Standard Summary Project Fiche for the Transition Facility

1. Basic Information
   1.1 CRIS Number: 2006/18111.04.01.
   Twinning: EE/2006-IB/EN/01

   1.2 Title: Building up the capacity to handle major environmental accidents and emergency situations

   1.3 Sector: Environment
   1.4 Location: Estonia

2. Objectives

   2.1 Overall Objective(s):

   Consequences of environmental accidents minimized.

   2.2 Project purpose:

   Strong administrative capacity to counteract major environmental accidents and emergency situations in case of extensive air, soil, ground water pollution and contamination of inland water bodies as well as radiological accidents causing spreading of radioactive contamination and/or external radiation for humans and biota.

2.3 Justification

Link with Estonian strategies, action plans and legal acts

The current project is also related to the **Estonian Environmental Strategy up to Year 2010**. This document is the basis for developing environmental activities in Estonia.


Chapter 5.5.4 in the Environmental Strategy deals with the prevention of environmental accidents and preparedness for emergency situations. The problems listed include: lack of sufficient preparedness for combating major accident on land and sea and unclear labour distribution between relevant authorities.

The strategy highlights the need to develop cooperation at the EC level for the prevention of environmental accidents and natural disasters and fighting with the results: measures and supervision procedure need to be established to prevent major accidents occurring in the transport of dangerous substances at sea and chemical plants; ensure preparedness for the liquidation of such accidents.

Chapter 4.2.5 of the Environmental Strategy lays down the need for strengthening the protection of the population from the ionising radiation and for early warning in the case of the radiological accident. In order to achieve these aims there should be reliable early warning system and possibilities to detect the radioactive pollution. This means that the effects from the radiation activities can be minimised to the population and there are upgraded measures to detect the radioactivity in the environment.

**The Environmental Action Plan** has been drawn up for the implementation of the Environmental Strategy. This action plan includes activity 5.5.4.1. Implementation of Transition Facility project “Building up the capacity to handle major environmental accidents and emergency situations”. Additionally, point 2.5. “Radiation protection” lists the need to develop out the system for the radiation emergency. This system also includes possible countermeasures and advice, as there is a need to give information to the public, local municipalities etc.

The need to increase the preparedness for emergency situations and accidents has also been pointed out in the development plan for the Environmental Inspectorate. The plan highlights the weakness of the Environmental Inspectorate in crisis and emergency situations. This insufficient preparedness involves both in-house communication as well as cooperation with other public authorities.

**Strategy of the Estonian Border Guard until year 2007**

This strategy lays down the goals of the Estonian Border Guard and actions needed to be taken to reach these goals. Chapter 5.5 of the strategy addresses the actions needed to improve performance in the field of discovering and combating marine pollution.
The Single Programming Document 2004-2006, designed in line with priorities set up by the National Environmental Strategy and the National Environmental Action Plan, addresses in article 4.3.2 environmental goals. One of the goals is prevention of environmental accidents and ensuring the liquidation of environmental emergencies minimization of environmental risks. Other environmental goals are also related to this, since fast liquidation of environmental accidents will enable to achieve good status of the environment and bring emissions in line with the environmental standards and by this ensure the safety of the environment (air, water, landscape, etc) to the man and animate nature. The document also highlights the importance of the impact of transport infrastructure on nature and emphasizes the need to elaborate the plan for the prevention and fast liquidation of environmental emergency situations.

The legal basis for handling emergency situations is the Emergency Situation Act and the Emergency Preparedness Act.

In addition there are several other legal acts that deal with emergencies. The Radiation Act regulates intervention in cases of radiological emergencies or in cases of lasting exposure resulting from the after-effects of a radiological emergency or a past practice. A crisis management plan for responding to a radiological emergency shall be prepared pursuant to the Emergency Preparedness Act (RT I 2000, 95, 613; 2002, 61, 375; 63, 387; 2003, 88, 594). According to article 53, subsection 3 of this act the Minister of the Environment has prepared a regulation no 93 of 14 July 2004, which lays down the radiation doses that require immediate or long-term measures to be taken.

The Parliament has also ratified:

The Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (RT I 1994, 8, 24). The convention sets out an international framework for cooperation among States Parties and with the IAEA to facilitate prompt assistance and support in the event of nuclear accidents or radiological emergencies. It requires States to notify the IAEA of their available experts, equipment, and other materials for providing assistance.

The Convention on Early Notification of a Nuclear Accident (RT I 1994, 8, 26). The convention establishes a notification system for nuclear accidents, which have the potential for international transboundary release that could be of radiological safety significance for another State. It requires States to report the accident's time, location, radiation releases, and other data essential for assessing the situation.

3. Description

3.1 Background and justification:

In order to prevent major pollution accident hazards and limit the consequences of such accidents not only for man (safety and health aspects) but also for the environment, every country needs to be prepared to implement relevant measures to ensure high levels of protection in a consistent and effective manner. Those measures should foresee quick actions to be taken and provision of assessments concerning the scope and hazard level of the emerged accident to enable governmental agencies to make objective decisions in order to protect the population of the exposed area. Due to the lack of adequate know how to handle major environmental accidents and emergency situations as well as insufficient laboratory capacities to take water (floods, ground, surface and marine water), soil and air analyses
During the last decade, the volume of the transshipments of hazardous chemicals has boosted drastically: almost 3.5 times. In 2002, 37.9 million tonnes of oil products, gas and chemicals were transported through Estonia. Therefore, the likelihood of pollution accidents has increased. According to the Rescue Board every year over 200 accidents occur in land, where chemicals or oil products are emitted to the atmosphere or are spilled on the ground. The Rescue Board has assessed that the probability of having extensive environmental pollution accidents is once per 5 years. At the same time during the period of 2000-2003 two major accidents on railway have taken place: in Tapa and Jõgeva.

In spite of the fact that several serious pollution accidents have taken place in Estonia, the preparedness to handle major accidents is still insufficient. This is first and foremost conditioned by the insufficient capacity of the Environmental Inspectorate to quickly react to environmental accidents, lack of equipment and know how. There are also problems with inability for operative inter-institutional coordination between stakeholders. No well working system exists for coordination of activities in the case of an environmental accident.

The authorities responsible for liquidation and handling environmental accidents are the Rescue Board (rescue services), Border Guard (marine pollution), the Environmental Inspectorate, local governments, Railway Inspectorate and the Road Administration. If needed the representatives of counties or county environmental departments subordinated to the Ministry of the Environment will also be involved.

At present the national crisis management plan is being refined, stipulating detailed arrangement of the vital areas governed by different ministries under emergency situations.

As to Council Decision 2001/792/EC establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions, the Rescue Board has established relevant mechanisms for the establishing of rescue teams and is currently engaged in developing those.

The procedure for implementation of this decision is laid down in Governmental Regulation of 22 June 2001 no 207 “Procedure for establishing disaster relief teams, ensuring of preparedness of such teams as well as sending out such teams.

Estonia has 4 Disaster Relief Teams (EDRT).

- Medical team
- Logistics
- Search and Rescue
- Chemical

Estonia has submitted information to the Monitoring and Information Centre-s (MIC) to participate in civil protection assistance mechanisms. The submitted information is however, confidential.

The teams are convened upon need for foreign missions based on the procedure laid down in the above Governmental regulation.
The teams are undergoing periodical training and are also participating in the trainings organized under Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions.

As far as marine pollution is concerned, the Government transferred the duty of locating and eliminating sea pollution to the Board of the Border Guard in 2000. The resources of the Border Guard enable to eliminate up to 700-tonne amounts of pollution in the open sea (1/4 of the taken obligations).

The Government (Ministry of the Interior) is in the process of finalising the Governmental Plan for the Protection of the Marine Environment. Also, a Trust Fund to combat oil pollution at sea has is planned to be established. The Draft Act is currently passing approval rounds by different authorities. According to the scheme suggested in the act all persons importing oil products to Estonia or exporting from Estonia (terminals) shall be subjected to a charge (5 or 10 kroons per tonne of oil products depending on the type of hull of a tanker) that will be used for making relevant investments and for combating oil pollution at sea.

**Legislation/plans and risk analyses**

The *Emergency Situation Act and the Emergency Preparedness Act* lays down which management plans need to be prepared. According to this act the bodies needing to draft emergency actions plans are: Government, State Chancellery, ministries, counties, local governments and enterprises.

The *National Crisis Management Plan*, approved on 18 August 2002 by decision no 33, covers the following items:

1) the general principles of crisis management;
2) the duties of ministries, the State Chancellery and county governors in crisis management;
3) the government agencies directing the responding to emergencies and the government agencies dealing with emergencies;
4) the organisation of direction and co-ordination of the responding to emergencies;
5) the procedure for the use of national stockpiles in emergencies;
6) the organisation of exchange of information;
7) the organisation of timely warning and informing of the population;
8) the procedure for co-operation with the Defence Forces and the National Defence League;
9) the organisation of international co-operation in crisis management;
10) the procedure for amendment of the national crisis management plan.

This plan is subject to revision and updating following the elaboration of ministry and county crisis management plans.

The crisis management plan of the State Chancellery shall set out:

1) the organisation of work of the Government of the Republic and the State Chancellery in an emergency;
2) the organisation of informing of the population and psychological defence;
3) the procedure for implementation of the crisis management plan in war-time;
4) the procedure for amendment of the crisis management plan.

The State Chancellery has not got its crisis management plan yet.

The crisis management plan of a ministry shall set out:
1) the organisation of work of the ministry in an emergency;
2) the organisation of vitally important sectors in the area of government of the ministry in an emergency;
3) the plans for responding to emergencies which may occur in the area of government of the ministry;
4) the procedure for implementation of the crisis management plan of the ministry in war-time;
5) the procedure for amendment of the crisis management plan of the ministry;
6) the resources in the area of government of the ministry for participation in international crisis management.

The Ministry of the Environment and the Ministry of Internal Affairs have recently started the preparation of such plans.

In preparation of crises management plan, the ministries and the authorities subordinated to them shall prepare risk analyses and individual risk management plans.

**County risk management plans are in preparation and** shall be ready by end of year 2005.

**Risk Analyses of the Ministry of the Environment**
The Ministry of the Environment has prepared a risk analyses that involves all possible environmental accidents that can occur in the field of administration of the Ministry of the Environment.

**Risk Analyses of the Environmental Inspectorate.** The EI has created the risk analyses for emergencies that can happen in their field of administration.

**Risk Analyses of the Estonian Radiation Protection Centre.** The ERPC has created the risk analyses for emergencies that can happen in their field of administration.

**The Risk Analyses of the Rescue Board.** The RB has also prepared a risk analyses with the goal to identify the emergency situations that can occur in the field of responsibility of the Rescue Board, the risks that cause such situations and evaluated the consequence of emergency situation as well the probability. The risk analysis of the Rescue Board has covered the following areas: fires and explosions, natural disasters, transport accidents and emergencies related to radiation.

The Government has prepared a **Summary Document of Ministerial Risk Analyses.** This paper is, however, confidential.

The national preparedness to combat extensive environmental pollution on mainland has also been dealt within the **Audit Report of the State Audit Authority**, which was completed in 2004. The audit report highlights two major shortcomings 1) the responsibility to liquidate pollution is unclear 2) the information about pollution does not reach the party(ies) responsible for liquidation. The audit report also suggests actions to relevant ministries improve the situation.

**Coordination with Structural and Cohesion Funds**

No overlap exists with Structural and Cohesion Funding.

developing environmental infrastructure are financed under ERDF (European Regional Development Fund):

- Water Protection and Use;
- Renewable Energy;
- Waste Management;
- Biological and Landscape Diversity.

The given project does not fall under ERDF priorities.

The minimum budget for the Cohesion Fund is 10 millions EUR. The budget for the given project is 710 000 EUR. In addition only pipeline projects presented in the Reference Framework for the Cohesion Fund 2004-2006 in Environment Sector can be approved. This project is outside the pipeline project list, nor does it comply with the Cohesion Fund budget requirements.

The beneficiary and Estonian authorities will prevent any possible overlap with EU funding, in particular Structural and Cohesion funds (SPD 2004, SPD 2007, respective TA funds, grant schemes, EEA grants, etc). The programming for use of the Cohesion and Structural Funds within the 2007-2013 period is currently under way, so results of this project will be used at the implementation of the 2007-2013 projects in related areas.

POSSIBLE ACCIDENT CATEGORIES

The risk of accidents leading to extensive air pollution is regarded as average (once per 10-50 years). Only the risk of forest fires, which occur on an average once a year, is high. The last accident resulting in extensive air pollution took place in 2004 when fire broke loose in a storage of hazardous chemicals in Tallinn. Also, a big accident with a petroleum troop train took place in Jõgeva county. Large air pollution was also caused by the Lagedi landfill in Harju County in 2002 and Laguja landfill in Tartu county in 2001.

The consequences of extensive air pollution can be assessed as severe. Such pollution will bring about exceeding the limit values for ambient air, which in turn causes deterioration of health. The people living close to the accident site/centre face serious risks due to carbon monoxide poisoning or ammonia emissions.

The risk of extensive soil and ground water pollution and is regarded as high (once per 1-10 years). The highest probability is the accident incurring during petroleum or chemical transport (troop trains or trucks) since such activities have hugely identified during the past years and the number of related incident have risen. It has been observed/noted that during the last 10 years ca 3-5 pollution accidents have taken place every year, which are associated with the transport of petroleum or chemicals by troop trains or trucks. The probability of accidents with chemical, waste or fuel companies is also considered as high. The consequences of extensive soil and ground water pollution are severe. Such pollution jeopardizes the environment to a great extent, and can result in long term damage to the living environment and non-functionality of vital operation (disturbances in water supply).

The risk of extensive pollution of internal water bodies is considered to be small (once per 50-100 years). This can, however, be caused by an accident of a chemical or petrol vehicles in close vicinity of a water body. There have been few such smaller accidents during the past decades. The consequences can be considered as difficult.

The probability of a radiation emergency in Estonia is average. It means that there is a possibility for an emergency once per 10-50 years. The last radiation emergency happened in 1994, which resulted in a death of one person. However, there are regular cases when old
radioactive sources are found in the scrap yards or in the territories of old industrial companies. There are still old radioactive sources around, which are not under control, as there is no information about them. Different projects have been implemented to find these sources, but the possibility to detect additional sources of pollution still exists. There are about 600 radioactive sources in the registry and these can be possible reasons for the accidents as well, not to mention the radioactive waste storages in Paldiski and Tammiku. In addition to the possible radiation accidents inside Estonia there is also a need to be ready for the radiation accidents caused by the nuclear plants, which are close to Estonia. There are Sosnovõi Bor NPP close to St Petersburg and also Ignalina in Lithuania. These are both RBMK reactors, the same type as the Chernobyl reactor. In addition, there are NPPs in Finland and Sweden.

Storms and floods

Although the probability of natural catastrophes is not considered to be very high in Estonia, there have been several major floods in Estonia during the last few years. The worst of them happened on 9th, January 2005, when the western coast of Estonia (in particular the cities of Pärnu and Haapsalu) was flooded. Small islands and several other neighbouring rural areas were also badly affected and the wells, where people took their drinking water, were damaged.

The possible areas subject to flooding are Tallinn, Kuressaare, Pärnu, Haapsalu and Narva Jõesuu, as well as the river basins of major rivers as well as the surroundings of Lake Lämmijärv and Lake Pihkva.

In 2003, a substantial flooding also took place in the North-Eastern part of Estonia in the city of Kohtla-Järve.

PROJECT DESCRIPTION

During the project responsibility areas of different institutions to prevent and handle environmental accidents (including radiation) will be analysed. All relevant plans will be analysed and the tasks and responsibilities clearly distinguished. In addition, economic schemes to combat environmental emergency situations and liquidation schemes will be elaborated. The project will also assess legal gaps and provide recommendations for improvement of legislation in accident prevention and management, in particular permitting of hazardous companies. In addition obligations arising from relevant international treaties and EC legislation will be charted.

Current inspection system will also be assessed and recommendations will be provided for optimum set up of joint inspection schemes (Environmental Inspectorate, Rescue Board and Technical Supervision Inspectorate)

The experts will also undertake evaluation of existing risk analyses and crisis management plans, analyse the existing lists of hazardous enterprises (list I and list II) on sources and sites, prepare risk charts, etc.

Suggestions will be made to improve the selection criteria to include enterprises on the inspection lists in particular in view of possible joint impact of different chemicals on the environment and dangerous substances will be charted together with their threshold levels.

The experts will also provide recommendations for planning the construction/extension of industrial enterprises/risk sources.
The project will result in a web based crisis management plan/database, which provides clear guidance for the Environmental Inspectorate and the Rescue Board as well as other relevant institutions how to react in different accident categories. The database will be connected with the geographic map of Estonia and neighbouring regions (with their enterprises that may give rise to transboundary pollution) and the electronic geological base map of Estonia to enable to prevent and model the pollution of groundwater.

Early alert systems elaborated and cost assessment will be provided by end of project. An important aspect of risk management is the analyses of pollutants. Relevant sampling and measurement methods will be implemented and accredited at the Estonian Environmental Research Centre, which is the partner laboratory of the Environmental Inspectorate and also at the laboratory of the Estonian Radiation Protection Centre.

The project will also assess institutional set-up and provide recommendations for optimisation of human resources. During the project site visits to randomly selected hazardous companies and an in-house and field simulation exercises on the bases of elaborated scenarios will be made.

Under current project the staff of different stakeholders is trained and capable of handling environmental emergency situations and taking samples.

The project also involves a 15-day study tour to the staff of the Environmental Inspectorate, Rescue Board, The Estonian Radiation Protection Centre and the Estonian Environmental Research Centre (12 persons) to 3 EC countries to get a strong personal touch with the arrangement of environmental crisis management in other Member States. The study will focus on giving extra expertises to the key persons in environmental crisis management, getting to know the systems established in other member states, playing through the main scenarios for such accidents with their colleagues in another member states. Professional daily contacts/networks is another asset of such a study tour.

And last but not least the investment needs for combating large environmental accidents will be established, technical specifications for the conduct of supply.

After project completion the administrative capacity of all institutions dealing with environmental crisis management is expected to be considerably reinforced.

Among other pieces of the Acquis the project will also deal with two Council decisions - Council Decision 2001/792/EC establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions and Council Decision 2850/2000 setting up a Community framework for cooperation in the field of accidental or deliberate marine pollution. All STE-s will also cover those decisions as far as practical and possible.

As far as marine pollution is concerned, the project will not go very deeply in all aspects of such pollution. However, one expert will assess the linkages between the MoE institutions, Rescue Board and the Boarder Guard that is the responsible for organisation, conduct and managing of search and rescue operations in the Estonian marine rescue region as well for discovering, localization and liquidation of marine pollution. Also a link will be created with the web-page of the Border Guard, which presents the information required in Council Decision 2850/2000 setting up a Community framework for cooperation in the field of accidental or deliberate marine pollution.

Considering the nature of the project, no NGOs were consulted during the project preparation process. The project aims at institution building at the central government level and the NGOs are not seen as directly benefiting or having a role in the project's activities.
3.2 Linked activities:

The previous Phare Air Quality project ES98/IB-EN-01(a) Air Accession is partly linked to the current project. The project completion report includes a post project training plan (article 6.2 on page 86 in final report), which mentions that the training activities need to be continued. The project specified target groups and training needs, training sites and methods as well as pinpointed the items to be covered by each target group. The relevant target groups mentioned in the post project training plan are the Ministry of the Environment, Environmental Inspectorate, civil servants responsible for environmental issues in other ministries and public authorities, environmental experts in enterprises, journalists, general public, etc.

The report inter alia mentions that the items that needed to be addressed include 1) industrial accidents 2) environmental and health effects of air pollution 3) integration of strategies of different sectors 4) cooperation between various stakeholders.

In general, there is no overlapping with the ongoing Phare air quality project (Development of Estonian Air Quality Management System, No 2002/000-579.07.01).

The new air quality management system will create a system consisting of monitoring, modelling, database and data publication components. The core element is the single-source database that will be cross used by all involved authorities: Ministry of the Environment, Environmental Inspectorate, Environmental Information Centre, Estonian Environmental Research Centre, County Environmental Departments, Estonian Meteorological and Hydrological Institute and municipalities. Input data to the system will be provided by county environmental departments (emissions), EMHI (meteorology) and Estonian Environmental Research Centre (monitoring).

As a result of the project 2 emergency action plans for heavy air pollution episodes: one for a large (Tallinn) and second for a medium size town (Narva) have been prepared.

The project also includes a substantial supply component. The environmental inspectors will be provided with an on-line field access system to air emissions and meteorological data.

The Phare fuel quality project Development of Estonian Fuel Quality Management System (FQMS) (ES 2002/200-266.01.01) is partially linked to the project. The project focuses on establishing the national fuel quality laboratory, setting up a web-based fuel quality management system and training people to use the equipment and database system. Environmental inspectors will be involved in the project.

The project also involves a supply component. A national fuel quality lab will be set up, staff will be trained to use the lab equipment as well as the fuel database. The equipment can partially be used for the analyses needed to made under emergency situations.

In 2001-2002 the Rescue Board implemented cooperation projects with the Netherlands and Denmark to supervision officers of rescue service agencies to enable better understanding of the requirements stemming from SEVESO II Directive.

In addition, the Rescue Board has also had cooperation projects/trainings with the USA to address terror and accidents involving hazardous substances. EUROBAL TIC is Programme for Civil Protection for the Baltic Sea (http://www.eurobaltic.srv.se/), which contributes to strengthening of readiness for accidents, prevention of accidents and crisis management. The programme activities include workshops, seminars, trainings, research, surveys etc. The high scientific level of the project
is ensured by two research organisations: Nordregio (Sweden) and Aleksanteri Institute (Finland).

The Ministry of Economic Affairs and Communications (MoEAC) is currently preparing a bilateral project with the Netherlands “Co-operation in the field of prevention of major accidents (SEVESO II)” The project aims at increasing the level of knowledge among inspectors from surveillance authorities, as well as among companies regarding their tasks and obligations under SEVESO II, which will contribute to better prevention of major accidents in Estonia.

It has been established during the contacts between two project teams that the projects are not overlapping. The MoEAC project focuses primarily on surveillance, inspections and accident prevention, whereas this project concentrates on environmental accident management and relevant training. The MoEAC project, however, also contributes to achieving the goals of current project. Both teams have decided to keep the other party informed of ongoing developments.

EU PHARE project no 623.03.01”Safe Long-Term Storage of the Paldiski Sarcophagi and related dismantling activities”. In the frame of this project the public exposure to nuclear doses in case of different scenarios was assessed and suggestions were made to counteract possible dangerous situations. After the conduct of environmental impact assessment the stage of design, construction and surveillance will start, aimed at safe deposition of radioactive waste in Paldiski for at least 50 years.

3.3 Results:

1. Tasks and responsibility areas of different authorities clarified, economic schemes elaborated and human resources evaluated.
2. Existing crisis management action plans of public authorities and companies subject to major accidents analysed, updated and prepared.
3. Pollution sources liable to cause environmental accidents charted and analysed.
4. Crisis management plans/database (incl enterprises) elaborated.
5. Public information and early alert systems developed.
6. Sampling and measurement methods implemented and accredited.
7. Staff of different stakeholders is trained in the field of handling emergency situations and taking samples.
8. Investment needs established and Technical Specifications for relevant procurements finalized.

3.4 Activities:

The Member State partner can offer more than one expert to cover all of the activities foreseen within the limits of one short-term expertise.

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1 The indicators of the results are confirmed to be quantified and measurable. For indicators please see Annex 1 - logframe.
Resident Twinning Adviser (12 working months, TF 180 000 EUR)  
Related to results 1-8

Tasks:
- Project management and coordination of the activities of the team members in line with the agreed work programmes to enable timely completion of project outputs
- Preparation of project progress reports and supervision of the preparation and production of tasks reports
- Analysis of the Estonia’s capacity to give assistance in the frame 2001/792/EUROTAM
- Analysis of Estonia’s capacity to implement Council Decision 2850/2000/EC setting up a Community Framework for cooperation in the field of accidental or deliberate marine pollution.
- Analysis of Estonia’s capacity to implement Council Decision 2001/792/EC establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions
- Elaboration of the scheme for funding the liquidation of environmental accidents

Profile:
- Strong project management skills and experience
- Excellent computer literacy (Word, Excel, Power Point)
- Very good command of English (oral and written)
- Experience in the field of creating crisis and major environmental accidents handling systems
- Wide knowledge of related EC legislation
- Appropriate university qualification in environmental sciences or other related discipline

RTA assistant (12 working months; TF 15 000 EUR) – contracted by CFCD  
Related to results 1-8

Tasks:
- Assisting the RTA and project experts in project implementation, production of project reports and preparation of meetings, workshops and training courses
- Liaison between project experts and local authorities as well as NGO-s
- Assisting in preparation and translation of project documents and reports from English to Estonian and from Estonian to English
- Editing of project documents

Profile:
- Very good computer literacy (Word, Excel, Power Point)
- Excellent English and Estonian (oral and written)
- Translation, editing and interpretation experience
- Good communication and organization skills
- Full university degree

MS Project Leader (12 working days in Estonia over 12 consecutive months, TF 30 000 EUR) Related to results 1-8

Tasks:
- Overall co-ordination of the project;
- Leading the project activities.

Profile:
- Long-term civil servant from an EU Member State administration;
- Educated and experienced in the field of management and organization
- At least 3 years working experience in a leading management
- Very good command of English (oral and written)
- Excellent computer skills (Word, Excel)

STE 1: Institutions and Legal Analyses (6 working months; TF 90 000 EUR)
Related to results 1 and 2

Tasks:
- Analysis of the tasks and responsibility areas assigned to competent authorities (in particular the Ministry of Internal Affairs (Rescue Board, Border Guard), Ministry of the Environment (Environmental Inspectorate, Meteorological and Hydrological Institute, Environmental Research Centre, Radiation protection Centre) and Ministry of Economics and Communications (AS Alara, Technical Supervision Board) and the institutions in their field of governance)
- Identification of missing/weak links in institutional set-up
- Elaboration of clear distribution of functions, development of information exchange systems, cooperation schemes and action plans between different parties responsible for crisis management, development of relevant guidelines
- Charting of obligations arising from relevant international treaties and EC legislation
- Legal gap analysis and provision of recommendations for improvement of legislation in accident prevention and management, in particular permitting of hazardous companies
- Assessment of current inspection system and preparation of recommendations for optimum set up of joint inspection schemes (Rescue Board, Environmental Inspectorate, Border Guard, Technical Supervision Inspectorate)
- Assessment of the capacity and preparedness of relevant public authorities to handle environmental emergencies (location, experts, contracts)
- Preparation and publication of Task Report 1

Profile:
- Experience in assessing the set-up of public administration and management
- Wide knowledge of EC legislation
- Excellent computer skills (Word, Excel)
- Very good command of English (oral and written)
- Legal degree or university degree in public administration or economy

STE 2: Crisis management (3 working months; TF 45 000 EUR)
Related to results 3 and 4

- Analysing potential risks of the enterprises and hazardous materials to the environment: joint impact of different environmental hazards in neighbouring/same production areas
- Provision of recommendations for planning the construction/extension of industrial enterprises/risk sources and drafting of a regulation stipulating the requirements (in cooperation with STE 1)
- Preparation of concrete guidelines for the elimination of different environmental accidents
- Analysis, updating and preparation of existing crisis management action plans of public authorities and companies subject to major accidents
- Preparation of Task Report 2

Profile:
- Excellent computer skills (Word, Excel, Power Point)
- Very good command of English (oral and written)
- Proven knowledge of building up crises management systems
- Wide knowledge of relevant EC legislation
- University degree in technical sciences or other environmental related subjects

**STE 3: Company assessment (3 working months; TF 45 000 EUR)**
Related to results 3 and 4

Tasks:
- Analysis of list I and list II of hazardous companies
- Analysis and making a list of possible hazard sources that are not companies (transport accidents, warehouses/stores etc.)
- Analysis of the preparedness of I of hazardous enterprises (ca 35) to handle environmental emergencies
- Analysis of the preparedness of list II hazardous enterprises (ca 200 companies) to handle environmental emergencies
- Making suggestions for improving the selection criteria for the list of hazardous sources in particular in view of possible joint impact of different chemicals on the environment
- Preparation of Task Report 3

Profile:
- Excellent computer skills (Word, Excel, Power Point)
- Very good command of English (oral and written)
- Proven knowledge of building up crises management systems
- Wide knowledge of relevant EC legislation
- University degree in technical sciences or other environmental related subjects

**STE 4: Human Resources and Training (3 working months; TF 45 000 EUR)**
Related to results 1 and 7

Tasks:
- Assessment of human resources
- Provision of recommendations for optimisation of human resources
- Training on general principles in environmental crisis management, relevant United Nations’ conventions, protocols and EC legislation
- Site visits to inspectors to most hazardous companies to assess their preparedness to handle emergency situations
- Elaboration of scenarios for in-house and field simulation exercises
- Preparation and conduct of in-house and field simulation exercises on the bases of elaborated scenarios
- Preparation and conduct of a study tour/s to 3 EU countries for 12 people to a to get a strong personal touch with the arrangement of environmental crisis management in other Member States. The study will focus on giving extra expertises to the key persons in environmental crisis management, getting to know the systems established in other member states, playing through the main scenarios for such accidents with their colleagues in other member states.
- Preparation of recommendations for follow up training system
- Preparation of Task Report 4

Profile:
- Excellent computer skills (Word, Excel, Power Point)
- Very good command of English (oral and written)
- Experience in organizing similar training courses
- University degree
STE 5: IT and Databases (3 working months; TF 45 000 EUR)
Related to result 4

Tasks:
- Elaboration and set up of on line and off line crisis management plans/databases and combining it with an electronic map that also covers the neighbours Russia, Finland, Latvia and Sweden,
- Provision of access to stakeholders (office and field)
- Combining the database with other existing relevant systems and databases (incl. Border Guard’s national web page for combating marine oil pollution)
- Preparation of recommendations for further development of the system
- Preparation of a loose page handbook of the system
- Preparation of Task Report 5

Profile:
- In-depth knowledge of IT systems, databases and web-design
- Excellent command of one of the following programmes MySQL, MS Access, Oracle, Progress, Postgres, MS SQL, Interbase MAP info programme
- Good English (oral and written)
- Good communication skills

STE 6: Equipment (3 working months; TF 45 000 EUR)
Related to results 8

Tasks:
- Charting of present situation in terms of rescue, communications and public information equipment, stocks and infrastructure (national level)
- Evaluation of the need for new equipment, means of communication, stocks and infrastructure (national level)
- Preparation of the list of new equipment, stocks and infrastructure (national level)
- Cost assessment (national level)
- Preparation of Technical specifications for Supply (together with possible sample products and assessment of product origin) divided into 3 lots (Ministry of the Environment, Ministry of Interior, Ministry of Economy and Communications)
- Preparation of Task Report 6

Profile:
- Knowledge in assessing equipment needs for crisis management
- Excellent computer skills (Word, Excel)
- Very good command of English (oral and written)
- University degree in technical subjects

STE 7: Sampling, Measurement and Accreditation (2 working months; TF 30 000 EUR)
Related to result 6

Tasks:
- Provision of relevant sampling and measurement methods
- Training of staff to take samples from containers containing unknown substances, from soil, air and water
- Accreditation of sampling and measurement methods
- Conduct of sample sampling
- Preparation of Task Report 7

Profile:
- Excellent computer skills (Word, Excel, Power Point)
- Very good command of English (oral and written)
- 3 year experience in the field of implementing relevant standards
- University degree

STE 8. Public information (2 working months; TF 30 000 EUR)
Related to result 5

Tasks:
- Assessment of current public information schemes (national level)
- Provision of optimum mechanisms and schemes for public information
- Elaboration of a detailed early alert systems describing the alerting mechanisms for different target groups with specialized needs
- Elaboration of Task Report 8

Profile
- Excellent computer skills (Word, Excel, Power Point)
- Very good command of English (oral and written)
- Knowledge of implementing similar public information systems in other Member States
- University degree

3.5 Lessons learned:
- A highly qualified specialist who has long experience in the field shall write the Twinning Contract.
- Cooperation between involved authorities during the project preparation and project implementation is essential.
- It is essential to design the project as detailed as necessary. Relevance, efficiency, effectiveness, impact and sustainability are the key criteria that should be followed during the elaboration of the project purpose, results and activities.
- To ensure the relevance of the project activities and the availability of the selected RTA to participate in project, it is important to prepare and approve the Twinning contract as quickly as possible.

4. Institutional Framework

The institutions involved in the project are:

<table>
<thead>
<tr>
<th>Ministry of the Environment (MoE)</th>
<th>Beneficiary, Policy making, Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Strategy and Investment Department</td>
<td>Member of Steering Committee</td>
</tr>
<tr>
<td>- Environmental Management and Technology Department</td>
<td>Responsible for co-ordination of Phare and TF project preparation and implementation in the field of environment</td>
</tr>
<tr>
<td></td>
<td>Project leader responsibilities</td>
</tr>
<tr>
<td>Radiation Protection Centre</td>
<td>Member of Steering Committee, Cooperation partners</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Responsible in cooperation with the Environmental Inspectorate, Ministry of the Environment and the Rescue Board, for the development of action plans for radiation emergencies. Responsibility for early warning system in case of radiation emergency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Inspectorate</th>
<th>Member of Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inspection, supervision, enforcement and elimination of environmental accidents</td>
</tr>
<tr>
<td></td>
<td>The EI is in charge of identifying the companies responsible for air pollution accidents and extensive oil and other hazardous chemicals pollution in internal and transboundary water bodies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estonian Environmental Research Centre</th>
<th>Member of Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sampling and Measurement</td>
</tr>
</tbody>
</table>

<p>| Estonian Meteorological and Hydrological Institute | Provision of meteorological data |</p>
<table>
<thead>
<tr>
<th>Ministry of Internal Affairs</th>
<th>Member of Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Department of Internal Security</td>
<td>1) direction, co-ordination and administration of the collection, processing and analysis of information concerning major accidents for the purposes of forecasting, prevention and elimination thereof; 2) direction, co-ordination and administration of the development of national development concepts and programmes concerning fire fighting and rescue; 3) direction, co-ordination and administration of the planning and development of alarm, communications and measurement systems concerning fire fighting and rescue operation; 4) direction, co-ordination and administration of the development of national emergency plans for the elimination of crises and functioning of the crisis management system. 5) legislation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rescue Board</th>
<th>Member of Steering Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) development of national development concepts and programmes concerning fire fighting and rescue; 2) development of emergency plans for responding to major accidents and eliminating the direct consequences thereof, and provision of advise to county rescue service agencies on the preparation of emergency plans; 3) planning and development of communications and information systems for fire fighting and rescue; 4) direction and co-ordination of fire extinguishing and rescue work in the event of a major accident; 5) administration and exercising of state supervision over fire safety; 6) supervision of the operational readiness of rescue service agencies; 7) administration and explosives removal; 8) drafting of legislation of general application, and standards regulating fire fighting and rescue; 9) development of the general principles and rules for the procurement of fire fighting and rescue equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Border Guard</th>
<th>Combating marine pollution</th>
</tr>
</thead>
</table>

| Ministry of Economic Affairs and Communications, Road Administration, Railway Inspectorate, Technical Supervision Inspectorate, ALARA | Cooperation partners |
| Media | Cooperation partners |
| Hazardous enterprises | Cooperation partners |
| Counties | Cooperation partners |

Below you can find more detailed description of the main institutions involved in the project.
The Estonian Rescue Board is an autonomous governmental institution within the Ministry of Internal Affairs. The Rescue Board is responsible for inland fire and rescue services in Estonia. In general, operational services are organised at county level and the Rescue Board has administrative duties, but there are also some operational units directly under The Rescue Board's control. The Rescue Board shall also coordinate the preparation for emergency situations and operative management of rescue service authorities, manage national supervision and enforcement activities as well as prepare and implement the national rescue policy.

The main tasks and responsibilities of the Rescue Board have been established in the Rescue Act. In addition to the tasks laid down in the Rescue Act the rescue service authorities also implement the obligations set out in other EC and acts as well as international conventions and local legal acts Emergency Preparedness Act, Chemicals Act and the Emergency Situation Act.

The main field of activity of the Rescue Board is accident prevention, arrangement and conduct of rescue operations, national supervision over fire safety, crisis management, proceeding of accident notifications, explosives’ removal and implementation of other tasks assigned by law.

The tasks related to crisis management involve management of crisis regulation activities in rescue service agencies, counselling in counties and participation in international crisis regulation activities. The Rescue Board deals with listing of possible emergency situations, elaboration of preventive measures, development of inter-institutional cooperation, drawing up of action plans, preparation of agencies/structures for crisis regulation, preparation of resources and population and solving of emerged emergency situations.

The Rescue Board is also a competent authority in the field of the Directive 96/82 (Seveso II) on the control of major-accident hazards. It is estimated that there are at present ca 30 companies in Estonia that are categorized as liable to be affected by major accidents and ca 200 hazardous companies. In the near future Estonia will be facing the implementation of the amended SEVESO directive 2003/105 and intensify supervision and enforcement. In the light of the amended Seveso directive the number of enterprises liable to be affected by major accidents will increase.

Involvement in the project: Member of the Steering committee. The representatives of the Rescue Board will very closely co-operate with project partners; they will participate in trainings, field simulation exercises and study tours.

The Border Guard is a national armed organization, which, at peacetime, is included in the area of administration of the Ministry of the Interior. The Border Guard is inter alia responsible for organisation, conduct and managing search and rescue operations in the Estonian marine rescue region as well as for discovering, localisation and liquidation of marine pollution.

Involvement in the project: If needed the representatives of Border Guard will be invited to take part in the work of the Steering Committee. Will be consulted when needed and kept informed of the outcome of the project.

The Environmental Inspectorate is a governmental body operating in the Ministry of the Environment government area.

According to the National Crisis Management Plan, the Environmental Inspectorate shall be in control of emergency situations related to extensive air and water (inland and ground water) pollution by oil products or other chemicals dangerous to the environment. At the same time the task of the Environmental Inspectorate is to participate in liquidation of environmental accidents in cooperation with other governmental stakeholders and local
authorities and in the scope of its competence participated in controlling and eliminating the 
emergency situation. As far as arrangement of liquidation and responsibility is concerned, 
legal acts do not impose any responsibilities to the EI.

The tasks of the EI are also related to legislative proceeding in case of offences as well as 
sampling and measurement to identify offences.

The Environmental Inspectorate has launched a special telephone number 1313 which can be 
contacted 24 hours a day to inform about all possible environmental violations, pollution 
accident or risks for such accidents. The Environmental Inspectorate has also arranged a 
special watch duty.

Involvement in the project: Member of the Steering committee. The representatives of the 
Environmental Inspectorate will very closely co-operate with project partners; they will 
participate in trainings, field simulation exercises and study tours.

The Estonian Radiation Protection Centre is a state agency, which reports to the Minister of 
the Environment. ERPC takes part in working out the emergency plans for radiation 
emergencies. According to the National Crisis Management Plan ERPC shall be in control of 
the radiation emergencies. Also ERPC will help Rescue Board in working out different plans 
and the countermeasures. ERPC acts as a radiation assessor in the case of the radiation 
emergencies. ERPC has 24-hours duty officers and there are measurement teams ready to go 
out in the case it is needed. ERPC is responsible for the early warning system in the case of the 
radiation emergency. This system consists of 10 automatic stations from where the data is 
transferred to ERPC server, which gives the alarms to the duty officer in case the alarm 
levels are reached.

Involvement in the project: Member of the Steering committee. Relevant sampling and 
measurement methods will be implemented and accredited at the laboratory of the Estonian 
Radiation Protection Centre. The representatives of the Estonian Radiation Protection 
Centre will participate in study tours.

ALARA is the radioactive waste management agency in Estonia, operating under the 
Ministry of Economic Affairs and Communication. The main responsibilities of the agency 
are the decommissioning of the Soviet Union nuclear submarine training centre in Paldiski 
and the administration of temporarily closed RODON-type radioactive waste depository in 
Tammiku and interim radioactive waste storage in Paldiski. The agency is also involved in 
the cases there is a need to decommission different sites during emergencies.

Involvement in the project: In the case of need the representatives of ALARA will be invited to 
take part in the work of the Steering Committee. Will be consulted when needed and kept 
informed of the outcome of the project.

The Estonian Environmental Research Centre

The Estonian Environmental Research Centre (EERC) is a state hold joint stock company 
whose all shares belong to the Republic of Estonia. The EERC belongs to the government 
area of the Ministry of the Environment. The objectives and activities of EERC are: 
chemical analyses; environmental research, coordination and management of 
environmental projects; environmental monitoring, collection of data on the state of the 
environmental and natural resources, processing and keeping the data; environmental 
expertise and auditing; methodical instruction of environmental laboratories in Estonia, etc.

Involvement in the project: Member of the Steering committee. Relevant sampling and 
measurement methods will be implemented and accredited at the laboratory of the Estonian 
Environmental Research Centre. The representatives of the Estonian Environmental Research 
Centre will participate in study tours.
All relevant institutions will be involved. The project will not lead to a change in the institutional framework. All governmental institutions are fulfilling their statutory obligations for allocated budgets.

Cooperation agreement between the Environmental Inspectorate and the Rescue Board is currently being drafted and will be finalized latest by the beginning of the project.

5. Detailed Budget

<table>
<thead>
<tr>
<th>€M</th>
<th>Transition Facility support</th>
<th>Total costs (TF + co-financing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
</tr>
<tr>
<td>Contract 1: Twinning Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation of Twinning Covenant</td>
<td>12 000</td>
<td>12 000</td>
</tr>
<tr>
<td>RTA (12 months)</td>
<td>180 000</td>
<td>180 000</td>
</tr>
<tr>
<td>RTA Assistant (contracted by CFCD) (12 months)</td>
<td>15 000</td>
<td>15 000</td>
</tr>
<tr>
<td>MS Project Leader (12 months)</td>
<td>30 000</td>
<td>30 000</td>
</tr>
<tr>
<td>STE 1: Institutions and Legal Analyses (6 months)</td>
<td>90 000</td>
<td>90 000</td>
</tr>
<tr>
<td>STE 2: Crisis Management (3 months)</td>
<td>45 000</td>
<td>45 000</td>
</tr>
<tr>
<td>STE 3: Company Assessment (3 months)</td>
<td>45 000</td>
<td>45 000</td>
</tr>
<tr>
<td>STE 4: Human Resources and Training (3 months)</td>
<td>45 000</td>
<td>45 000</td>
</tr>
<tr>
<td>STE 5: IT and Databases (3 months)</td>
<td>45 000</td>
<td>45 000</td>
</tr>
<tr>
<td>STE 6: Equipment (3 months)</td>
<td>45 000</td>
<td>45 000</td>
</tr>
<tr>
<td>Translation/Interpretation, training (materials, site visits, simulation exercises) etc</td>
<td>20 000</td>
<td>20 000</td>
</tr>
<tr>
<td>Estonian project management</td>
<td>20 000</td>
<td>20 000</td>
</tr>
<tr>
<td>Accreditation</td>
<td>10 000</td>
<td>10 000</td>
</tr>
<tr>
<td>Study tours</td>
<td>50 000</td>
<td>50 000</td>
</tr>
<tr>
<td>Audit</td>
<td>5 000</td>
<td>5 000</td>
</tr>
<tr>
<td>Final Conference</td>
<td>3 000</td>
<td>3 000</td>
</tr>
<tr>
<td>Contingencies</td>
<td>10 000</td>
<td>10 000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>710 000</td>
<td>710 000</td>
</tr>
<tr>
<td>National co-financing</td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Twinning:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estonian project management</td>
<td>10 000</td>
<td>10 000</td>
</tr>
<tr>
<td>Study tours</td>
<td>2 500</td>
<td>2 500</td>
</tr>
</tbody>
</table>

The amounts for co-financing indicated in the table correspond to parallel co-financing. In addition, in kind contributions from the Estonian administration for a good implementation of the twinning may be detailed in the twinning covenant.

Parallel co-financing will be used for providing the Estonian project management and also for covering the transport costs for Estonian staff from Estonia to Member State during study tour.

The beneficiary and the NAO will monitor the co-financing expenses. For the earmarked co-finance, a clear and verifiable set of costs will be provided. The beneficiary will define which budget lines are the source for co-finance. Flow and stock data on co-finance will be submitted quarterly for steering committees, twice a year to the Sector Monitoring Working Group.

The beneficiary together with the NAO commits to sound financial management and financial control.

The project will be co-financed by the Estonian Environmental Investment Fund in the amount of 25 000 EUR.

6. Implementation Arrangements

6.1 Implementing Agency

The Implementing Agency is the CFCD (Central Financing and Contracting Department). The CFCD will be responsible for tendering and contracting. The responsibility for project preparation (including the preparation of tender documentation), implementation and control will remain in the recipient institution.

The Programming Authorising Officer/PAO is:

Mr. Renaldo Mändmets
Deputy Secretary General of the Minister of Finance
Address: Suur-Ameerika 1, Tallinn 15006, Estonia
Phone: (+372) 6 113 545
Fax: (+372) 6 966 810
e-mail: renaldo.mandmets@fin.ee

The MoE will be responsible for preparation, implementation, supervision and monitoring of the project and quality assurance of the relevant documents. The role of all institutions involved in project is active co-operation. Overall responsibility for implementation of the project lays on Programme Officer in the Ministry of the Environment - Mr. Allan Gromov, Deputy Secretary General on International Co-operation (contact details given below in this section). Environmental Management and Technology Department will closely cooperate with recipient institutions and perform proper development, implementation and

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* Relevant application was submitted to the Environmental Investment Centre by 15th of March 2006.
monitoring of the project, being also the contact point for the twinning component of the project.

The Programme Officer/PO is:

   Mr. Allan Gromov  
   Deputy Secretary General on International Co-operation  
   Estonian Ministry of the Environment  
   Address: Narva mnt. 7a, 15171, Tallinn, Estonia  
   Phone: +372 62 62 840  
   E-mail allan.gromov@envir.ee

The Project Leader is:

   Mr. Rein Raudsep  
   Head of Department  
   Environmental Management and Technology Department  
   Estonian Ministry of the Environment  
   Address: Narva mnt. 7a, 15171, Tallinn, Estonia  
   Phone: +372 62 62 971  
   E-mail rein.raudsep@envir.ee

The Project Contact points are

Environmental Inspectorate
   Mr. Tarvo Roose  
   Vice Director  
   Address: Kopli 76, 10416, Tallinn, Estonia  
   Phone: +372 69 62 233  
   Fax: +372 69 62 237  
   E-mail tarvo.roose@kki.ee

Estonian Rescue Board
   Mr. Tarmo Terep  
   Deputy Head of Operative Services Department  
   Address: Raua 2, 10124 Tallinn, Estonia  
   Phone: +372 62 82 070  
   Fax: +372 62 82 099  
   Email: tarmo.terep@rescue.ee

A Steering Committee will be set up to oversee the programme implementation. The Steering Committee will meet at least once a quarter and it will include the representatives of Ministry of Finance (CFCD), Ministry of the Environment (Strategy and Investment Department and Environmental Management and Technology Department), Ministry of Internal Affairs, Environmental Inspectorate, Rescue Board, Estonian Environmental Research Centre, Radiation Protection Centre. In the case of need the representatives of other institutions will be invited to take part in the work of the Steering Committee.

6.2 Twinning

The project Beneficiary is the Estonian Ministry of the Environment.
The recipient institutions will be: the Environmental Inspectorate, the Rescue Board, the Estonian Environmental Research Centre (EERC) and Radiation Protection Centre.

The National Contact Point (NCP) for twinning is:

Ms. Nelli Timm
CFCD
Estonian Ministry of Finance
Address: Suur-Ameerika 1, Tallinn 15006, Estonia
Phone: +372 611 3038
Fax: +372 6 966 810
E-mail: nelli.timm@fin.ee

6.3 Non-standard aspects

No no-standard aspects are foreseen.

6.4 Contracts

Contract 1: Twinning (TF: 710 000 EUR)
Estonian Co-financing: (25 000 EUR)

7. Implementation Schedule

7.1 Start of tendering/call for proposals: August 2006
7.2 Start of project activity: June 2007
7.3 Project Completion: May 2007

8. Sustainability

The National Budget Strategy for Years 2005-2008, in the chapter dedicated to the Ministry of Internal in goal 5: “To ensure preparedness and capacity to deal with emergency situations and fulfil state defence obligations with internal external partners” foresees steady and increasing allocations for this sector.

The Environmental Inspectorate plans to manage within the given framework of human and financial resources, which is considered to be sufficient.

The Environmental Inspectorate will develop its crisis communication system. The Environmental Inspectorate is also planning to have follow-up training days on crisis management for county environmental inspectors.

In the future, joint in-house and on field training operations will be continued once per every 4 years. Such trainings are included in the working plan and funds are allocated.

The Estonian Environmental Research Centre will train future sampling and laboratory staff.
The Estonian Environmental Research Centre and the Environmental Inspectorate have a cooperation contract, which ensures further sustainability of the project.

The Estonian Rescue Board will arrange additional training to the specialists working at the Estonian Rescue Board, rescue service and emergency centres. The Rescue Board will use the obtained know-how in preparing the training plans for rescue services and training establishment (e.g Public Servant Academy in Tallinn).

The knowledge and practical experience gained during the study tour will be conveyed to all other people dealing with the issue of crisis management in their respective authorities in Estonia. This will be done as follows:

- The Environmental Inspectorate will train respective environmental inspectors at 7 regional Inspectorates.
- The EERC will train additional staff working at the Centre.
- The Rescue Board will hold a meeting to relevant staff working in rescue services at the county level

The crisis management database (on-line/off-line and the manual) will be regularly updated and maintained by the Rescue Board.

In addition, experience will be transferred during daily working routines and training of new staff to be employed in the future.

The cooperation agreement between the Environmental Inspectorate and the Rescue Board is currently being drafted and will be finalized latest by the beginning of the project.

9. **Conditionality and sequencing**

**Conditionality:**

Cooperation agreement between the Rescue Board and the Environmental Inspectorate ready before the start of project.

**Sequencing:**

- Steering Committee will be formed and first meeting will take place in January 2007
- Twinning Contract ready and signed by June 2007
- Project activities will be carried out by June 2008

The project will not be started until preconditions are met.
Annexes to project Fiche

Annex 1: Logical framework matrix in standard format
Annex 2: Detailed implementation chart
Annex 3: Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
## LOGFRAME PLANNING MATRIX FOR PROJECT:
### Building up the capacity to handle major environmental accidents and emergency situations

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consequences of environmental accidents minimized</td>
<td>After project completion all human and material resources for handling of environmental accidents are used in the most optimal way.</td>
<td>Post crisis analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong administrative capacity to counteract major environmental accidents and emergency situations in case of extensive air, soil, ground water pollution and contamination of inland water bodies as well as radiological accidents causing spreading of radioactive contamination and/or external radiation for humans and biota.</td>
<td>- Detailed emergency action plans, guidelines, systems for information exchange and funding schemes in place by end of project &lt;br&gt; - Joint inspection schemes in place by end of project &lt;br&gt; - 20 people from the Environmental Inspectorate, 20 from the Rescue Board, 10 from EERC and 3 from the Radiation Protection Centre trained by end of project &lt;br&gt; - EERC and Radiation Protection Centre accredited for taking and analysing relevant samples by end of project</td>
<td>- Training records &lt;br&gt; - Interviews with stakeholders &lt;br&gt; - Accreditation certificates &lt;br&gt; - Final and task reports</td>
<td>- Cooperation agreement between the Rescue Board and the Environmental Inspectorate ready before the start of project &lt;br&gt; - Relevant public officers are actively participating</td>
</tr>
<tr>
<td>Results</td>
<td>Objectively verifiable indicators</td>
<td>Sources of Verification</td>
<td>Assumptions</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------</td>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1. Tasks and responsibility areas of different authorities clarified, economic schemes elaborated and human resources evaluated.</td>
<td>1.1 Tasks and responsibility areas assigned to competent authorities ready by end of project 1.2 Clear distribution of functions and resources elaborated by end of project 1.3 Systems for information exchange established and joint coordinated operation established by the end of project 1.4 Obligations arising from relevant international treaties and EC legislation charted by end of project 1.5 Legal gap analysis performed and provision of recommendations for improvement of legislation made by end of project. 1.6 Current inspection system assessed and recommendations for optimum set up of joint inspections prepared by end of project 1.7 The scheme for funding the liquidation of environmental accidents ready by end of project</td>
<td>Final report, including the text of all individual tasks</td>
<td>Relevant public officers are actively participating</td>
</tr>
<tr>
<td>2. Existing crisis management action plans of public authorities and companies subject to major accidents analysed, updated and prepared</td>
<td>2.1 Existing company (ca 35 companies subject to major accidents) and public crisis management action plans analysed, updated or prepared by the end of project 2.2 Guidelines for the elimination of different environmental accidents prepared by the end of the project and linked to the web-based database</td>
<td>Final report, including the text of all individual tasks</td>
<td></td>
</tr>
<tr>
<td>3. Pollution sources liable to cause environmental accidents charted and analysed</td>
<td>3.1 Potential risks of the enterprises and hazardous materials to the environment: joint impact of different environmental hazards in neighbouring/same production areas analysed and recommendations for drafting of a regulation are done by the end of the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 List I and list II of hazardous companies analysed by the end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 List of possible hazard sources that other than companies (transport accidents, warehouses/stores etc.) is compiled by the end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 The preparedness of list I (ca 35 companies) and of list II hazardous enterprises (ca 200 companies) to handle environmental emergencies analysed by the end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Final report, including the text of all individual tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Crisis management plans/database (incl enterprises) elaborated</td>
<td>4.1 On-line database operational by end of project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2 Database combined with other existing systems and databases by end of project</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4.3 Off-line database operational by end of project</td>
<td></td>
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<tr>
<td>4.4 Loose-leaf crisis manual produced by end of project</td>
<td></td>
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<tr>
<td>4.5 Recommendations provided for further development of the system by end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Final report, including the text of all individual tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Public information and early alert systems developed</td>
<td>5.1 Current public information schemes assessed by end of project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Early alert systems elaborated and cost assessment provided by end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Optimum mechanisms and schemes for public information provided by end of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Final report, including the text of all individual tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 6. Sampling and measurement methods implemented and accredited | 6.1 Relevant sampling and measurement methods provided by end of project  
6.2 Sampling and measurement methods accredited by end of project  
6.3 Demonstration sampling conducted by end of project  
6.4 EERC and Radiation Protection Centre accredited for taking and analysing relevant samples by end of project | Final report, including the text of all individual tasks  
Accreditation certificate |
|---|---|---|
| 7. Staff of different stakeholders trained and capable of handling emergency situations and taking samples | 7.1 20 people from the Environmental Inspectorate, 20 people from the Rescue Board and 5 people from the EERC and 2 from the Radiation Protection Centre have passed general training on environmental crises management by end of project.  
7.2 20 people from the Environmental Inspectorate, 20 people from the Rescue Board and 5 people from the EERC and 2 from the Radiation Protection Centre trained to use the web-based database by end of project  
7.3 In house simulation for 20 people conducted by end of project  
7.4 In the field simulation for 50 people conducted by the end of project  
7.5 Study tours for 12 people organised and conducted  
7.6 Recommendations for follow-up trainings are done by the end of project | Final report, including the text of all individual tasks  
Training materials  
Training records |
<p>| 8. Investment needs established and Technical Specifications for relevant procurements finalized | 8. Technical Specifications for conduct of supply (e.g. public information system, flooding, personal protection equipment, analysers, decontamination, combatting oil and chemical pollution, forest and industrial fires) divided into three lots ready by the end of the project | Final report, including the text of all individual tasks 3 lots of technical specifications (Ministry of the Environment, Ministry of Internal Affairs, Ministry of Economy and Communications) |</p>
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Cost (EUR)</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACT 1: Twinning</strong></td>
<td>Twinning contract (12 months)</td>
<td>TF</td>
<td>Estonia</td>
</tr>
<tr>
<td>Preparation of Twinning Covenant</td>
<td></td>
<td>12 000</td>
<td></td>
</tr>
<tr>
<td><strong>Resident Twinning Adviser</strong></td>
<td>12 working months over 12 consecutive months</td>
<td>180 000</td>
<td></td>
</tr>
<tr>
<td>- Project management and coordination of the activities of the team members in line with the agreed work programmes to enable timely completion of project outputs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of project progress reports and supervision of the preparation and production of tasks reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Assessment of the capacity and preparedness of relevant public authorities to handle environmental emergencies (location, experts, contracts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis, updating and preparation of existing crisis management action plans of public authorities and companies subject to major accidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis of the Estonia’s capacity to give assistance in the frame 2001/792/EUROTAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis of Estonia’s capacity to implement Council Decision 2850/2000/EC setting up a Community Framework for cooperation in the field of accidental or deliberate marine pollution.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Analysis of Estonia’s capacity to implement Council Decision 2001/792/EC establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Elaboration of the scheme for funding the liquidation of environmental accidents</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### RTA assistant

- Assisting the RTA and project experts in project implementation, production of project reports and preparation of meetings, workshops and training courses
- Liaison between project experts and local authorities as well as NGO-s
- Assisting in preparation and translation of project documents and reports from English to Estonian and from Estonian to English
- Editing of project documents

<p>| 12 working months over 12 consecutive months | 15 000 |</p>
<table>
<thead>
<tr>
<th><strong>MS Project Leader</strong></th>
<th><strong>Short Term Expert 1: Institutions and Legal Analyses</strong></th>
</tr>
</thead>
</table>
| - Overall co-ordination of the project;  
  - Leading the project activities. | - Analysis of the tasks and responsibility areas  
assigned to competent authorities (in particular the Ministry of Internal Affairs (Rescue Board, Border Guard), Ministry of the Environment (Environmental Inspectorate, Meteorological and Hydrological Institute, Environmental Research Centre, Radiation protection Centre) and Ministry of Economics and Communications (AS Alara, Technical Supervision Board) and the institutions in their field of governance)  
- Identification of missing/weak links in institutional set-up  
- Elaboration of clear distribution of functions, development of information exchange systems, cooperation schemes and action plans between different parties responsible for crisis management, development of relevant guidelines  
- Charting of obligations arising from relevant international treaties and EC legislation  
- Legal gap analysis and provision of recommendations for improvement of legislation in accident prevention and management, in particular permitting of hazardous companies  
- Assessment of current inspection system and preparation of recommendations for optimum set up of joint inspection schemes (Rescue Board, Environmental Inspectorate, Border Guard, Technical Supervision Inspectorate)  
- Preparation and publication of Task Report 1 | 12 working days in Estonia over 12 consecutive months | 6 working months over 12 consecutive months |
<p>| 30 000 | 90 000 |</p>
<table>
<thead>
<tr>
<th><strong>Short Term Expert 2: Crisis management</strong></th>
<th>3 working months over 12 consecutive months</th>
<th>45 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Analysing potential risks of the enterprises and hazardous materials to the environment: joint impact of different environmental hazards in neighbouring/same production areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Provision of recommendations for planning the construction/extension of industrial enterprises/risk sources and drafting of a regulation stipulating the requirements (in cooperation with STE 1)</td>
<td></td>
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<tr>
<td>- Preparation of concrete guidelines for the elimination of different environmental accidents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of Task Report 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Short Term Expert 3: Company Assessment</strong></th>
<th>3 working months over 12 consecutive months</th>
<th>45 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Analysis of list I and list II of hazardous companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis and making a list of possible hazard sources that are not companies (transport accidents, warehouses/stores etc.)</td>
<td></td>
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</tr>
<tr>
<td>- Analysis of the preparedness of I of hazardous enterprises (ca 35) to handle environmental emergencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis of the preparedness of list II hazardous enterprises (ca 200 companies) to handle environmental emergencies</td>
<td></td>
<td></td>
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<tr>
<td>- Making suggestions for improving the selection criteria for the list of hazardous sources in particular in view of possible joint impact of different chemicals on the environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of Task Report 3</td>
<td></td>
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</tr>
<tr>
<td><strong>Short Term Expert 4: Human Resources and Training</strong></td>
<td>3 working months over 12 consecutive months</td>
<td>45 000</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>- Assessment of human resources</td>
<td></td>
<td></td>
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<tr>
<td>- Provision of recommendations for optimisation of human resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Training on general principles in environmental crisis management, relevant United Nations’ conventions, protocols and EC legislation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Site visits to inspectors to most hazardous companies to assess their preparedness to handle emergency situations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Elaboration of scenarios for in-house and field simulation exercises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation and conduct of in-house and field simulation exercises on the bases of elaborated scenarios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation and conduct of a study tour/s to 3 EU countries for 12 people to a get a strong personal touch with the arrangement of environmental crisis management in other Member States. The study will focus on giving extra expertises to the key persons in environmental crisis management, getting to know the systems established in other member states, playing through the main scenarios for such accidents with their colleagues in other member states.</td>
<td></td>
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<tr>
<td>- Preparation of recommendations for follow up training system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of Task Report 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Short Term Expert 5: IT and Databases</strong></td>
<td>3 working months over 12 consecutive months</td>
<td>45 000</td>
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<tr>
<td>-----------------------------------------</td>
<td>------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>- Elaboration and set up of a on line and off line crisis management plans/databases and combining it with an electronic map that also covers the neighbours Russia, Finland, Latvia and Sweden,</td>
<td></td>
<td></td>
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<tr>
<td>- Provision of access to stakeholders (office and field)</td>
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<tr>
<td>- Combining the database with other existing relevant systems and databases (incl. Border Guard’s national web page for combating marine oil pollution)</td>
<td></td>
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<tr>
<td>- Provision of recommendations for further development of the system</td>
<td></td>
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<tr>
<td>- Preparation of a loose leaf handbook of the system</td>
<td></td>
<td></td>
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<tr>
<td>- Preparation of Task Report 5</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Short Term Expert 6: Equipment</strong></th>
<th>3 working months over 12 consecutive months</th>
<th>45 000</th>
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</thead>
<tbody>
<tr>
<td>- Charting of present situation in terms of rescue, communications and public information equipment, stocks and infrastructure (national level)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Evaluation of the need for new equipment, means of communication, stocks and infrastructure (national level)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of the list of new equipment, stocks and infrastructure (national level)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cost assessment (national level)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of Technical specifications for Supply (together with possible sample products and assessment of product origin) divided into 3 lots (Ministry of the Environment, Ministry of Interior, Ministry of Economy and Communications)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Preparation of Task Report 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Short Term Expert 7: Sampling, Measurement and Accreditation

- Provision of relevant sampling and measurement methods
- Training of staff to take samples from containers containing unknown substances, from soil, air and water
- Implementation and accreditation of sampling and measurement methods
- Conduct of sample sampling
- Preparation of Task Report 7

<table>
<thead>
<tr>
<th>Short Term Expert 7: Sampling, Measurement and Accreditation</th>
<th>2 working months over 12 consecutive months</th>
<th>30 000</th>
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</table>

### Short Term Expert 8: Public Information

- Assessment of current public information schemes (national level)
- Elaboration of early alert systems and provision of cost assessment
- Provision of optimum mechanisms and schemes for public information
- Elaboration of Task Report 8

<table>
<thead>
<tr>
<th>Short Term Expert 8: Public Information</th>
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### Translation/interpretation, training (materials, site visits, simulation exercises)

<table>
<thead>
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<th>Translation/interpretation, training (materials, site visits, simulation exercises)</th>
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### Study tour

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### Estonian project management

<table>
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### Accreditation

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### Audit

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### Final Conference

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<tr>
<td>Contingencies</td>
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**Preconditions**
Cooperation agreement between the Rescue Board and the Environmental Inspectorate ready before the start of project.
Annex 2: Detailed Implementation Chart
Project No:

Project Title: Building up the capacity to handle major environmental accidents and emergency situations

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
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</thead>
<tbody>
<tr>
<td>Contract 1: Twinning</td>
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<td>T T T T C C C C I I I I I I I I</td>
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</table>
ANNEX 3: CUMULATIVE CONTRACTING SCHEDULE

Project No:
Project Title: Building up the capacity to handle major environmental accidents and emergency situations

<table>
<thead>
<tr>
<th></th>
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<th>2008</th>
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<tbody>
<tr>
<td></td>
<td>31.03</td>
<td>30.06</td>
</tr>
<tr>
<td>Twinning</td>
<td>710 000</td>
<td>710 000</td>
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<tr>
<td>Contract</td>
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<tr>
<td>TOTAL</td>
<td>710 000</td>
<td>710 000</td>
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</table>

ANNEX 4: CUMULATIVE DISBURSEMENT SCHEDULE

Project No:
Project Title: Building up the capacity to handle major environmental accidents and emergency situations

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>31.03</td>
<td>30.06</td>
</tr>
<tr>
<td>Twinning</td>
<td>568 000</td>
<td>591 600</td>
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<tr>
<td>Contract</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>568 000</td>
<td>591 600</td>
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</table>