

Standard Summary Project Fiche for the Transition Facility

1 Basic Information

1.1 CRIS Number: **2006/018-118-03-01**

Twinning Light Number: LV 2006/IB/EN/01 TL

1.2 Title: **Capacity Building of State Hazardous Waste Management Agency**

1.3 Sector: Environment

1.4 Location: Republic of Latvia, State Hazardous Waste Management Agency

2 Objectives

2.1 Overall Objective:

The overall objective is to protect citizens against hazardous waste and pollution.

2.2 Project Purpose:

To increase institutional capacity of the State Hazardous Waste Management Agency (BAPA) to ensure adequate management of hazardous waste infrastructure objects.

2.3 Justification:

In accordance with the Comprehensive Monitoring Report on Latvia's preparation for membership (2003), "...*The establishment of waste collection systems and recovery and disposal facilities needs to continue, including the construction of hazardous waste and asbestos landfills ...*". .." *Administrative capacity for waste management, especially at regional environmental boards, requires particular attention, including hazardous waste management...*".

3 Description

3.1 Background and justification:

Latvia became an EU member in May 2004. In general, transposition of the *acquis* regarding hazardous waste management has been completed, but implementation of legislation is ongoing concerning optimization of the enforcement system. Implementation of legislative acts is ensured in investment projects regarding the establishment of hazardous waste management infrastructure and institutions managing investment projects and infrastructure.

The Act of Accession, Article 24 ref Annex VII highlights the need for Latvia to establish a hazardous waste management system in Latvia. Particular urgency was placed on the necessity to provide a hazardous waste landfill, which complies with the requirements of the landfill directive (99/31/EEC). Hazardous waste management is set as one of main top

priorities in National Environmental Policy Plan (2004-2008). This system is an integrated part of National Waste Management Plan (2005-2012).

On 1 January 2005, in accordance with Regulation of the Cabinet of Ministers of 23 November 2004 No. 968 *Statute of State Hazardous Waste Management Agency*, the former State Radioactive Waste Management Agency was transformed into State Hazardous Waste Management Agency (BAPA). In accordance with its Statute BAPA deals with the management of hazardous waste management infrastructure objects built within the framework of the public investment programme and implementation of investment projects dealing with hazardous waste management. At present BAPA organizes the management of hazardous waste storage sites in Gardene, Kņava, and the hazardous waste incineration facility in Olaine. BAPA has been appointed by the Ministry of the Environment as implementing body and final beneficiary for the EU Cohesion fund project (2005 LV 16 C PE 002) Hazardous Waste Management System in Latvia, Stage I. BAPA will be responsible for operation of the infrastructure created within the framework of the EU Cohesion fund financed projects.

BAPA has been appointed also as an implementing body for the EU co-financed projects regarding remediation of historically polluted sites in Riga region (Inčukalns acid tar ponds, Olaine liquid hazardous waste dump site) and leather tanning factory waste dump *Kosmoss* in Jelgava.

Given that BAPA was only established in January 2005 its staff has limited experience in organizing hazardous waste management and implementation of the investment projects concerning construction of hazardous waste infrastructure objects and implementation of the projects concerning remediation of historically polluted sites.. Therefore, its operational and administrative capacities need to be further developed covering activities to ensure successful and sustainable implementation and enforcement of the *acquis* regarding hazardous waste management as well as successful implementation of projects concerning remediation of polluted sites.

At present BAPA organizes the management of three hazardous waste management infrastructure objects: two hazardous waste storages and hazardous waste incineration facility.

It is planned that BAPA will be the final beneficiary and implementation institution for the project on construction of hazardous waste landfill (2005 LV 16 C PE 002). Furthermore it is planned that BAPA will have to fulfill obligations of final beneficiary and implementation body regarding projects on remediation of historically polluted sites. These projects shall be implemented using the co-financing principle and allocate funds from the Latvian state budget and EU. Accordingly adequate training in financial and administrative matters shall be provided to the staff involved in relevant actions.

In order to ensure adequate management of hazardous waste generated in cases of potential accidents an Accident Involving Hazardous Substances Elimination Group (AIHSEG) has been established in the BAPA. For provision of adequate actions in case of accidents AIHSEG shall co-operate with Rescue Teams of the Ministry of Interior. Since the group has been established recently training of the staff is needed to ensure adequate management of collected waste and labor safety.

3.2 Linked activities:

In 1997 Phare project No.97-5410.00 *Hazardous Waste Project Implementation Unit* was implemented in order to ensure elaboration of further strategy for set up of hazardous waste management system in Republic of Latvia and preparation of investment projects regarding set up of hazardous waste infrastructure objects.

In 2000 Twinning project No.LV98/IB/EN/-01 (b) *Institutional strengthening of Latvian Environmental Administration for Implementation and Enforcement of EU Environmental Legislation* has been implemented in order to ensure further development of institutional and infrastructure system of hazardous waste management, elaboration of recommendations for waste management planning, translation of EU directives, provision of study tour for personnel involved in hazardous waste management enforcement.

Commission decision 2005 LV 16 C PE 002 on project *Hazardous Waste Management System in Latvia, Stage I* foresees construction of hazardous waste landfill in Latvia.

3.3 Results

Implementation of the project will include the following results:

Specified results:

- Increased BAPA's capacity regarding operation of hazardous waste landfill and remediation of polluted sites
- Elaborated guidelines and instructions for operation as well as emergency response plan for the hazardous waste landfill
- Elaborated guidelines and instructions for Accident Involving Hazardous Substances Elimination Group (AIHSEG)
- Acquired experience on management of hazardous waste landfill and overall hazardous waste management enforcement by visit of entities dealing with relevant activities
- Increased capacity of BAPA's staff on elimination of consequences of accidents involving hazardous substances.

3.4 Activities

1. Training for the BAPA's staff concerning hazardous waste management theoretical and practical aspects, technical assistance in set up of the hazardous waste management system in Republic of Latvia:
 - a. Legislative framework of hazardous waste management; requirements of EC directives
 - b. Principles of enforcement of legislation concerning hazardous waste management
 - c. Hazardous waste generation, collection, transportation and transfer tracking principles and tools
 - d. Technologies used for hazardous waste processing and disposal (incineration, physico- chemical treatment, principles of waste recovery, disposal in landfills, criteria for acceptance of waste in landfills, pretreatment, etc.)
 - e. Assessment of Latvian legislation regarding hazardous waste management, assessment of capacity of infrastructure objects in place and to be constructed in accordance with the relevant planning documents, elaboration of recommendations for further development of the legislation and infrastructure

as well as enforcement system and hazardous waste tracking and accounting system.

Means (indicative):

Twinning Light expertise for approx. 120 m/d including 10 days of study tour for the training of BAPA's staff.

The project leader and all twinning experts must be public servants or be from mandated bodies.

Expert profile: legal and practical waste management background, good English language knowledge.

2. Elaboration of guidelines for operators of hazardous waste landfill, labor safety instructions, emergency response plan (in accordance with relevant legislation);

Means (indicative):

Twinning expertise for approx. 60 m/d.

Expert profile:

Practical management of waste management infrastructure, knowledge of relevant legislation, and relevant procedures.

3. Capacity building of Accident Involving Hazardous Substances Elimination Group (AIHSEG):
 - a. Elaboration of operation, labor safety and occupational hygiene instructions for staff involved in the AIHSEG
 - b. Practical training of staff involved in AIHSEG in elimination of consequences of accidents and actions with hazardous substances

Means (indicative):

Twinning expertise for approx. 30 m/d 2 practical training workshops for approx. 10 participants for 1- 2 days each.

Expert profile: practical experience in provision of training in mentioned field, knowledge of relevant legislation and practical experience in drafting of relevant instructions, good English language knowledge.

4. Capacity building of BAPA regarding remediation of polluted sites using expertise of EC countries
 - a. Provision of short term expertise regarding hazardous waste management technical aspects, as well as aspects linked with construction of hazardous waste landfill and technical aspects of remediation of polluted sites.

Means (indicative):

Twinning expertise for approx. 40 m/d.

Expert profile: practical experience hazardous waste management and remediation of polluted sites, good English language knowledge.

5. Knowledge transfer study tour to hazardous waste management entity dealing with operation of hazardous waste landfill etc. and hazardous waste management enforcement authority dealing with permitting, inspection statistical data processing for 4 -5 persons.

Means (indicative):

Twinning expertise for approx. 30 m/d and approx. 10 days study tour.

Expert profile: knowledge of legislation on hazardous waste management of relevant country and practice of hazardous waste management, presentation skills, good English language knowledge.

3.5 Profile of Project Leader

The Project Leader responsible for the co-ordination of the MS inputs shall be selected from applicants having professional experience in administration of hazardous waste management (minimum 7 years) in state or municipal institutions, having experience in project management (minimum 3 years), shall have understanding in conceptual level, legislative aspects and practical as well as enforcement aspects of hazardous waste management, shall have good communications and presentation skills, good English language knowledge. The responsibility of the MS Project Leader is also drawing up interim and final reports in accordance with the Twinning Manual.

Estimated time of secondment – 9 months. Due to the technical nature of the project, the duration of the twinning light project has been exceptionally extended to 9 months.

Working language of the project – English.

3.6 Lessons learned

Taking into account experience from other Phare programme projects in the field of nuclear safety and according to the Interim Evaluation Report No IE/LV/ENV/05006 the relevant recommendations will be taken into consideration by the implementing authority during the implementation of the project:

Efficiency of exchange of information and involvement of all beneficiary institutions will be ensured as much as possible in order to promote preparation of tender documentation (terms of reference for call for proposals) in time and to exclude the re-announcement of tender (4.2.p.33); Recommendation has been taken into account when planning the project activities in order to ensure time plan observance.

The remark regarding the set of indicators (p.34) has been taken into account in order to design measurable indicators in the logical matrix of the project (Annex 1).

Besides, we would like to point out the importance of establishment of the Steering Committee, regular meetings and supervision of project. Appointment of a coordinator of project will facilitate sound and effective implementation of the project.

4 Institutional Framework

BAPA is an institution subordinated to Ministry of the Environment (MoEnv). MoEnv in accordance with the Waste management Law is a competent institution for hazardous waste management organizing and coordinating implementation of the hazardous waste management system in Republic of Latvia. BAPA in accordance with the statute bears the responsibility on management of hazardous waste management infrastructure objects constructed, implementation of investment projects regarding construction of such objects and maintenance of databases on enterprises dealing with hazardous waste management.

In the Republic of Latvia the institutional system for the enforcement of environmental legislation has been established. The main institutions involved in the enforcement of legislation regarding hazardous waste management are: State Environmental Service with

eight Regional Environmental Boards that acts as permitting institutions and inspectorate regarding polluting activities and hazardous waste management activities. State Hydrometeorological, Environmental and Geological Agency is responsible for the gathering and summarizing of statistical data on hazardous waste management.

The beneficiary for the project is BAPA. The results of the project may lead to change of institutional structure of BAPA if there will be need for optimization.

A Steering Committee will be established as from the adoption of the Financing Decision involving the beneficiary institutions as well as a NAC and CFCA representative as observers.

5 Detailed Budget

€M	Transition Facility support			Co-financing			Total cost (TF plus co-financing)
	Investment Support	Institution Building	Total Transition Facility (-I+IB)	National Public Funds (*)	Other Sources(**)	Total co-financing of the project	
Twinning Light Contract		0.220	0.220				0.220
Total		0.220	0.220				0.220

(*) contributions from National, Regional, Local Municipal authorities, FIs loans to public entities, funds from public enterprises

(**) private funds, FIs loans to private entities

Contributions from the Latvian administration for effective implementation of the twinning/twinning light/TA may be further detailed in the twinning contract/Terms of references.

VAT does not constitute eligible expenditure except where it is genuinely and definitely borne by the final beneficiary. VAT which is considered recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the final beneficiary or individual recipient.

6 Implementation Arrangements

6.1 Implementing Agency

Implementing agency of the project will be the Central Finance and Contracting Agency (CFCA) of the Ministry of Finance. CFCA will be responsible for the financial and administrative management of the project in accordance with Extended Decentralized Implementation System.

Central Finance and Contracting Agency
Acting director Mrs. Marita Salgrāve
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Programme Authorising Officer
Deputy State Secretary of the Ministry of Finance Mrs. Inta Vasaraudze
1 Smilšu Street, Riga, LV 1050, Latvia

The overall technical responsibility is under the Ministry of Environment
Senior Programme Officer
Deputy State Secretary Mrs. Vija Geme
25 Peldu Street, Riga, LV 1494, Latvia
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Fax: +371 7820442

6.2 Twinning Light

National Twinning Contact point:

EU and International Affairs Department of the Ministry of Finance
Director Mrs. Ruta Konstante
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Fax: + +371 795625

Beneficiary institution:

Twining Light project leader will be:
Hazardous Waste Management Agency BAPA
Director: Mr. Andris Abramenskova
31 Miera iela, Salaspils, LV-2169, Latvia
Phone: + 371 7901212
Fax: + +371 7901211

Day to day project manager will be:
Hazardous Waste Management Agency BAPA
Deputy Director: Mr. Maris Bremss
31 Miera iela, Salaspils, LV-2169, Latvia
Phone: + 371 7901212
Fax: + +371 7901211

6.3 Non-standard aspects

There will be no non-standard aspects regarding implementation of the project. Contract procedures will be followed under Extended Decentralized Implementation System and the Twinning Manual.

6.4 Contracts

Twinning Light Covenant: **0.220 MEUR** (parallel in-kind co-financing will be ensured as stated in the Twinning Light contract)

7 Implementation Schedule

Overall duration of project is estimated as 10 months (including call for proposals): from October 2006 till the end of August 2007. Details given in Annex 2.

7.1 Start of tendering/call for proposals

October 2006

7.2 Start of project activity

1st Quarter 2007

7.3 Project Completion

31 August 2007

8 Sustainability

Beneficiary will request to include necessary financial resources in the law on state budget of the year 2007 and has started to recruit the staff.

9 Conditionality and sequencing

None

ANNEXES TO PROJECT FICHE**1. TF log frame**

LOGFRAME PLANNING MATRIX FOR Project	Programme name and number	
Capacity Building of State Hazardous Waste Management Agency	Contracting period expires	Disbursement period expires
	Total budget: MEUR 0.220	TF budget : MEUR 0.220

Overall Objective	Indicators of Achievement	Sources of Information	
To facilitate implementation of EU acquis in the field of hazardous waste management and integrated pollution prevention.	<ul style="list-style-type: none"> The institution dealing with management of projects regarding implementation of waste management directives is effective in fulfilling its obligations. 	<ul style="list-style-type: none"> reports on project implementation 	
Project Purpose	Indicators of Achievements	Sources of Information	Assumptions
<ul style="list-style-type: none"> Increase institutional capacity of State Hazardous Waste Management Agency (BAPA) to ensure adequate management of hazardous waste infrastructure objects. 	<ul style="list-style-type: none"> Trained operating staff for the hazardous waste landfill; Knowledge on how to operate remediation of polluted sites; Operational AIHSEG. 	<ul style="list-style-type: none"> Annual reports of beneficiary institution; Project Final Report; Sectoral evaluation reports; TF sectoral monitoring reports; Internet homepage of BAPA (www.bapa.gov.lv). 	<ul style="list-style-type: none"> The identified tasks are completed in time and effectively; Relevant institutions involved will be willing to cooperate in the framework of the project; Adequate provision from the state budget.

Results	Indicators of Achievement	Sources of Information	Assumptions
<ul style="list-style-type: none"> • BAPAs capacity regarding operation of hazardous waste landfill and remediation of polluted sites increased; • Elaborated guidelines and instructions for operation as well as emergency response plan for the hazardous waste landfill; • Elaborated guidelines and instructions for AIHSEG; • Acquired experience on management of hazardous waste landfill and overall hazardous waste management enforcement by visit of entities dealing with relevant activities; • Increased capacity of BAPA's staff on elimination of consequences of accidents involving hazardous substances. 	<ul style="list-style-type: none"> • Reports on completion of project; • Trained staff dealing with hazardous waste management; • Trained operators of hazardous waste landfill; • Report on technical assistance; • Recommendations; • Elaborated guidelines and instructions for AIHSEG; • Elaborated guidelines and instructions for operation and emergency response plan for the hazardous waste landfill. 	<ul style="list-style-type: none"> • Project Interim and Final Reports; • Sectoral evaluation reports; • TF sectoral monitoring reports; • Internet homepage of BAPA (www.bapa.gov.lv). 	<ul style="list-style-type: none"> • Sufficient manpower in the institutions dealing with implementation of the project will be available; • Stable cooperation of institutions involved in projects to be implemented.
Activities	Means (indicative)		Assumptions
<ul style="list-style-type: none"> • Training of BAPA's staff in practical hazardous waste management; <ol style="list-style-type: none"> a. Legislative framework of hazardous waste management; b. Principles of enforcement of legislation on hazardous waste management; c. Hazardous waste generation, collection, transportation and transfer tracking principles and tools; d. Technologies for hazardous waste processing and disposal (incineration, physico- chemical treatment, principles of waste recovery, disposal in landfills, criteria for acceptance of waste in landfills, pretreatment, etc.); e. Assessment of Latvian legislation 	<p>Twinning Light Short term expertise for approx. 120m/d, incl. 10 days of study tour;</p>		<ul style="list-style-type: none"> • Adequate staff available; • Cohesion fund financed project implemented; • AIHSEG successfully co-operates with rescue teams of the Ministry of Interior.

<p>regarding hazardous waste management, assessment of capacity of infrastructure objects in place and to be constructed in accordance with the relevant planning documents.</p> <ul style="list-style-type: none"> • Elaboration of guidelines for operators of hazardous waste landfill; • Capacity building of AIHSEG: <ol style="list-style-type: none"> a. Elaboration of operation, labor safety and occupational hygiene instructions for staff involved in the AIHSEG; b. Practical training of staff involved in AIHSEG in elimination of consequences of accidents and actions with hazardous substances; • Capacity building of BAPA regarding remediation of polluted sites using expertise of EC countries: <ol style="list-style-type: none"> a. provision of short term consultancy services regarding hazardous waste management technical aspects. • Knowledge transfer study tour. 	<p>Short term expertise for approx. 60m/d for guideline elaboration; Short term expertise for approx. 30m/d for elaboration of relevant occupational hygiene instructions and 2 workshops;</p> <p>Short term expertise for approx. 40m/d consultancy services;</p> <p>Short term expertise for approx. 30m/d for study tour.</p>		
			<p>Preconditions</p> <ul style="list-style-type: none"> • Adequate staff available.

DETAILED IMPLEMENTATION CHART*

	2006			2007												
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
<i>Contract 1</i>																
<i>Twinning light</i>	x															
Call for proposals																
Evaluation of proposals		x														
Overall management of the project				x	x	x	x	x	x	x	x					
Training for the BAPA's staff concerning hazardous waste management					x	x	x	x	x	x	x					
Elaboration of guidelines for operators of hazardous waste landfill								x	x	x	x					
Capacity building (training) of AIHSEG									x	x	x					
Capacity building (consultancy services) of BAPA regarding remediation of polluted sites											x	x				
Knowledge transfer study tour								x	x							

*indicative estimates

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE*
Transition Facility Programme 2006 (MEUR)

	2007			
	I	II	III	IV
Contract 1 – Twinning light contract				
Contracted total	0.220			
TF	0.220			
Disbursed total				
TF	0.044 (20%)	0.088 (40%)	0.088(40%)	

* Indicative estimates

LIST OF RELEVANT LAWS AND REGULATIONS

4. List of relevant Laws and Regulations (optional)

Laws and Regulation of the Cabinet Ministers relevant to Hazardous Waste

No.	Law/Regulation
	Law on Pollution (2001) (corresponding EU Directive 96/61/EC)
	Law on Chemical Substances and Chemical Products (1998) (corresponding EU Directive 96/82/EC)
	Scrap Vehicle Management Law (2004) (corresponding EU Directive 2000/53/EC)
No.15	Regulations regarding requirements for Construction of Landfill Sites, as well as Management, Closure and Re-cultivation of Landfill Sites and Dumps (2002)
No.158	Restrictions and Prohibitions on the use of Dangerous Chemicals (2000)
No.243	Demands for processing depreciated means of transport and environment demands for processing enterprises (2004)
No.294	On Application of Category A, B and C polluting activities and permitting of A and B polluting activities (2002)
No.316	Procedure how waste is brought into Latvia for utilization, as well as procedure for waste export and transit (2004)
No.319	Regulations on Procedures for Recording, Identification, Storage, Packing, Labeling and transportation of Hazardous Waste (2002)
No.323	Requirements for Incineration of Waste and for Operation of Waste Incineration Plants (2001)
No.365	Regulations on types of waste utilization, regeneration and disposal (2004)
No.371	Regulation on setting Tariff's on Hazardous Waste Final Disposal (2003)
No.379	On emission of air-polluting substances and their limitation and control with respect to stationary air pollution sources (2002)
No.425	Regulations Regarding Environmental Pollution from Production of Asbestos and Asbestos based Products and Management of Asbestos Waste (2001)
No.432	Procedure for issue, prolongation and cancellation of waste management licenses (2001)
No.529	Order of Waste Management for Particular Types of Hazardous Waste (2001)
No.624	Categories of EEE (27.07.04)
No.723	Restriction on Hazardous Substances (17.08.04)
No.736	Requirements for Labeling of EEE and on Providing Information (24.08.04)
No.923	Management of WEEE (9.11.04)
No.985	Regulations on Classification of Waste and Properties that make Waste Hazardous (2004)