



Commission of European Communities, for and
on behalf of the Government of Albania,

Ref.: EuropeAid/124909/C/SER/AL

Implementation of the National Plan for Approximation of Environmental Legislation in Albania

Permitting & Enforcement Training
Programme



18 March 2010

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Component C: Permitting & Enforcement

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Introduction

Training objectives

The Consultant's aim in the training program is to improve the competence and professional capacity of those working in the IPC sector. The planning and conducting of training programs comprises four main tasks:

- Decide on learning objectives appropriate to priorities and needs within the ToR for this Project,
- Select learning experiences that will contribute to achieving these objectives,
- Organise the teaching experiences to maximise their cumulative effect, and
- Evaluate the effectiveness of the training programme in attaining its objectives

The objective of a professional training and education programme targeted at the Ministry of Environment, Forestry and Water Administration (MoEFWA), EFA (Environment and Forests Agency) and NEI (National Environment Inspectorate) and daughter organisations at regional level, is to provide education and training at all levels in order to create teams of professionals who will be responsible for implementing and managing specific aspects of their work. These professionals will carry out this role by using the practices and procedures in which they have been trained during the course of their normal duties in their day to day work. This is expected to facilitate moves towards the use of environmentally acceptable and sustainable technologies and behaviour. They will also have a leading role in developing and suggesting new policy at EFA and NEI in regard to IPC related activities and issues.

Training strategies

The following strategies shall be used by trainers during the session:

- lecture (PowerPoint slides with embedded tasks),
- interactive discussion,
- working groups,
- questions and answers,
- skills test, evaluation, concept mapping

Each participant will be provided with hard and electronic copies of each Unit prior to the training session. Except in the case of embedded tasks where answers are provided in the presentation. All training materials, including the PowerPoint presentations, will be in Albanian. The primary language throughout the training sessions, visual presentations and for hard copy handouts will be Albanian. When EU Trainers present courses in English, a translator will be in attendance to translate to Albanian during presentation if needed (see

next paragraph). Unless otherwise specified, training programs will address the Albanian situation, but they may use examples from outside Albania where local material/information is not available.

Generally, each training session will revolve around the core message delivered through the PowerPoint presentation however other multimodal training methods that incorporate embedded tasks, case studies, self-assessments and team exercises to ensure "active participation" will supplement the delivery of the core message. Each training session will also provide hard copies of presentations, electronic and hard copies of the necessary documents at the conclusion of the session where it is not practical to do so in advance.

The general approach taken will be designed to ensure the training programme is:

- *Participative* – trainees will be encouraged to be actively involved in the programme through use of case studies;
- *Inclusive* – training should extend to as many staff as possible. In view of the number of staff nationally that may be involved in the implementation planning process, both at a national and at a local level, cascade training (train-the-trainer) methodologies may be employed so that best practices can be fed back to a local level and disseminated to a greater number of staff than is possible in a direct training format;
- *Practical* – it is important that MoEFWM staff become able to conduct an implementation plan;
- *Case-study-based* – staff are likely to gain the most from hands-on experience of working through actual examples of implementation plans that are being considered by colleagues;
- *Tailored* – to the knowledge and skills base that staff will bring to the programme, otherwise basic concepts may be misunderstood and subsequent more detailed training ineffective;
- *Confidence building* – staff should emerge from the programme familiar with the relevant legislative framework; understanding how to organise the relevant statutory consultations and manage the outputs; appreciating key technical concepts of the system and be able to apply them;
- *Skills as well as knowledge-based* – practical implementation of a complex integrated environmental implementation plan will require staff to have a variety of personal, management and technical skills (including: team-based working skills in working across different environmental and associated disciplines; adequate data management/ IT skills).

Training Course Organisation

Nomination of participants

It is important to the success of training programme and to achieve the best outcomes, that the most appropriate persons are nominated as participants for training. It is up to the Ministry to select the correct participants who attend the training sessions.

The Project Team will liaise with MoEFWA on the most suitable participants.

Training resources required

The following resources will be provided to and used by trainers during the training sessions:

- digital projector and laptop,
- print-out of the presentations for the Training Unit,
- exercise handouts,
- CDs containing all presentations in Albanian,

- screen,
- laser pointer,
- microphone,
- translation service.

Template for training presentations

Audio-visual training presentations as PowerPoint slides will be shown using a standard project template.

Training course language

The primary language throughout training sessions, visual presentations and for hard copy handouts will be Albanian. When EU Trainers present courses in English, a translator will be in attendance to translate to Albanian during presentation if needed. Unless specified otherwise, training programme will address the Albanian situation.

Certification

Following successful completion of the complete set of training modules and units, participants will be awarded a Certification of Achievement.

Training material

Training material will be prepared by each of the Project Team Experts responsible for undertaking and completing each of the project components associated with the relevant training module, and coordinated and approved by the Project Team Leader. Material will be in the form of audio-visual presentation notes, hard copy information expanding on the presentation notes, and supplementary information as considered appropriate by the Project Team Experts. Hard copy information will be reproduced and circulated to training participants either prior to or at the end of the training session.

Training modules

Training will be implemented in through four modules as follows:

- Module 1: Environmental Permitting
- Module 2: Pollutant Release and Transfer Register
- Module 3: Inspection and Enforcement
- Module 4: Health & Safety

Final Seminar

A stakeholder seminar to discuss the new Environmental Permitting, Inspection and Enforcement Process, and relevant legislation and provide practical feedback will conclude the training programme.

Training location

- Training sessions for modules 1, 3 and 4 will take place in Durres???
- Training session for module 2 will take place in Tirana.

The Final seminar will take place in Tirana.

Training Activities

The training activities will include training courses (modules and units), workshops and seminars as follows:

Module	Unit	Content
1.Environmental Permitting	1.1 The new Law on Environmental Permitting	Introduction to the new draft Law on Environmental Permitting
	1.2The new permitting procedures	Introduction to the permitting procedures
	1.3 Use of new Permitting Forms and Notes for a range of activities and selected industrial premises	<p>Presentation of the new Forms and Notes, namely:</p> <ul style="list-style-type: none"> • Guidance Notes for Applicants for an Environmental Permit • Thresholds for Industrial Production Capacity / Outputs • Instructions for Applicants for an Environmental Permit • Application Form for an Environmental Permit • Conditions to be Included in an Environmental Permit <p>Working Group discussion appraisal and practical application of the new Environmental Permit Forms and Notes.</p>
2.Pollutant Release and Transfer Register	2.1The new draft DCM on PRTR	Introductionto the draft DCM
	2.2 Practical application of the Form	The Pollutant and Transfer Register developed in a pilot area along with practical applications of the new format of permits with the officers of the Albania authorities (MoEFWA, EFA, Local Authorities) as nominated participants in the training program.
3. Inspection and Enforcement	3.1The new Law on Environmental Permitting	Introduction to the new draft Law on Environmental Permitting
	3.2 Planning of Inspection	Coordinating and undertaking routine environmental inspection for a range of activities and selected industrial premises. Coordinating and undertaking emergency environmental response for a range of hypothetical events at selected industrial premises.
	3.3 Upgraded Environmental Inspector's Manual	Review, appraisal and discussion of the updated Manual for NEI based on planned changes to the environmental permitting system. Presentation of the new Forms and Notes, namely: <ul style="list-style-type: none"> ○ Review and Site Verification of an Environmental Permit Application
	3.4 Enforcement	Review of updated options for enforcement and actions under existing and proposed national and EU environmental legislation
4. Health & Safety	4.1 Introduction to best practice	Introduction to Health & Safety in the context of Inspection on waste management sites
	4.2 Risk Assessment	Introduction to risk assessment and risk assessment methodologies
Final Environmental Permitting Workshop		<p>A stakeholder seminar to discuss the new Environmental Permitting, Inspection and Enforcement Process.</p> <p>Review of the new Forms and Notes with the officers of the Albania authorities (MoEFWA, EFA, NEI and Local Authorities), and provide practical feedback.</p>

Training Schedule

The table below provides an overview of the schedule plan for training to be held during June 2010.

Module	Unit	Location	Date	Participants
Environmental Permitting	The new Law on Environmental Permitting	Durres???	8 June	Ministry, EFA and 12 REAs
	The new permitting procedures	Durres???	8 June	Ministry, EFA and 12 REAs
	Use of new Environmental Permitting Forms and Notes for a range of activities and selected industrial premises	Durres???	9 June	Ministry, EFA and 12 REAs
Pollutant Release and Transfer Register	The new draft DCM on PRTR	Tirana	16 June	Ministry, EFA and stakeholders
	Practical application of the Form	Tirana	16 June	Ministry, EFA and stakeholders
Inspection and Enforcement	The new Law on Environmental Permitting	Durres???	10 June	Ministry, EFA, NEI and 12 NEIs
	Planning of Inspection	Durres???	10 June	NEIs: Skoder, Lezhe, Kukes and Diber
	Upgraded Environmental Inspector's Manual	Durres???	10 June	NEIs: Skoder, Lezhe, Kukes and Diber
	Enforcement	Durres???	10 June	REIs: Skoder, Lezhe, Kukes and Diber
Health & Safety	Introduction to Health & Safety	Durres???	11 June	REIs: Skoder, Lezhe, Kukes and Diber
	Introduction to Risk Assessment	Durres???	11 June	NEIs: Skoder, Lezhe, Kukes and Diber
Final Workshop	New Environmental Permitting Forms and Notes	Tirana	1 st July	Ministry, EFA, NEI, Stakeholders

Training calendar

June - July 2010/Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	...	1	2	3	4	5	6
Location/Training Module																												
Tirana																												
Pollution Release & Transfer Register																x												
Final Workshop																												
Durres																												
Environmental Permitting							x	x																				
Inspection & Enforcement									x																			
Health & Safety										x																		
Training the Trainers										x																		

Description of training

Module 1: Environmental permitting

Participants: the course is targeted to staff from Ministry and EFA especially engaged in permitting of industrial installations at central and regional level. Ideally participation should be as follows:

- MoEFWA: 2 representatives
- EFA: 2 representatives
- REAs: 2 representatives from each of the 12 regional branches

Total: 28 participants

Unit 1.1: Introduction to the new draft permitting law

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Norman Sheridan
Content:	<ul style="list-style-type: none"> ○ The permitting system and the main feature of the draft Law on Environmental Permitting ○ Institutional aspects of permitting ○ Overall introduction to the the concept of “Best Available Techniques” and technical guidance for permitting (BREFs) ○ Combined Approach to Setting Emission Limit Values for Class A permit ○ Interaction of permitting with environmental impact assessment

Unit 1.2: The permitting procedures

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Paolo Bacca
Content:	<ul style="list-style-type: none"> ○ Preparation and submission of application by the operator ○ Receipt and initial check of application ○ Consultation with other authorities and the public ○ Assessment of application and permit conditions ○ Consideration of National Security or Commercial Confidentiality ○ Issue of Permit or Notification of Refusal ○ Permit Variation or Surrender ○ Permit Revocation or Suspension ○ Application for an Environmental Permit ○ Core Permit Conditions ○ Transitional period ○ Review of permits

Unit 1.3: Use of new Environmental Permitting Forms and Notes

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion and practical application by working groups.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Thresholds for Industrial Production Capacity / Outputs and corresponding Environmental Permit required ○ Guidance Notes for Applicants for a Class A and Class B Environmental Permit ○ Instructions for Applicants for a Class A and Class B Environmental Permit ○ Application Forms for a Class A and Class B Environmental Permit ○ Conditions to be Included in a Class A and Class B Environmental Permit

Module 2: Pollutant and Transfer Register

Participants: the course is targeted to staff from Ministry, EFA and relevant stakeholders.
Total participants: around 20 people.

Unit 2.1: New draft DCM on PRTR

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Norman Sheridan
Content:	<ul style="list-style-type: none"> ○ The requirements of the PRTR Directive ○ The new Forms for reporting off-site pollutant release and pollutants list.

Unit 2.2: New draft DCM on PRTR

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion and practical application by working groups.
Trainer:	Paolo Bacca
Content:	Practical application of the Form.

Module 3: Inspection and enforcement

Participants: the course is targeted to staff from NEI especially engaged in inspection of industrial installations.

Ideally participation should be as follows:

MoEFWA: 2 representatives

EFA: 2 representatives

NEI: 2 representatives

NEIs: 2 representatives from each of the 12 regional branches

Total: 30 participants

Unit 3.1: Introduction to the new draft permitting law

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Norman Sheridan
Content:	<ul style="list-style-type: none"> ○ Legal and administrative framework for inspection (Albanian Administrative and Criminal Laws) ○ The permitting system and the main feature of the draft Law on Environmental Permitting

Unit 3.2: Inspection planning

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Scope of inspection ○ Types of inspections ○ Content of inspection ○ Priority setting ○ Inspection planning ○ On site inspections ○ Desk study inspection as an alternative to on-site inspection ○ Environmental Inspector's report ○ Investigation of accidents, incidents or situations of non-compliance ○ Report on environmental inspection activities

Unit 3.3: Upgraded Environmental Inspector's Manual

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion and practical application by working groups.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Announced and unannounced inspections ○ Review and Site verification ○ Execution of on-site visits ○ Conducting interviews ○ Photographs and videos ○ Sampling to document potential evidence of noncompliance ○ Desk study inspection as an alternative to on-site inspection ○ Follow-up to the on-site visit

Unit 3.4: Enforcement

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion and practical application by working groups.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Responding to situations of non-compliance ○ Compliance Monitoring by Inspectors ○ The enforcement process

Module 4: Health & Safety

Participants: the course is targeted to staff from NEI especially engaged in inspection of industrial installations.

Ideally participation should be as follows:

MoEFWA: 2 representatives

NEI: 2 representatives

NEIs: 2 representatives from each of the 12 regional branches

Total: 28 participants

Unit 4.1: Introduction to Health & Safety

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Introduction to the principles of Health & Safety ○ Planning Health & Safety considerations into Site visit preparation ○ Workplace Health & Safety considerations for Inspectors

Unit 4.2: Risk Assessment

Method:	Presentation by PowerPoint with reference to hardcopy notes followed by group discussion.
Trainer:	Scott Crossett
Content:	<ul style="list-style-type: none"> ○ Introduction to hazards and Risks ○ Risk Assessment Methodology ○ Worked Examples of Risk Assessment Calculations

Final Environmental Permitting Workshop

Participants: the course is targeted to staff from Ministry, EFA, NEI, Local Government especially engaged in inspection of industrial installations and the business community.
Total participants: around 40 people.

Method: presentation by PowerPoint with reference to hardcopy notes followed by group discussion

Presentations:

Main Goal of EU IPPC Policy: Mr. Palle Grevy (Denmark).

BREEF in EU, practical experiences from Member States: Mr. Ole Lauridsen (Denmark).

The new draft Law on Environmental Permitting: Mr. Norman Sheridan (United Kingdom).

Permitting & Enforcement: Mr Scott Crossett (United Kingdom).

Agenda of the events

SCHEDULE	Time	EVENT/TRAINING SUBJECT	Contacts/Speakers
Day 1 <i>Monday 7th</i> <i>June 2010</i> Durrës	16.00 – 18.00	Arrival in Durrës, Registration of participants, Accommodation in the hotel.	Hotel INPAEL: Sonila tel.
	19.00 – 19.30	Briefing by the training organiser.	Paolo Bacca / MoEFWA Representative
	20.00 – 21.00	Dinner at the hotel	
Day 2 <i>Tuesday 8th</i> <i>June 2010</i>	07.00 - 09.00	Breakfast	
	9.30 – 10.30	The new law on Environmental Permitting	Norman Sheridan
	10.30 – 11.00	Coffee break	
	11.00 – 13.00	The new law on Environmental Permitting	Norman Sheridan
	13.00 – 14.00	Lunch break	
	14.00 -15.00	The new permitting procedures	Paolo Bacca
	15.00 – 15.10	Coffee break	
	15.10 – 16.10	The new permitting procedures	Paolo Bacca
	16.10 – 17.00	Comments, Point of views, Questions and Answers	MoEFWA Representative
Day 3 <i>Wednesday 9th</i> <i>June 2010</i>	20.00 – 21.00	Dinner at the hotel	
	07.00 - 09.00	Breakfast	
	9.30 – 10.30	Use of new Environmental Permitting Forms and Notes	Scott Crossett
	10.30 – 11.00	Coffee break	
	11.00 – 13.00	Use of new Environmental Permitting Forms and Notes	Scott Crossett
	13.00 – 14.00	Lunch break	
	14.00 - 16.00	Practical application of the Forms	Scott Crossett
	16.00 – 16.10	Coffee break	
16.10 – 17.00	Comments, Point of views, Questions and Answers	MoEFWA Representative	

	20.00 – 21.00	Dinner at the hotel	
Day 4 <i>Thursday 10th</i> <i>June 2010</i>	07.00 - 09.00	Breakfast	
	9.30 – 10.30	The new law on Environmental Permitting	Norman Sheridan
	10.30 – 11:00	Coffee break	
	11.00 – 13:00	Planning of Inspection	Paolo Bacca
	13.00 – 14:00	Lunch break	
	14.00 - 15:00	Upgraded Env. Inspector Manual	Scott Crossett
	15.00 – 15:10	Coffee break	
	15.10 – 16:10	Enforcement	Scott Crossett
	16.10 - 17:00	Comments, Point of views, Questions and Answers	MoEFWA Representative
	20.00 – 21.00	Dinner at the hotel	
Day 5 <i>Friday 11th</i> <i>June 2010</i>	07.00 - 09.00	Breakfast	
	9:30 – 10:30	Introduction to Health and Safety	Scott Crossett
	10:30 – 10:45	Coffee break	
	10.45 – 11:45	Introduction to Risk Assessment	Scott Crossett
	11:45 – 12:30	Comments, Point of views, Questions and Answers	MoEFWA Representative
	12.30 – 13.00	Conclusions and closure	Paolo Bacca

SCHEDULE	Time	EVENT/TRAINING SUBJECT	Contacts/Speakers
<i>Wednesday</i> <i>16th June 2010</i> <i>Ministry</i> <i>of Environment</i> <i>Tirana</i>	09:00 – 09:30	Registration of participants	
	09:30 – 09:40	Welcome speeches	MoEFWA Representative Paolo Bacca
	9:40 – 10:40	The new DCM on PRTR	Norman Sheridan
	10:40 – 11:00	Coffee break	
	11,00 – 13:00	Practical Application of the Form	Scott Crossett
	13:00 – 14:00	Lunch break	
	14:00 -15:00	Practical Application of the Form	Scott Crossett
	15:00 – 15:10	Coffee break	
	15:10 – 16:10	The DPTR System	Paolo Bacca/Maksi Raco

	16:10- 17:00	Comments, Point of views, Questions and Answers	MoEFWA Representative
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SCHEDULE	Time	EVENT/TRAINING SUBJECT	Contacts/Speakers
<i>Thursday 1st July 2010</i> <i>Ministry of Environment</i> Tirana	09:00 – 09:30	Registration of participants	
	09:30 – 09:50	Welcome speeches	MoEFWA Representative EU Del Representative Paolo Bacca
	9:50 – 10:20	Main Goal of EU IPPC Policy	Palle Grevy
	10:20 – 10:50	BREEF in EU, practical experiences from Member States	Mr. Ole Lauridsen
	10:50 – 11:00	Coffee break	
	11:00 – 12:00	The new draft Law on Environmental Permitting	Norman Sheridan
	12:00 – 13:00	Permitting & Enforcement:	Scott Crossett
	13:00 – 13:30	Comments, Point of views, Questions and Answers	Paolo Bacca

