

National Workshop on Waste Management

Walvis Bay, Namibia
22 - 24 June 2015

Global Initiative for Western, Central and Southern Africa

Introduction P.5

Objectives P.6

Activities P.7

Conclusion P.12

Hosted by:

The Ministry of Works
and Transport of
Namibia



NOTE

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IMO/IPIECA. 2015. Report of the National Workshop to develop a waste management policy for Namibia. 41 Pages.

Executive summary

The national workshop to develop a waste management policy for Namibia was organised in Walvis Bay, Namibia at the Atlantic Hotel, from 22 to 24 June 2015. It gathered delegates from different ministries, local entities and agencies.

The event was hosted by the Ministry of Works and Transports of the Republic of Namibia within the framework of the GI WACAF Project. The workshop was supported by the International Maritime Organization (IMO) and IPIECA, the global oil and gas association for environmental and social issues.

Around 38 participants attended the workshop. A list of participants is attached as Annex 2 of this report.

The objectives of the workshop focused on:

1. providing training of relevant national authorities on the waste management as a function of an effective response to a marine oil spill;
2. reviewing and agreeing on the Terms of Reference drafted by the Namibian Ministry of Works and Transport for the engagement of a consultant to develop oil spill waste management guidelines.

In order to address the objectives of the workshop the participants were guided through three days of presentations, case studies, practical sessions and discussions. The outcomes of this work can be found in the section "Activities and Proceedings" on pages 7 to 9.

The main recommendations for the Ministry of Works and Transport that arose from the workshop were to:

- integrate the comments made by the participants on the draft Terms of Reference developed to engage a waste management consultant. Once the document is finalised, the recruitment will be carried out by the Ministry of Works and Transport of Namibia
- identify the members of the Project Steering Committee coming from different national entities, to oversee the development of the waste management national guidelines
- attend the GI WACAF Regional Conference in November 2015 in Ghana

The identification of topics of interest and potential further workshops was also discussed. The recommendations from the workshop can be found in the section "Recommendations" on pages 10 and 11.

The active participation and the expertise of all delegates as well as the organisation of the workshop with the support of the Ministry of Works and Transport of the Republic of Namibia were greatly appreciated and were key to the success of this workshop.

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1. Presentation of the GI WACAF Project

Launched in 2006, the Global Initiative for West, Central and Southern Africa (GI WACAF Project) is a partnership between the International Maritime Organization (IMO) and IPIECA, the global oil and gas industry association for environmental and social issues, to enhance the capacity of countries to prepare for and respond to marine oil spills. A key innovative feature is to emphasise the promotion of public/private partnerships for effective oil spill response.

The mission is to strengthen the national oil spill response capability in 22 West, Central and Southern African countries through the establishment of a local partnership between the oil industry and the authorities in charge of oil spill preparedness and response at national level.

The Project is jointly funded by the IMO and 9 Oil Companies members (BP, Chevron, ConocoPhillips, ENI, ExxonMobil, Marathon, PERENCO, Shell and TOTAL) through IPIECA.



The scope is to organise workshops, training courses, seminars and deployment exercises in collaboration with the national authorities in charge of oil spill response and in partnership with local business units.

The GI WACAF Project is based on an effective management system comprising of six goals of preparedness to prepare for and respond to marine oil spills. These goals cover the requirements of the OPRC 90 Convention:

Goal 1 - Legislation: Promote the ratification of the relevant international Conventions

Goal 2 - Contingency plan: Develop National Contingency Plans for all the countries of the region

Goal 3 - Designation of authority: Obtain clarity on roles and responsibilities of all stakeholders

Goal 4 - Regional agreements: Promote the exchange of information and the provision of mutual assistance for oil spill incidents

Goal 5 - Training: Ensure that training and exercises are delivered in the participating countries on a regular basis

Goal 6 - National capabilities: Support participating countries in developing their own national response system

2. Introduction

During the last GI WACAF Regional Conference held in Namibia in November 2013, Government and Industry Focal Points outlined their priorities for the new biennium of work for 2014 and 2015. The diversification of the GI WACAF Project, with an even greater focus on specialised topics at the sub-regional level as well as an increase in trans-boundary cooperation, was one of the main recommendations. Incident Management Systems, Effective Exercising, Shoreline Clean-up and Waste Management were identified as priority specialised topics.

This national workshop was requested by the Ministry of Works and Transport of the Republic of Namibia during a Sub-regional workshop on SCAT and Waste Management held in Ghana in December 2014. The request was made to enable the Directorate of Maritime Affairs to receive advice on the management of waste during an oil spill and to get support to finalise Terms of Reference for the engagement of a waste management consultant to develop national waste management guidelines, to be included in the National Oil Spill Contingency Plan.

3. Objectives of the workshop

The general objective of the workshop was to develop waste management guidelines for Namibia.

The specific objectives of the workshop focused on:

1. providing training of relevant national authorities on the waste management as a function of an effective response to a marine oil spill;
2. reviewing and agreeing on the Terms of Reference for the engagement of a consultant to develop oil spill waste management guidelines for Namibia.

4. Programme of the Workshop

The workshop was organised during three days. The programme is available in Annex 1.

- Monday 22 June 2015
 - Opening ceremony and introduction of the workshop
 - Introduction to Contingency planning
 - Introduction to Shoreline clean-up and Waste Management
- Tuesday 23 June 2015
 - Visit to Waste Processing Facility
 - Field trip on Shoreline clean-up
 - Classroom exercise on Waste Management
- Wednesday 24 June 2015
 - Development of Terms of Reference for the Waste Management Guidelines
 - Workshop review and action plan
 - RETOS session
 - Closing ceremony

5. Location, dates, and participants

The workshop was held at the Atlantic Hotel in Walvis Bay, Namibia from 22 to 24 June 2015. 38 participants from the different ministries and agencies attended the event.

The expert invited to facilitate this workshop was Joe Small, Gorton Consultancy Limited, with support from the GI WACAF Secretariat.

6. Activities and proceedings

6.1. Opening ceremony

The opening ceremony took place on Monday, 22 June 2015 at 09.00. It was introduced by Mr Erickson Nengola, Acting Deputy Permanent Secretary on behalf of Peter Mwatile, Permanent Secretary of the Ministry of Works and Transport. His speech is attached as Annex 3.

Ms. Chloe Blais, GI WACAF Project Consultant, delivered the IMO Opening Remarks (attached as Annex 4).

6.2. Proceedings of the National Workshop

DAY 1 Monday, 22 June 2015

Session 1: Introduction of the workshop and presentation of the GI WACAF Project

Ms Chloe Blais, GI WACAF

In opening the workshop, Ms Blais introduced the experts invited to deliver the presentations and facilitate the discussions. She also invited the participants to introduce themselves, presented the objectives of the workshop and described the workshop programme.

Session 2: Introduction to Contingency Planning

Mr Joe Small, IPIECA Consultant

Mr Small introduced the background risk afforded by marine transportation, the work of the IMO, the OPRC Convention and other key conventions that applied to marine pollution. He further described the tiered approach to spill response, the seven steps involved in the development of a contingency plan and concluded with some general planning considerations.

Session 3: Presentation of the National Oil Spill Contingency Plan

Mr Festus Amukwaya, Chief Administrative Officer, Marine Pollution Control and SAR, Ministry of Works and Transport

Mr Amukwaya introduced the National Oil Spill Contingency Plan and explained the legal instruments that Namibia has ratified or enacted internationally, regionally and locally. He described the organisational structure within the country in respect of pollution response and described, in detail, the component chapters of the National Plan.

Session 4: Shoreline Response

Mr Joe Small, IPIECA Consultant

Mr Small described in detail the different types of techniques to protect the shorelines, using shorelines booms. The different types of booms, the selection factors, the purposes and potential

failures as well as the deployment methods were discussed. He further described the main treatment objectives: allow the oiled shore zone to recover naturally, restore it to its pre-spill condition or accelerate the natural recovery, the associated response strategies (natural, physical or chemical recovery) and the different physical recovery techniques (washing, manual or mechanical removal, in situ techniques). The consultant concluded by presenting the typical four-phase shoreline treatment project: bulk oil removal, removal to/near end point criteria, polishing and monitoring, signing off and restoration.

Session 5: Video on Shoreline Clean-up

Mr Joe Small, IPIECA Consultant

Mr Small introduced the ITOPF video on “Shoreline Clean-up” which elaborated on the previous presentation on Shoreline Response.

Session 6: Waste Management and Disposal

Mr Joe Small, IPIECA Consultant

During this session, the definition of waste, the volume of generated waste during an oil spill as well as oily and uncontaminated waste categories were discussed. The consultant also introduced key factors which must be considered when undertaking a waste management programme. These factors include the type of waste and weather conditions. Also highlighted were the main steps to managing waste such as collection, transport, storage, treatment or disposal.

Session 7: Video on Waste Management

Mr Joe Small, IPIECA Consultant

Mr Small introduced the ITOPF video on “Waste Management” which elaborated on the previous presentation on Waste Management and Disposal.

DAY 2 Tuesday, 23 June 2015

Session 8: Field Exercise: Visit to Waste Processing Facility

Ms Nangula Amutenya-Amatsi, Environmental Coordinator, Municipality of Walvis Bay and Mr Riaan Archer, Hazardous Waste Inspector, Municipality of Walvis Bay

Ms Nangula Amutenya-Amatsi and Mr Riaan Archer escorted the workshop on a tour of the municipal waste handling facility for Walvis Bay with a focus on the processing of hazardous waste. The participants were shown the incinerator facilities, the collection and separation facilities and the hazardous waste storage units.

Session 9: Field exercise: Shoreline Clean-up

Mr Joe Small, IPIECA Consultant

The participants visited Independence Beach where they were introduced to the beach types and invited to consider how they might organise the clean-up of the shoreline, where to stage the equipment, to identify temporary storage sites, to consider how to remove the waste to the temporary sites and then to the waste processing facility. The participants were split into three groups to discuss how they might approach these issues.

Session 10: Logistical and Decontamination issues

Mr Joe Small, IPIECA Consultant

Mr Small described the logistical and decontamination issues facing oil spill responders with emphasis on safety, work zones, decontamination and the logistics process. The presentation concluded with the “ERIKAR” video with emphasis on the shoreline response and waste issues.

Session 11: Classroom exercise: Waste Management

Mr Joe Small, IPIECA Consultant

The participants, in their three groups, were invited to collate their thoughts and then present to the workshop. Using the sensitivity map for the shoreline area, the groups identified the main characteristics of the shoreline foreshore and backshore and the main site hazards. The groups also noted the salient features such as access, suggested deployment zones, equipment lay-down areas, access and egress control points, decontamination and temporary storage areas.

DAY 3 Wednesday, 24 June 2015

Session 12: Development of Terms of Reference for Waste Management guidelines

Mr Joe Small, IPIECA Consultant

Mr Small introduced the Terms of Reference (ToRs) for the engagement of a consultant to develop waste management guidelines in respect of marine oil pollution, as drafted by the Ministry of Works and Transports. The participants, working in their three groups, were invited to consider the draft ToRs and to make comments to further improve the draft.

Session 13: Classroom exercise: Terms of Reference

Mr Joe Small, IPIECA Consultant

The participants provided feedback on the ToRs, which can be found in Annex 7.

Session 14: RETOS Session

Mr Joe Small, IPIECA Consultant and Ms Chloe Blais, GI WACAF Project Consultant

Mr Small and Ms Blais introduced the workshop to the RETOS oil spill preparedness analysis tool, explained what it is, who can use it and how it works. Ms Blais described how the tool may benefit Namibia in the review and further development of the National oil spill Contingency Plan. The workshop participants were then led through the RETOS tool completing the criteria as a workshop exercise and adding comments. The workshop then reviewed the results and developed the action plan. This formed the basis of the development of the recommendations and an action plan arising out of the workshop.

Session 14: Workshop review and Action Plan

Mr Joe Small, IPIECA Consultant

The workshop then took into account the recommendations arising from the Terms of Reference exercise, the results arising from RETOS results and developed the action plan. This formed the basis of the development of the recommendations and an action plan arising out of the workshop.

6.3. Closing ceremony

Mr Matthew Nangolo, Director of Maritime Affairs of the Ministry of Works and Transport, thanked the participants and facilitators for their endeavours and hard work over an intense three-day workshop. Mr Nangolos's closing remarks can be found in Annex 8.

Ms Chloe Blais on behalf of IMO/IPIECA thanked the Directorate of Maritime Affairs of the Ministry of Works and Transport for the organisation and management of the workshop and field exercises and thanked the participants for their contributions. Ms Blais's closing remarks can be found in Annex 9.

Mr Nangolo then congratulated participants for their hard work over the previous days and, having presented the certificates of attendance and the USB data sticks with the workshop data, officially closed the workshop.

7. Recommendations

The workshop noted the outcome of the classroom exercise on the Terms of Reference for the engagement of a consultant and undertook to finalise the draft in line with the recommendations.

The workshop also noted the timeline for the identification and proposal of members of the Project Steering Committee to oversee the work of the consultant. It was noted that it is the intention of the Namibian authorities to appoint the consultant by the end of September 2015.

The workshop, recalled the outcome from the RETOS exercise, which are based on the current version of the national plan. It should be noted that the current plan is under review and it was considered that the RETOS output may assist in the review process. The current overall assessment is given at 69%, as depicted below in Figure 1.

Category	Value
Legislation, Regulations, Agreements	63%
Oil Spill Contingency Planning	79%
Response Coordination	75%
Health, Safety & Security	100%
Operational Response	63%
Tracking, Assessment & Information Management	67%
Logistics	67%
Financial & Administrative Considerations	50%
Training & Exercises	44%
Sustainability & Improvements	75%
Total	69%
<i>Institution Specific Criteria</i>	<i>N/A</i>

Figure 1. RETOS Output

These results are also depicted graphically overleaf in Figure 2.

Level A Results with No Weighting

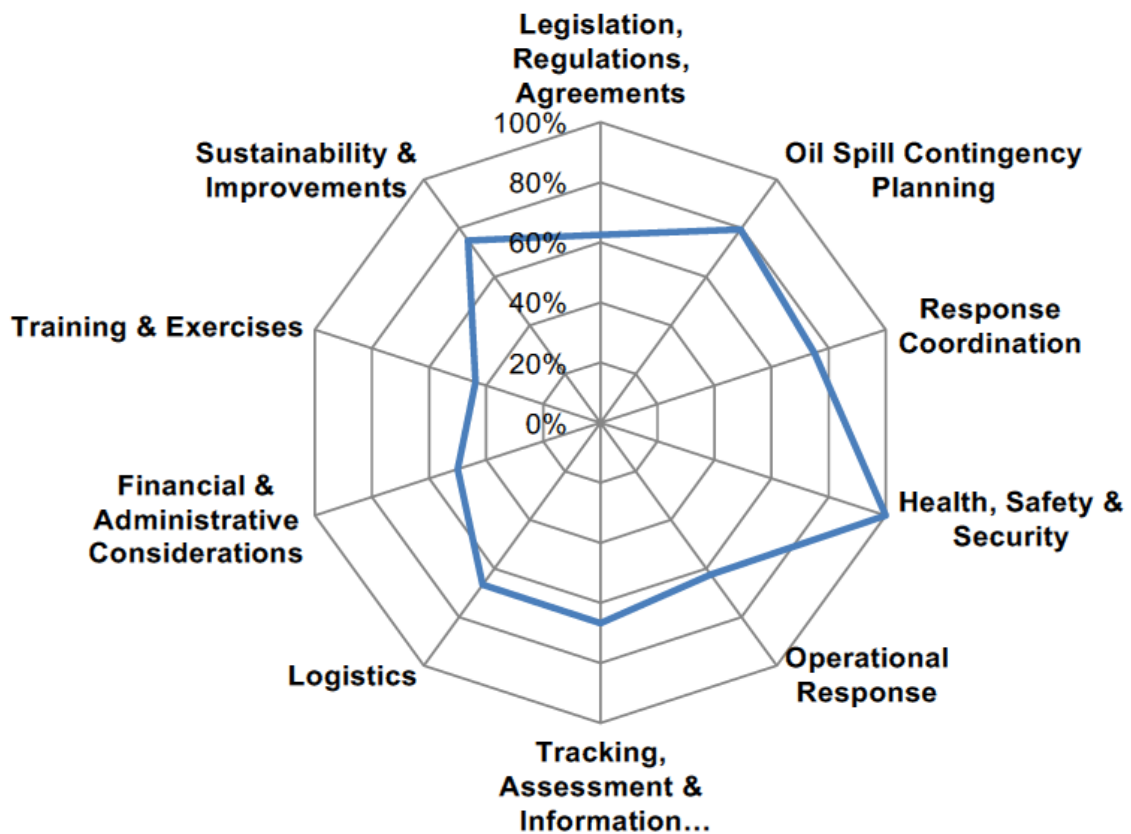


Figure 2. RETOS Graphical Output

The workshop further recommended that Namibia attend, as planned, the GI WACAF Regional Conference in November 2015 in Ghana.

The workshop concluded by identifying further topics of interest and recommending that workshops be considered in:

- Dispersant policy and guidelines
- Aerial surveillance and operation
- Hands-on deployment exercise
- Wildlife recovery
- SCAT
- Maritime law enforcement

8. Conclusion

The workshop assisted the participants from public and private entities to obtain a better understanding on waste management during an oil spill. Current best practices and challenges were discussed between the participants who came from a wide range of government backgrounds.

The course also provided a broad range of technical information to the participants in order to help them establish and manage waste handling operations during shoreline clean-up response within their respective organisations.

Annex 1 - Programme



GIWACAF



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National Workshop to Develop a Waste Management Policy for Namibia

Walvis Bay, Namibia
22 - 24 June 2015

Global Initiative for Western, Central and Southern Africa

Organised by:

The Ministry of Works
and Transport of
Namibia



The Global Initiative for West, Central and Southern Africa

Launched in 2006, the Global Initiative for West, Central and Southern Africa (GI WACAF Project) is a partnership between the International Maritime Organization (IMO) and IPIECA, the global oil and gas industry association for environmental and social issues, to enhance the capacity of countries to prepare for and respond to marine oil spills. A key innovative feature is to emphasise the promotion of public/private partnerships for effective oil spill response.

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Goal 5 - Training: Ensure that training and exercises are delivered in the participating countries on a regular basis

Goal 6 - National capabilities: Support participating countries in developing their own national response system

Dates and location

This event will take place at Atlantic Hotel, Walvis Bay, Namibia, between 22 and 24 June 2015.

Workshop Objectives

The general objective of the workshop is to develop a waste management policy for Namibia.

The specific objectives of the workshop will focus on:

1. providing training of relevant national authorities on the waste management as a function of an effective response to a marine oil spill;
2. reviewing Terms of Reference for the engagement of a consultant to develop a oil spill waste management policy for Namibia.

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Day 1. Monday 22nd June 2015

08h30 Arrival and Registration of the participants

Opening Ceremony

09h00 Opening Ceremony :

- Welcome Address: Mr. Peter Mwatile, Ministry of Works and Transport – Permanent Secretary
- Opening Remarks: Ms Chloe Blais, IMO / IPIECA – GI WACAF Project Consultant

Introduction

09h40 Introduction of workshop objectives

Chloé Blais, IMO / IPIECA – GI WACAF Project Consultant

- Introduction of the facilitators
- Introduction of the participants
- Objective of workshop and programme

09h50 Presentation of the GI WACAF Project

Chloé Blais, IMO / IPIECA – GI WACAF Project Consultant

10h30 Coffee break

National Oil Spill Contingency Plan

11h00 Video: Introduction to Oil Spills

Joe Small, IPIECA Consultant

11h30 Introduction to Contingency Planning

Joe Small, IPIECA Consultant

12h15 Lunch Break

Shoreline Clean-up

13h15 Presentation of the National Oil Spill Contingency Plan

Festus Amukwaya, Chief Administrative Officer, Marine Pollution Control and SAR, MWT

13h45 Shoreline Response

Joe Small, IPIECA Consultant

14h30 Video: Shoreline Clean-up

Joe Small, IPIECA Consultant

15h00 Coffee break

15h30 Waste Management and Disposal

Joe Small, IPIECA Consultant

16h00 Video: Waste Management

Joe Small, IPIECA Consultant

17h00 Summary of Day 1 and Planning for Day 2

Chloé Blais, IMO / IPIECA – GI WACAF Project Consultant

End of Day 1

Day 2. Tuesday 23rd June 2015

Welcome

09h00

Welcome

Joe Small, IPIECA Consultant

- Recap of Day 1
- Review of Day 2 timetable

Shoreline clean-up

09h10

Field Exercise: Shoreline Clean-up

Joe Small, IPIECA Consultant

- Shoreline types
- Shoreline sensitivity
- Data Collection

12h30

Lunch Break

13h30

Field Exercise: Visit to Waste Processing Facility

Nangula Amutenya-Amatsi, Environmental Coordinator, Municipality of Walvis Bay

- Visit to Municipal Waste Processing Facility
- How waste is managed in Namibia

15h15

Coffee Break

15h45

Logistical and Decontamination Issues

Joe Small, IPIECA Consultant

16h15

Classroom Exercise: Waste Management

Joe Small, IPIECA Consultant

- What do we need to consider in respect of waste management in oil spill response?
- How can we prepare?

17h00

Summary of Day 2 and Planning for Day 3

Chloé Blais, IMO / IPIECA – GI WACAF Project Consultant

End of Day 2

Day 3. Wednesday 24th June 2015

Welcome

09h00

Welcome

Joe Small, IPIECA Consultant

- Recap of Days 1 and 2
- Review of Day 3 timetable

Terms of Reference

09h10

Development of Terms of Reference - Waste Management Policy

Joe Small, IPIECA Consultant

09h30

Classroom Exercise: Terms of Reference

Joe Small, IPIECA Consultant

- Review draft ToR focusing on the scope, deliverables, specific activities and outputs

10h00

Coffee break

10h30

Classroom Exercise Review: Terms of Reference

Joe Small, IPIECA Consultant

- Agree outline Terms of Reference

11h15

Workshop Review & Action Plan

Joe Small, IPIECA Consultant

12h00

Lunch Break

RETOS, oil spill preparedness analysis tool

13h00

Introduction to RETOS, oil spill preparedness analysis tool

Joe Small, IPIECA Consultant

- Introduction
- Practical exercise

15h00

Coffee break

15h30

Introduction to RETOS, oil spill preparedness analysis tool

Joe Small, IPIECA Consultant

- Practical exercise

Closing ceremony

16h00

Closing Ceremony

- Mr. Mathew Nangolo, MWT – Director of Maritime Affairs
- Ms Chloé Blais, IMO / IPIECA – GI WACAF Project Consultant

End of Day 3 and Workshop

Annex 2 – List of participants

	NAME	ORGANIZATION	EMAIL
1	Captain Simon Namunyekwa	Ministry of Fisheries and Marine Resources	snamunyekwa@gmail.com
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38	Chief Inspector Migal M. Kambatuka	Ministry of Safety and Security	Tel: 064 219 000

Annex 3 – Opening speech from Mr. Erikson Nengola, Acting Deputy Permanent Secretary for Transport

The International Petroleum Industry Environmental Conservation Association (IPIECA)

Representatives of Government Ministries and State-Owned Entities

Representatives of the Private Companies

Management and Staff of the Directorate of Maritime Affairs

Members of the media

Distinguished Ladies and Gentlemen

It is a great honour and privilege for me to have this opportunity to, on behalf of the Ministry of Works and Transport, deliver the welcoming remarks for this National Workshop on Oil-Spill Waste Management in Namibia.

From the onset, I would like to express my sincere thanks and appreciations to the International Maritime Organization (IMO) and International Petroleum Industry Environmental Conservation Association (IPIECA) for responding positively to Namibia's request to facilitate this important workshop, which is aimed at initiating the process of developing an oil-spill waste management framework for Namibia.

I extend my warmest welcome to all the participants present here today. I am pleased that nearly 40 environmental, planning, transport, logistics and ocean and coastal experts representing all the key stakeholders of the National Oil Spill Contingency Plan (NOSCP), including our four littoral regions are attending this important workshop today.

I am particularly pleased to welcome our distinguished guests, Ms. Chloe Blais of IMO and Mr. Joe Small – IPIECA Consultant, who will be facilitate this workshop under the auspices of the Global Initiative for West, Central and Southern Africa (GIWACAF) Project.

This workshop is an important component of the process of reforming Namibia's oil spill preparedness and response system. This reform process is imperative in the face of an evolving oil-spill risk profile and is spurred on by the increasing realization, both within Namibia, the region and around the world, that coastal States must do more to manage the risk of acute oil pollution better, individually and in cooperation with their neighbours.

Under the ongoing reform programme, we have successfully completed phase 1 of the coastal sensitivity mapping project, which involved the developing of strategic and tactical maps - digitized into a GIS structure comprising of biological and human use resources as well as type of coastline that would be vulnerable to oil spills, covering the entire Namibian coastline. These maps were officially launched early this year and were developed in accordance with the IMO/IPIECA Guidelines on Sensitivity Mapping for Oil Spill Response.

The 2nd phase, which entails the developing of operational maps, will be completed by end-September this year.

The National Oil Spill Contingency Plan (NOSCP) which was approved by Cabinet in 2007 has been completely revised and the draft thereof, together with a related draft Inter-Government Institution Agreement (that is aimed at ensuring that decision-making under the NOSCP is cooperative and obligations of all parties are met), is currently the subject of internal consultations within the Directorate of Maritime Affairs. I am informed that the draft revised NOSCP will be circulated to relevant stakeholders by mid-July this year followed by a national consultation workshop 30 days thereafter.

With these reforms we would like to lead the way in defining a new paradigm for oil spill preparedness and response in the region -with improved national cooperation as its cornerstone.

Ladies and Gentlemen

Experience has shown that the most time-consuming and costly component of a response to an oil spill is often the treatment or disposal of collected waste.

As some well-known oil spill incidents will illustrate shortly, the volume of waste generated during and after a major oil spill can often be as much as, or even many times greater than, the volume of oil spilled. This creates serious challenges for the entire oil spill response operation especially the waste management process, and can quickly overwhelm existing infrastructure and disposal facilities.

Incident No 1:

The Maltese tanker ERIKA, carrying some 31,000 tonnes of heavy fuel oil as cargo, broke in two in a severe storm in the Bay of Biscay in December 1999, 60 miles from the coast of Brittany, France. About 20,000 tons of oil was spilled. Total waste generated was about 200,000 tons -10 times the oil spilled.

Incident No 2:

The tanker PRESTIGE, carrying a cargo of 77,000 tonnes of heavy fuel oil, suffered hull damage in heavy seas off northern Spain in November 2002 and subsequently sank. About 63,000 tons were lost. Total waste generated and collected in Spain and France was about 160,000 tons - nearly 3 times the oil spilled.

The lessons learnt from these past incidents clearly showed that most oil spill clean-up operations, particularly those on shore, result in the collection of substantial quantities of oil and oily waste. Therefore waste management must be incorporated into any oil spill contingency plan and be part the response strategy right from the beginning in order to avoid secondary contamination and minimize costs.

It is also important that response strategies are designed taking into consideration possible technical, logistical and legal constraints as well the general recommendations regarding the management of waste applicable to any pollution, that is:

REDUCE, RE-USE, RECOVER, RECYCLE, DISPOSAL -in that order

It is important to recognize that an oil spill waste management strategy is all the more important for Namibia because of the special characteristics of its coastline, i.e.:

- it is long, rugged and sometimes bleak and largely uninhabited;
- it is classified as a protected area in its entirety;
- it is endowed with highly sensitive biological hotspots.

We therefore view our oil spill preparedness and response system as weak and incomplete without pre-agreed waste management arrangements. This is why I consider this workshop both timely and important.

By the end of Wednesday, I hope this workshop will have:

1. provided you with the latest state of the art information and advice on oil spill waste management issues;
2. helped identify key considerations in developing national guidelines;
3. reviewed and agreed on the key components of the Terms of Reference for the engagement of a consultant to develop oil spill waste management guidelines for Namibia; and
4. nominated a national steering committee to spearhead the development of the guidelines.

I urge you all to actively participate and give everyone in this workshop the benefit of your experience. Whether you are being exposed to the topic of waste management for the 1st time or you have an advanced appreciation of the topic- your inputs are essential to an effective workshop over the next three days.

I would like to, once again, thank IMO and IPIECA for their strong and effective support over the years.

In conclusion, I have the pleasure in conveying to all of you the very best wishes of the Minister of Works and Transport, Honourable Alpheus Naruseb, who is looking forward to a successful outcome of your deliberations.

I wish you all the best for a productive workshop over the next 3 days and look forward to reviewing the outcomes of your work.

Thank you.

Annex 4 – Opening remarks from the IMO/IPIECA representative

Mr Erikson Nengola, the Acting Deputy Permanent Secretary for Transport,

Mr Mathew Nangolo, the Director of Maritime Affairs,

Distinguished delegates,

Ladies and Gentlemen,

It is an honour for me to deliver this opening speech as representative of the International Maritime Organization (IMO) and IPIECA, the global oil and gas association for environmental and social issues. I would like to welcome all of you to this National workshop on Waste Management in Namibia.

Waste management is one of the biggest challenges of oil spill response. This can cause major logistical problems and delays for the clean-up operation and even bring the response to a standstill unless adequate arrangements are in place to deal with it.

Options for handling waste need to be considered even before an incident occurs, when preparing oil spill contingency plans. This means that in the event of a spill, decisions can be made quickly on appropriate and available methods for treating or disposing of the waste, as well as options for its storage and transport.

That is why the key objective of this workshop is to provide delegates with the essential knowledge to help establish waste management operations but also to review the terms of reference for a consultancy to develop waste management guidelines.

To assist with this goal, we have invited an international expert, Mr Joe Small, who is here to share his knowledge and also to answer any questions that this group might have.

I have no doubt that the following days will prove successful in providing each of you with the opportunity to gain an increased understanding of this important topic.

In concluding, I have the pleasure in conveying to all of you the very best wishes of the IMO Secretary-General, Mr. Koji Sekimizu, and Mr Brian Sullivan, Executive Director of IPIECA. I would also like to express sincerest thanks to the Ministry of Works and Transport for the organisation and hosting of this special event.

Distinguished delegates,

Ladies and Gentlemen,

Thank you for your attention.

Annex 5 – Evaluation questionnaire

EVALUATION QUESTIONNAIRE

Workshop on

**National Workshop to develop a Waste Management policy, Walvis Bay, Namibia,
22-24 June 2015**

Arrangements prior to the activity

- | | | | | |
|---|--|------------------------------|-----------------------------|-----|
| 1 | Was the invitation received in good time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 2 | Did you receive the information listed below about the event before your participation | | | |
| | • on its objective and scope | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | • subject areas and programme | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 3 | Were the instructions on the following clear and easy to understand? | | | |
| | • profile required of participant | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | • completion and submission of the nomination form | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 4 | Did you receive logistical information on | | | |
| | • venue | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | • travel arrangements | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A |
| | • DSA payments | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A |
| | • accommodation | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A |
| 5 | If you were given any pre-event assignment, | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A |
| | was it useful? | | | |

During the activity

- | | | | | | |
|---|--|---|--|--------------------------|--------------------------|
| 6 | To cover the topics fully, was the event <i>(please check the appropriate box)</i> | | | | |
| | (1) too long <input type="checkbox"/> | (2) just right <input type="checkbox"/> | (3) too short <input type="checkbox"/> | | |
| 7 | How do you rate the event with regard to the following? <i>(tick one box in each case)</i> | | | | |
| | | excellent | good | satisfactory | poor |
| | Venue | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | How do you rate the following aspects of the materials? <i>(tick one box in each case)</i> | | | | |
| | | excellent | good | satisfactory | poor |
| | Presentation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Clarity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Technical content | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Comprehensiveness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Quantity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9 How would you rate the following aspects of the presentations? *(tick one box in each case)*

	excellent	good	satisfactory	poor
Design and structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10 How would you rate the use of the following? *(tick one box in each case)*

	excellent	good	satisfactory	poor
Course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMO reference materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other resource materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group and practical activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A?
Field trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A?

At the end of the activity

11 Please rate each lecturer with regard to the following *(check one box in each case)*

Name of lecturer	excellent	good	satisfactory	poor
.1 <u>Mr. Joe Small</u>				
content of lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delivery of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to transfer knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
effectiveness in:				
• answering questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• suggesting solutions to issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of lecturer (to be inserted)	excellent	good	satisfactory	poor

12 What topics were of most interest and relevance to you?

13 Are there any topics which should be added? Yes No
If yes, please list them:

14 Do you consider that the objective of the event was met? Yes No

15 Are you likely to use the information you gained on the course when you return to work? Yes No

16 Will you have the opportunity to transfer the knowledge gained to your colleagues at work? Yes No

Comments:

We greatly appreciate your time in completing this evaluation questionnaire. It contains important information that will assist IMO in determining the success and impact of the activity. Thank you.

Annex 6 – Pictures



Participants at the National Workshop on Waste Management during an oil spill



Visit to Hazardous Material Incinerator, Waste Municipal Facility, Walvis Bay



Hazardous Waste Storage, Waste Municipal Facility, Walvis Bay



Shoreline Clean-Up Exercise, Independence Beach, Walvis Bay



Independence Beach, Walvis Bay

Annex 7 - Terms of Reference



IMO INTERNATIONAL MARITIME ORGANIZATION

GIWACAF

IPIECA

Terms of Reference for Consultant to develop Oil Spill Waste Management Guidelines

National Workshop to Develop a Waste Management Policy for Namibia
22 – 24 June 2015
Walvis Bay, Namibia

Joe Small
Consultant IMO /IPIECA
GI WACAF

Objectives

- To develop Oil Spill Waste Management Guidelines
 - to guide oil spill responders in the development of site specific, operational, waste management plans during oil spill incident
 - Minimisation of waste
 - Reuse and recycling of waste
 - Transparency and traceability of processes
 - Prompt restoration of all temporary storage sites
 - The guidelines to form part of NOSCP

Scope of Assignment

- Inception workshop with Project Steering Committee and NOSCP stakeholders to review and agree:
 - TOR
 - Specific tasks
 - Outputs
 - Timeframes for delivery

3

Scope of Assignment

- Review 2007 NOSCP and 2015 draft NOSCP to establish context and background
- Review local and international legislation, guidelines and practices relating to oil spill preparedness and response and waste management
- Assess status and capacity of existing waste management infrastructure and facilities at coastal towns

4

Scope of Assignment

- Prepare a detailed work plan, budget as well as proposed structure/outline of the Guidelines
- Submit an Inception Report to the Project Steering Committee
- Develop the Guidelines together with waste management process flow charts, forms and checklists

5

Deliverables

- Inception Report
 - Updated work plan and timetable
 - List of literature to be reviewed
 - List of stakeholders and key informants to be consulted
 - Number, venue and invitees of meetings, if any, to be organised with key stakeholders
 - Structure and outline of the guidelines

6

Deliverables

- National Guidelines on Oil Spill Waste Management
 - Legislative framework
 - Liability and compensation for oil spill waste management
 - Waste designation
 - Waste minimization, segregation, temporary storage and transport
 - Intermediate and long-term storage
 - Waste (pre-) treatment and disposal

7

Project Guidance

- Duration
 - 3 months
- Reporting
 - Direct to Project Steering Committee
 - PSC members?

8

Qualifications and Expertise

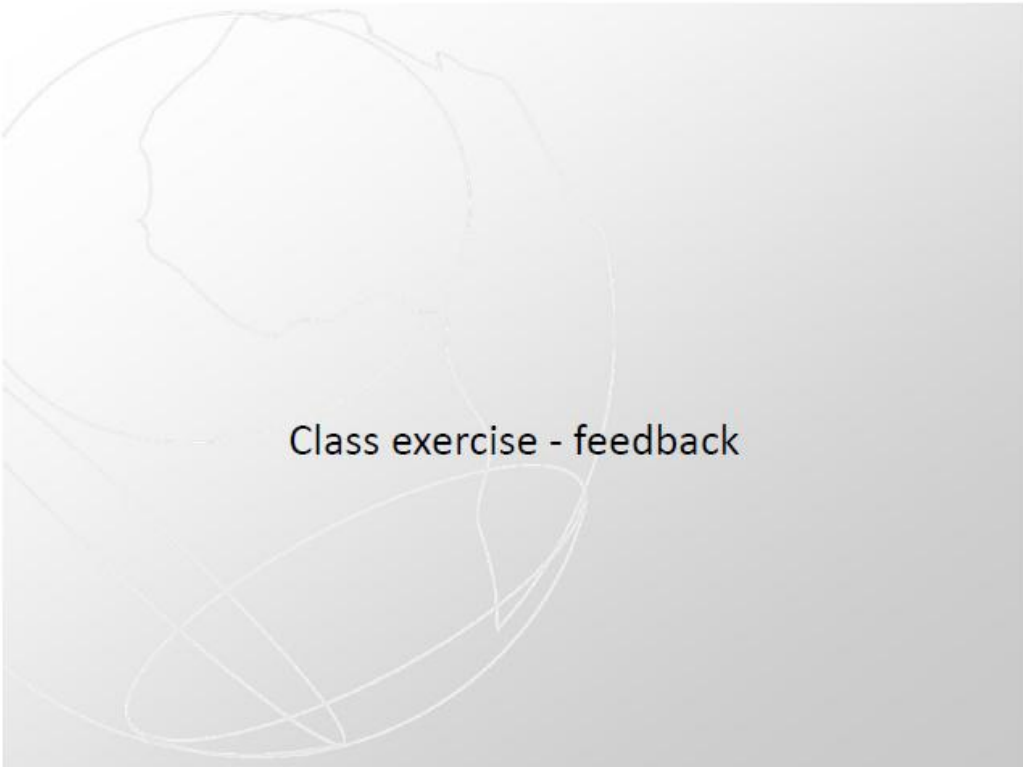
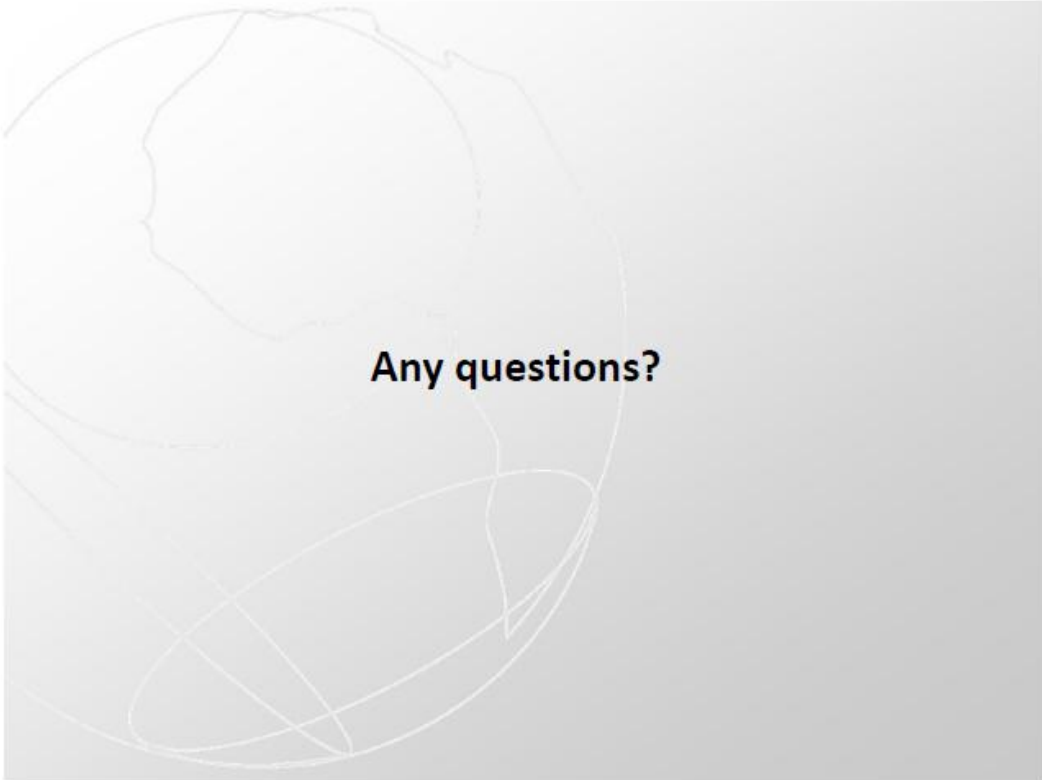
- Masters in relevant technical field or environmental science
- Ample experience in hazardous waste management and environmental management
- A minimum of 10 years coastal and marine environmental science and/or ecosystem management planning and policy making experience
- Knowledge of the Namibian Coast

9

Qualifications and Expertise

- Proven communication skills (verbal and written)
- Demonstrated experience in adequately facilitating stakeholders consultation
- Knowledge and understanding of Namibia's marine and environmental policy and legislative environment

10



Group 1

- Include a Namibian expert on environmental shoreline
- Indicate revision and update periods of the Waste Management plan
- Provide possible scenarios
- Advice on the disposal management infrastructure development in the coastal area and inland + neighbouring countries in order to identify available facilities
- Logistical and transport plan
- Integrate waste management data in the tactical maps
- Waste handling equipment to be identified and recommended
- Waste documentation to be reviewed
- Records and archives of waste management documentation to be organised
- Identify how the neighbouring countries would contribute financially
- Identify the coordination mechanism between the local, regional, national and international level (and among the different local authorities)
- Summary booklet of the document to be provided

13

Group 2

- Rephrase title to: “Terms of Reference for a consultancy to develop waste management guidelines for the Namibian NOSCP”. Reflect new title throughout the document
- Objectives:
 - Rephrase objectives: rephrase “minimization” to “management”
 - Sub-bullets to become bullets
 - Add an extra bullet “disposal in lines with existing laws and regulations”
 - Expand on “ensure transparency and traceability of processes”
- Section 3:
 - recycling companies to be included in the list of consultees
 - Section 3.1.a: Inception meeting instead of workshop.
 - Section 3.1.f: Change “inception” to “meeting report”
 - New point 3.1.g: conduct the workshop

14

Group 2 (cont.)

- Section 4:
 - 3rd paragraph, second bullet point “developed Guidelines”: add “and any other applicable decision support tools, plans and programmes”
 - 4th paragraph, bullet point about liability and compensation. Add the idea that the generator of the waste is responsible for the waste until disposed of.
 - Section 4.c: TYPO (replace “laste” with “waste”)
- Include new section on payment terms and schedule
- Section 7:
 - master’s degree in Environmental management (and not environmental science)
 - Add bullet point “experience in marine and/or oil spill waste”

15

Group 3

- Section 1 – background: expand paragraph 4 to include up-river (not only mouth of rivers)
- Determine the specific role of the PSC
 - Drive the process
 - Manage the consultants
 - Coordinate the consultations with the stakeholders
 - Engages and reports to the remaining stakeholders
- Suggested relevant members :

Stakeholders	MFMR, MTI, NCCI
PSC	MET, MWT, Ports authorities, 5 coastal towns, MOD, MME, a representative of the 4 regional councils

16

Nominated representatives of the PSC

	Organisation	Representative(s)
PSC	MWT	
	MET	
	Ports authorities	
	5 coastal towns	
	MOD	
	MME	
	Regional council Representative	

17

Actions

- MWT to send letters requesting nominations of PSC representatives by 3 July 2015
- Nominations to be received by 17 July 2015

18

Annex 8 - Closing Remarks by Mr. Matthy Nangolo, Director of Maritime Affairs

Distinguished ladies and gentleman.

We have reached the conclusion of what I am sure, you will agree, has been a inspiring and insightful workshop on oil spill waste management, where, I believe, we have taken significant steps in our journey towards developing national technical guidelines.

On behalf of the Ministry of Works and Transport, I would like to sincerely thank all of you for your active participation in this important workshop.

The Ministry of Works and Transport, Directorate of Maritime Affairs in particular is indeed honoured and privileged to have organized this important workshop. This, among other things, reaffirms our commitment and dedication to enhancing Namibia's oil spill preparedness and response system.

During the last three days we embarked on a very rich programme, covering a number of wide ranging issues related to oil spill waste management and, thanks to the excellent presentations of our resource person, Mr. Joe Small, and the interactive manner in which the sessions were conducted, I believe the workshop was a major success.

All the presentations and discussions made during the workshop were very informative and enlightening.

I particularly enjoyed the excursions to the Walvis Bay municipal waste processing facility and the independence beach. These exercises, in my opinion afforded participants the opportunity to establish a genuine nexus between the theoretical aspects of waste management and the real situation on the ground, especially the status of our hazardous waste facilities.

In addition to enhancing appreciation of the technical, legal and administrative issues pertaining to oil spill waste management and sharing of information and experiences, this workshop has also forged relationships and a sense of team spirit among NOSCO stakeholders.

As you are all aware, Namibia's oil spill preparedness and response system is undergoing reform to make it robust and more responsive to the evolving risk profile. I am sure you will leave this workshop with a fresh and renewed motivation to play your part in improving the system by sustaining the momentum built over the last two years.

In conclusion, I would like to thank GIWACAF for making this event possible and our resource person, Joe, for agreeing to facilitate this workshop.

My sincere appreciation, once again, to all our delegates for making time to join us in this workshop and for your enthusiastic participation.

Last but not least, I thank those colleagues who have agreed to be part of the Project Steering Committee that will drive the process of developing the national guidelines. You will soon receive official letters informing your respective principals of your nominations.

I understand that after this workshop Ms Blaise will remain in Namibia for a two-week holiday. I thank you for choosing our country as your holiday destination and wish you a pleasant holiday in Namibia.

Thank you all once again for your active participation and I wish you safe journeys to your respective destinations.

I thank you.

Annex 9 - Closing Remarks by IMO/IPIECA

Mr Nangolo, the Director of Maritime Affairs,

Ladies and gentlemen,

On behalf of IMO and IPIECA, I would like to thank the Government of Namibia and more particularly the Ministry of Works and Transport for hosting this National workshop on Waste Management.

IMO and IPIECA, through the GI WACAF Project, reiterate their commitment towards the WACAF region in order to strengthen oil spill preparedness and response capability. Whether it is through workshops, training or exercises, the GI WACAF project stands ready to support the relevant national authorities.

I would also like to take this opportunity to thank all of the participants for their commitment during these three days. I believe that the objectives have been achieved as participants have gained knowledge on effective shoreline clean-up and waste management operations. The draft Terms of Reference for the consultant to draft waste management guidelines have also been discussed and validated by the group and an action plan has been decided.

Finally, I would like to thank the expert, Mr Joe Small who shared his knowledge on oil spill response in general and waste management in particular. My sincere thanks also go to Mr Pinehas Auene for organising this activity.

After the conclusion of the workshop, a report will be produced and circulated. I would also like to invite participants to take a USB stick which has all of the material from the last 3 days, and further guides related to shoreline clean-up and waste management.

Thank you all once again for your active participation.