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**Conference of the Parties of the Stockholm
Convention on Persistent Organic Pollutants
Third meeting**

Dakar, 30 April–4 May 2007

Item 5 (b) (ii) of the provisional agenda*

**Matters for consideration or action by the Conference of the Parties:
measures to reduce or eliminate release from unintentional
production: identification and quantification of releases**

**Ongoing review and updating of the Standardized Toolkit for
Identification and Quantification of Dioxin and Furan Releases****

Note by the Secretariat

1. At its second meeting, the Conference of the Parties, in decision SC-2/5, among other things, welcomed the second edition of the Standardized Toolkit for Identification and Quantification of Dioxin and Furan Releases¹ and noted the requests from the Parties and others to verify emission factors and address gaps and otherwise to improve the usefulness of the Toolkit and for training in the use of the Toolkit.
2. In paragraph 4 of decision SC-2/5, the Conference of the Parties requested the Secretariat to initiate an open, transparent process, in cooperation with the Chemicals Branch of the United Nations Environment Programme's Division of Technology, Industry and Economics (UNEP Chemicals) and in consultation with users and specialized experts in the field of emission factors and measurements related to releases of Annex C persistent organic pollutants, to develop further the Toolkit.
3. In response to the request, the Secretariat:
 - (a) Invited Parties and others to indicate name(s) and provide curricula vitae of experts who could be consulted as requested in the Toolkit review and update process. In response to this invitation the Secretariat has received 80 nominations from 57 countries and the European Community. In addition, two nongovernmental organizations have nominated three representatives. These nominations are listed in the Toolkit Expert Roster contained in document UNEP/POPS/COP.3/INF/24;

* UNEP/POPS/COP.3/1

** Report of the Conference of the Parties on the work of its second meeting (UNEP/POPS/COP.2/30), annex I, decision SC-2/5.

¹ UNEP/POPS/COP.2/INF/5 and UNEP/POPS/COP.2/INF/11.

(b) Entered into an agreement with UNEP Chemicals on cooperation related to the ongoing review and updating of the Toolkit, which is to be implemented in 2006 and 2007;

(c) Organized jointly with UNEP Chemicals an expert meeting from 13 to 15 December 2006 to further develop the Toolkit and to establish possible elements of an open and transparent process of ongoing review and updating of the Toolkit. A report of this meeting is available as document UNEP/POPS/COP.3/INF/6. A proposal prepared by the expert meeting participants regarding possible elements of an open, transparent and inclusive process of ongoing review and updating of the Toolkit is contained in the annex to the present note.

Possible action by the conference of the Parties

4. The Conference of the Parties may wish:

(a) To take note of the Toolkit Expert Roster contained in document UNEP/POPS/COP.3/INF/24 and of the report from the Toolkit expert meeting contained in document UNEP/POPS/COP.3/INF/6;

(b) To adopt, with any amendments, the process for the ongoing review and updating of the Toolkit as contained in the annex to the present note and to request the Secretariat to implement the process and report on progress made to the Conference of the Parties at its fourth meeting;

(c) To invite Parties, States not party to the Convention, intergovernmental organizations and non-governmental organizations and industry:

- (i) To generate relevant data and information on Annex C chemicals, as identified in the Toolkit review and updating process, and provide that information to the Secretariat;
- (ii) To actively participate in the Toolkit review and updating process;
- (iii) To provide funding to support the work outlined in the present paragraph and in paragraph 4 (b).

Annex

Preparation of a process for the ongoing review and updating of the Standardized Toolkit for Identification and Quantification of Dioxin and Furan Releases

Introduction

1. In fulfilling the request of the decision SC-2/5, the Stockholm Convention Secretariat organized jointly with the Chemicals Branch of the United Nations Environment Programme's Division of Technology, Industry and Economics (UNEP Chemicals) an expert meeting to further develop the Toolkit from 13 to 15 of December 2006. Individuals were selected by the Secretariat from the newly established Toolkit Expert Roster (see document UNEP/POPS/COP-3/INF/24) to take part in the meeting on the basis of the criteria set out in decision SC-2/5 and geographical distribution. Representatives of both environmental and industrial NGOs were invited as well. In addition, further experts have been identified by UNEP Chemicals to provide supporting specialized expertise in dioxin measurements or determination of emission factors. The main issues to be addressed by the meeting were: (i) possible elements of an open and transparent process of ongoing review and updating of the Toolkit; (ii) summary of two expert meetings held on Category 6 - Open burning of biomass and waste; (iii) determination of emission factors for combustion of biomass and fossil fuels in power plants, boilers, and small installations. The report of this meeting is available as document UNEP/POPS/COP-3/INF/6.

Process for the ongoing review and updating of the Standardized Toolkit for Identification and Quantification of Dioxin and Furan Releases

2. A proposal for an open, transparent and inclusive process for the ongoing review and updating of the Toolkit, as recommended by the Toolkit meeting participants, is outlined below. It contains the following elements: the *general tasks* to be performed in the Toolkit review and updating process; the *stakeholders* involved in the process; *activities, procedures and specific tasks* to be performed in the process, together with the roles particular stakeholders play in them; and the *periodicity* in which the particular activities and tasks are to be performed.

General tasks

3. The general tasks to be undertaken in the Toolkit review and updating process have been outlined in the paragraphs 3 and 6 of the decision SC-2/5 as follows:

- (a) Verifying of emission factors;
- (b) Filling in the gaps still existing in the Toolkit, in particular:
 - (i) Improving emission factors for technologies typically used in developing countries;
 - (ii) Filling in emission factors for hexachlorobenzene (HCB) and polychlorinated biphenyls (PCB);
- (c) Improving the overall usefulness and user friendliness of the Toolkit particularly for developing countries and countries with economies in transition;
- (d) Providing training in the use of the Toolkit.

4. The procedures to identify detailed tasks and activities, to be undertaken as priorities² in a certain period of time, are outlined in paragraphs 15 (a) to (d) below.

Stakeholders

5. Following the general principles of participation in the ongoing Toolkit review and updating process, outlined in the paragraph 4 of the decision SC-2/5, the Secretariat invited Parties and others

² Priority tasks and activities identified by the participants in the Toolkit meeting held 13-15 December 2006 in Geneva are outlined in the meeting report.

to nominate experts to be consulted at need in the Toolkit development process. These experts are included in the Toolkit Expert Roster.

6. All experts nominated by Parties and others, included in the Toolkit Expert Roster (Toolkit experts), will be involved in the Toolkit review and updating process at least by electronic means.
7. The Toolkit Expert Roster should remain open for further nominations.
8. Party representatives selected from this roster (up to 25-30) may be invited by the Secretariat to participate in Toolkit expert meetings. Participants would be selected considering specific topics of meetings and the expertise available with the particular experts, as well as geographic distribution and balance between developed and developing countries³.
9. Additional experts (up to 5) may be invited in order to provide specific expertise related to the particular topic to be discussed, if such expertise is not available with the experts included in the Toolkit Expert Roster.
10. Toolkit expert meetings should be open to observers; however, the total number of meeting participants should not exceed 35.

Procedures, activities, and specific tasks

11. The Toolkit review and updating process should be driven by Parties. Expert panels focusing on a specific source category or task (such as developing of data quality criteria) could be established within the Toolkit Expert Roster, lead by volunteering Parties.
12. The Secretariat, in cooperation with UNEP Chemicals, will organize and facilitate this process as outlined in paragraphs 13-18 below.
13. Parties and others will be invited to generate relevant data and information on Annex C chemicals to assist in the ongoing Toolkit review and updating process, and to provide that information to the Secretariat.
14. On regular bases information will be collected, summarized and provided for consideration of the Toolkit experts. The following sources of information could be considered inter alia:
 - (a) Relevant information submitted by Parties and others;
 - (b) Results of available recent literature searches;
 - (c) Results of possible UNEP activities targeted to verification / establishment of new emission factors.
15. The Toolkit experts should perform the following tasks inter alia:
 - (a) Analyse and evaluate the information before them including the current Toolkit edition;
 - (b) Identify still existing shortcomings and gaps, agree on priorities, and propose activities for improvement;
 - (c) Identify possible activities to improve the overall usefulness and user friendliness of the Toolkit particularly for developing countries and countries with economies in transition;
 - (e) Elaborate detailed workplan and timetable of the Toolkit revision and updating process for the forthcoming period, based on the above;
 - (f) Set up the necessary organisational structure (expert panels);
 - (g) Agree on data quality criteria for validation of data/information, in order to secure that only scientifically sound information is included into the Toolkit;
 - (h) Validate information and data to be included in the Toolkit according to the agreed data quality criteria and prepare revised/new Toolkit texts;
 - (i) Assess training and capacity building needs for Parties to evaluate current and projected releases and develop release estimates and trends of Article 5 Annex C POPs;

³ Participation in the Toolkit expert meeting held 13-15 December 2006 in Geneva was recommended by the participants as suitable model for participation in future meetings.

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16. Toolkit expert meetings will be organised to facilitate implementation of the activities and tasks outlined in paragraph 15 above.
17. Toolkit chapters, revised/elaborated by the expert panels, will be circulated to all Toolkit experts for review and comments and afterwards made available through the Clearing House Mechanism. Parties and others will be invited to peruse them and provide their comments and suggestions.
18. The following activities will further be promoted :
- (a) Sharing and exchanging of information via the Clearing House Mechanism;
 - (b) Local initiatives for data generation and collection;
 - (c) Joint activities and projects between developed and developing countries;
 - (d) Synergies between activities related to Article 5 and Annex C (release inventories and BAT&BEP).

Periodicity

19. The Conference of the Parties recognises that the Toolkit should be a living document and defines in its decision SC-2/5 the Toolkit review and updating process as 'ongoing' ;
20. The Toolkit expert meetings should be organised on yearly bases, at least up-to the fourth meeting of the Conference of the Parties. However, work should be continued intersessionally by electronic means, organised by the expert panel leaders, and facilitated by the Secretariat.
21. Revised and agreed Toolkit chapters will be shared via the Clearing House Mechanism (see paragraph 17 above). The next full revision of the Toolkit will be presented for consideration by the Conference of the Parties at its fourth meeting.
22. The Conference of the Parties will decide at its fourth meeting whether the Toolkit review and updating process should continue as outlined above, or on any amendments to it.
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