

Minutes

89th Meeting of the BEAC WGE Subgroup for Hot Spots Exclusion, (SHE#89)

Telephone, 9th of December, 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 Jessica Heinecke-Dahl, SE, Chair of the TF on Communication (from agenda point 7)
- Ms Elin Kronqvist, SE, WGE Chair (from agenda point 6c)
- Ms Helena Dahlbo, FI
- Ms Olaug Bjaertnes, NO
- Mr Alexander Druchinin, Co-Chair, RU
- Mr Henrik Forsström, NEFCO

2. Adoption of the Agenda

The meeting agenda (rev2) was adopted without adjustments.

3. Follow-up of tasks distributed at the previous meetings (SHE#88)

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. Write down some general principles on which participants and organizations BHSF can fund in the different SHE Support Activities	Henrik	Not done
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	Not done
iii. Send all the SHE#88.5a documents for translation into Russian	Julia	Done!
iv. Submit Screening & Analysis Reports on N2 + N3	Yana	Not done
v. For A1-1, investigate whether an updated S&A can be made rapidly	Henrik	Done!
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	Done!
vii. Review and comment the draft letters to HEGs	SHE	Done!
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	Done!
ix. Review and comment the revised ToR on the Communication Workshop	SHE	Done!
x. Review and comment the revised ToR on the Communication Toolbox	SHE	Done!
xi. Consider if you want to upload the newsflash on Ko3-2 and K5 on your organizational website	SHE	Done!

xii. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done	Åke/Rickard	Not done
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	Done!
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	Not done
xv. Compile and (re-)distribute a list of regional Communication officers, relevant for as well the Communication Workshop as for other communication activities	Julia	Done!
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	Not done
xvii. Provide presentation on Barents hotspot work to NEFCO board	Åke/Henrik	Postponed
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	Not done
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	Ongoing
xx. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3	Henrik + Yana	Ongoing
xxi. Continue up-loading all relevant SHE-documents to the SharePoint Platform, starting from SHE #85 and going backwards	Åke	Ongoing

4. Review of Minutes from previous meetings

- i) The Minutes from SHE #88 (Telephone) on the 18th of November 2019 were approved.

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:

- Henrik reported from his visit to Arkhangelsk that the consultant assigned to up-date the S&A Report on A1-1 will start its work only in January, 2020 and it is thus deemed unlikely that the Fast Track Exclusion of A1-1- can be prepared for till the MiMxiv in Luleå 2-3 Feb 2020. Nevertheless, Henrik will talk to the consultant and see if its possible to deliver the S&A during the third week of January 2020.

ii) Karelian HEG:

- It was concluded that to the Letter to the Karelian HEG, agreed on at SHE#88, a should be added note under K7 that SHE received the Screening & Analysis Report on K7 from 2015.
- It was also noted that the translations into English on the additional documentations on K5, K7, K9, sent to SHE as a result of the HEG meeting earlier, now had been received.

iii) Komi HEG:

- It was concluded that, under the auspices of the Support Activity No 4+5 for Ko3-2, a Specific Exclusion Criteria Definition Meeting had taken place between the Komi HEG and Mondi Syktyvkar on the 29th of November 2019, generatiing a Protocol incl. a proposal on Specific Exclusion Criteria for Ko3-2.

iv) Murmansk HEG:

- It was noted that the Russian translation of the funding application to NEFCO from the Norwegian consultant SIGRA regarding action projects on the Apatitskiy HPP (hotspot M4) has been distributed to SHE. Finland declared it sufficient with the document translated only to

Norwegian and Russian languages. The assignment is supposed to generate relevant progress, but needs guidance to fit in to the Hotspot Exclusion Procedure.

v) Nenets AO HEG:

- Henrik reported from his visit to Naryan-Mar that the details regarding the No6+7 assignments for N2 & N3 (with NEFCO consultant Matti Iikkanen as key expert) now were about to be clarified but that the current versions of the Screening & Analysis Reports for N2 and N3 still had not been submitted.

b) Review of the remaining hotspots

- i. It was concluded that the (not very new) Screening & Analysis Reports now had been received for K5, K7 and K9, that TEC-reviews are expected on K7 and K9 and that Specific Criteria were suggested for Ko3-2 and soon also for K5. The *Overview of Exclusion Documentation* needs to be up-dated.
- ii. No new priorities were expressed from the regional HEGs, but SHE has to cope with those priorities already expressed.
- iii. Regarding candidates for "Orange labelling" and other communication actions for highlighting progress at individual hotspots, it was noted that:
 - A5 and A9-1 are now labeled as yellow on the hotspot website and K5 and Ko3-2 as orange. All hotspots that lack information are labeled as red and those excluded are green.
 - The Barentsinfo website will be further updated with information about the hotspots that have been split (to be done in January, 2020)

c) Decisions on further documentary steps towards exclusion - It was agreed that:

- ⇒ Submit all the approved and translated letters to the HEGs in Arkhangelsk, Karelia, Komi, NAO a.s.a.p
- ⇒ Arrange translation into Russian of the Letter to Murmansk agreed on at SHE#88 and submit to Murmansk HEG a.s.a.p.
- ⇒ TF on Heat and Power Plants will review and make a TEC-review on the Screening Analysis Report on K7
- ⇒ TF on Waste will review and make a TEC-review on the Screening Analysis Report on K9 and also consider conducting either a seminar or meeting for definition of Specific Exclusion Criteria for K9
- ⇒ Send the criteria letter on Ko3-2 for translation and then distribute the English version to SHE
- ⇒ TF on Heat and Power Plants will review and comment on the the SIGRA application on M4
- ⇒ Ask Julia to arrange translation of the Murmansk intermediary results on M3, M5, M6, M7 and M10 once they are ready with Henrik in CC (Åke)
- ⇒ Remind Yana about the existing Screening & Analysis Reports on N2 and N3 (Åke and Alexander)
- ⇒ Update the Exclusion Documentation Overview (Åke)

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

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

- i) Mikael Lundholm informed on the on-going Support Activity No4 on Mondi Syktyvkar (Ko3-2) is proceeding well and that after the Criteria recently submitted, the Action Plan ("EPEP") is not far behind. Regarding the corresponding activity for Petrozavodsk WWTP (K5) the Criteria are supposed to be signed today and could be expected within soon. The Action Plan ("EPEP") for K5 though may take some weeks more than for Ko3-2. Mikael reminded about, that for the next key deliverable needed for the "Full-Track-Exclusion", the TF needs a Template for the Report on Action Plan Implementation from SHE. Furthermore, a seminar on the permit granting related work done for the two facilities is planned to be conducted during early 2020.
- ii) Henrik gave an up-date on the progress from the No6 activities addressed for the Murmansk hotspots M3, M4, M5, M6, M7 and M10. Since the SIGRA assignment on M4 has been

administrated, NEFCO decided to let the No6 activity for M4 be conducted by SIGRA while the No6 for the other hotspots should be conducted by the Murmansk consultant earlier assigned. The contract had not yet been signed but the consultant had started its work and according to the refined work plan will deliver a preliminary report till the 15th of January 2020 and a final report by 11th of February 2020.

- b) Review and up-date of experts in the thematic Task Forces and Technical Expert Committees
 - i) No changes to the expert list were noted
 - c) Review and Final Approval of the ToRs for Support Activities received
 - i) The RevToR for Support Activity No4+5 addressed for Ko3-2 - Mondi Syktyvkar (3Dec2019) En.doc was approved by SHE
 - ii) The RevToR for Support Activity No4+5 addressed for K5 - Petrozavodsk WWTP (5Dec2019) En.doc was approved by SHE
 - iii) SHE requested an updated version of the *RevToR for Support Activity No10 – Round Table Meetings and Communication Workshop En.doc* and the *RevToR for Support Activity No10 – HSE Communication Toolbox 25Nov2019 En.doc* with the following remarks:
 - the section on “Supporting Activity in question” needs to be revised and clarified
 - both ToRs should more appropriately address and facilitate the communication decisions to be taken by the HEG and HS Owner along the Hot Spot Exclusion Procedure (the four sub-steps P2f, P5b, P6c, P7d).
 - d) Discussions and Decisions on further Support Activities
 - i) SHE agreed to launch a Support Activity No6 for A1-1, with preferred preliminary delivery on 20th of January 2020
 - ii) SHE agreed to launch a Support Activity No6 for A1-2
- ⇒ A template for the implementation report needs to be prepared by the TF on Heat and Power Plants with input from SHE (Åke + Anders)

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. Regarding the Ministerial Meeting Elin reported that
 - Discussions have been on-going with the communication officers at Norrbotten, Västerbotten and the Swedish Ministry of Environment about what to communicate ahead of the WGE Ministerial meeting. The TF on Communication is being mobilized as well.
 - A good presentation about the SHE work needs to be prepared ahead of the Ministerial meeting.
 - Representatives from Ko3-2 and K5 could be invited to the meeting as well and give a short presentation about their work
 - ii. It was concluded that the Contact List To Communication Officers in Barents now was received by SHE and covers all counites in Barents.
- b) Decisions on further steps with the communication work
 - i. Regarding the Communication Workshop as well as the Hotspot Exclusion Communication Toolbox, it was agreed that the revised ToRs should be further refined according to the remarks in SHE#89.6ciii and submitted to SHE till the 11th of December 2019.
 - ii. The date for the workshop is preliminary set to 17-18 February, 2020 in St Petersburg

8. 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	Deadline
i. Send the criteria letter on Ko3-2 for translation and then distribute the English version to SHE	Åke	10 Dec 2019
ii. Ask Julia to arrange translation into Russian of the Letter to Murmansk agreed on at SHE#88	Åke	10 Dec 2019
iii. Ask Julia to arrange translation of the Murmansk intermediary results on No6 assignments for M3, M5, M6, M7 and M10 (connect consultant with interpreter)	Åke	10 Dec 2019
iv. Add a note under K7 in the Letter to the Karelian HEG, that SHE received the Screening & Analysis Report on K7 from 2015 but needs additional information.	Åke and Alexander	10 Dec 2019
v. Submit all the approved and translated letters to the HEGs in Arkhangelsk, Karelia, Komi, NAO	Alexander	10 Dec 2019
vi. Submit the Russian translation of the Letter to Murmansk with appendices to the Murmansk HEG	Alexander	11 Dec 2019
vii. Prepare a template for the Report on Action Plan Implementation	Anders + Åke	11 Dec 2019
viii. Up-date the ToRs for Communication ToolBox and Communication Workshop in accordance to SHE#89.6ciii.	TF on Communication	11 Dec 2019
ix. Review the Screening Analysis Report on K7 and write a TEC-review	TF on Heat and Power Plants	16 Dec 2019
x. Review the Screening Analysis Report on K9 and write a TEC-review	TF on Waste	16 Dec 2019
xi. Consider time and forms for a Specific Exclusion Criteria Definition Meeting for K9	TF on Waste	16 Dec 2019
xii. Review and comment on the the SIGRA application on M4	TF on Heat and Power Plants	18 Dec 2019
xiii. Remind Yana about the existing Screening & Analysis Reports on N2 and N3	Åke	18 Dec 2019
xiv. Update the Exclusion Documentation Overview	Åke	18 Dec 2019
xv. Prepare a good presentation on the SHE work till the Ministerial meeting	Åke	18 Dec 2019
xvi. Write down some general principles on which participants and organizations BHSF can fund in the different SHE Support Activities	Henrik	18 Dec 2019
xvii. 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	18 Dec 2019
xviii. Submit Screening & Analysis Reports on N2 + N3	Yana	18 Dec 2019
xix. Produce a draft 'narrative' for a general video about the history of the Barents exclusion process and the work done	Åke/Rickard	18 Dec 2019
xx. 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	18 Dec 2019
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	18 Dec 2019
xxii. 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	18 Dec 2019

xxiii. 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	18 Dec 2019
xxiv. Guided by the Proto-ToR on SuppAct No6, draft ToRs for Support Activity No6+7 for N2 and N3	Matti Iikkanen	14 Jan 2020
xxv. Continue up-loading all relevant SHE-documents to the SharePoint Platform, starting from SHE #85 and going backwards	Åke	14 Jan 2020
xxvi. Provide presentation on Barents hotspot work to NEFCO board	Åke/Henrik	March 2020

9. Next SHE Meeting

It was agreed and reconfirmed respectively, that the next meetings should be scheduled as follows:

SHE#90: Wednesday 18th of December 2019 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)

SHE#91: Tuesday 14th of January 2020 at 13.00-15.00 CET/14.00-16.00 EET/15.00-17.00 MT (Telephone)

10. Closure of the Meeting

The Chair expressed his gratitude to the SHE delegates for their participation and closed the meeting at 15.05 CET.

Meeting Documents

- AppSHE#89.4i - Draft Minutes SHE#86 on Telephone on 18th of November 2019 En.doc
- App SHE#89.5aai1a - K7_KarelianHEGtoMNRE 19March2015 En.doc
- App SHE#89.5aai1b - K7 Screening&AnalysisReport 17.03.2015 En.doc
- App SHE#89.5aai2 - K9_Screening&AnalysisReport 6Feb2017 En.doc
- App SHE89.5aiii1 - SpecificCriteriaProtocol Ko3-2 (29Nov2019) Ru.pdf
- App SHE89.5aiii2 - BAT Bureau letter to SHE OnKo3-2 Criteria (29Nov2019) En.pdf
- App SHE#89.5aiv - SIGRASApplicationToNEFCOonM4 - Apatity Action Plan Ru.doc
- App SHE#89.6ci - RevToR 4+5 Syktyvkar and Workshop 3Dec2019 En
- App SHE#89.6cii - RevToR 4+5 Petrozavodsk_5Dec2019 En
- App SHE#89.6ciii - RevToR Communication Workshop 25Nov2019 En
- App SHE#89.6civ - RevToR Communication Toolbox 25Nov2019 En
- App SHE#89.7aiii - Contact list of Communication officers Barents 04.09.2019 En