



**Economic and Social  
Council**

Distr.  
GENERAL

ECE/CEP/AC.10/2006/5  
31 March 2006

ENGLISH  
Original: RUSSIAN

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**ECONOMIC COMMISSION FOR EUROPE**

**COMMITTEE ON ENVIRONMENTAL POLICY**

Working Group on Environmental Monitoring and Assessment

Sixth session  
Geneva, 12-14 June 2006  
Item 7 of the provisional agenda

**WORKSHOP ON ENVIRONMENTAL MONITORING  
AND REPORTING BY ENTERPRISES**

**Note by the Secretariat<sup>1</sup>**

**Summary**

This note describes the preparations for the workshop on environmental monitoring and reporting by enterprises, to be held in Dębe, near Warsaw (Poland), from 4 to 6 September 2006. It is to be hoped that the delegations to the Working Group will make comments and report on the proposed contribution of their countries to the preparation and holding of the workshop.

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<sup>1</sup> Prepared in cooperation with the delegation of Poland and the Secretariat of the Task Force for the Implementation of the Environmental Action Programme for Central and Eastern Europe, the Caucasus and Central Asia.

## **Introduction**

1. Environmental monitoring by enterprises is a system of measures carried out and financed by enterprises to oversee the implementation of legal requirements in the area of the environment and the effectiveness of private environmental protection initiatives. It includes record-keeping and the presentation of reports on monitoring results to government bodies and to the public at large.
2. Environmental monitoring by enterprises usually consists of industrial monitoring, emissions monitoring and monitoring of environmental impact. Industrial (or operational) monitoring is the measurement of the physical and chemical parameters of a technological process to see whether the enterprise is operating within the limits of set requirements. It also includes oversight of the operation of purification equipment. Emissions monitoring is the measurement of emissions and discharges released by the enterprise. It involves the continuous measurement of atmospheric emissions, sewage, the volume of the resultant hazardous and harmless waste and annoyances in the form of stench or noise. Impact monitoring tracks the level of environmental pollution near the enterprise and the impact on human health and the ecosystem, including the soil, ground and surface water, and flora and fauna.
3. By and large, environmental monitoring and reporting by enterprises in the countries of Eastern Europe, the Caucasus and Central Asia (EECCA) do not meet modern requirements. This has an impact on the quantity and quality of information received by the environmental protection authorities and statistics offices in these countries. As a result, there are significant gaps in the data used in the pan-European reports on the environment. For example, in the latest 2003 report (*Kiev Assessment*), there were serious gaps in EECCA data with regard to air pollution, sewage treatment and discharges into reservoirs, pollution of the soil, and the generation, use, treatment and final disposal of waste products and hazardous substances.
4. A strengthening of environmental monitoring and reporting by enterprises, above all by the big environmental polluters in EECCA countries, would be conducive to better assessments of the state of the environment, enhanced preparation of government evaluations on the environment and improved reports to the international community in keeping with the requirements of environmental conventions and Europe-wide meetings of ministers of the environment. It would also help the enterprises themselves in their efforts to monitor environmental protection requirements effectively, bring about a more economical use of energy and natural resources, prevent accidents and enhance the authority of enterprises in the eyes of consumers and the public at large.

### **I. AIMS AND SCOPE OF THE WORKSHOP**

5. At its fifth session, in June 2005, the Working Group decided to hold a workshop in cooperation with other interested international bodies to exchange the latest experience gained in subregions of the United Nations Economic Commission for Europe and to prepare guidelines on legal, normative, institutional, financial and technical measures to improve environmental monitoring and reporting by enterprises, above all in EECCA countries (CEP/AC.10/2005/2, para. 19).

6. The workshop will focus on large enterprises in sectors with a significant environmental impact which can and should effectively conduct all three types of environmental monitoring: industrial monitoring, emissions monitoring and environmental impact monitoring. Discussions will centre on the role and tasks not only of the enterprises themselves but also of other important stakeholders, such as environmental protection bodies at various levels, as well as statistical, hydro-meteorological and epidemiological services, associations of producers and environmental non-governmental organizations.

## II. TIME, VENUE AND MAIN WORKSHOP PARTNERS

7. The workshop will be held in Warsaw from 4 to 6 September 2006 at the invitation of Poland's National Environmental Protection Office in the Centre for Advanced Training of Environmental Protection and Water Management Specialists (*Centralny Ośrodek Doskonalenia Kadr Ochrony Środowiska i Gospodarki Wodnej - CODKOŚiGW*), located in Dębe, 35 kilometres from Warsaw near the Zegrzyński reservoir at the following address:

05-140 SEROCK  
Tel.: (048 22) 774 20 61  
Fax: (048 22) 774 20 62  
E-mail: [biuro@codkos.pl](mailto:biuro@codkos.pl)  
Web page: <http://www.codkos.pl>

8. The Working Group on Pollutant Release and Transfer Registers of the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters, the Steering Body of the Cooperative Programme for Monitoring and Evaluation of the Long-range Transmission of Air Pollutants in Europe (EMEP) and the Secretariat of the Task Force for the Implementation of the Environmental Action Programme for Central and Eastern Europe, the Caucasus and Central Asia are expected to cooperate in the organization and holding of the workshop.

## III. QUESTIONS FOR DISCUSSION

9. Questions for discussion will include:

(a) Legal and normative basis underlying requirements for environmental monitoring and reporting by enterprises;

(b) Economic and other incentives to encourage enterprises to invest in computerized monitoring systems, analytical laboratories and information technology;

(c) Assistance to enterprises through the distribution of training materials, intercalibration of laboratory equipment and further training of staff responsible for the collection and analysis of environmental data;

(d) The conducting of information campaigns by government bodies to show enterprises the advantages of improving their own monitoring, and corporate reporting on environmental protection matters;

(e) Examples of successful organization of environmental monitoring at large polluting enterprises and their environmental reporting, as well as analysis of factors conducive to success;

(f) Examples of funding by enterprises of environmental monitoring stations and posts or other activities for monitoring the quality of the environment outside enterprise boundaries;

(g) Organization of oversight by government bodies of compliance with monitoring and reporting requirements by enterprises;

(h) Coordination of the gathering of information from enterprises with regard to:

(i) Presentation of requisite information in statistical formats;

(ii) Presentation of reports to the environmental protection authorities and the public health services;

(i) Use of innovative information technology by the environmental protection authorities to make it easier for enterprises to present environmental reports (for example, in online form) and to operate databases on emissions and discharges;

(j) Use of enterprise data on emissions and discharges to improve monitoring of air, water and soil quality, as well as other requirements of the national environmental protection authorities;

(k) Use of environmental reporting by enterprises in elaborating plans and programmes, taking decisions and informing the public, including the publication of a national state-of-the-environment report.

#### **IV. ORGANIZATION OF THE DISCUSSION**

10. The workshop will consist of plenary meetings and work in parallel expert groups, in which specific sections of the guidelines will be discussed. At the plenary meetings, reports and thematic papers will be delivered, and the guidelines will be adopted. The parallel groups will hold discussions on the specific sections of the guidelines, for example:

(a) General requirements for environmental monitoring by enterprises;

(b) Programme structure of environmental monitoring by enterprises, including ensuring the reliability and verifying the quality of measurements, keeping records and drawing up reports;

(c) Administering databases received from enterprises;

(d) Measures to support and assist enterprises in improving their monitoring and reporting.

11. Simultaneous interpretation in English and Russian will be provided for the plenary meetings and the meetings of one of the expert groups.

## V. DOCUMENTATION

12. It is planned that the documentation for the workshop will include:

(a) Draft guidelines for improving environmental monitoring and reporting by enterprises (document ECE/CEP/AC.10/2006/4, submitted to the participants of the sixth session of the Working Group for a preliminary exchange of views, or an updated version, reflecting the comments of the Working Group, should any be made);

(b) Synoptic reports reflecting experience in individual countries and thematic papers from enterprises on their experience with environmental monitoring and reporting and from regional environmental protection bodies on their experience in interacting with enterprises to improve monitoring of the environment at regional level, the setting-up of databases on questions of emissions and pollutant transfer, and the publication of regional reports on the state of the environment and environmental protection;

(c) Reports on questions concerning the use of data on the qualitative and quantitative composition of emissions and discharges from large stationary sources to improve monitoring and modelling of air and water quality;

(d) Other documents relating to the subject matter of the workshop, which will be distributed by participating delegations and international bodies.

13. The ECE secretariat will present the draft guidelines in English, Russian and French for discussion.

14. For the purpose of harmonization, the secretariat has prepared a proposed model outline for thematic papers from regional environmental protection bodies and from enterprises (annexes I and II, respectively).

15. The authors of the reports and thematic papers should forward drafts of their material (no longer than 15 pages in length, double-spaced, in Times New Roman font, font size 12) to the secretariat for comments by 28 July 2006. The final versions of reports and thematic papers as well as additional documents should be sent to the secretariat if possible in two ECE languages (Russian and English) no later than 15 August 2006.

16. After forwarding the final texts of the reports and thematic papers to the secretariat, the authors should prepare a PowerPoint presentation for the workshop itself (duration: no more than 15 minutes) and send it to the ECE secretariat by e-mail by 28 August 2006.

17. All workshop documentation will be posted on the Working Group's Internet website (<http://www.unece.org/env/europe/monitoring/>). Printed versions of documents will not be distributed at the workshop itself. Participants wishing to circulate documents on the workshop topic should bring the necessary number of copies for distribution.

## **VI. PARTICIPATION**

18. The workshop's participants are expected to include representatives of:

(a) National-level environmental protection bodies responsible for organizing environmental monitoring systems and for managing environmental databases in ECE member countries;

(b) Statistical bodies and other national organizations receiving environmental reports from enterprises and using them to set up databases on pollutants and to present data to the public;

(c) Regional environmental protection bodies of the EECCA countries with experience working with enterprises in the field of environmental monitoring and assessment;

(d) Environmental services of those enterprises that are in the most heavily polluting sectors in EECCA countries and which have implemented, or are planning in the near future to implement, effective environmental monitoring and reporting systems, and also manufacturers' associations;

(e) Environmental non-governmental organizations working actively on environmental monitoring and corporate environmental reporting issues;

(f) Relevant international organizations.

19. The host is prepared to pay for the accommodation and meal expenses for two representatives from each EECCA country corresponding to categories (a) and (b), above. The ECE secretariat is prepared to pay the transport costs for two representatives corresponding to categories 18 (a) and 18 (b) from those EECCA countries which, by decision of the ECE Committee on Environmental Policy, can have their delegations' travel costs covered (Armenia, Azerbaijan, Belarus, Georgia, Kyrgyzstan, Republic of Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan). In addition, funding for travel, accommodation and meals will be provided for a limited number of representatives of regional environmental protection bodies of the EECCA countries and environmental non-governmental organizations (categories 18 (c) and 18 (e), above). Preference will be given to authors of thematic papers and reports. The participation fees for other participants must be covered by their respective sending organizations.

## **VII. TRAINING IN AIR QUALITY MONITORING ISSUES**

20. At the end of the workshop, on 7 and 8 September 2006, the host will hold a training session on atmospheric pollution monitoring issues for 12 workshop participants from the EECCA countries (one from each country), taking into consideration the requirements of EMEP and the European Union. It will cover their additional expenses for accommodation and meals. The training course description will be distributed by the host organization in due course.

### **VIII. MAIN STEPS LEADING UP TO THE WORKSHOP**

21. Delegations are requested to inform the secretariat by 30 June 2006 about reports, thematic papers and basic documentation that they plan to present at the workshop, and also about recommendations for participation from their countries and organizations. The registration form is attached (annex III).
22. The representatives of the EECCA countries in the Working Group on Environmental Monitoring and Assessment must inform the secretariat and the host of the names of participants that their countries recommend for the training session by 30 June 2006.
23. An information note on organizational details, prepared in cooperation with the host, will be distributed by the secretariat in time for the sixth session of the Working Group. The workshop programme will be distributed among the registered participants and posted on the Working Group's website by 15 August.

## **Annex I**

### **MODEL OUTLINE FOR THEMATIC PAPERS FROM REGIONAL ENVIRONMENTAL PROTECTION BODIES**

1. Brief description of the region (geography, population, economy, natural resources).
2. Brief description of the state of the environment (pollution) in the region and its health effects.
3. Main pollutants (type of production, contribution to the region's economy, number of employees, emissions and discharges).
4. General environmental protection activities undertaken by polluting enterprises (provision of environmental services, standards for environmental management systems (ISO 14001), investments in environmental protection).
5. Work of the regional environmental protection body in collecting and assessing information on the environmental impact of the main polluting enterprises.
6. Coordination with the hydrometeorological service, the public health service and other regional and local bodies in collecting environmental data from enterprises.
7. Use of the information collected in the region to draw up plans and programmes, adopt decisions and inform the public, including the publication of a regional state-of-the-environment report.
8. Environmental information collected in the region, as required by the central authorities.
9. Achievements and obstacles in collecting information from the region's enterprises in respect of:
  - (a) Statistics and results of inspections that must be submitted to the inspection service(s), and annual reports to them;
  - (b) Submission of additional information on initiatives taken by the regional environmental protection bodies or by the enterprises themselves.
10. Examples of successful environmental monitoring operations at large polluting enterprises (emission and discharge observation posts, in particular computerized monitoring systems and analysis laboratories) and their environmental reporting.
11. Regional initiatives taken to work with enterprises in collecting information and putting it to use (working groups, round tables, financial incentives, the creation of electronic databases using the Internet, etc.).



12. Examples, if any, of funding by enterprises of environmental quality monitoring stations or posts, or of other environmental quality observation activities outside the boundaries of the enterprise.

13. Requests for the central authorities to undertake legislative and other measures (for example, for the improvement of statistical reporting) necessary to improve the collection of environmental information from enterprises.

## **Annex II**

### **MODEL OUTLINE FOR THEMATIC PAPERS FROM ENTERPRISES**

1. Brief description of the enterprise (year established, location, main production, economic indicators, number of employees).
2. Use of natural resources (water, coal, petroleum, gas, metals, minerals, wood products).
3. Environmental impact (amount and type of atmospheric emissions, including greenhouse gases, amount and type of waste-water discharges, amount and type of waste).
4. Brief description of environmental protection activities:
  - (a) Amount of investment in environmental protection and current environmental protection expenditures;
  - (b) Use of clean production and treatment facilities;
  - (c) Make-up of the environmental protection service;
  - (d) ISO 14001 environmental management systems certification.
5. Environmental impact assessment at the enterprise, including:
  - (a) Existence and location of computerized emission and discharge monitoring stations or posts;
  - (b) Other monitoring methods;
  - (c) Number and type of monitoring parameters;
  - (d) Observation, if carried out by the enterprise or funded by it, outside the boundaries of the enterprise;
  - (e) Use of analysis laboratories, and how they are equipped and certified;
  - (f) Standards used for sampling and sample analysis and to ensure reliability;
  - (g) Frequency and type of monitoring for observation data and analysis by environmental protection bodies and public health services.
6. Work with environmental databases, including aggregate indicators and electronic technologies.
7. Enterprise's reporting system on environmental issues, including:
  - (a) Environmental statistical reporting;

- (b) Mandatory reporting to environmental protection bodies and public health services;
  - (c) Environmental reporting in response to requests from other local authorities;
  - (d) Internal environmental reporting within the enterprise (for its own use);
  - (e) Presentation of environmental information on the Internet;
  - (f) Presentation of environmental information in response to public requests;
  - (g) Publication, if any, of voluntary corporate reports on the environment or on sustainable development.
8. Awareness by the enterprise of the use made by the authorities of the environmental reports that it submits.
9. Participation of the enterprise, if any, in drawing up local state-of-the-environment reports for the region and in the local authorities' initiatives to improve environmental monitoring and assessment in the region.
10. Participation of the enterprise, if any, in any corporate environmental reporting initiatives.
11. Thoughts regarding the adjustment or improvement of the legal requirements for monitoring and reporting by enterprises.
12. Thoughts regarding the enterprise's needs for training materials, further training for staff involved in monitoring and reporting and information on best practices for monitoring and reporting, etc.

**Annex III**

**Registration form**

**ECE WORKSHOP ON ENVIRONMENTAL MONITORING  
AND REPORTING BY ENTERPRISES**

**Warsaw, Poland, 4-6 September 2006**

1. Family name: ..... First name: .....
2. Position: .....
3. Name of organization: .....
4. Professional address: .....  
.....  
.....
5. Tel.: .....
6. Fax: .....
7. E-mail: .....
8. Accommodation requirements:<sup>1</sup> from: \_\_\_\_ September 2006 to: \_\_\_\_ September 2006
9. Are you receiving financial assistance? If so, please check here:
10. **Arrival in Warsaw:**<sup>2</sup>  
Date: \_\_\_\_ September Airport/train station: \_\_\_\_\_ Time: \_\_\_\_\_ Flight/train No.: \_\_\_\_\_  
Arriving from: \_\_\_\_\_ Airline: \_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> A single room at the CODKOŚiGW Centre costs €100 a night, with full board (three meals). Payment may be made either by cash in local currency or by credit card. For participants from EECCA countries receiving financial assistance, room and board charges (except for long-distance and international telephone calls and mini-bar and other services) will be covered from 3 September to the morning of 6 or 7 September (depending on flight reservations).

<sup>2</sup> The host organization will provide an airport welcome and transfer service for all participants. EECCA experts whose travel is funded by ECE must book their flights through the representative of Carlson Wagonlit Travel in their countries and send the secretariat a copy of their flight reservations, for confirmation and payment by ECE.

11. *Departure from Warsaw:*

Date: \_\_\_\_ September Airport/train station: \_\_\_\_ Time: \_\_\_\_ Flight/train No.: \_\_\_\_

Destination: \_\_\_\_\_ Airline: \_\_\_\_\_

12. For visa purposes, kindly provide the following passport information:

Passport number: \_\_\_\_\_ Valid from: \_\_\_\_\_ to: \_\_\_\_\_

Issuing authority: \_\_\_\_\_

13. Participation in the training session at the end of the workshop (for officially designated representatives of the EECCA countries only). Check if you intend to participate:

The completed registration form must be sent **by 30 June 2006** by fax or e-mail to the following two addresses:

United Nations Economic Commission  
for Europe  
Palais des Nations  
CH-1211 Geneva 10

Fax: +41 22 917 0630  
e-mail: oksana.rott@unece.org

Mrs. Ewelina Szymaniak  
Chief Inspectorate for Environmental  
Protection

Tel.: +48 22 57 92 264  
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