

Conference of the Parties to the Convention on the Transboundary Effects of Industrial Accidents

Bureau

Twenty-sixth meeting

Working Group on Implementation

Twenty-third meeting

Bootle, United Kingdom, 27 and 28 November 2013

Minutes of the meeting

I. Opening of the meeting and adoption of the agenda.

1. The Joint meeting of the Bureau and of the Working Group on Implementation (WGI) of the Convention on the Transboundary Effects of Industrial Accidents was held in Bootle on 27 and 28 November 2013.
2. The following members of the Bureau attended the meeting: Mr. C. Dijkens (Netherlands), Chair; Ms. A. Aleksandryan (Armenia); Mr. G. Winkelmann-Oei (Germany); Ms. S. Stirbu (Republic of Moldova); Mr. B. Gay (Switzerland); Mr. C. Piacente (Italy); Mr. G. Hem (Norway), Vice-Chair; Ms. J. Michielssen (European Commission). Ms. J. Karba (Slovenia), Vice-Chair and Mr. P. Forint (Czech Republic) were unable to participate.
3. The following members of the WGI attended the meeting: Ms. S. Ashcroft (United Kingdom of Great Britain and Northern Ireland), Chair; Mr. E. Baranovsky (Belarus); Mr. H. Buljan (Croatia); Mr. T. Valanto (Finland); Mr. L. Iberl (Germany) and Mr. M. Merkofer (Switzerland). Ms. S. Milutinovic (Serbia), Vice-Chair; Mr. F. Senzaconi (Romania); Ms. A.-S. Eriksson (Sweden) and Ms. E. Kjupeva Nedelkova (the former Yugoslav Republic of Macedonia) were unable to attend.
4. The Bureau adopted the agenda without changes (CP.TEIA/B.3/2013/INF.1-CP.TEIA/WG.4/2013/INF.1).
5. The meeting regretted the absence of some members of the Bureau and WGI and discussed possible factors which could have affected their participation. The meeting discussed that the application of eligibility criteria for the provision of financial support for participants' travel could be negatively impacting participation, in particular in the case of countries with economies in transition. These criteria were introduced by the ECE's Committee on Environmental Policy (CEP) and subsequently adopted by the COP with some changes. The secretariat made reference to the practice of another UNECE Convention which provides full financial support to members of its compliance committee, regardless of their financial support status, being appointed as independent members and not as representatives of their countries.

6. The Chair of the WGI also indicated that in addition to participation issues, there were also cases where it was difficult to rely on certain WGI members to complete tasks on behalf of the group because of pressure of work from their day to day commitments. The Chair of the WGI suggested that perhaps a Bureau member could step in, in the case of a shortage of WGI members, to support the assessment of implementation reports. The Chairs of the Bureau and the WGI agreed to keep in touch regarding further developments or required actions regarding the above-mentioned issues.

II. Financing and overall implementation of the workplan.

7. The secretariat presented the balance of the trust fund as of 22nd November 2013 and highlighted the fact that at that time, trust fund expenditures were greater than contributions received. The secretariat also mentioned that Italy would make its contribution for the biennium at the beginning of 2014 and that France would not be in a position to provide a contribution during 2013. The secretariat also presented a table reflecting in-kind contributions received from various countries and indicated that the next round of letters inviting countries to contribute to the voluntary trust fund during 2014, would be sent out during the 1st quarter of 2014. The meeting requested the secretariat to provide a break-down of expenditures at the next Bureau meeting. The meeting agreed that it was important to ensure the allocation of sufficient resources to cover core activities.

8. The Chair of the Bureau indicated that the small group on financing had not met during 2013 and that efforts to bring the group together would be resumed during 2014.

Follow-up actions:

- Secretariat to send out contribution letters during 1st ¼ of 2014.
- Secretariat to add Italy to the list of in-kind contributions and add inputs from the WGI Chair.
- Secretariat to provide break-down of expenditures at the next Bureau meeting.
- Bureau Chair to arrange a meeting with the small group on financing.

III. Involvement of Parties and other stakeholders.

9. Regarding COP participation and further to the steps that will be taken by the secretariat in 2014 to encourage the participation of the eleven countries which did not attend the last COP, the meeting discussed the fact that COP invitation letters do not always reach relevant focal points. The secretariat was requested to ensure that scanned copies of the invitation letters are also sent to focal points. The meeting also agreed on the fact that the EU could encourage COP participation through the Committee of Competent Authorities for the Seveso Directive network and requested the secretariat to provide the EU representative with a list of contact information for the eleven countries in June 2014 (before the invitation letters are sent out).

Follow-up actions:

- Secretariat to implement actions to increase COP participation as agreed at the last Bureau meeting.

- *Secretariat to ensure that scanned copies of the invitation letters are sent to focal points.*
- *Secretariat to send Jill contact list for the 11 countries before the COP invitation letters are sent out.*

10. Regarding the re-engagement of the Russian Federation, the secretariat informed the meeting about the nomination of a new focal point for the Russian Federation, within the Ministry of Natural Resources and Environment. The secretariat also prepared, for the consideration of the joint meeting, a concept note on possible actions which could be taken to increase cooperation with the Russian Federation and it also informed the meeting about Russian Federation's interest in joining the Bureau.

11. The meeting welcomed these positive developments and agreed that a mission to the Russian Federation should be organized in early 2014. Key issues to be discussed during the above-mentioned mission should include:

- a. Welcome and brief the new focal point;
- b. Meet with other relevant national authorities;
- c. Stress the importance of the timely submission of their implementation report;
- d. Encourage their participation at the next COP;
- e. Encourage them to contribute to the voluntary trust fund of the Convention;
- f. Highlight their potential role vis-a-vis the dissemination of good practices,
- g. Brief them about upcoming activities of the Convention relevant to the Russian Federation and identify other potential avenues for cooperation, such as through the Russian Federation's contribution to the UNECE's trust fund and the Commonwealth of Independent States (CIS).
- h. Discuss their interest in joining the Bureau.

12. Mr. Baranovsky was requested to contact the CIS' Interstate Council on industrial Safety regarding possible opportunities for collaboration on relevant and mutually supportive activities of this body and activities of the secretariat. He was also requested to contact the Russian Federation's focal point, especially on the importance of the timely submission of implementation reports.

Follow-up actions:

- *Secretariat to organize a mission to the Russian Federation, together with the Bureau Chair.*
- *Mr. Baranovsky to follow up opportunities for co-operation through the CIS' Industrial Safety Council and share this information with the Bureau and WGI. He was also requested to liaise with the Russian Federation regarding the timely submission of their implementation reports.*

IV. Exchange of information

13. Mr. Winkelmann-Oei briefed the meeting about a summer school project on risk management for university students (follow-up to the Armenia project), to be possibly held in the Russian Federation in 2014. The project concept involves the use of a checklist as a tool to implement basic safety measures and the on-line training course on industrial accidents. The project's methodology could subsequently be applied to other countries.

14. The secretariat briefed the meeting about a number of actions which had been taken to facilitate information exchange, such as the sharing of on-going activities with focal points, on-going improvements to the Convention's web-site to facilitate access to information resources under the Convention, the development of cartoons illustrating the provisions of the Convention in a user-friendly manner, the use of webinars as a potential new tool to support the delivery of targeted assistance activities as well as the status of the safety guidelines and good practices for tailings management facilities and the safety guidelines and good practices for pipelines.

15. The secretariat also invited Bureau members to provide comments they might have about the cartoons by the end of January 2014 and mentioned that once finalized, the cartoons could be openly shared with other partners. The secretariat will also share the cartoons with focal points and make them available on the Convention's website.

Follow-up actions:

- *Bureau members to provide comments on the cartoons by the end of January 2014.*
- *Secretariat to share cartoons with focal points once finalized.*

V. Assistance Programme

Overview of needs and priorities for 2014

16. The Chair of the WGI briefed the meeting on the fact that Uzbekistan had completed its self-assessment and action plan and proposed to organise an activity on notification of hazardous activities, as requested by the country. The activity would require funding to be implemented.

17. She also mentioned that the WGI had discussed needs, priorities and potential activities for 2014. One of the priority activities which she highlighted was the work on notifications of hazardous activities and the benchmark document on indicators and criteria. The WGI Chair reported that out of the nine countries which had been contacted to provide reasons behind delays in the completion of their self-assessments, only three had replied: Albania, Azerbaijan and Tajikistan.

18. Albania and Azerbaijan reported that delays in submission and the poor quality of inputs were due to changes of personnel in the ministry and to the fact that there was insufficient transfer of knowledge. Tajikistan indicated in its reply difficulties in securing the commitment of relevant national authorities. The WGI Chair informed the meeting that a letter from the ECE Executive Secretary would be sent to Tajikistan, making a reference to previous missions; the letter would also contain an invitation for the country's re-engagement in the Convention's activities. She also informed Bureau members that opportunities for collaboration would be explored to provide support to Tajikistan through the CIS' Council on Industrial Safety.

19. The Chair of the WGI indicated that there was general agreement within the WGI to proceed with the proposed upgrading of the benchmark document on indicators and criteria. The WGI had also identified ZOI as the most suitable contractor to carry out this work, which could include a training component for Albania and Azerbaijan and would have a total estimated cost of CHF 50,000. This activity would need to be completed before 2014 and could be presented at the next COP. The Chair of the WGI also explained that efforts would be made to reduce the cost of this activity to CHF 40,000 and that resources would need to be identified to fund this activity. The Bureau Chair volunteered to participate in a small group tasked to review the draft outcome of this work.

20. In response to a request for financial support, Switzerland pledged CHF 20,000 in 2013 for the implementation of this activity and mentioned that additional resources may be available in 2014. The joint meeting thanked Switzerland for its pledge and agreed that if Switzerland would be unable to provide additional resources for this activity in 2014, trust fund resources should need to be allocated to address the balance of CHF 20,000. The secretariat was requested to prepare a letter of gratitude to Switzerland in follow-up to its pledge.

21. Regarding other proposed activities for 2014, the Chair indicated that the WGI had identified the following priorities: the mission to Bosnia and Herzegovina, a national follow-up activity for the former Yugoslav Republic of Macedonia (carried over from 2013), the provision of support towards ratification for Uzbekistan, the testing of indicators and criteria activities in Azerbaijan and Albania (this activity could also involve future follow-up training on indicators and criteria in Georgia, Armenia and Azerbaijan and subsequent regional training in the Central Asia region, including Kazakhstan) as well as possible follow-up activities in Georgia.

22. The Chair of the WGI requested the secretariat to compile information on countries' progress towards the implementation of the Convention, such as progress made towards their development of a self-assessments and action plans as well as past assistance activities delivered under the Convention. This strategic overview would support the WGI's decision-making process within the context of the Assistance Programme.

23. Regarding Kazakhstan, the secretariat was requested to write a letter addressed to the Kazakhstani mission in Geneva, requesting them to nominate a national focal point.

Follow-up actions:

- *UNECE Executive Secretary to send a letter to Tajikistan.*
- *Belarus to explore opportunities for collaboration with the CIS vis a vis Tajikistan.*
- *The secretariat to follow-up with a letter to Switzerland regarding its pledge.*
- *The secretariat will develop TORs for the work on indicators and criteria, in consultation with the WGI Chair and liaise with ZOI regarding a possible reduction of costs.*
- *Secretariat to write letter to Kazakhstan requesting them to nominate a focal point.*
- *Secretariat to compile information about countries' progress towards implementation of the Convention.*

Terms of Reference for the Assistance Programme

24. The meeting discussed the terms of reference for implementation of projects within the Assistance Programme and agreed that there was no need to attach a table summarizing responsibilities of each subsidiary body. The meeting also provided some alternative wording for paragraph 14 and requested the secretariat to recirculate the revised version via email to Bureau and WGI members for their approval by January 2014.

Follow-up actions:

- *Secretariat to recirculate the revised version of the TORs to WGI and Bureau members, for electronic approval*

Summary of assistance activities carried out in 2013

25. The meeting discussed the following Assistance Programme activities carried out in 2013: Danube Delta Project (DDP)-Odessa workshop, Kyrgyzstan, Serbia, Croatia, Macedonia, Georgia.

DDP-Odessa workshop

26. On 23-25 September 2013, a workshop on safety guidelines for oil terminals was held in Odessa, Ukraine, to discuss safety standards at oil terminals and to test the draft safety guidelines, elaborated by an international expert group as part of the Danube Delta Project. The workshop also involved a site visit to the oil terminals that helped to collect feedback from experts from the Republic of Moldova, Romania and Ukraine for the finalisation of the draft guidelines and a related short checklist.

27. The secretariat informed Bureau members that it was still incorporating comments provided by experts to these guidelines. The guidelines will be posted on the Convention's website in the coming week and will also be sent out for comments to international organizations. It is envisaged that they will be completed by May 2014 and that they will be presented at the next COP in 2014.

28. Mr. Winkelmann-Oei mentioned that some maps had been developed under the DDP project and he requested the secretariat to work with ZOI to improve the presentation of these maps.

29. The meeting agreed on the need to hold a high-level meeting of the Project Management Group early in 2014 to take stock of progress made, to address challenges as well as lessons learned and to discuss the way forward (including the crisis management component for which funding would still need to be identified). The meeting discussed that proposed PMG meeting could be organized at the request of the Ministry of Environment in the Republic of Moldova and could be held either in Kiev, Bucharest or Chisinau.

30. The secretariat reflected on the fact that the delivery of the Odessa workshop required a high level of involvement from the secretariat which had to step in to make up for significant shortfalls in the logistical organization of the workshop by the lead country and by the national coordinators. This experience should not be repeated as it impacts the secretariat's ability to deliver other mandated activities.

Follow-up actions

- *Secretariat to work with ZOI to improve the DDP maps.*
- *The secretariat will liaise with the Bureau Chair regarding the organization of the next PMG meeting.*

Kyrgyzstan

31. The secretariat reported on the workshop on accession to and implementation of the Convention which was organised on 28-29 October 2013 in Bishkek. The workshop was organised by the secretariat of the ECE Convention on the Transboundary Effects of Industrial Accidents with the cooperation of the secretariat

of the ECE Convention on the Protection and Use of Transboundary Watercourses and International Lakes. Financial support was provided by the German Society for Cooperation (GIZ). The local project partners were the Kyrgyz NGO “BIOM youth ecological movement” and the Kyrgyz State agency of geology and mineral resources.

32. Approximately 40 representatives of the Kyrgyz national competent and enforcement authorities, industry and NGOs participated in the workshop and discussed the accession to and implementation of the Convention, its Assistance Programme and the management of hazardous activities, capable of causing transboundary water pollution.

33. Kyrgyzstan officials expressed interest in organization of and participation in national and/or regional workshops and in benefiting from existing good practices in the implementation of the Convention, especially from Kazakhstan and the Russian Federation, given the similar legal, technical and administrative background.

34. Participants agreed to set up an interagency working group that would be responsible for the preparation of self-assessment and national action plan according to the Strategic approach of the Assistance Programme.

35. The meeting agreed that there is a need of Kyrgyzstan nominating a focal point in order to facilitate the accession to and implementation of the Convention. Representatives from both the State agency of geology and mineral resources and the Ministry of economy have expressed interest in nominating a focal point.

Follow-up action

- *Secretariat to follow-up on the nomination of a focal point for Kyrgyzstan.*

Serbia, Croatia and former Yugoslav Republic of Macedonia

36. The secretariat reported on the implementation of the national follow-up to the training session on the evaluation of safety reports – on-site inspection for Croatia, the Republic of Serbia and the former Yugoslav Republic of Macedonia, in particular on the national follow-up for Croatia (Zagreb, 28-29 October 2013) and Serbia (Belgrade, 13-14 November 2013) as the follow-up for the former Yugoslav Republic of Macedonia had to be postponed to early 2014 for administrative reasons.

37. The objective of the national follow-up in Croatia was to train inspectors from different authorities in verifying the Safety Management System (SMS) during inspections of hazardous industrial sites. The follow-up in Serbia aimed at training operators of hazardous industrial sites to set up a solid SMS in their installations and in reflecting it in safety reports to be submitted to the authorities.

38. The training sessions in Croatia and Serbia provided an opportunity to implement the terms of reference for projects under the Assistance Programme, since in both cases the organising authorities had the main role in setting the agenda, planning the content of the training session and preparing the substantial report. In both countries, the organisers promoted synergies with on-going or past EU projects being carried out on site on similar issues. Representatives from Croatia or Serbia could be invited to share their experience in this area.

Georgia

39. The secretariat informed the Bureau that Georgia had expressed interest in becoming a Party to the Convention and that following the country's request, a high level meeting with national stakeholders was organized in Tbilisi, on 5 November 2013, back to back with an expert meeting on 6-8 November 2013. The high level meeting provided participants with an opportunity to discuss and agree on the need for increased coordination at the national level and the expert meeting provided them with

the necessary tools and methodologies to achieve this. Technical support was provided to Georgia through an in-kind participation of experts from Slovenia, the Netherlands and Germany.

40. Participants of expert workshop expressed their interest in working with neighbouring countries on transboundary issues and the need for an implementation guide to support the implementation of the Convention in Georgia. A report containing recommendations and next steps will be sent by the secretariat to Georgia shortly. The Bureau meeting commented on the fact that an implementation guide would need to be a brief, straight forward document which should refer to existing tools and guidelines and benefit from existing best practices. The secretariat was requested to provide Bureau members with a link to the Water Convention's implementation guide, as a reference. The meeting agreed on the need to develop an implementation guide and requested the secretariat to prepare some information on process and costs for discussion at the next Bureau meeting

Follow-up actions:

- *Secretariat to send report to Georgia*
- *Secretariat to send link to Water Convention's implementation guide to Bureau member.*
- *Secretariat to develop a one pager with information on the development of an implementation guide describing process and costs, for discussion at the next bureau meeting.*

Terms of reference for the Bureau, the WGI and the Working Group on Development (WGD)

41. The meeting exchanged views on the responsibilities of the Bureau, the WGI and the WGD. The meeting requested the secretariat to prepare and deliver a presentation concerning the mandates for these three bodies to ensure clarity in the allocation of their respective responsibilities at the next Bureau meeting.

Follow-up actions

- *Secretariat to prepare and deliver a presentation concerning the mandates for these three bodies.*

VI. Strategic partnerships

42. Given time constraints and that activities under this agenda item were mainly intended for information purposes, the meeting requested the secretariat to provide separate briefings (via email) on the following agenda items:

- 6 (a) Development of a guide on methodology for hazard rating.
- 6 (b) Sharing good practices for safety and land-use planning.
- 6 (e) Cooperation with partners: Interagency table.
- 6 (f) E-MARS system: ISPRA outcomes.
- 6 (h) Adding Green Cross, European Environmental Bureau and UN ISDR to the list of strategic partners.
- 6 (i) On-line training platform, developed jointly with UNEP and OCHA.

Risk management at tailings management facilities (TMFs)

43. Mr. Winkelmann-Oei reported on key outcomes from the first meeting of the steering committee for the project on improving safety of industrial TMFs in Ukraine, held in Kiev in November 2013. He mentioned that the overall goal of the meeting was to introduce all project partners, to deliver an outline for the project and the situation with TMFs in Eastern Europe, to define the organizational structure of the project and to discuss initial drafts of a checklist, based on the ECE safety guidelines and good practices for TMFs. Mr. Winkelmann-Oei also indicated that another workshop would be held in Ukraine in 2014.

Development of guidelines on transboundary risk assessment (RIECO project)

44. Regarding the project on Risk assessment and Enforcement of Cross-border Obligations (RIECO), the Chair of the Bureau and the representative of the Republic of Moldova presented the outcomes of the workshop held in September 2013.

45. The workshop was attended by participants from non-EU ECE member States (Albania, Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Kyrgyzstan, Tajikistan, Uzbekistan, Ukraine) and experts from the Netherlands, United Kingdom and Croatia. Staff from the World Health Organisation (WHO) and the Convention secretariat provided expert support during the meeting. The workshop was also attended by the UN Resident Coordinator officer in the Republic of Moldova, Mr. Jakob Schemel.

46. Workshop participants were provided with information and training on the impact of industrial accidents on human health and the environment and on the importance of reliable and scientifically sound risk assessment for accident emergency preparedness and response through presentations and a case study based on real events. ECE and WHO staff delivered presentations on different aspects of the international policy framework on industrial accidents and cross-border cooperation.

47. During the sessions participants were invited to join small groups and discuss challenges and good practices in the area of chemical accident preparedness and response, highlighted during the plenary sessions.

48. During the workshop, the participants highlighted the importance of guidelines for risk assessment in order to ensure timely and effective accident emergency preparedness and response. Feedback collected from participants and the international experts involved will be used by experts during the development of the guidelines on risk assessment in the acute phase of industrial accidents with possible transboundary effects.

49. Another aspect of transboundary cooperation highlighted by participants was the need of an information exchange platform, where existing information in this area could be made available to the ECE member States, especially EECCA countries. Development of some interactive online tools was also regarded as a possibility to increase the capacity of the EECCA countries.

Follow-up actions

- *Secretariat to follow up the finalization of the guidelines and possible information exchange platform.*

VII. Amendment of the Convention

Outcomes of the third meeting of the Working Group on Development

50. The Chair of the WGD provided an update of the WGD's work at its third meeting in September 2013 as well as of its key outcomes. The secretariat explained that the latest version of the proposed revisions to Annex I, was attached to the report

of the meeting. Regarding the development of the document on other proposed amendments to be considered at the next meeting of the WGD in April 2014, the secretariat indicated that this document was currently being prepared and that the section to be developed by the consultant would not include proposed text but that it would instead contain inputs on considerations on pros and cons for the various proposed amendments, intended to inform the discussion during the meeting.

51. The secretariat also mentioned that once developed, the above-mentioned document would be circulated for comments within the small group mandated to address the proposed amendments. The document on proposed amendments would be considered at the COP in 2014 when proposals for possible amendments will be prioritized and forwarded to the COP in 2016 for further consideration.

Issue of the possible opening of the Convention

52. The Chair of the Bureau provided a briefing on on-going discussions within ECE regarding the possible opening of the ECE Conventions to countries from other regions. ECE's CEP requested the ECE secretariat to prepare a document describing the situation and position of each Convention on the opening. The meeting noted that the issue would be discussed at the fourth meeting of the WGD, in April 2014, and that the report of that meeting would be forwarded to the COP in 2014.

53. The meeting also agreed that the agenda for the next Bureau meeting, scheduled to take place in June 2014, would contain an item on this issue and that the Bureau meeting would discuss the strategy and modalities for contributing to the above-mentioned ECE document as well as the presentation and potential discussion of this issue during the COP.

54. The meeting emphasized the importance of initiating early national and regional consultations on this issue in preparation for discussion at the fourth meeting of the WGD as well as ensuring that the text on this proposed amendment, which will be contained in the report of the fourth meeting of the WGD, reflects a reasoned description of pros and cons.

Follow-up actions

- *The secretariat to include this issue as an item in the agenda of the next Bureau meeting.*
- **UNECE secretariat to develop the document on the proposed opening of the Convention**

VIII. UNECE Industrial Accident Notification (IAN) System

55. The UNECE IAN System was upgraded in 2013 thanks to support provided by Switzerland. The secretariat was given a demonstration by the contractor tasked with upgrading the system, at the beginning of October 2013 and the upgraded version was successfully installed on the ECE server. Tests were conducted by the secretariat and the ECE/IT team to assess operability of the upgraded version and, as a result of the tests, some additional adjustments are currently taking place. It is envisaged that the System will be fully operational during the first quarter of 2014.

56. The secretariat explained that the next steps envisaged for the development of the IAN System would involve announcing the System's upgrade to national points of contact and focal points, Bureau members and relevant partners. Once the System is fully operational, an automatic email message will be sent to all registered users

asking them to reset their passwords. The secretariat indicated its intention to develop possible test scenarios for accident notification and will seek at least two countries willing to participate in these tests. The secretariat also mentioned that it would seek to achieve interoperability with other related systems (i.e. OCHA).

57. The secretariat explained that the system could benefit from further improvements, especially with regards to its workflow and user guidance, however additional resources would be required to achieve these additional improvements. The provision of technical support of the long-term maintenance of the system remains to be addressed.

Follow-up actions

- *Once finalized, the secretariat should announce the re-launching of the system and follow-up regarding any feedback received from countries.*

IX. Prevention of accidental water pollution

58. In follow-up to the need for strengthening the expert capacity of the Joint Expert Group on Water and Industrial Accidents (JEG) and underlining its importance as an interface between two ECE environmental Conventions, the Chair of the Bureau briefed the meeting on progress made towards setting up a teleconference with the Chair of the Water Convention and both JEG co-Chairs to discuss future work of the guidelines on contingency planning for transboundary waters, including whether to hire a consultant. The Chair of the Bureau mentioned that he had invited the Chair of the Water Convention to the current joint meeting to brief participants on the current and future activities of the JEG and that he had shared with him the latest version of a draft workplan for the JEG which reflected comments received by some Bureau members following Mr. Winkelmann-Oei's submission of the proposal earlier this year. Given however the absence of the Chair of the Water Convention during the current meeting, the briefing did not take place. The meeting requested the Chair of the Bureau to make further attempts to re-arrange a JEG teleconference before the end of the current calendar year and emphasized the need to finalize the work on this issue before the next COP.

Follow-up actions

- *The Chair of the Bureau should liaise with the Chair of the Water Convention to arrange a teleconference.*

X. Implementation of the Convention

59. The Chair of the WGI reported on the process for reporting on implementation. A letter was sent on 10 September 2013 to focal points of competent authorities and to focal points of countries non-Parties participating in the Assistance Programme. By the time of the meeting, the secretariat only received the report from Monaco (in French). The Chair also informed the Joint meeting about the organisation of work adopted.

XI. Proposed schedule of meetings for 2014.

60. The secretariat introduced the list of meetings scheduled for 2014. The meeting agreed on the following dates:

14-15 April 2014	Twenty-fourth meeting of the Working Group on Implementation (Romania)
28-29 April 2014	Fourth meeting of the Working Group on Development (Geneva)
16-17 June 2014	Twenty-seventh meeting of the Bureau (venue to be announced)
2-3 July or 1-2 July	Twenty-fifth meeting of the Working Group on Implementation (venue to be announced)
2 December 2014	Twenty-eighth meeting of the Bureau (Geneva)
3-5 December 2014	Eighth Meeting of the Conference of the Parties to the Industrial Accidents Convention (Geneva)

61. The meeting agreed that the next meeting of the Bureau should also include the Chairs of the WGI and WGD in order to prepare for discussions at the COP in 2014 and that the next joint WGI-Bureau meeting would take place after the COP.

Follow-up actions

- *The secretariat to communicate final dates and venues as soon as this information becomes available.*

Dates and Venue for the COP in 2014

62. Regarding a venue for the next COP, the secretariat informed the meeting that it had provisionally booked meeting facilities for the next COP at the Palais des Nations in Geneva, in the absence of offers for alternative venues. The meeting requested the Secretariat to prepare a letter inviting countries to submit to the secretariat possible offers to host the eighth COP.

Follow-up action:

- *Secretariat to invite focal points to provide expressions of interest in hosting the next COP.*

XII. Non-reporting

63. The COP requested the WGD to consider possible remedies for non-compliance with the reporting requirement of the Convention. This issue will be on the agenda of the next meeting of the WGD in April 2014. The secretariat invited meeting participants to provide their views regarding envisaged modalities for the discussion during the next meeting of the WGD, including on elements which could be taken into account to support the discussion on this topic. The secretariat also pointed out the fact that there are some to compliance related issues associated with this topic. The meeting agreed that the secretariat should seek the views of members of the WGD's small group on possible amendments of the Convention on modalities for discussion during the next WGD meeting, regarding this issue.

Follow-up action:

- *Secretariat should seek the views of members of the WGD's small group on possible amendments of the Convention, on this issue.*

XIII. Closure of the meeting.

64. The Chair of the Bureau closed the meeting and thanked participants for their contributions.
