

Minutes

69th Meeting of the BEAC WGE Subgroup for Hot Spots Exclusion, (SHE#69)

Telephone, 30th of August, 2018

1. Opening of the Meeting

The meeting was opened and attended by the following participants:

- Mr Åke Mikaelsson, Chair, SE
- Mr Rickard Nätjehall, SE
- Mr Alexander Druchinin, Co-Chair, RU
- Ms Helena Dahlbo, FI
- Ms Anne Marie Mo Ravik, NO
- Ms Olaug Bjertnaes, NO
- Ms Roman Gokkoev, IBS
- Mr Ruslan Butovskiy, NEFCO
- Mr Henrik Forsström, NEFCO

2. The Agenda was adopted

The agenda was adopted without changes.

3. Follow-up of tasks distributed at the previous meetings (SHE#68)

- 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. Propose dates for Skype meeting on Ko3-2 with Tatiana Tiupenko, Alexander and Maria.	Åke	Done! (no meeting)
ii. Send the S&A report on A7 for translation	Maria	Done!
iii. Accept changes in the "Response Letter to Arkhangelsk" and send to Alexander.	Åke	Done!
iv. Send the final version of the "Response Letter to Arkhangelsk HEG" to Arkhangelsk HEG	Alexander	Done!
v. Accept changes in the final version of the "Letter to HEGs" and send to Alexander	Åke	Done!
vi. Agree with the BAT-Bureau on suitable dates for the invitation to the HEG managers to Support Activity No1a (Attachment 2 of the "Letter to HEGs")	Ruslan	Done! (26 of September)
vii. Distribute the final version of the "Letter to HEGs" to the respective HEGs	Alexander	Done!
viii. Approve/comment on the answers (and possible refined ToRs) from Ms Tatiana Guseva at the Russian BAT-Bureau regarding Support Activity No1a and No1b.	All	Done!
ix. Develop a Draft ToR for a Support Activity No6 – "Refinement of Screening & Analysis Report and Development of Specific Exclusion	Henrik + Yana	Ongoing!

Criteria" for the hotspot N3 - Wastewater in Naryan-Mar		
x. Develop a draft ToR for a Support Activity No2 - "Branch Specific Seminar" for the Waste Management Sector in the Russian Barents region (Helsinki, 5 th of November 2018)	Helena	Done!
xi. Develop a draft ToR for a Support Activity No3 – "Branch Specific Study Tours" for the Waste Management Sector in the Russian Barents region. (Finland, 17 th – 23 rd of September 2018)	Helena	Done!
xii. Send out contact information to Ms Julia Bobina to the whole SHE-group	Maria	Not Done
xiii. Review the proposed sub-steps for Step 3-7 in the SHE Progress Sheet and approves/comments till the next meeting	All	No comments received
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	Pending info from MrLitvak
xv. Distribute BEAC CSO Recommendations on Communications to SHE	Maria	Done but to be repeated!
xvi. Distribute the draft Up-date of the SHE Mandate for review and approval by Tuesday 3 rd of July 2018	Åke	Done!
xvii. Review and comment/Approve the Up-dated SHE Mandate	All	Done!
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	Not Done!

4. Review of Minutes from previous meetings

After minor adjustments (spelling of Kronqvist and Bobina), SHE approved the Minutes from SHE#68 (*SHE69.4 - Minutes from SHE#68*)

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

- a) Review of the final versions of the letters agreed at SHE#68
Alexander reported that a) the Response Letter to Arkhangelsk HEG and as well b) the letters on Priorities and Preferences as c) the Invitation to Support Activity No1a had been distributed to the five HEGs. In addition, also d) a letter to the Ministry of Industry and Trade of the Russian Federation ("MinProm") had been submitted as preparation of the involvement of the BAT-Bureau. Åke confirmed that the documents had been distributed to the translators and that English translations will be distributed to SHE together with these Minutes.
- b) Regarding HEG's Responses on SHE's "Letter to HEG's on priorities and preferences as well as on the invitation to Support activities No1a and No1b", Alexander reported that Karelia, Komi and Murmansk have responded so far (Brief extracts are presented below and translated versions will be disseminated with these Minutes):
 - i) **Karelian HEG** (giving priority for Support Activity No6 for remaining hotspots, indicating Wastewater Management as most interesting for Support Activity No2 Branch seminar, raising hotspot K5 – "Petrozavodsk Vodokanal" as relevant for Pilot Permit Granting in Support Activity No5)
 - ii) **Komi HEG** (indicating interest in Management of Industrial and Household Waste as most interesting for Support Activity No2 Branch seminar, raising hotspots Ko3-2 – "Mondi

Syktvkar” and Ko2-2 – “Vorkutinskiy HPP” as most relevant for Pilot Permit Granting in Support Activity No5)

- iii) **Murmansk HEG** (giving priority for Support Activities No1, No2, No4, No5, No6, No7 and No8 for remaining hotspots, indicating Mining and Metallurgy as most interesting for Support Activity No2 Branch seminar, raising hotspots M3 – “OAO Apatit” and “Kovdorskiy GOK” as relevant for Pilot Permit Granting in Support Activity No5)

These HEGs also confirmed participation in the Supporting Activity No1a and No1b and also will submit letters with their priorities and preferences for exclusion.

Response letters from Komi and Nenets AO are expected within soon. Henrik reported that he had indications that Arkhangelsk HEG is interested in a Branch Specific Seminar (No2) on Remediation of contaminated grounds.

c) Decision on further communication/meeting appointments with the HEGs

- i) Regarding the suggested changes in the Arkhangelsk hotspots, no further action is expected from SHE. However, MNRE received a paper on A7 which Rosprirodnadzor reviewed and asks for feedback. MNRE thus expects further revised Screening & Analysis on A7.
- ii) Regarding the response on the “Letter to HEGs on priorities and preferences” the response from Arkhangelsk and Nenets AO is still awaited for. Based on these response letters, SHE will initiate drafting of such Support Activities prioritised by the regional HEGs. Necessary terms for such drafting is to draft the ToRs in close dialogue with the respective HEG and enterprise(s).

Regarding SHE’s further action for implementation of Support Activities No1a and No1b, it was concluded that:

- iv) questions from the HEGs and enterprises had started to come in to MNRE regarding practical arrangements, eg. who to arrange with tickets and hotels. Henrik explained that Yan Tsygankov was contracted for this task.
- v) the date for No1a had been determined to the 26th of September in Moscow. Some of the SHE members may want to take part remotely.
- vi) SHE approved the ToRs for Support Activities No1a and No1b.
- vii) The signing of the Contracts for executing Support Activities No1a with NEFCO-Yan + NEFCO-BAT-Bureau during are to be signed in Moscow during next week.

Based on this, it was agreed that:

- viii) Ruslan asks Tatiana Guseva regarding possibilities for remote attention on at No1a on the 26th of September 2018
- ix) Alexander contacts Yan for details before responding to the regions.

6. Decision on further steps with the Support Activities

a) SHE approved the ToRs for the following Support Activities:

- i) No2 (Waste) – Branch Specific Seminar for the Waste Management Sector in Russian Barents region (Helsinki 5th November 2018).
- ii) No3 (Waste) – Branch Specific Study Tour for the Waste Management Sector in Russian Barents region (Finland 17th – 21st of September 2018).

Henrik clarified that IBS administrates the support of the regional participants in No2 and No3

- b) Discussion and possible decisions on other Support Activities to develop further to ToRs:
- i) It was decided that FI+RU+SE should appoint experts to two task forces for drafting ToRs for relevant combinations of Support Activities No2, No3, No4 and No5; one for the Water and Wastewater sector and one for the Pulp and Paper Industry. The drafting shall inter alia take into regard the response collected from the regional HEG:s and develop the ToRs in close dialogue with them.
 - ii) The work of these two ToR drafting Task Forces shall be coordinated by Henrik and Julia.

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

- Decision on the proposed refinement of the Sub-steps under Steps 3-7 of the HSE Procedure
- Decisions on up-date of the Progress Sheet – incl. up-date in accordance with the suggestions from the Arkhangelsk HEG

Helena commented that FI is satisfied with the sub-steps as suggested in the document [App SHE#69.7 - HS Progress Sheet 22April2018 (refined) En.xls] but that she would like to see a better explanation on who should be responsible for carrying out each sub-step. Olaug commented that NO agrees with FI. Alexander commented that RU requests more time to approve the new reading. It was agreed that the Chair includes the responsibilities as drafted in the thinking paper from Maria Dronova and Åke 2017.

8. WGE and Communication Issues

SHE discussed the proposed up-date of the SHE Mandate and concluded that the suggested version was acceptable to all countries (FI,NO,RU,SE). However NEFCO proposed some concretisations which were discussed and approved orally, as well as a renumbering of the paras. It was agreed that Åke includes the changes suggested by Henrik and distributes to SHE with the adjusted order of paras (incl. numbering) and that, unless comments are submitted by SHE, the up-dated Mandate shall be regarded approved by SHE a week after dissemination.

9. Summary of Next Steps and Distribution of Tasks

Task	Responsible	Deadline
i. Finalize the reimbursement contracts and inform the regions about the financial/procedural reimbursements for travel and accommodation.	Henrik	14 th of September
ii. Send out contact information to Ms Julia Bobina to the whole SHE-group	Roman/Julia	14 th of September
iii. Review the proposed sub-steps for Step 3-7 in the SHE Progress Sheet and approves/comments till the next meeting	Alexander	14 th of September
iv. 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	17 th of September
v. Provide a gathered summary table on S&A;s etc and the hot spots for which TEC experts and any kind of response is required.	Åke	17 th of September
vi. Ask Tatiana Guseva regarding possibilities for remote attention at No1a on the 26th of September 2018	Ruslan	17 th of September
vii. Contact Yan for details before responding to the regions.	Alexander	17 th of September
viii. Distribute to SHE Arkhangelsk HEG´s Letter on A7, incl. interest in No2, No3, No4	Åke	17 th of September

ix. Distribute to SHE Maria's and Åke's thinking paper on the refined Hot Spots Exclusion Procedure	Åke	17 th of September
x. Up-date suggested refinement of the SHE Mandate (as in SHE#69)	Henrik	17 th of September
xi. Arrange a Skype meeting on Ko3-2 with Tatiana Tiupenko, Alexander, Åke, Julia.	Åke	25 th of September
xii. Find experts for taking lead and starting to carry out the TEC review on Ko1 and Ko8 together with possible Nordic expert(s). (Pending info from Mr Litvak)	Henrik	25 th of September
xiii. Distribute BEAC CSO Recommendations on Communications to whole SHE	Roman/Julia	25 th of September
xiv. Appoint experts for the drafting of ToR for Support Activities (combinations of No2, No4, No4, No5, No6) for Water and Wastewater	Alexander, Helena, Åke	25 th of September
xv. Appoint experts for the drafting of ToR for Support Activities (combinations of No2, No4, No4, No5, No6) for Pulp & Paper Industry	Alexander, Helena, Åke	25 th of September

10. Any Other Business

Roman Gokkoev informs that Anna Kuznetsova from Komi as intern 3 months 10 Sep-10Dec.

11. Next Meeting

It was agreed that the next meeting, SHE#70 (physical meeting) will take place on 25th of September 2018 in Moscow. Exact schedule follows later, but inter alia we are invited to t during the BAT-Bureau during afternoon.

12. Closure of the Meeting

The Chair expressed his gratitude to the SHE delegates and declared the meeting closed at 17.05 CET

Appendices:

- App SHE#69.5ai – MNRE's Final Response Letter to Arkhangelsk HEG
- App SHE#69.5aai – MNRE's Final Letter to HEGs on priorities and preferences
- App SHE#69.5aiii - MNRE's Letter to MinProm (Osmakov) on BAT En
- App SHE#69.5aiv – MNRE's Final Invitation to HEGs on Support Activity No1a
- App SHE#69.5bi - Response on priorities and preferences from Karelia
- App SHE#69.5bii - Response on priorities and preferences from Komi
- App SHE#69.5biii - Response on priorities and preferences from Murmansk
- App SHE#69.6ai – Draft ToR for SHE Support Activity No2 (Waste Seminar in Helsinki 5Sep2018)
- App SHE#69.6aai – Draft ToR for SHE Support Activity No3 (Waste Tour in Finland 17-23Nov2018)
- App SHE#69.6aiii - Programme for WasteTourInFinland (draft22Aug2018) En
- App SHE#69.7 - HS Progress Sheet 22April2018 (refined) En.xls
- App SHE#69.8 – SHE Mandate Draft v0.1-26June2018_FI_comm.doc