

# Minutes

## 68<sup>th</sup> Meeting of the BEAC WGE Subgroup for Hot Spots Exclusion, (SHE#68)

Telephone, 26<sup>th</sup> of June, 2018

### 1. Opening of the Meeting

The meeting was opened and attended by the following participants:

- Mr Åke Mikaelsson, Chair, SE
- Ms Elin Kronqvist, SE
- Mr Alexander Druchinin, Co-Chair, RU
- Ms Helena Dahlbo, FI
- Ms Ingrid Lillehagen, NO
- Ms Olaug Bjertnaes, NO
- Mr Ruslan Butovskiy, RU (from agenda item 5)
- Ms Maria Dianova, IBS
- Mr Henrik Forsström, NEFCO

### 2. The Agenda was adopted

The agenda was adopted with addition of task SHE#68.3 xviii and the up-dated SHE Mandate under item 10.

### 3. Follow-up of tasks distributed at the previous meetings (SHE#66 and SHE#67)

- The delegate assigned as responsible for the respective task, gives a brief up-date of the findings as well as the extent of completion of the task:

Task	Responsible	Status
<i>i. Review the draft response letter to Arkhangelsk HEG with a suggested endorsement of the suggested splits and merges till next SHE- meeting.</i> Approved with comments in e-mail from Hanne on 7 <sup>th</sup> of June 2018.	Hanne	Done!
<i>ii. Review the Draft letter to all HEGs regarding priorities, Supporting Activities, HEG-meetings, participation in education activities etc.</i> Approved with comments in e-mail from Hanne on 7 <sup>th</sup> of June 2018.	Hanne	Done!
<i>iii. Submit the up-dated Draft letter to HEGs for translation into Russian</i> Translations received from Maria on 18 <sup>th</sup> of June 2018.	Maria	Done!
<i>iv. Make a lingual quality check of the Russian translation of the Draft letter to HEGs</i>	Alexander + Maria	Done!
<i>v. Appoint experts and/or consultants for the TEC review of the S&amp;A report on Ko1 and Ko8</i>  The Chair commented that Sweden after internal discussions WILL NOT appoint any own expert for the TEC review of Ko1 and Ko8 but – as previously Finland (see Minutes from SHE#68) - kindly asks NEFCO to find relevant experts for fulfilment of this function together with the Norwegian expert(s).	SHE	Done!

<p>vi. <i>K7: Give feed-back to K7 regarding their response to SHE's comments to the S&amp;A report</i></p> <p>It was concluded that no feed-back yet was given. The Chair commented that he will provide a gathered summary table on the hot spots for which TEC experts and any kind of response is required and take a systematic approach to the S&amp;A feedback etc. after the summer.</p>	All	<u>Not Done!</u>
<p>vii. <i>Ko3-2: Prepare an updated S&amp;A for the waste water part (Ko3-2) at Mondri and report at SHE#66 (in person or via Skype)</i></p> <p>Maria reported that Tatiana Tiupenko in Komi proposes a Skype meeting on Ko3-2 together with Åke and Alexander. The Chair requested to propose dates.</p>	Maria checks with Tatiana	<u>Not Done!</u> Skype with Komi requested
<p>viii. <i>Ko6: Develop draft exclusion criteria for Ko6. Send to SHE and report at SHE#66 (in person or via Skype)</i></p> <p>Not likely to be solved before summer.</p>	Maria checks with Tatiana	<u>Not Done!</u>
<p>ix. <i>Add minor amendment into the Letter to HEGs</i></p>	Alexander	Done!
<p>x. <i>Split the ToR for Supporting Activity 1 into separate docs for No1a and No1b and add draft agenda for No1a and draft programme for No1b.</i></p>	Ruslan	Done!
<p>xi. <i>Translate the amendments in the Response letter to Arkhangelsk HEG</i></p>	Maria	Done!
<p>xii. <i>Check with HEG Chairs and BAT Bureau regarding the most appropriate dates for response and conducting the No1a Seminar</i></p> <p>Since the letter to HEGs wasn't submitted yet, no formal response was not yet collected. Through direct dialogue with some of the HEGs, indications were though received that the No1a seminar better take place after the summer.</p>	Maria + Ruslan	Ongoing
<p>xiii. <i>Give final comments to the Draft v3 Letter to HEGs (file name: "App SHE#67.5a - Draft v3 Letter to HEGs on Priorities on HS and Preferences for SuppAct (rev RU)")*</i></p>	Hanne	Done!
<p>xiv. <i>Give final comments to the Draft response to Arkhangelsk HEG (file name: "App SHE#67.5b - Draft v2 Response Letter to Arkhangelsk HEG")*</i></p>	Hanne	Done!
<p>xv. <i>Give approval/comments to the Draft ToR to Supporting Activity No1a (file name" App SHE#67.6a . ToR SuppAct No1a (rev Ruslan)")*</i></p>	Hanne	Done!
<p>xvi. <i>Give approval/comments to the Draft ToR to Supporting Activity No1b (file name" App SHE#67.6a . ToR SuppAct No1b (rev Ruslan)")*</i></p>	Hanne	Done!
<p>xvii. <i>Give approval/comments to the Draft ToR to Supporting Activity No2 (file name: "App SHE#67.6c - ToR SuppApp No2 AB-WASTE_seminar_in_Petrozavodsk_14June2018_final")*</i></p>	Hanne	Done!
<p>xviii. <i>Facilitate the preparation of final draft specific exclusion criteria for hotspot A3-1 that is agreed with the Arkhangelsk HEG and the nominated Nordic experts and submit it to SHE</i></p> <p>Ruslan and Olaug reported that the current Russian BREF for heating facilities address plants &gt;150MW but that the A3-1 is smaller and thus not applicable. A new BREF for plants &lt;150 MW is under way.</p>	Olaug + Ruslan	Ongoing

\*) These documents were all submitted to the SHE#67 meeting and commented by Hanne via e-mail on 7<sup>th</sup> of June 2018 (xiii, xiv, xvii) and 13<sup>th</sup> of July 2018 (xv, xvi) respectively.

#### 4. Review of Minutes from previous meetings

- i) After clarification from Alexander to Norway's questions regarding the split of A1, which had been requested by Arkhangelsk HEG in their letter to MNRE, SHE approved the Minutes from SHE#66 (App SHE68.4i - Minutes from SHE#66).
- ii) SHE approved the Minutes from SHE#67 (SHE68.4ii - Minutes from SHE#67)

#### 5. Communication with the Regional Hotspot Exclusion Groups (Regional HEGs)

- a) Review of other responses on priorities etc. received from any of the five regional HEGs
  - i) Alexander reported that he had received a letter from the Arkhangelsk HEG incl. a new Screening & Analysis Report on hot spot A7 (still called "Military Oil Waste"). It was agreed that Maria should send the S&A on A7 for translation.
  - ii) Åke reported that he received an e-mail from Yana Voitsekhovskaya telling that the Nenets HEG had had a meeting on the 21<sup>st</sup> of June 2018, deciding that they want to develop Specific Exclusion Criteria for hotspot N3 (Wastewater in Naryan-Mar).
- b) Decision on further communication/meeting appointments with the HEGs
  - i) The broadened scope of the new subspot A7-1 was discussed as well as the merged A6+A8, being different by nature. It was concluded that these issues need to be described in the respective S&A report for the new sub-spots/merged hotspot. After discussion, SHE approved the "Response Letter to Arkhangelsk HEG" (App SHE#68.5bi – Draft Response Letter to Arkhangelsk HEG) without changes, and asked Åke to accept previous changes and send the final version to Alexander for further distribution to Arkhangelsk HEG.
  - ii) SHE approved the "Letter to HEGs on priorities and preferences" (App SHE#68.5bii – Final Draft Letter to HEGs on priorities and preferences) and asked a) Åke to accept previous changes, b) Ruslan to agree with the BAT-Bureau on suitable dates for the invitation to the HEG managers to Supporting Activity No1a (Attachment 2 of the document) and send the final version to Alexander for c) further distribution to the HEGs.

#### 6. Decision on further steps with the Support Activities

- a) Approval of the ToRs for Supporting Activities:
  - i) It was concluded that the ToR for Supporting Activity No1a – "Preparation on BAT and Hotspot Exclusion for key managers" requires refinement regarding the Programme and Budget in accordance with the comments sent by Ingrid on 25<sup>th</sup> of June 2018. It was agreed that Åke contacts the BAT-Bureau regarding possible further questions and clarifications and that SHE's response to the already received answers to Ingrid's questions, from Ms Tatiana Guseva at the BAT-Bureau should be reviewed and commented by SHE till the 29<sup>th</sup> of June 2018 at 12.00 CET/13.00 MT. Given positive response from SHE on the clarifications from the BAT-Bureau (written and silent procedure), the ToR for as well Supporting Activity No1a and No1b shall be regarded approved.
  - ii) Regarding the ToR for Supporting Activity No1b – "Preparation on BAT and Hotspot Exclusion for key experts", the conclusions and decisions are identical with those in (SHE#68.6ai) above.
  - iii) SHE agreed to approve the ToR for Supporting Activity No2 – "Branch Specific Seminar on Waste Management in Karelia".

- b) Discussion on other Supporting Activities to develop further to ToR
- i) Based on the decision of the HEG in Nenets AO, SHE agreed to assign Henrik (in close cooperation with Ms Yana Voitsekhovskaya) to develop a Draft ToR for a Supporting Activity No6 – “Refinement of Screening & Analysis Report and Development of Specific Exclusion Criteria” for the hotspot N3 - Wastewater in Naryan-Mar. The task shall focus on the development of specific exclusion criteria and also be coordinated with the project proposal earlier developed by the HEG in Nenets AO.
  - ii) SHE agreed to assign Helena to develop a draft ToR for a Supporting Activity No2 - “Branch Specific Seminar” for the Waste Management Sector in the Russian Barents region. The event is planned to take place in Helsinki on the 5<sup>th</sup> of November 2018.
  - iii) SHE agreed to assign Helena to develop a draft ToR for a Supporting Activity No3 – “Branch Specific Study Tours” for the Waste Management Sector in the Russian Barents region. The event is planned to take place in Finland on the 17<sup>th</sup> – 23<sup>rd</sup> of September 2018.

#### 7. Review of administration and up-date of the Progress Sheet

- a) Maria informed about the conditions for her maternity leave and concluded that she will remain a few more weeks at IBS and that Ms Julia Bobina from September on will replace Maria during her maternity leave. During the intermediary time, Mr Roman Gokkoev may serve as a contact person. It was agreed that Maria will send out contact information to Ms Julia Bobina to SHE.
- b) Åke demonstrated the Progress Sheet on the hot spots in the five federation subjects and informed that it had been up-dated in accordance with the exclusions made at the 13<sup>th</sup> BEAC WGE Ministerial Meeting in Vadsø in November 2017 (MiMxiii). Further up-dates may be made based on decisions on splitting and merging as well as up-dated documentation etc.
- c) Åke presented the sub-steps Review of the different Sub-steps of the HSE Procedure and that the refined sub-steps for Steps 3-7 had been elaborated together with Maria Dronova and discussed at an earlier SHE meeting, though without precise decision. The Chair stressed the importance that these sub-steps are well formulated and agreed since from now on, many hot spots will start “climbing down” the HSE Procedure along the “Full-Track-Path and it will thus become important to have a clear view on the exchange of requests/information/decisions etc. that will follow on the dialogue between SHE/HEGs/Hotspot owners.
- d) It was agreed that SHE reviews the proposed sub-steps for Step 3-7 and approves/comments till the next meeting.

#### 8. Communication Issues

- a) Discussion on relevant issues, hotspots, supporting activities, etc. to highlight?  
Among issues already or soon mature to highlight in the communication work, were identified:
  - i) Result of Ko7
  - ii) Specific Criteria on A3-1, Ko3-2, N3 etc. when they have been agreed
  - iii) Information about the completed Supporting Activity No2 – Waste Seminar in Petrozavodsk
  - iv) Information about the Supporting Activities No1a and No1b when completed

In addition, Maria reported that there have been a lot of information on the hot spots in regional media, both in press and regional TV. It was suggested that the links from this and other regional media be gathered at the SHE Web site.

- b) Discussion on a new official printed version of the hot spot list (after adopted adjustments)  
No discussion took place

c) Decision on launching of communication activities

It was concluded that Ms Julia Bobina will be responsible for up-dating of the SHE Web-site and that Mr Roman Gokkoev may be seen as a support to her in this role.

It was suggested that a separate meeting should be dedicated for Communication issues. No concrete decision was made.

### 9. Summary of Next Steps and Distribution of Tasks

Task	Responsible	Deadline
i. Propose dates for Skype meeting on Ko3-2 with Tatiana Tiupenko, Alexander and Maria.	Åke	29 <sup>th</sup> of June
ii. Send the S&A report on A7 for translation	Maria	29 <sup>th</sup> of June
iii. Accept changes in the "Response Letter to Arkhangelsk" and send to Alexander.	Åke	29 <sup>th</sup> of June
iv. Send the final version of the "Response Letter to Arkhangelsk HEG" to Arkhangelsk HEG	Alexander	29 <sup>th</sup> of June
v. Accept changes in the final version of the "Letter to HEGs" and send to Alexander	Åke	29 <sup>th</sup> of June
vi. Agree with the BAT-Bureau on suitable dates for the invitation to the HEG managers to Supporting Activity No1a (Attachment 2 of the "Letter to HEGs")	Ruslan	29 <sup>th</sup> of June
vii. Distribute the final version of the "Letter to HEGs" to the respective HEGs	Alexander	29 <sup>th</sup> of June
viii. Approve/comment on the answers (and possible refined ToRs) from Ms Tatiana Guseva at the Russian BAT-Bureau regarding Supporting Activity No1a and No1b.	All	29 <sup>th</sup> of June
ix. Develop a Draft ToR for a Supporting Activity No6 – "Refinement of Screening & Analysis Report and Development of Specific Exclusion Criteria" for the hotspot N3 - Wastewater in Naryan-Mar	Henrik + Yana	23 <sup>rd</sup> of August (i.e. till SHE#69)
x. Develop a draft ToR for a Supporting Activity No2 - "Branch Specific Seminar" for the Waste Management Sector in the Russian Barents region (Helsinki, 5 <sup>th</sup> of November 2018)	Helena	23 <sup>rd</sup> of August (i.e. till SHE#69)
xi. Develop a draft ToR for a Supporting Activity No3 – "Branch Specific Study Tours" for the Waste Management Sector in the Russian Barents region. (Finland, 17 <sup>th</sup> – 23 <sup>rd</sup> of September 2018)	Helena	23 <sup>rd</sup> of August (i.e. till SHE#69)
xii. Send out contact information to Ms Julia Bobina to the whole SHE-group	Maria	29 <sup>th</sup> of June
xiii. Review the proposed sub-steps for Step 3-7 in the SHE Progress Sheet and approves/comments till the next meeting	All	23 <sup>rd</sup> of August (i.e. till SHE#69)
xiv. Find experts for taking lead and starting to carry out the TEC review on Ko1 and Ko8 together with possible Nordic expert(s).	Henrik	23 <sup>rd</sup> of August (i.e. till SHE#69)
xv. Distribute BEAC CEO Recommendations on Communications to whole SHE	Maria	29 <sup>th</sup> of June
xvi. Distribute the draft Up-date of the SHE Mandate for review and approval by Tuesday 3 <sup>rd</sup> of July 2018	Åke	27 <sup>th</sup> of June
xvii. Review and comment/Approve the Up-dated SHE Mandate	All	3 <sup>rd</sup> of July
xviii. Make a systematic approach to the S&A feedback etc - Provide a gathered summary table on the hot spots for which TEC experts and any kind of response is required.	Åke	23 <sup>rd</sup> of August (i.e. till SHE#69)

#### **10. Any Other Business**

Åke reminded that in accordance with the decisions at the WGE meeting in Piteå, a draft to Up-dated SHE Mandate has been prepared for review and approval by SHE.

It was agreed that Åke distributes the draft Up-date of the SHE Mandate for review and approval by Friday 29<sup>th</sup> of June 2018.

#### **11. Next Meetings**

It was agreed that the next meeting, SHE#69 (Telephone) will take place on 30th of August 2018 at 13.00 -15.00 CET/14.00-16.00 MT.

#### **12. Closure of the Meeting**

The chair expressed his gratitude to the SHE delegates and declared the meeting closed at 15.20.