INFORMATION NOTICE

1. This Information Notice provides details concerning the organization of and participation in the Workshop on the Use of ISO 14000 Environmental Managements System Standards in the Chemical Industry in the UN/ECE Region. It includes the provisional programme and registration forms.

2. The Workshop is being organized under the auspices of the Economic Commission for Europe, at the invitation of the Government of Hungary. It was proposed and accepted during a meeting of the Working Party on Technical Harmonization and Standardization Policies (WP6) of the Committee for Trade, Industry and Enterprise Development (CTIED) and also accepted as a joint project by the ad hoc Group of Experts on the Chemical Industry, which also reports to the CTIED.

Objectives of the Workshop

3. The purpose of the Workshop is to promote the exchange of views, experience and information between countries with different levels of development in the use of ISO 14000 Environmental Management System (EMS) Standards in the chemical industry. It is intended to promote wider cooperation between countries of the ECE region and promote the use of ecological practices in the chemical industry, with particular emphasis on the introduction of these standards in the chemical industry of countries in central and eastern Europe. A further objective is to use the methodology of this Workshop as a general procedure for the introduction of ISO 14000 Standards in cross-sectoral applications outside of the chemical industry.
Place and date of the Workshop

4. The Workshop will be held 30 and 31 March 2000 in the conference hall of the Danubius Hotel Gellért, Szt. Gellért tér. 1 in downtown Budapest (Buda side) starting at 10 a.m. On-site registration will take place from 0830 on 30 March at the conference site.

Participation in the Workshop

5. Participation in the Workshop is open to interested persons from ECE member countries and, under the relevant articles of the terms of reference of ECE, to representatives of other States Members of the United Nations, as well as to representatives of specialized agencies and intergovernmental and non-governmental international organizations normally participating in the activities of ECE. Participation is particularly encouraged by enterprises from central and eastern Europe. Participants are responsible for their travel and accommodation expenses, but no fee is charged for taking part in UN-ECE Workshops.

6. Accommodation for the Workshop has been arranged at the Conference hotel at special rates, which includes documentation, interpretation, use of all hotel amenities, meals, coffee breaks, and the gala conference dinner. The overall accommodation fees, expressed in German marks, are shown in the table below:

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Room Type</th>
<th>One Night (DEM)</th>
<th>Two Nights</th>
<th>Three Nights</th>
<th>Four Nights*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Single room with shower</td>
<td>235</td>
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<td>405</td>
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<td>Double room</td>
<td>400</td>
<td>650</td>
<td>900</td>
<td>1150</td>
</tr>
</tbody>
</table>

* Including Saturday, 1 April

Documentation

7. At preparatory meetings for the Workshop held in Geneva it was decided to invite all delegations from ECE member countries to disseminate information on the Workshop as widely as possible. Thus delegations are requested to provide copies of this Information Notice to as many potentially interested participants in their countries and organizations as is practical.

8. A questionnaire has been circulated to a number of governmental agencies to obtain representative views on the use of ISO 14000 in the chemical industry. Potential participants are invited to view the questionnaire at http://www.unece.org/trade/stdpol (document TRADE/WP.6/1999/14). Results of completed questionnaires will be discussed during the Workshop.
9. The official languages of the Workshop are English and Russian, and simultaneous interpretation will be provided for both languages and Hungarian. Papers presented at the Workshop will be provided to all participants but in the original language only (English or Russian).

10. For **accommodation questions** the Organizing Committee of the Workshop may be reached at the following address:

    Organizing Committee for ECE ISO 14000 Workshop  
    Attn.: Ms. Gyöngyi Molnár  
    ExLab Inc.  
    P.O. Box 11  
    HU-1507 Budapest, Hungary

    (Street address: Csobogós u.3, HU-1151 Budapest)

    *Tel.: +36 1 203 3981  
      Fax: +36 1 204 5075  
      E-mail: molnar@nat.hu* 

For **technical and administrative questions** the secretariat address is as follows:

    Trade and Investment Promotion Section (or: Chemical Industry Programme)  
    Trade Division  
    UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE  
    Palais des Nations 433-1 (or: 429-3)  
    CH-1211 Geneva 10, Switzerland

    *Tel.: +41 22 917 2771 (or: 917 3254 for chemical industry questions)  
      Fax: +41 22 971 0479 (or: 917 0178 for chemical industry questions)*

**Methods of Work**

11. The Workshop will be divided into an Opening Session on 30 March, four working sessions on 30 and 31 March and a closing session in the afternoon of 31 March. The theme of each session will be briefly introduced by the session chairman. This will be followed by the presentation of the papers by their authors. At the end of each session the session chairman will invite discussion, summarize the concepts and draw final conclusions. Simultaneous interpretation into each of the working languages of the Workshop will be provided. The secretariat will produce a final report of the Workshop.

**Provisional programme of the Workshop**

12. An outline of the provisional programme of the Workshop is shown below:

**Opening session**

10.00 – 10.15  *Opening of the Workshop* (Mr. Zoltán Illés, Chairman of the Environment Committee of the Hungarian Parliament)
10.15 – 10.35 UN/ECE Standard-setting Activities and Promotion of Quality and Environmental Management Standards (Mr. Serguei Kouzmine, Secretary of the UN/ECE Working Party on Technical Harmonization and Standardization Policies)

10.35 – 11.00 UN/ECE Environmental and Chemical Industry Related Activities (Mr. Howard Hornfeld, Secretary of the UN/ECE Ad hoc Group of Experts on the Chemical Industry)

11.00 – 11.20 Industry view on ISO 14000 Standards (Dr. Thomas Fischer, Siemens (Germany) and representative of ICSCA (Industry Cooperation on Standards and Conformity Assessment)

11.20 – 11.50 Coffee break

**Session 1:** ISO 14000 Family of Standards

11.50 – 12.20 ISO 14000 Standards: Current and Future Development (Mr. Ahmad Husseini, Secretary of ISO/TC 207)

12.20 – 12.50 ISO 14000 Standards and EMAS in the EU (Speaker from European Commission)

13.00 – 14.30 Lunch break

**Session 2:** ISO 14000 Views from Certifiers

*Issues to be addressed: requirements to be met by companies to be certified, general issues and specific concerns for chemical companies, national requirements, if any*

14.30 – 15.00 Presentation from an international certification company (BVQI Ltd.)

15.00 – 15.30 Presentation from a national certification company (Western Europe)

15.30 – 16.00 Presentation from a national certification company (EUROCERT Ltd. – Hungary)

16.00 – 17.00 Discussions and questions

19.00 - Conference dinner in Hotel Gellért

31 March 2000

**Session 3:** Experience with ISO 14000 from Companies

*Issues to be addressed: motives behind using ISO 14000 standards, costs and benefits, to what extent companies having introduced ISO 9000 systems can more easily introduce EMS, problems faced introducing EMS, etc.*

10.00 – 10.20 Use of ISO 14000 in the Chemical Industry (Mr. Jacques Busson, Head of Responsible Care Programme, CEFIC, Belgium)

10.20 – 10.40 Introduction of ISO 14000 EMS in a Large Diversified Chemical Company (Mr. Degenhardt Mueller, Solvay S.A., Belgium)
10.40 – 11.00  Presentation from an Eastern European company (Richter Co. Ltd or MOL Co. Ltd - Hungary)

11.00 – 11.30  Coffee break

11.30 – 11.50  Presentation from a CIS company

11.50 – 12.15  Importance of ISO 14000 for Transition Economies (Speaker from Hungarian Ministry of Environment)

12.15 – 12.30  Discussions and questions

12.30 – 14.00  Lunch break

Session 4:  Interactive Workshop on How to Plan and Implement ISO 14000 System and/or EMAS in a Chemical Company

During this session a number of detailed presentations and case studies will be provided to give an idea of actions to be undertaken to achieve ISO 14000/EMS certification. An insight into experience of various types of companies in different sectors of the chemical industry and of models of ISO 14000/EMAS used by them will be provided to participants.

14.00 – 14.30  Presentation from the Petro-chemical Industry (Example of a large diversified company)

14.30 – 15.00  Presentation from the Pharmaceutical Industry (Example of a specialized company)

15.00 – 15.30  Coffee break

15.30 – 16.00  Presentation from the Plastic Industry (Example of a medium-sized company)

16.00 – 16.30  Presentation from the Fertilizer Industry (Example of a small-sized company)

Concluding Session

16.30 – 17.00  Discussions on the conclusions and possible follow-up

17.00  Closing of the workshop

Accompanying persons social programme

13.  A series of touristic packages has been arranged for accompanying persons, as shown in Annex I overleaf.
Registration

14. Each participant should complete the attached registration forms A and B (annexes II and III) and send them to the secretariat (A) and the Hungarian Organizing Committee (B) as soon as possible, but not later than 10 March 2000 in order to take advantage of the special rates negotiated with the hotel. Participants are reminded that it is very important to complete and return both registration forms to the addresses indicated. Registration form B must be accompanied by a cheque or copy of bank transfer for either full payment or a down payment of DEM 200 as noted on the form.

Bank transfers should be made to the account of ExLab Ltd at the following address:

Budapest Bank Rt.
1119 Budapest, Etele út 57., Hungary

Bank account number: 10102093-30648503-00000001
**Annex I**

**Accompanying Persons Social Programme**

Several optional tours are available from the hotel organized by CITYRAMA:

<table>
<thead>
<tr>
<th>Type</th>
<th>Tour/duration</th>
<th>Day of the week/starting hour</th>
<th>Price (DEM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City tour (3 hours) <em>Parliament, Royal Castle, Fishermen’s Bastion, Matthias Church, Citadel, City Park, Heroes Square, Opera, St. Stephen’s Basilica</em></td>
<td>1-2-3-4-5-6-7 10.00-14.30</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>Parliament (1 hour)</td>
<td>1-3-4-7 9.30</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Jewish Budapest (3 hours) <em>St. Stephen’s Park, Middle class Jewish district, World’s second largest Dohány Synagogue, Jewish Museum, Jewish Garden, Tree of Life, Temple of the Heroes</em></td>
<td>5-7 10.00</td>
<td>35</td>
</tr>
<tr>
<td>4</td>
<td>Szentendre Artists’ village (4.5 hours) <em>Promenade, Ceramic Museum, Confectionery Museum, Boat trip on the Danube</em></td>
<td>2-5-7 10.00</td>
<td>75</td>
</tr>
<tr>
<td>5</td>
<td>Royal tour (4.5 hours) <em>Summer residence of Queen Elisabeth (Sisi) in Gödöllő, Royal stables, Riding school, capuchin Abbey of Mária, Tomb of the Grassalkovich dynasty</em></td>
<td>3-4-6 9.00</td>
<td>75</td>
</tr>
<tr>
<td>6</td>
<td>Budapest by night (4 hours) <em>Traditional restaurant in the hills of Buda (3-course menu with wine, folk show), farewell drink in the castle district, casino (voucher for free admission incl.)</em></td>
<td>5-6 19.00</td>
<td>115</td>
</tr>
<tr>
<td>7</td>
<td>Danube tour (10 hours) <em>Danube band, Visegrad-the formal royal residence, Esztergom-Cathedral and lunch, Szentendre-baroque artists’ village, Danube by boat</em></td>
<td>69</td>
<td>115</td>
</tr>
<tr>
<td>8</td>
<td>Puszta tour (10 hours) <em>Kecskemét, Lajosmizse-welcome drink, great performance of the famous horsemen, carriage ride through the Puszta, Typical meal and gipsy music in the Csárda</em></td>
<td>3-7 9.00</td>
<td>120</td>
</tr>
</tbody>
</table>
Annex II

REGISTRATION FORM A

UN/ECE Workshop on the Use of ISO 14000 Environmental Managements System Standards in the Chemical Industry in the UN/ECE Region

Budapest (Hungary) 30-31 March 2000

Each participant should send a completed copy of this form as soon as possible but not later than 10 March 2000 to:

Trade and Investment Promotion Section
Trade Division
United Nations Economic Commission for Europe
Palais des Nations 433-1
CH-1211 Geneva 10 Switzerland

Tel.: +41 22 917 2771
Fax.: +41 22 917 0479

(Please type or write legibly!)

Family name: (Mr., Ms., etc.) .................................................................
First name: ................................................................................................
Nationality: ........................................ Position/Occupation: ............................
Company or Organization: ........................................................................
Professional address: ................................................................................
...................................................................................................................
...................................................................................................................
Tel.: (incl. country code) ...................................... Fax.: .................................
email: ........................................................................................................

Please indicate the language in which you would prefer to receive documents:

☐ English  ☐ Russian

Please indicate the topic(s) of the Workshop in which you are especially interested, and in which you may take part in the discussion:

..............................................................................................................
..............................................................................................................

Date: .................... Signature: .................................................................
Annex III

REGISTRATION FORM B

UN/ECE Workshop on the Use of ISO 14000 Environmental Managements System Standards
in the Chemical Industry in the UN/ECE Region

Budapest (Hungary) 30-31 March 2000

Each participant should send a completed copy of this form, accompanied by either a cheque or copy of bank transfer for full payment or a down payment of DEM 200, as soon as possible but not later than 10 March 2000 to:

Organizing Committee for ECE ISO 14000 Workshop
Attn.: Ms. Gyöngyi Molnár
ExLab Inc.
P.O. Box 11
HU-1507 Budapest           Hungary
Tel.: + 36 1 203 3981
Fax: + 36 1 204 5075
E-mail: molnar@nat.hu

(Please type or write legibly!)

Family name: (Mr., Ms., etc.) .................................................................
First name: ....................................................................................
Nationality: Position/Occupation: ...................................................
Company or Organization: .................................................................
Professional address: ......................................................................
..........................................................................................
..........................................................................................
Tel.: (incl. country code). ......................................................... Fax.: ....................................
email: ........................................................................................

I shall require a hotel room in the Hotel Gellért from (arrival date)............ to (departure date)............

Please register me for the workshop at the rate shown in German Marks circled in the table below:

<table>
<thead>
<tr>
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Bank transfers should be made to the account of ExLab Ltd at the following address:

Budapest Bank Rt.  
1119 Budapest, Etele út 57., Hungary

Bank account number: 10102093-30648503-00000001

I would like to reserve participation in the accompanying persons social programme for:

Tour no. .......... Name of tour .................................. Day/time ...................... No. of persons ...........

Participants of certain nationalities will require a visa to enter and leave Hungary. If that is the case for you, please indicate this by placing a check in the box here:  □

(If this box is checked, the Organizing Committee can arrange that a visa can be issued to you free of charge at the Hungarian Embassy / Consul-General in ..................... (please indicate city of Consul-General office). Notification must be received in Budapest before 28 February).

Please indicate the language in which you would prefer to receive documents:

☐ English       ☐ Russian

Please indicate the topic(s) of the Workshop in which you are especially interested, and in which you may take part in the discussion:

.........................................................................................................................................................
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