

Minutes

88th Meeting of the BEAC WGE Subgroup for Hot Spots Exclusion, (SHE#88)

Telephone, 18th of November, 2019

1. Opening of the Meeting

The Chair opened the meeting and welcomed the following participants:

- Mr Åke Mikaelsson, Chair, SE
- Mr Rickard Nätjehall, SE
- Mr Mikael Lundholm, SE, Chair of SHE TF on Permit Granting
- Mr Anders Törngren, SE, Chair of TF on Pulp and Paper Industries and TF on Heat and Power Plants
- Ms Helena Dahlbo, FI
- Ms Kristin Eine, NO
- Ms Olaug Bjaertnes, NO
- Mr Alexander Druchinin, Co-Chair, RU
- Ms Julia Bobina, IBS
- Mr Henrik Forsström, NEFCO

2. Adoption of the Agenda

The meeting agenda was adopted with minor amendments.

3. Follow-up of tasks distributed at the previous meetings (SHE#87)

The delegate assigned responsible gave a brief up-date of the findings as well as the extent of completion of their respective task:

| Task | Responsible | Status |
|--|-----------------|----------|
| i. Provide clarifying guidelines to the ToR for Support Activity No4+5 addressed for Ko3-2 - Mondi Syktyvkar and K5 - Petrozavodsk WWTP respectively incl. a) how the No4+5 activities correlate with the HSEP, b) instructions on what is expected from whom and when as well as c) to use the SHE format for the ToR | Åke | Done! |
| ii. Write down some general principles on which participants and organizations BHSF can fund in the different SHE Support Activities | Henrik | Not done |
| iii. Provide input on how statements from SHE should be reflected in the minutes of coming SHE meetings on BHSF funding requested by SHE for engaging TF members nominated by NEFCO, development of ToR and to implement selected Support Activities, or any other funding support that SHE may require from NEFCO. | Henrik | Not done |
| iv. Schedule time for a Komi HEG meeting early autumn and submit updated S&A reports on Ko4, Ko5, Ko6 and at the same time inform and encourage the HEG to request for assistance for this through Support Activity No6 | Alexander + Åke | Not done |
| v. Submit Screening & Analysis Reports on N2 + N3 | Yana | Not done |
| vi. Remind Yana to submit <i>existing</i> Screening & Analysis reports on N2 and N3 as well as ToR on Support Activity No6 for hotspot N3 | Henrik | Done! |
| vii. For A1-1, investigate whether an updated S&A can be made rapidly | Henrik | Not done |
| viii. Contact the NEFCO consultants in Murmansk about the No6 deliverables and request a status update, in particular regarding interim and final delivery dates | Henrik | Ongoing |

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| ix. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done | Åke/Rickard | Not done |
| x. Instruct the Rovaniemi Information centre regarding the change of colour classification from "red" to "orange" for K5 and Ko3-2 in the table presenting the hotspots at the IBS Website | Julia, Jessica, Rickard, Åke | Not done |
| xi. Meet with TF on Contaminated Soils and give instructions on Proto-ToR for No6, - refinement of applications for No6 at A7-1 (Katunino) and A9-2 (Onega Saw Mill) - refinement of the draft ToR for Support Activity No2+3 for Contaminated Soils | Åke | Done! |
| xii. Prepare and invite all Task Forces to an exercise for drafting (or support the drafting process for) Support Activity No6 and No7 on relevant hotspots such as A3-1, A7-1, A9-2, M3, M4, M5, M6, M7, M10, N2, N3 etc. | Åke+Henrik | Not done |
| xiii. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3 | Henrik + Yana | Not done |
| xiv. Continue up-loading all relevant SHE-documents to the SharePoint Platform, starting from SHE #85 and going backwards | Åke | Ongoing |
| xv. Further refine the ToR on Communication Workshop, in particular to outline the activities | TF on Communication | Done! |
| xvi. Further refine the ToR on Regionally Tailored Communication Toolboxes, in particular to outline the activities | TF on Communication | Done! |
| xvii. Compile and (re-)distribute a list of regional Communication officers, relevant for as well the Communication Workshop as for other communication activities | Julia | Not done |
| xviii. Up-load photos from hotspots, however clearly stating name of the site/activity, date and the name of the person who took the photo in the file names | SHE | Ongoing |
| xix. Review the Newsflash for approval/comments | SHE | Done! |
| xx. Discuss photos and messages in the brochure and web-sites with the communication colleagues at the Hotspot Enterprises | TF Communication | Done! |
| xxi. Consider how to appropriately address and facilitate the communication needs in the four sub-steps (P2f, P5b, P6c, P7d) of the Hot Spot Exclusion Procedure | TF Communication | Not done |
| xxii. Contact Arkhangelsk HEG with request to a) Submit up-dated Screening & Analysis report for A1-1, A1-2 and A3-1, b) Conduct specific criteria definition meetings on A1-2, A3-1, A6, A7-1, A7-2 and A9-2 together with the BAT bureau | Åke+Alexander | Letter drafted for approval |
| xxiii. Contact Karelian HEG with request to Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria to SHE for the hotspots K2, K3, K6, K7, K8, K9 and while doing so, encourage HEG to request Support Activities No6 or No4+No5 | Åke+Alexander | Letter drafted for approval |
| xxiv. Contact Komi HEG with request to Submit updated Screening & Analysis Reports AND Specific Exclusion Criteria for the hotspots Ko1, Ko2-2, Ko4, Ko5, Ko6, Ko8 and while doing so, encourage HEG to request Support Activities No6 or No4+No5 | Åke+Alexander | Letter drafted for approval |
| xxv. Contact Nenetsky HEG with request to Submit up-dated Screening & Analysis reports AND Specific Exclusion Criteria to SHE for the hotspots N1, N2 and N3 and while doing so, encourage HEG to request Support Activities No6 or No4+No5 | Åke+Alexander | Letter drafted for approval |
| xxvi. Review the Draft Response letter to Murmansk HEG regarding M1, M2, M4 and M10 incl. the attached TEC-reviews for M1, M2, M4 (+M10 expected till SHE#88) | SHE | Done! |
| xxvii. Provide presentation on Barents hotspot work to NEFCO board | Åke/Henrik | Dec 2019 |
| xxviii. Contact Murmansk HEG with response Letter on M1, M2, M4 and M10 | Åke+Alexander | Letter drafted for approval |
| xxix. Troubleshoot the SHE sharepoint platform and investigate the problems mentioned by the SHE group at SHE #87 and #86. | Rickard | Initiated |

4. Review of Minutes from previous meetings

- i) The Minutes from SHE #85 in Umeå were approved also by Russia, hence they are now fully approved by the whole SHE.
- ii) The Minutes from SHE #86 were approved also by Russia, hence they are now fully approved by the whole SHE. A minor addition from Henrik at NEFCO will be added.
- iii) The Minutes from SHE #87 in Stockholm were approved, with a minor addition from Henrik at NEFCO to be added shortly.

5. Up-date on Correspondence with the Regional Hotspot Exclusion Groups (Regional HEGs)

- a) Follow-up on communication with the regional HEGs
 - i) Arkhangelsk HEG: The decision at SHE #87 to recommend WGE to exclude hotspot A9-1 from the Barents hotspot list was reconfirmed (this time also with RU).
 - ii) Karelian HEG: The Chair reported briefly from the incl. Skype meeting held with the Karelian HEG on the 14th of November 2019 and summarized that the following prioritised deliverables had been identified:
 - K2 – The Nadvoitsy Aluminium plant has changed its feature completely and aluminium production is no more taking place. Larisa Kolokolnikova promised to submit a presentation on the situation. If a decent Screening & Analysis Report is submitted, the hotspot may be subject to fast-track
 - K3 – S&A needed
 - K5 – Awaiting the work done by the BAT bureau in Support Activities No4+5 (criteria, action plan and report on implementation). The TF on Wastewater should be alerted for the documentation flow.
 - K6 – S&A expected to be submitted to SHE at the end of November
 - K7 – SHE reviews the documentation provided by the Karelian HEG. An updated TEC-review will probably be done soon (potential fast-track). TF on Heat and Power plants will review the documents
 - K8 – S&A, criteria and action plans need to be submitted by HEG to SHE
 - K9 – Material was provided in the summary report provided by Larisa before the HEG meeting. An S&A is needed (potential candidate for fast-track exclusion)
 - iii) Komi HEG: No news reported.
 - iv) Murmansk HEG: SHE approved the revised Draft Letter to Murmansk as well as the revised TEC-review on M4. It was agreed that the letter may be sent to Murmansk a.s.a.p., however after the prognosis of the Murmansk consultant's delivery on M3, M5, M6, M7 and M10 has been received.
 - v) Nenets AO HEG: Henrik reported that a visit to NAO will be foretaken by NEFCO, Mr Epov and the BAT-Bureau during the coming week and that the remaining issues regarding N2 and N3 are expected to be clarified.
- b) Review of the remaining hotspots
The Overview of Exclusion Documentation in AppSHE#88.8.ii was reviewed and found sufficient as up-dated after the Karelian HEG-meeting.
- c) Decisions on further documentary steps towards exclusion
The letters drafted for Archangelsk, Karelia, Komi, Murmansk and Nenets Autonomous Okrug were reviewed and was concluded that Summary of messages with tasks and requests for complementary documentation to be sent from SHE to the respective HEG were sufficient at the moment.

It was agreed that:

- => SHE reviews the documents for comments/approval till the 25th of November 2019.
- => Rickard and Åke produce a timeline for expected deliverables and deadlines (SHE #89)
- => *Julia* sends all the 88.5a documents for translation into Russian

6. Follow-up and Decisions on further steps with the Support Activities

a) Follow-up of Conducted and Soon Implemented Support Activities

- i) The Chair gave the last Information on the planned Support Activity No4 on Mondri Syktyvkar (Ko3-1) and Petrozavodsk WWTP (K5) respectively, as well as the combined Support Activity No5 for the same plants. Regarding Ko3-2, most preparations for Criteria and EPEP seems to be well on track and expected to be delivered during December 2019. Regarding K5, according to the BAT-Bureau, the time table seems to be a few weeks later.
- ii) Henrik reported that no contract yet was signed between NEFCO and the Murmansk consultants regarding No6 activities addressed for the Murmansk hotspots M3, M4, M5, M6, M7 and M10 and that he also failed to get in touch with them and thus did not have any new update on the expected delivery date. In any case, it was clear that the expected Screening & Analysis reports will not be delivered in November.

b) Review and up-date of experts in the thematic Task Forces and Technical Expert Committees

- i) The list of TF experts was briefly reviewed and found sufficient (i.e. no need for up-date)

c) Review and Final Approval of the ToRs for Support Activities received:

The revised ToR for Support Activity No4+5 addressed for Ko3-2 - Mondri Syktyvkar and K5 - Petrozavodsk WWTP respectively were reviewed. The SHE group encouraged the authors to simplify the ToRs and make them shorter. It would also be good to include a picture of the hotspot exclusion process. Åke informed that the formulations of tasks depending on other parties (e.g. hotspot owners) may be justified as a description of the assignment as a whole but cannot be prescribed in the ToR for a consultant with a task covering just a part of it. It was agreed that Mikael and Tatiana discuss the ToRs and then send new and simplified versions to SHE for a secondary review for approval.

d) Discussions and Decisions on further Support Activities

The Chair briefly reported on the meeting with the SHE TF On Contaminated Soils on the 15th of November 2019. The TF had received 4 tasks which were discussed during the meeting:

- i) compile a TEC review on M10;
- ii) draft a ToR for an SuppActNo6 for A7-1;
- iii) draft a ToR for an SuppActNo6 for A9-2;
- iv) draft a ToR for an SuppActNo6 on contaminate soils

It was agreed with the TF that they complete i) till SHE#88 and get back to the SHE Chair during december with suggested delivery dates for ii, iii, and iv.

7. Report from the TF on Strategic SHE Communication, and discussion on possible communication activities for promoting action projects within the HSE Procedure

a) Discussion on relevant communication issues

- i. It was agreed that to the Ministerial Meeting it so far was clear to report on:
 - Exclusion decision on A5 and A9-1
 - Progress made on K5 & Ko3-2 as "double pilots", i.e. both for full-track and FZ-219.

- All the Supporting Activities done so far
- The Brochure of the work conducted during the Swedish Chairmanship
- ii. It was also agreed that the TF for Communication should be ready to support the completion of the communication related sub-steps of the Hot spot exclusion procedure for those hotspots which are subjects to No6 activities.
- b) Decisions on further steps with the communication work
 - i. Regarding the Communication Workshop, it was agreed that the revised ToR provided as App SHE#88.6ciii should be reviewed for approval/&comments by SHE till the 25th of November 2019
 - ii. Regarding the Hotspot Exclusion Communication Toolbox, it was agreed that the revised ToR provided as App SHE#88.6civ should be reviewed for approval/&comments SHE till the 25th of November 2019
 - iii. The TF on Communication was again requested to make an outreach to regional communication colleagues regarding individual hotspots
 - iv. The draft version of the “Newsflash” on the Ko5 and Ko3-2 (AppSHE#88.7aii) was approved by SHE. All SHE-members were encouraged to publish it on their organizational website.

8. Discussion and Decisions on SHE’s Reporting to WGE

- a) It was agreed that SHE at WGE#53 should:
 - i) Recommended A5 and A9-1 for Exclusion via Fast Track at the XIV Ministerial Meeting in Luleå on the 4-5th of February 2020
 - ii) Announce as probable for Exclusion via Full Track (“Double Pilots”): K5 and Ko3-2
 - iii) Announce as possible for Exclusion via Fast Track also: A1-1, M3, M4, M5, M6, M7, M10
- b) Report on State of Exclusion and Support Activities
- c) Report on Achievements in relation to SHE Work Programme 2018-2019
- d) Regarding the discussion on Future Perspectives for the Hot Spots Work, no specific issues were yet addressed.

9. Summary of Next Steps and Distribution of Tasks

In follow of the meeting, the following old and new tasks were distributed (re-arranged chronologically):

| Task | Responsible | Date |
|--|-----------------------------|-----------|
| i. Write down some general principles on which participants and organizations BHSF can fund in the different SHE Support Activities | Henrik | 25Nov2019 |
| ii. Provide input on how statements from SHE should be reflected in the minutes of coming SHE meetings on BHSF funding requested by SHE for engaging TF members nominated by NEFCO, development of ToR and to implement selected Support Activities, or any other funding support that SHE may require from NEFCO. | Henrik | 25Nov2019 |
| iii. Send all the SHE#88.5a documents for translation into Russian | Julia | 25Nov2019 |
| iv. Submit Screening & Analysis Reports on N2 + N3 | Yana | 25Nov2019 |
| v. For A1-1, investigate whether an updated S&A can be made rapidly | Henrik | 25Nov2019 |
| vi. Contact the NEFCO consultants in Murmansk about the No6 deliverables and request a status update, in particular regarding interim and final delivery dates | Henrik | 25Nov2019 |
| vii. Review and comment the draft letters to HEGs | SHE | 2Dec2019 |
| viii. Discuss the ToRs for SA4+5 for Ko3-2 and K5 and send renewed and simplified versions to the SHE group | Mikael Lundholm and Tatiana | 2Dec2019 |

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| ix. Review and comment the revised ToR on the Communication Workshop | SHE | 2Dec2019 |
| x. Review and comment the revised ToR on the Communication Toolbox | SHE | 2Dec2019 |
| xi. Consider if you want to upload the newsflash on Ko3-2 and K5 on your organizational website | SHE | 2Dec2019 |
| xii. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done | Åke/Rickard | 6Dec2019 |
| xiii. Instruct the Rovaniemi Information centre regarding the change of colour classification from "red" to "orange" for K5 and Ko3-2 in the table presenting the hotspots at the IBS Website | Julia, Jessica, Rickard, Åke | 6Dec2019 |
| xiv. Prepare and invite all Task Forces to an exercise for drafting (or support the drafting process for) Support Activity No6 and No7 on relevant hotspots such as A3-1, A7-1, A9-2, M3, M4, M5, M6, M7, M10, N2, N3 etc. | Åke+Henrik | 6Dec2019 |
| xv. Compile and (re-)distribute a list of regional Communication officers, relevant for as well the Communication Workshop as for other communication activities | Julia | 6Dec2019 |
| xvi. Consider how to appropriately address and facilitate the communication needs in the four sub-steps (P2f, P5b, P6c, P7d) of the Hot Spot Exclusion Procedure | TF Communication | 6Dec2019 |
| xvii. Provide presentation on Barents hotspot work to NEFCO board | Åke/Henrik | 6Dec2019 |
| xviii. Schedule time for a Komi HEG meeting early autumn and submit updated S&A reports on Ko4, Ko5, Ko6 and at the same time inform and encourage the HEG to request for assistance for this through Support Activity No6 | Alexander + Åke | 6Dec2019 |
| xix. Produce a timeline for expected deliverables and deadlines for the administration of Full Track Exclusion for K5 and Ko3-2 as well as for possible Fast Track Exclusions | Rickard/Åke | 6Dec2019 |
| xx. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3 | Henrik + Yana | 7Jan2020 |
| xxi. Continue up-loading all relevant SHE-documents to the SharePoint Platform, starting from SHE #85 and going backwards | Åke | 7Jan2020 |

10. Next SHE Meeting

It was agreed that if the revised ToR for Support Activities No4+5 are received before the 25th of November 2019, the next meeting (SHE#89) may take place as a per capsulam meeting via e-mail (7 days after distribution), with focus on approving the ToRs and letters to the regional HEGs. Otherwise, it was reconfirmed that the next meetings should remain scheduled as follows:

WGE#53 Wednesday 27th of November (Stockholm)

SHE#89: Monday 9th of December 2019 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)

SHE#90: Tuesday 14th of January 2020 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)

11. Closure of the Meeting

The Chair closed the meeting at 16.20 CET and expressed his gratitude to the SHE delegates for their participation.

Meeting Documents

- AppSHE#88.4i - Draft Minutes SHE#85 in Umeå on 24th of September 2019 En.doc
- AppSHE#88.4ii - Draft Minutes SHE#86 on Telephone on 21st of October 2019 En.doc
- AppSHE#88.4iii – Draft Minutes SHE#87 in Stockholm on 6-7th of November 2019 En.doc
- App SHE#88.5ai - Draft Letter to Arkhangelsk HEG on Exclusion Up-date 18Nov2019 En.doc

- App SHE#88.5aii - Draft Letter to Karelian HEG on Exclusion Up-date 18Nov2019 En.doc
- App SHE#88.5aiii - Draft Letter to Komi HEG on Exclusion Up-date 18Nov2019 En.doc
- App SHE#88.5aiv – Refined Draft Response Letter to Murmansk HEG regarding TEC-reviews on M1 M2 M4 and M10 (15Nov2019) En.doc
- App SHE#88.5aiv2 - TEC review M1_PechengaNickel_NV Draft12Feb2019 En (rev6Nov2019) En.doc
- App SHE#88.5aiv3 - TEC review M2_SeveroNickel_Monchegorsk_NV_Draft12Feb2019 En (rev6Nov2019) En.doc
- App SHE#88.5aiv4 -Refined Preliminary TEC review M4 (14Nov2019) En.doc
- App SHE#88.5aiv5 - Preliminary TEC review M10 15Nov2019 En.doc
- App SHE#88.5av - Draft Letter to Nentesky HEG on Exclusion Up-date 18Nov2019 En.doc
- App SHE#88.5av1 - Overview of Exclusion Documentation 31Oct2019 En.doc
- App SHE#88.5av2 - List of Supporting Activities Draft (Accepted SHE#66) En.doc
- App SHE#88.5av3 - Detailed HSE Procedure 18Nov2019 En.doc

- App SHE#88.6ci - Draft ToR for SHE SuppActNo4+5 for K5 (13Nov2019) En.doc
- App SHE#88.6cii - Draft ToR for SHE SuppActNo4+5 for Ko3-2 (13Nov2019) En.doc
- App SHE#88.6ciii . Revised Draft ToR for SHE SuppActNo10 - Communication WS 18Nov2019 En
- App SHE#88.6civ - Revised Draft ToR for SuppActNo10 – HSE Communication Toolbox 18Nov2019 En

- AppSHE#88.7ai – Draft Brochure to the Ministerial Meeting En.doc
- AppSHE#88.7aii – Draft Newsflash Ko3-2 and K5 (6Nov2019) En.doc