Track HSEP (Step 7b)</p>
<p>5f) Drafting the message from MNRE to the regional HEGs to provide the documentation of Fast Track HSEP so that it falls into the current time plan.</p>	<p>Letter MNRE -&gt; HEGs</p>

Draft Templates for Step 1 (a,b,c), Step2, Step 3 and Step 4 were presented and discussed during the Working Meeting. The idea with templates as promotion of the activities foreseen during the work fo SHE and HEGs for implementing the HSEP, was supported and found relevant to continue with. The templates for Step 1 and Step 2 were refined as was Schee of the HSE Procedure and the Appendix 2 of the SHE Work Programme.

The HEGs should be better informed on the HS issues, they should be provided by NEFCO report on HS (in Russian), should use the HS Information System website, newsletters etc. and report to SHE on the progress made. The responsibility of MNRE is to remind HEGs that they should submit the Applications for HS exclusion by August 15, 2011.

The SHE16 meeting participants developed a draft HEG Mandate and a Table describing the HSE Procedure.

The SHE should submit to the HS Information System the original reports of the SHE meetings, information on the upcoming events, and decisions made, the templates and the newsletters.

- 6) **Preparations for the meeting in Murmansk July 22<sup>nd</sup>, 2011.** Åke Mikaelsson presented the program for Murmansk meetings to be held on July 22, 2011. The purpose of the meeting with the Committee of Industrial Ecology (Krapivin, Schweitser), Rosprirodnadzor (Khrutskiy) and SRI Atmosphere (Dobrohotov) is to verify the HEG Mandate and the HSE Procedure against “Russian realities” and make necessary revisions of these documents as well as to discuss the timeframes for HEG activities etc. Also it is important to discuss the Pajala project issues assuming that these organizations were invited to the training courses in September and October 2011.
- 7) The next SHE17 meeting will take place in Moscow at August, 26, 2011 after the HEG and MNRE RF meeting scheduled for August 25, 2011. It is important to remind the HEGs about the date of the meeting in Moscow which is the responsibility of MNRE RF.
- 8) Closure of the meeting