



Federal Ministry for the
Environment, Nature Conservation
and Nuclear Safety

**Umwelt
Bundes
Amt** 
Für Mensch und Umwelt

UNECE Convention on the
Transboundary Effects of
Industrial Accidents

**Assistance
Programme**



UNECE Convention on the Transboundary Effects of Industrial Accidents

Project under the Assistance Programme

**Second meeting of the expert group
for the elaboration of safety guidelines for oil terminals**
within the project on hazard and crisis management in the Danube Delta

June 18, 2012

St. Petersburg, Russian Federation

Meeting minutes

I. Introduction and welcome

- II. The meetings and work under the expert group are part of the project on hazard and crisis management in the Danube Delta between the Republic of Moldova, Romania and Ukraine. The project aims at improving the cooperation between the three project countries in the Danube Delta region by enhancing and, where possible, harmonizing the mechanisms and approaches for efficient and effective hazard and crisis management. It is mainly funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety and organized under the Assistance Programme¹ of the UNECE Convention on the Transboundary Effects of Industrial Accidents.

The second meeting of the expert group for the elaboration of safety guidelines for oil terminals was held on 18 June 2012 in St. Petersburg, Russian Federation. The meeting was hosted by the GCE Group and chaired by the GCE Group President Mr. Alexander Moskalenko. The Chair welcomed the participants at the beginning of the meeting and introduced the agenda. The Secretariat recalled briefly the outcome of the first expert group meeting in March 2012 and introduced the objectives and tasks for the second meeting, among which were (a) discussion on the material produced in the follow-up to the first meeting, (b) refinement of the draft outline and version of the safety guidelines and (c) discussion on the next steps to be taken. The timeframe for the development of the safety guidelines is, as previously agreed, 31 March 2013.

III. Discussion of outputs from the first meeting

At their first meeting the expert group decided to develop the following material: (i) a document containing the headings from the Buncefield report, (ii) a matrix and (iii) based on the before mentioned documents, a draft version of the future safety guidelines.

The secretariat introduced the document containing the headings from the Buncefield report due to the absence of Mr. Richard Gowland, who had drafted the document. The experts agreed that the document contained useful key aspects for the design and operation of flammable liquids storage installations and that it gave a good overview of which aspects should be addressed when drafting the future safety guidelines. At the same time they agreed that the recommendations in the safety guidelines should not be limited to flammable liquids only and that the document to be elaborated should also make reference to other important industrial accidents and guiding material.

Mr. Moskalenko introduced the matrix that he had prepared. The experts agreed that the matrix is a good working document, but that it would need to be elaborated in greater detail if it were to be included in the final safety guidelines; the experts would agree at a later stage whether to include the

¹ <http://www.unece.org/env/teia/assistance.html>.

matrix in the final guidelines. The matrix proved further to be a good basis to discuss the terminology and phases of a facility's life cycle. The experts emphasized the importance of including recommendations on decommissioning (and aftercare). Following the discussion, they agreed on the following classification of a facility's life cycle:

1. Strategy & Feasibility (Pre-Design) Phase;
2. (Technical) Design Phase;
3. Construction & Commissioning Phase;
4. Operation & Life Extension Phase;
5. Decommissioning & Aftercare Phase.

Mr. Winkelmann-Oei, Chair of the first meeting of the expert group, introduced a draft version of the safety guidelines that he had prepared. The group agreed that the document was a good first draft version for discussion. In line with the conclusions drawn at the first meeting, the experts suggested that the structure of the guidelines should follow the phases of a facility's life cycle, as specified above. Mr. Winkelmann-Oei suggested that the safety guidelines should differentiate between recommendations for operators and authorities in order to provide the overview needed to run such a facility. The group agreed that:

- (i) The main body of the future document (Part 2) should be structured according to the phases of a facility's life cycle, while including under each phase subheadings that differentiate between specific recommendations for operators and authorities.
- (ii) There should be a part on general recommendations for operators, authorities and UNECE member States in the introductory part of the document (Part 1), including also a statement on the scope of the document, definitions and a provision stating that national standards must be applied, should they be stricter than the recommendations in the document.
- (iii) The safety guidelines should have an annex (Part 3) that would contain the sources and further reading as well as other produced material, possibly including the matrix.

IV. Refinement of the draft version

The experts worked on a new structure of the safety guidelines (see annex I). It was then agreed that this structure would be filled by Mr. Winkelmann-Oei by the end of August 2012 with issues to be addressed, on the basis of the materials provided by the experts. The experts would then review the document with respect to the topics that should be addressed under each part and, by the end of September 2012, take the lead in drafting recommendations for each of the topics identified. A revised draft would then be circulated to the experts for the drafting of recommendations.

Further the experts discussed more in detail the scope of the future safety guidelines, such as their application at, for example, off-shore terminals. They

agreed on the following:

- (i) As the Convention on the Transboundary Effects of Industrial Accidents does not cover accidents in the marine environment or spills at sea, off-shore terminals should not be included in the scope of the guidelines. At the same time, (un)loading activities undertaken at off-shore terminals should also not be excluded. It has been suggested to look carefully for an appropriate wording to address both issues.
- (ii) The experts discussed whether the future safety guidelines should only be applied at oil terminals dealing with hazardous substances beyond a certain threshold quantity. In this respect, it has been suggested to use annex I from the Convention as a reference and to include a 10 per cent tolerance for application in both directions. Due to concerns on defining clear threshold amounts from some experts, it has been suggested to include a provision that states that the guidelines could also be applied at oil terminals with quantities below the threshold.

The experts emphasized also that the recommendations should cover the issue of ageing of a facility. As it is difficult to define a precise period of time after which inspections should be undertaken more frequently, the group agreed to insert a provision that says that the inspection period should reflect the age of the installation, but that the decision on the frequency of inspections should be with the inspector. In this respect, the experts discussed also the need for independent and certified experts to undertake the inspections of facilities. They agreed to insert a provision that gives to the competent authority the responsibility to set up a system for certified, independent experts.

Mr. Winkelmann-Oei suggested also that a workshop for experts from across the region be organized in 2013 in order to discuss the elaborated safety guidelines in a wider circle. The secretariat welcomed the idea, but noted that there was no funding or mandate within the project to organize such an event.

V. Next steps for the elaboration of the safety guidelines

The experts agreed to share work among them to draw up the second draft of the safety guidelines. More specifically, the group agreed on the following tasks to be done by the indicated experts in preparation for the third meeting:

Nr.	Task	Person in Charge	Deadline
1.	Circulate the meeting minutes	UNECE secretariat	31 Jul 2012 ²
2.	Compile the second draft version of the safety guidelines, based on the headings from the Buncefield report, the matrix from Mr.	G. Winkelmann-Oei	31 Aug 2012 ³

² Draft was circulated to all experts on 27 July 2012. No comments were received.

³ Draft of part 1 of the safety guidelines was received by the secretariat on 30 August 2012.

	Moskalenko and the spreadsheet file from Mr. Candreva		
3.	Review the topics under each (sub)heading and inform the secretariat on priorities for drafting the recommendations for certain (sub)headings/topics	All experts	30 Sep 2012
4.	Compile the advanced version of the safety guidelines, based on the comments from the experts, and inform which expert will draft which recommendations	G. Winkelmann-Oei, supported by the secretariat	31 Oct 2012
5.	Draft recommendations, cite references and identify additional reading	All experts	31 Nov 2012
6.	Compile the recommendations and circulate them before the next expert group meeting	Secretariat	Dec 2012
7.	Third expert group meeting		Dec 2012 / Jan 2013

The group agreed that the third meeting of the expert group should be held in December 2012 or January 2013 in Geneva.

VI. Summary and closure of the meeting

The chair expressed his gratitude to the participants for their good work and cooperation before closing the meeting at 5.30 pm.

ANNEX I New structure for the second draft of the safety guidelines

Acknowledgements

Part 1 – Introduction

- 1.1 Introduction
- 1.2 Scope
- 1.3 Principles
- 1.4 General recommendations
 - 1.4.1 For member States of UNECE
 - 1.4.2 For competent authorities
 - 1.4.3 For operators

Part 2 – Detailed recommendations

- 2.1 Definition of life cycle
- 2.2 Strategy & Feasibility (Pre-Design) Phase
 - 2.2.1 For competent authorities
 - 2.2.2 For operators
- 2.3 (Technical) Design Phase
 - 2.3.1 For competent authorities
 - 2.3.2 For operators
- 2.4 Construction & Commissioning Phase
 - 2.4.1 For competent authorities
 - 2.4.2 For operators
- 2.5 Operation & Life Extension Phase
 - 2.5.1 For competent authorities
 - 2.5.2 For operators
- 2.6 Decommissioning & Aftercare Phase
 - 2.6.1 For competent authorities
 - 2.6.2 For operators

Part 3 – Annex

Matrix?

Sources & further reading

Technical annexes

ANNEX II Agenda for the first meeting of the expert group

1. Welcome and introduction (09.30-09.45)

The Chair (Alexander Moskalenko) will welcome the participants and introduce the objectives and tasks for the second expert group meeting.

2. Discussion of outputs from the first meeting (09.45-12.30)

Summary of the outcome of the first expert group meeting (secretariat) – 5 min

Presentation on the headings from the Buncefield report (secretariat) – 10 min

Presentation on the matrix (Alexander Moskalenko) – 10 min

Presentation on the draft version (Gerhard Winkelmann-Oei) – 15 min

At their first meeting the expert group decided to work out a matrix and then a draft version of the future safety guidelines, based on the aspects of an oil terminal's life cycle and on the preliminary structure presented in the meeting minutes. Mr. Moskalenko and Mr. Winkelmann-Oei will introduce the respective documents. The expert group is expected to give feedback on the structure and content of the two documents and make suggestions on possible improvements. In particular, the group should have reached at the end of this session an agreement on the structure of the guidelines, including the introduction, the main body and a possible annex.

(coffee break 11.00-11.15)

(lunch break: 12.30-13.30)

3. Refinement of the draft version (13.30-16.00)

Based on the agreement reached in the preceding discussion, the expert group is expected to further develop the draft outline/version through discussing the content of each section. It should further be decided which inputs would be included in which parts of the document, as well as identifying what would still be missing and would need to be produced.

(coffee break 15.00-15.15)

4. Next steps for the elaboration of the safety guidelines (16.00-17.15)

The expert group should decide on how to share the responsibilities and tasks for the elaboration of the second draft of the safety guidelines for oil terminals based. They should further agree on deadlines for completion of the tasks, as well as the date, venue and the chair for the third meeting.

5. Summary and closure of the meeting (17.15-17.30)

The meeting will be closed by the Chair at 17.30.

ANNEX III List of participants

Nr.	Name	Organization	Contact details (e-mail, tel.)
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