

MJV Tool Kit

Guide to hosting a Mutual Joint Visit Workshop for Seveso Inspectors

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Major Accident Hazards Bureau

EU Technical Working Group on Seveso Inspections

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Mutual Joint Visit Programme for Seveso Inspections

MJV Workshop Tool Kit

# Forward

**This toolkit is intended for countries planning to host a Mutual Joint Visit (MJV) Workshop for SEveso Inspectors in future. It briefly describes the MJV process following the MJV Terms of Reference in three stages: before, during and after the workshop. The description of each stage is accompanied by examples of tools and materials developed for MJV workshops in the past. A few worksheets for planning the MJV are also included.**

**The MJV programme is sponsored by the European Commission on behalf of the Committee of the Competent Authorities for Implementation of the Seveso Directive (CCA) and DG-Environment, and is managed by the Major Accident Hazard Bureau (JRC-MAHB) of the European Commission’s Joint Research Centre. The programme offers Member States the opportunity to develop together a more sophisticated understanding of what constitutes Seveso compliance and acceptable safety in an inspection context. Moreover, it is rooted in the belief that Member States can learn from each other and by doing so increase their technical proficiency and the effectiveness of their respective inspection programmes. Twenty years of experience with the programme have shown that these goals can be achieved over time and for this reason the programme’s continuation has been widely supported.**

**In 2005 it was proposed to introduce a new visit format (“Phase 2” visits) that could be hosted by Member States that have already held an introductory visit in the first five years of the programme (“Phase 1” visits). The visits would be in the form of technical workshops focused on exploring particularly areas of inspections that are of common interest in priority in Member States.**

**In 2009 the European Commission’s Joint Research Centre proposed to end the Phase 1 workshop and focus resources on one MJV workshop per year in the Phase 2 format. By the end of 2010 the MJV programme had sponsored five MJV Phase 2 workshops and published results of three of these workshops in the Seveso Inspection Series. The table on the next page outlines the details of a Phase 2 MJV workshop updated to reflect five years of experience with this format.**

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# ****Overview of purpose and expected outputs****

## PURPOSE:

The overall goal of the Mutual Joint Visit programme is to support common and consistent approaches to Seveso inspections within the Member States, EEA and Candidate Countries (“Seveso countries”) and to improve the efficiency and quality of Seveso inspection programmes. Specifically, Phase 2 MJVs contribute to this goal by:

* Facilitating the sharing of experiences and best practices in regard to specific areas of high interest to many Seveso countries in the implementation of Seveso II inspection requirements, and addressing common problems and challenges associated with these topics.
* Collecting and documenting various tools, practices, findings and other resources that have proved useful in addressing various aspects of Seveso inspections within Seveso countries and to share this information with the broader community of Seveso inspectors.
* Creating deeper awareness concerning the strengths and weaknesses of Seveso inspection programmes to assist in shaping the direction of EU-level activities, as well as bi-lateral and multi-lateral activities, in support of Seveso implementation.

## MJV WORKSHOP TOPICS

Host countries can select a Seveso topic of their choice, provided it is broad enough and common enough to be of interest to many Member States. The TWG 2 maintains and regularly updates its priority topic list (see Annex 2) that can be used as a basis for topic selection. Topics covered by past MJV workshops or other events are indicated in this list.

## EXPECTED OUTPUT:

In addition to fostering exchange of information and mutual learning between Seveso inspectors, the MJV workshop results should be disseminated as follows:

* **Website of all workshop presentations collected to post on the MJV website.** JRC-MAHB takes responsibility for ensuring that all presentations are available on a website following the workshop event. The presentations should be provided to the JRC-MAHB by email on or before the final day of the workshop if possible. Presentations are only made public if this is acceptable to the presenter. (There is no requirement to make presentations public.)
* **Seveso Inspection Series Report.** The JRC-MAHB and its subcontractor will produce a Seveso Inspections “Good Practice Report” from the workshop. The host country can, if desired, be involved in the review of this document. Examples of such reports include:
  + [Chemical Hazards Risk Management in Industrial Parks and Domino Effects Establishments](https://minerva.jrc.ec.europa.eu/EN/content/minerva/e627c9fb-aab2-4122-bf18-9421cf87b442/sis05shortrmindustrialparksanddominopdf)
  + [Assessment of Safety Management Systems of Major Hazard Sites](https://minerva.jrc.ec.europa.eu/EN/content/minerva/838285cb-e0ee-40c2-96bc-0566878177be/mjv_germany_short_assessment_of_sms)
  + [Emergency Response Planning for Chemical Accident Hazards](https://minerva.jrc.ec.europa.eu/en/shorturl/minerva/mjvirelandemergencyplanningshortreportfinalpdf)
  + [Liquefied Petroleum Gas and Liquefied Natural Gas Sites](https://minerva.jrc.ec.europa.eu/en/shorturl/minerva/mjvcypruslnglpgv2pdf)
  + [Process Safety Performance Indicators](https://minerva.jrc.ec.europa.eu/en/shorturl/technical_working_group_2_seveso_inspections/mjvaustriagprpspi)
  + [Learning lessons from accidents](https://minerva.jrc.ec.europa.eu/en/shorturl/technical_working_group_2_seveso_inspections/learning_lessons_from_accidents)
  + [Risk Management and Enforcement on Ageing Hazardous Sites](https://minerva.jrc.ec.europa.eu/en/shorturl/technical_working_group_2_seveso_inspections/mjv_on_ageing_hazardous_sites)

# Workshop contributors and their roles

## ****WORKSHOP CONTRIBUTORS****

* **Host country.** Member States of the EU, as well as EEA/EFTA countries, are welcome to propose an MJV Phase 2 workshop. Co-hosting by one or more Seveso countries is also an option that could be considered. The host is responsible for organising the meeting location and related meeting administration. The MJV Technical Advisory Group (TAG), in co-ordination with the host country, develops the agenda, questions for the break-out session, and identifies speakers.
* **European Commission (Joint Research Centre – Major Accident Hazards Bureau (JRC-MAHB).** JRC-MAHB manages the Mutual Joint Visit programme on behalf of the Committee of the Competent Authorities for Implementation of the Seveso II Directive (the “CCA”). JRC-MAHB is responsible for ensuring that the MJV is planned consistent with the programme goals and objectives. JRC-MAHB also is in charge of soliciting and managing participation from outside the host country. JRC-JRC-MAHB is also responsible for production of the final report.
* **Technical Working Group on Seveso Inspections (TWG 2).** The TWG 2 provides advisory support to the JRC-MAHB in managing the MJV programme on the practical organisation as well as on the content of workshops and their subsequent outputs.
* **TWG 2 Advisory Group (TAG).** The MJV TAG is organized by TWG 2 members (appointed for the task) and the JRC-JRC-MAHB along with the host country. The TAG elaborates the MJV topic with the host country, providing support to development of the agenda, selection and design of break-out sessions, and helping to obtain speakers and other necessary technical inputs. The TAG ideally starts begins preliminary discussions (usually by conference call) 6 or more months prior to the MJV. The workload of the TAG is generally light except in the final weeks before the MJV when there may be a need for members to review the final agenda and supporting materials.
* **Participants.** Phase 2 MJV workshops are aimed at working Seveso inspectors. Since participants are expected to contribute actively to the meeting outcome, they should be competent to discuss the topic selected for the visit. Industry will be invited through Member States or the Centre for Chemical Process Safety, and the number of industry representatives is a function of their contribution to the workshop. Depending on the topic, a larger industry representation may be encouraged. Generally, attendance should be more or less around 30 participants from countries other than the host country, and around 50 or so in total to ensure workable breakout sessions.
* **Speakers, session moderators and rapporteurs.** Presentations are usually made by a mix of host country representatives and participants. Sometimes external experts, such as a local industry expert, are also invited to present a topic. Workshop break-out sessions are usually moderated by a mix of host country representatives and participants.
* **Workshops are in-person only.** The MJV workshop is conducted with in-person participation only. Hybrid workshops are not considered appropriate for fulfilling the objectives of the meeting. Under certain circumstances, contributions of special guests may be given virtually but workshops cannot be attended virtually.

## ****ROLES****

**Host Country:** The host country is responsible for:

***REQUIRED***

* organising the workshop venue, including meeting location (with break-out session rooms) and hotels. It is expected that logistics should be funded by the host country, in the first instance, but for some countries it may be possible to share expenses with the JRC-MAHB (if resources are available). (Depending on your location, choice of hotel, and your organisation’s protocols, it is estimated that these costs range from about €3,000 - 6,000, if lunches and coffee breaks are included.)
* providing meeting secretarial services, mainly:
  + preparing a folder of meeting materials (as directed by the MJV Technical advisory group) including the agenda, break-out question sessions, templates for break-out sessions, and any other support material defined by the TAG
  + facilitating the availability of audiovisual services
* communication to and confirmation of local participants (i.e., the country’s own participants)
* participating in the TAG and contributing to the formation of the agenda, especially proposing contributions from local participants (e.g., inspectorates, industry) relevant to the workshop theme

***OPTIONAL***

* funding of social events (including funding of lunches and of a social dinner, for example) is not required. Alternatives can be discussed with the JRC-MAHB. At most MJVs, participants pay their own bills for some events.

**TWG 2 Advisory Group (TAG):** The function of the Technical Advisory team is to help the host country in shaping the theme of the workshop, identifying an appropriate format, structuring participant contributions and interactions as necessary, preparing a proposed outline of the meeting summary document, and soliciting speakers and information from other Seveso countries and industry that might be helpful in workshop preparation. Often the TAG will develop a pre-workshop survey on the topic for meeting participants whose results provide further information on the background and experience of participants. Survey results are presented at the meeting and included in the final MJV report.

As such, the TAG is responsible for:

* preparation of the programme and programme materials. The JRC-MAH**B** will facilitate this preparation.
* assigning participants, moderators and rapporteurs (if pre-assigned) to workshop break-out sessions in consultation with the MJV TAG

Most TAG members are expected to play a role in also steering the workshop as plenary or break-out session chairs and/or taking on a preparatory task (e.g., administration of the survey), to the degree that they have time available and are comfortable in a particular role.

**Joint Research Centre (JRC) of the European Commission (JRC or JRC-MAHB):** As the representative of the programme’s chief sponsor, the European Commission, the JRC-MAHB representative is responsible for the following:

* Engaging in pre-planning discussions with the host country about responsibilities of the host country and JRC-MAHB in planning the MJV and what a typical preparation schedule looks like
* Advising the host country and Technical Advisory Group on the technical and practical aspects of the meeting, including good practices from past MJVs
* Ensuring consistency in the quality and technical content of the visits
* Ensuring that MJV outputs are produced in conformance with these Terms of Reference for the MJV Programme and European Commission protocols
* Requesting nominations from TWG 2 to the Technical Advisory Group
* Managing meeting registration (through [EU Survey](https://ec.europa.eu/eusurvey/home/welcome))
* Leading the Technical Advisory Group if the host country chooses not to do so
* Publicizing the workshop to the other Seveso countries and requesting nominations of participants
* Confirming international participation (participants from the other countries) and providing timely information to the host country of names and coordinates of these participants.
* Administering the European Commission travel reimbursements to the participants if authorized to do so by the Commission
* Sending out the first package of materials to international participants. *Note that communication and confirmation of host country participants is solely the responsibility of the host country.*
* Co-chairing plenary sessions of the workshop and closing session with conclusions.
* Publication of presentations online following the workshop
* As long as resources are available, the JRC-JRC-MAHB will also take responsibility for the publication of workshop results.

*Following the initial confirmation of participants by the Commission, the host country is generally free to be in touch directly with the MJV participants, provided JRC-MAHB (also a participant) is in copy to this correspondence.*

*JRC-MAHB does not provide any financial assistance to the host country for organising the meeting, with some limited exceptions.*

**Participants:** In addition to attending the workshop, participants will be expected to contribute actively in break-out discussions. Some participants will also be expected to volunteer to make presentations, or serve as moderators or rapporteurs for break-out sessions. For some workshops, participants may be asked to respond to a survey on their perspectives or share relevant tools or documentation that has been developed in their country in relation to a specific topic.

Participants will also be asked to review the final draft of the Seveso Inspection Series publication of the results of the workshop to ensure its accuracy and consistency with their recollection of the event.

**TWG 2:** The TWG 2 is available to be consulted on speakers and/or programme topics but has no specific role per se in the organisation of individual MJV workshops. Generally, the TWG 2 keeps track of the schedule of future workshops along with JRC-MAHB and reviews and suggests adaptations to the programme and programme outputs on an ongoing basis. The host countries for future MJV workshops are solicited through the TWG 2.

# Preparing and Conducting the MJV Workshop

## ****PLANNING THE WORKSHOP LOGISTICS****

The host countries are responsible for organising logistics for the workshop including the meeting location, reserving hotel rooms for participants and ensuring that participants have sufficient information on logistics to plan their travel and arrive at the meeting. The TAG prepares the meeting programme, including the agenda, break-out session questions, and the workshop templates (usually just a copy of the questions).

The MJV TAG is responsible for the content of the workshop and obtaining speakers. JRC-MAHB is responsible for identifying external participants (i.e., from outside the host country) to the meeting. JRC-MAHB also is available to advise the country on any details about which it may be uncertain.

* **Resources needed for the MJV.** The host country is expected to arrange the meeting space and associated equipment for the MJV. . Host countries are not in any way obliged or encouraged to cover any other expenses including meals or a “social programme” (evening meals and tourism), although many do so anyway.
* **Selection and Invitation of Participants.** It is suggested that the MJV workshop should accommodate around 30 participants from other EU, EEA/EFTA and Candidate countries (and including one industry representative). JRC-MAHB gathers names of participants through a “request for nominations” which typically indicates that one participant country is usually guaranteed. A country may send a second participant if there is still room after all country requests for 1 participant have been fulfilled. If the number of participants exceeds 30, JRC-MAHB will discuss with the host country whether it is reasonable to accept the additional participants.  
    
  Together JRC-MAHB and the country decide a date by which all participants have to be identified, usually a few weeks before the deadline for hotel reservations. Typically, JRC-MAHB sends out a request for nominations about 3 months before the meeting takes place (sometimes with a longer delay if the nomination period includes summer holidays) giving countries 30 days to nominate a participant. The request for nomination does not require a draft agenda or details on the practical information. It is prepared and sent by JRC-MAHB in consultation with the host country.   
    
  Once the participant list has been defined, the host country should send out the preliminary agenda and practical information. At this point also the host country should feel free to directly interact with participants, providing information and answering their questions.

Some practical hints for a smooth execution:

* Label the doors of workshop and plenary sessions.
* Get presentations from speakers and prepare laptops with presentations before the meeting.
* Have extra staff on hand to collect and transport information from the workshops (rapporteurs) to the plenary.
* Be prepared to produce a smart disk of the MJV material/workshops parallel to the MJV. (Plan staffing for this task.)
* Have an extra room for your internal MJV Staff to consult and handle unexpected needs arising during the meeting.
* Plan enough time for coffee breaks (for making friends, exchange of experience).
* Obtain short biographies of speakers before the meeting in order to introduce them properly.
* Keep in mind that the workshop should be aiming to obtain as much as information as possible for the MJV report about challenges, good practices and questions that need to be further explored
* Having presentation sessions at various points in the programme to stimulates thinking of participants for a particular break-out session.
* Remember that participants can be a good source of presentations. When a country sends outs registration and practical information, it can also ask for volunteers to contribute presentations on specific themes.
* Presentations on relevant accident case studies are particularly stimulating for discussion.
* Pre-workshop surveys of participants on the topic often produce interesting statistics and ideas that can be listed in the workshop report for practical use by other EU Seveso inspectors.
* Pre-prepared questions for discussion groups can help participants to cover the most important elements of the break-out session topic.
* Standardised formats for presenting discussion group outcomes including powerpoint presentations but also graphs and tables.
* Planning should ensure that the workshop development team has enough time in the schedule for a number of meetings to formulate and review questions, guidance and templates for the break-out sessions.
* Before the workshop get familiar with using terminology for Seveso and the selected topics in English.

**Toolbox tips:**

* The request for nominations should make clear the topic of the workshop so that inspectors with particular interest and/or expertise are nominated.
* The request for nominations can also solicit participants to volunteer to be chairs or rapporteurs of break-out sessions.
* It should be remembered that MAHB is also a workshop participant! The MAHB representative(s) need also to be included in distribution of any general information for participants.
* In identifying meeting room space, remember to take into account the need for break-out session rooms.
* To aid discussions one MJV host hung up a number of posters depicting the image of a typical site or situation associated with the MJV theme.
* **Selecting the meeting venue and geographic location.** The meeting venue is usually government offices or a hotel. Generally, any appropriate place for a formal meeting with adequate meeting room space is acceptable. MJVs usually require one room for plenary sessions and 3-5 smaller rooms for break-out sessions. Note that sometimes the plenary room is also used as one of the breakout session rooms.  
  Organisers should select a geographic location that is reasonably accessible to a regional airport or via a main railway line. This does not necessarily mean that it has to be in a major city. Provided the journey is not too complicated, participants often enjoy going to interesting towns and smaller cities away from the big cities that are known for particular attractions and that they would not otherwise visit. If organisers choose a location that is not easy to reach via public transport, they should arrange a transport service to take participants to and from the airport.
* **Selecting the hotel.** If the meeting takes place in a hotel, it is assumed that a block of rooms for participants will be arranged in that hotel. If the meeting is not in a hotel, organisers should normally seek to reserve a block of rooms in a hotel that is in walking distance or easily accessible by public transport. If the latter are not possible, the organisers will have to consider hiring a means of transport for taking participants to and from the hotel.
* **Information materials for participants**

*Some examples of meeting materials are contained in the Annex. In addition you can find the agenda and meeting materials for the MJV Workshop in Malta, Italy (April 2019) at this link.*

*<https://minerva.jrc.ec.europa.eu/en/shorturl/minerva/webinar_on_ageing_and_maintenance>*

Information material distributed to participants prior to the workshop should include:

* + Practical information, such as hotel(s) reserved for participants and how to make a reservation, how to get to and from the airport, information on social events planned for the meeting (if any) (See Annex 3 for an example),
  + A preliminary agenda
  + If relevant, the topic survey to be completed by participants before the meeting (with a specific deadline for its completion)
  + If relevant, a request for presentations or other information from participants prior to the meeting, giving a brief description of the purpose and content
  + Information to participants who have volunteered to be chairs or rapporteurs of break-out sessions
  + If relevant, a request for participants to indicate their preferred break-out sessions

Information material to be distributed to participants before or during the workshop:

* Final workshop programme (Examples in Annex 4)
* Paper copies of presentations for each session (optional)
* Break-out session assignments for participants (who is in what group), including chairs, rapporteurs and locations of break-out sessions (See Annex 5)
* Break-out questions for each session and group (See Annex 5)
* Break-out session instructions for chairs (See Annex 6)
* A template for presenting the summary of break-out sessions in the plenary session (optional)
* The MJV evaluation form (See Annex 7)
* **Equipment and materials for the meeting.** Each plenary session should have a projector and a laptop for giving presentations. It is also advisable to have on hand a microphone and a flipchart.  
    
  At minimum break-out sessions should have flipcharts available. Other types of equipment are optional and often depend on organiser preferences or the equipment available at the meeting facility.

## ****DEVELOPMENT AND IMPLEMENTATION OF THE WORKSHOP PROGRAMME****

The workshop should be structured on a specific topic of common interest to Seveso inspectors. The workshop should aim to capture the collective experience and reflections of the participants on good practice, common challenges and other insights associated with the topic. This type of visit is not expected to include a site visit unless it is directly relevant and beneficial to the outcome of the meeting.

* **Topic selection.** A list of suggested topics proposed by the Technical Working Group on Seveso Inspections is also included as an Annex 2. A Member State host may choose a topic that does not appear on this list.
* **Workshop development team.** The workshop development team can either be an internal team or a Technical Advisory Team of external inspectors volunteered from TWG 2. As co-sponsor of the workshop and secretariat of the MJV programme, JRC-MAHB should always be consulted during the process to obtain its perspective on the proposals and offer advice on shaping a successful programme.
* **Time frame.** Typically MJV workshops are 2 or 2 ½ days long spread over a 3-day period (usually Wednesday to Friday). They begin in the morning or after lunch on the first day and always end at lunchtime on the last day to allow the possibility that many participants can return home that evening.
* **Format.** The MJV follows a workshop format with small groups and plenary sessions at various intervals. Usually the workshop participants are divided into groups to discuss a particular subtopic and then reunited to report results of the discussion in a plenary. Maximising participation and input from participants is encouraged. The number of topics covered, the way they are divided between groups, documentation of discussion results, etc. are to be decided by the Workshop Technical Advisory Team.
* **Language.** The language of the meeting is English and generally presentations should be given in English. Translation services are not required because participants are expected to be able to speak and interact in English. If translation service is offered, it must be simultaneous translation

**Comments from past MJV participants on Break-Out Sessions**

* Too many questions!
* Some questions were too detailed, and wording was sometimes a bit too complicated, requiring additional interpretation.
* Some questions seemed to be the duplicate of other questions, just written in a different way.
* Power point templates are sometimes provides to help rapporteurs organize the summary of the break-out discussion for the plenary session. Some rapporteurs needed some additional guidance from the organisers in what was the intended use of the template and how to organize the summaries in the PowerPoint document.
* In the break-out summaries, some countries did not want a reference to what each country said and commented, others were ok with that. The group leaders should clarify this early

At various intervals results of discussions should be summarised, shared and discussed in the plenary session. Documentation of these interim results through power points and rapporteur notes will eventually serve as the basis of the report. Therefore, the MJV must ensure that sufficient time is available for a meaningful discussion to take place.

Moderators and rapporteurs can consist of volunteers from the host country, the Technical Advisory Team, as well as the participants themselves. For these roles, spoken English proficiency is generally adequate for all roles including rapporteurs (as long as notes are clear and understandable, perfect English is not necessary).

**Conducting the workshop.** In general if a good workshop plan has been prepared with clear assignment of the various roles to different persons, the workshop should run smoothly.

# Output of the workshop

## Expected Outcomes

The MJV workshops can produce:

* Exchange of good practice among Seveso competent authorities
* Tools and programmes illustrating good practice in competent authorities
* Case studies of accident lessons learned
* Strategies and tips for inspections
* Checklist questions for inspections
* Analyses through surveys of different country perspectives and approaches to enforcement and monitoring of specific topics

## Targeted outputs

The MJV Workshop is expected to produce a short (~8 pages) **good practice report** of the workshop outcomes. This documents is not the classical “proceedings” document, in which items are presented in the order on the agenda and as a summary of presentations and discussions at the meeting. Rather this document is ordered by the critical topics emerging from the meeting that would be suitable for an advisory note on good practice. The critical topics become the key headings of the reports.

**The Good Practice Report** is limited to 8 pages and should be organized by the key inspection topics. It should summarise strategies and tips for inspectors in a concise and clear format (e.g., using bullets, identifying “what does success look like?”,etc.) It will contain all the checklist questions that have been suggested during the workshop through the break-out sessions or presentations.

## PRODUCING THE MJV REPORTS

Since 2014, the JRC has funded a contractor to produce the MJV reports. Optionally, a host country may also hire its own contractor. The contractor’s role is to organize all the output from break-out sessions and presentations into topic headings. Furthermore, the contractor should identify which parts are particularly important for inspector and create the “inspections story” in the Short Report. The contractor must then also develop the background material (why are we hosting this workshop?), and identify special topics and case studies that should be elaborated in text boxes.

**Good Practice Report Template**

The Good Practice Report usually contains at minimum:

Problem definition (what is the topic and why is it important for risk management

* The role of the inspector
* Main elements, or key considerations, for risk management
* Questions for inspectors to ask during inspections

The length and importance of different parts of the will vary based on the topic and feedback from the workshop.

# Typical Planning Schedule

## MJV Preparation Timeline

The following is a typical time line for planning an MJV Workshop.

* **2 years to 5 years prior** – The **host country** should declare its intention to host a future MJV workshop with an indicative time frame. Currently, the TWG 2 tries to plan the workshop schedule at least 2-3 years ahead.
* **At least 9 months prior to the workshop -** The **host country** explores options for managing logistics of the workshop. This includes:
  + the meeting venue (including the availability of extra rooms for break-out sessions),
  + hotel for participants,
  + resources available for planning the workshop,
  + resources available for writing the workshop publication,
  + confirmation of dates of the workshop after consultation with **JRC-MAHB**, and
  + **JRC-MAHB** establishes the Technical Advisory Group (MJV TAG) with input from **TWG 2**
* **At least 6 months prior to the workshop –** The following should be accomplished:
  + The **MJV TAG** holds its first conference call to:
    - * Establish main issues for the agenda of the meeting and preliminary agenda structure
      * Discuss potential speakers. Speakers should be contacted as soon as possible so that they can be confirmed and the time is reserved on their calendars.
  + The **host country** should have finalised meeting logistics (meeting venue and hotel reservations).
  + **JRC-MAHB** should decide on selection of an individual to write the MJV publication (usually a contractor).
* **At least 3 months prior to the visit**
  + The **host country**, after consultation with the TAG, produces a draft agenda for the workshop.
  + When the programme is agreed with JRC-MAHB, JRC-MAHB asks for nominations from Seveso and Candidate Countries.
  + Most speakers should be confirmed except presentation slots reserved for some participants.
  + **JRC-JRC-MAHB** formalises contractor arrangements (if any) for the production of the final report.
* **6 to 12 weeks prior to the visit**
  + **JRC-MAHB** notifies the host and participating countries of international participants accepted for the MJV.
  + The **JRC-MAHB** sends the draft programme and practical information on travel and hotels to the participants at this time. After this point, the **host country** is in charge of managing participants’ practical inquiries related to the meeting, with support from **JRC-MAHB** as necessary.
  + At this time, volunteers for presentations by participants are also solicited.
  + If a survey is part of this event, then the survey should be sent out at this time.
* **0 to 6 weeks before the visit**
  + **JRC-MAHB,** the **TAG** and the **host** country remain in contact to sort out details regarding the programme and participants.
  + The **JRC-MAHB** will request participants to volunteer for presentations and volunteers to moderate sessions
  + The **JRC-MAHB** should assign participants to break-out sessions. These can be distributed a few days prior to the workshop.
  + The**JRC-MAHB** will send advance meeting materials are sent to the participants
  + **JRC-MAHB** will establish a web page for hosting the agenda and presentations, as much as materials are available with good lead time beforehand. **JRC-MAHB** and/or the **host country** may upload to the web page.

# Annexes

### ****Annex 1: List of locations and topics of all past MJVs****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase 1** | | | | |
| The Netherlands (1999) | | France (2001) | | Spain (2003) |
| Germany (2000) | | Austria (2001) | | Hungary (2005) |
| Ireland (2000) | | Sweden (2002) | | Poland (2007) |
| Finland (2000) | | Italy (2002) | | Romania (2008) |
| United Kingdom (2000) | | Norway (2003) | |  |
| **Phase 2** | | | | |
| Belgium | 2005 | | Petroleum storage depots | |
| United Kingdom | 2006 | | Petroleum refineries | |
| The Netherlands | 2006 | | Compliance drivers in 5 industries | |
| Portugal | 2008 | | Human factors (Partial phase 2) | |
| Norway | 2009 | | Industrial parks & domino effects | |
| Germany | 2010 | | Safety management systems | |
| Finland | 2011 | | Safety reports | |
| Ireland | 2012 | | Emergency response planning | |
| Sweden | 2013 | | Learning lessons from accidents | |
| EC-JRC-MAHB | 2014 | | SMS in multinational companies | |
| The Netherlands | 2015 | | Safety leadership and culture | |
| Norway | 2016 | | Explosive and pyrotechnic sites | |
| Cyprus | 2017 | | Liquefied petroleum gas (LPG) and Liquefied natural gas (LNG) | |
| Austria | 2018 | | Process safety performance indicators | |
| Malta | 2019 | | Ageing hazardous sites | |
| EC-JRC-MAHB | 2022 | | Information to the Public | |

**List of Priority Topics Recommended as the Focus of Future MJVs**

**Version 2023**

*In general it is recommended that a Mutual Joint Visit on Seveso II Inspections (MJV) is organised around one of the priority Technical Topics listed below in association with a few important Implementation Topics. It is understood that some Implementation Topics, because of their particular importance or complexity (e.g., emergency planning and response) could be the subject of an MJV by itself. Discussions should always be conducted in the context of the inspections obligations outlined in Article 18 of the Seveso II Directive.*

*This Priority Topics List has been created by the EU Technical Working Group on Seveso II Inspections. It should be viewed as loose guidance, rather than a strict formula, intended to aid MJV hosts in structuring an interesting and productive MJV. New ideas from MJV hosts are generally welcome.*

|  |  |
| --- | --- |
| **Technical Topics** | **Implementation Topics** |
| The following substance, substance categories or industrial sectors are each considered to be priority topics currently for Seveso inspectors. In addressing these general areas, an MJV should focus on improving understanding of safety practices, inspections strategies and tools, and other topics as indicated in the right-hand column.   * Chlorine * Ammonia * Hydrogen fluoride * Sulphur dioxide * Petroleum storage depots 1 * Liquefied petroleum gas12 * Liquefied natural gas12 * Unstable substances (e.g.,,organic peroxides, nitrocellulose) * Intermediate substances * Runaway reactions/batch processing * Distilleries * Warehouses * Refineries8 * Explosive and pyrotechnic sites18 | The following implementation topics are also considered to be priority areas for exchanging ideas, knowledge and experience among Seveso II inspectors. These topic areas could be addressed in connection with any of the technical areas in the column to the left:   * Accident investigation * Ageing sites14 * Co-operation between authorities * Risk management during a pandemic15 * Domino effects 5 * Emergency planning and response20 * Enforcement strategy\* 2 * Human factors\* 3 * Information management tools * Information to the public16 * Inspection of lower-tier sites 4 * Inspections strategy and life-cycle * Inspector competencies * Lessons learned from accidents17 * Lessons learned from inspections * Risk assessment verification * Risk-based inspections * Safety culture9 * Safety leadership9, 10 * Safety management systems\* 6 * Safety reports 7 * Technical standards * Safety Performance Indicators9,13 * SMS in multinational companies11 * Cybersecurity |

1 MJV Belgium 2005 2 MJV Netherlands 2007, CCA Seminar 2008 3 MJV Portugal 2008;  4 CCA Seminar, April 2009; 5 MJV Norway 2009 6 MJV Germany 2010’ 7 MJV Finland 2011 8 MJV United Kingdom 2006 9 JRC Workshop, 2010 10 OECD Workshop 2012 11 MJV Arona (Italy) 2014 12MJV Cyprus 2017 13MJV Austria 2018 14MJV Malta 2019 15Webinar 2021 16MJV Ispra 2022 17MJV Sweden 2013 18MJV Norway 2016 20MJV Ireland 2012



**European Commission  
Committee of Competent Authorities: Mutual Joint Visit (‘MJVs’) Programme on Inspections under Seveso II directive  
 Workshop on Explosives and Pyrotechnics**

**MJV Practical Information to participants**

Travel to Tønsberg:  
Tønsberg is a small town situated approximately 110 kilometers south of Oslo on the west side of the Oslo-fjord.

Airports:  
The closest airport is **Torp (TRF),** sometimes named as Sandefjord Torp (TRF), and sometimes named as Oslo Torp (TRF), depending on which airline you travel with. This airport has international flights operated by SAS, SAS-Widerøe, KLM, Ryanair and Wizz-air. For more information about this; go to <http://www.torp.no/en/destinations/flight-schedules/?lang=en_GB> . From the airport there is a bus service to the train station, and a 20 minute train-ride to Tønsberg (north of the airport).

**Oslo Gardermoen (OSL)** is the main airport for the south of Norway, and is located 40 kilometers north of Oslo. Amongst all other international airlines, there is also a low budget airline called Norwegian, which have flights to a vast amount of European cities and towns. <http://www.osl.no/en/osl>. From Gardermoen there is a train service that takes you directly to Tønsberg (2 hours train ride)

A third option **was** Moss Airport Rygge (RYG), sometimes named as Oslo Rygge (RYG). It might come up as an option, but it has been decided to close all civilian traffic to-from this airport from November 1 2016, so for those of you who have used this airport before, this is no longer an option – unless the decision is changed at the last minute.

Accommodation:  
We have reserved rooms for all MJV participants at Quality Hotel Oseberg. Address: Ollebukta 3, 3126 Tønsberg.

For more information, see: [https://www.nordicchoicehotels.com/quality/quality-hotel-tonsberg/](https://www.nordicchoicehotels.com/quality/quality-hotel-tonsberg/%20) .

The hotel is located at the waterfront, in walking distance from the railway station and bus station and within 2-3 minutes walking distance to our offices.

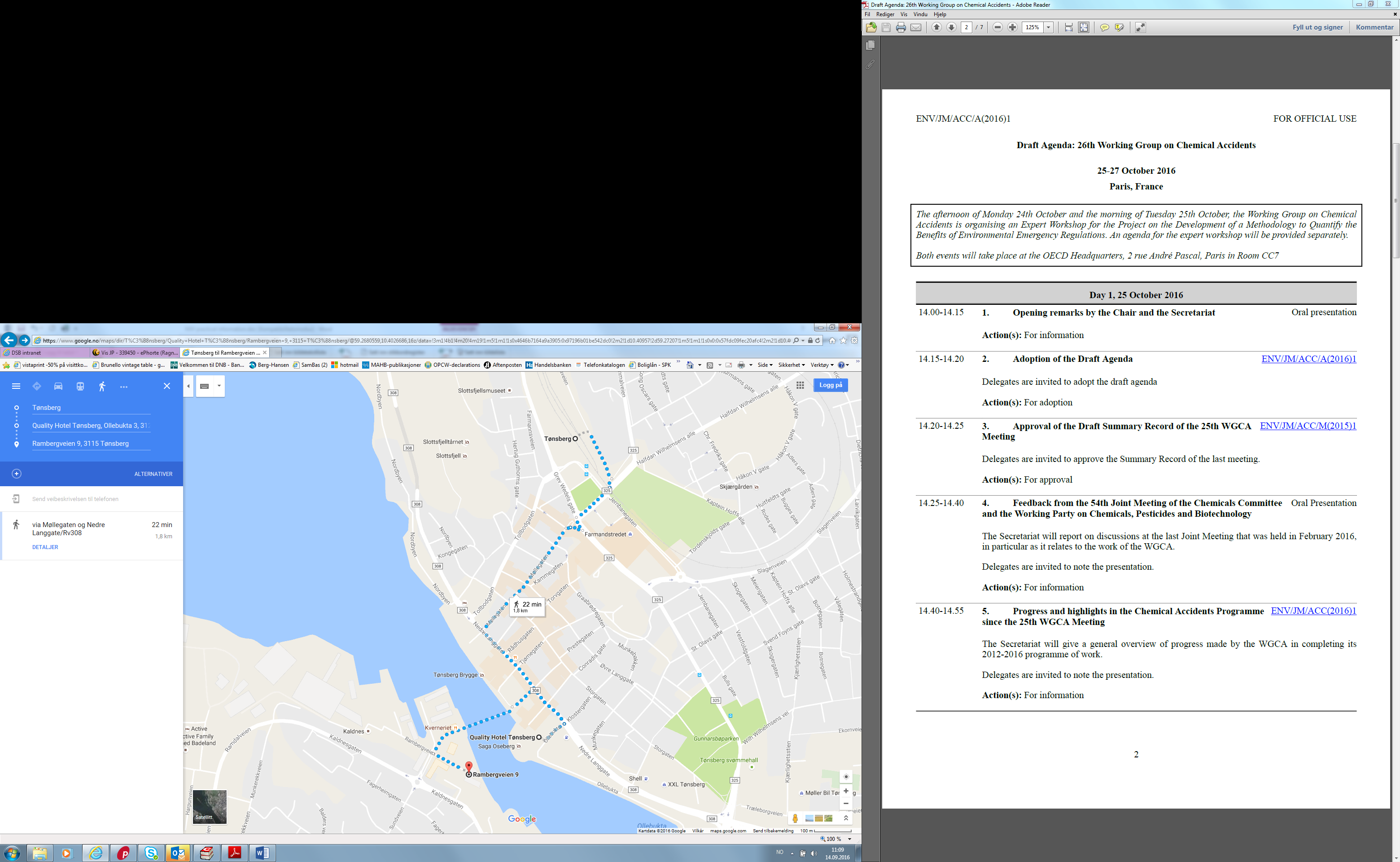
We have two different room categories:

* Single room. NOK 1000 (approx EUR 100), breakfast included
* Double room. NOK 1100 (approx EUR 110), breakfast included

Weather:  
Be prepared for everything! November in Norway can offer a variety of weather- from snow to rain, freezing cold to “fairly warm” (equals 6 –10 degrees Centigrades). We are not planning any extreme outdoor activities.

The MJV will take place in the offices of DSB (Directorate for Civil Protection and Emergency Planning), see: [www.dsb.no](http://www.dsb.no)

Our address is: Rambergveien 9. To get to our offices from the hotel, just cross the canal on pedestrian bridge, and you are there. The Railway-station is located where the dotted line starts.



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**Mutual Joint Visit Workshop for Seveso Inspections on  
Seveso Article 14/Annex V Information to the Public Requirements  
Break-Out Session 3 – 4 October 2022, Group 1  
Topic: How can we achieve improvement? Elements of an Information to the Public toolkit**

*In this break-out session, the groups will each to provide options and advice for an Information to the Public Tool Kit. Not all groups have the same questions, but each question is covered by at least two groups and two questions are covered by all groups.*

*Try to get through all of them if possible. You may wish to review the questions before and select which ones will require most discussion. Then you can prioritise those questions and budget your time to make sure to arrive at that question with time for discussion.*

1. Discuss the following questions with the view to providing input to an Information to an Public toolkit for authorities. *Some advice may also be directed at industry if relevant for their role in implementing the Information to the Public provisions.*
   1. Process for developing the information to the public strategy: What are the steps? In any particular order? What kind of time scale?)
   2. Structural elements: What elements can be included in the strategy? Which are mandatory and which are optional?
   3. Situational awareness (general): What pre-conditions have to be respected in the strategy (e.g., demographics, legal and political framework, etc.)
   4. Situational awareness (specific): What are pre-conditions (e.g., confidentiality) that may affect specific types of information in Article V and for communication about the emergency phase
   5. Determining the role of stakeholders: What are different options for involving the industry and authorities in the dissemination of information? (You can also consider other stakeholders, if you wish, e.g., the public.)
   6. Providing information: What options are available (e.g., digital, print)? What are their benefits and limitations? Centralized dissemination vs. decentralized dissemination? Note differences for authorities vs. industry doing the job.
   7. Guidance and tools: What guidance and tools can help to improve the quality and delivery of information?
   8. Feedback and performance measurement: What does good look like? How can one get feedback on effectiveness of the? What could be some relevant performance measures?

In addition, to the above, identify at least five general pieces of advice or “words of wisdom” that you would pass on to any authority rethinking their Information to the Public strategy

**Mutual Joint Visit Workshop for Seveso Inspections**

**Information for Break-Out Chairs**

1. **Each break-out topic has a set of questions intended to stimulate discussion of the group.** The job of the chair is to try to get through the questions and here from as many participants as possible. Encourage participants to give cases and examples when they bring up a new issue or point. Note that the moderator of the plenary session will describe both break-out topics briefly before you go into the break-out sessions.
2. **The session does not have to complete the written set of questions.** If a good discussion is taking place and there is no time for all the mandatory questions that is still an excellent result. The most important thing is to have an interesting and relevant discussion for the topic. Likewise, if you find the participants have raised another issue (related to the topic, but not in the questions) and want to talk about it, you can encourage discussion on it, as long as you think it is relevant and interesting.
3. **Each group must ask for a rapporteur to volunteer at the beginning of the session. They are not pre-assigned!** The job of the rapporteur is to record the highlights of the session to be presented in the plenary session following the break-out session. We will make sure a laptop is available for each session or participants can use their own laptops if they have them.
4. **Each break-out session is followed by a plenary session where each group must present the highlights of its discussions using a powerpoint slide.** There is a template provided that simply has the break-out questions listed. You do not have to report your highlights question by question. This can be decided by the group and especially the chair and rapporteur.
5. **The group should aim to have a 5-minute presentation.** The presentation will actually last longer usually because the audience will ask questions and that is expected. But the basic presentation should be 5 minutes.
6. **The presenter of the group’s results does not have to be the rapporteur.** Someone else can volunteer if they prefer, including the chair.
7. **Make sure you give some time at the end of the session for the rapporteur to make the powerpoint slides.** Do not worry about English spellings and perfection. We would like simply the group’s main ideas highlighted in writing to communicate to the other participants clearly and to help us remember them for the report later. Anyway, the group decides to organize its results is accepted.
8. **We appreciate that everyone has a different style!** We do not judge results, or different chairing and reporting approaches. Everyone always does a great job. So make sure that you relax and have a good time.

*When we meet we can clarify these points further.*

**MJV Germany – 2010 on Safety Management Systems**

**Explanation of the break-out sessions**

Subject of the group discussions:

What questions need to be asked by inspectors when determining the effectiveness of a safety management system?

We will have three parallel working groups. Each working group will cover one of the industry groupings and will work on four different topics. A list of guide questions to channel and orientate the thought processes for each topic will be provided.

Each group should spend approximately 60 minutes discussing the individual topics. Following this, each group will have approx. 10 minutes to present their results in plenary followed by a 30 minute plenary discussion of all group results.

Topics of the 4 Workshops:

Workshop I: Organisation and Personnel

Workshop II: Identification and Evaluation of Major Hazards and Risks

Workshop III: Management of Change

Workshop IV: Monitoring Performance, Audit and Review

Workshops in 3 parallel working groups:

Originally we had planned three types of enterprises to be delt with in the three working groups, as these were

* Small and medium sized enterprises,
* Large scale enterprises and corporations and
* Infrastructure companies and organizations.

But it turned out that most of the participants were interested to work on the first two types of enterprises. So we decided to cancel the last one (Infrastructure companies and organizations) and instead of this devide the second one (Large scale enterprises and corporations) in two parts, varied in the amount of dangerous substances, namely upper tier and lower tier establishments.

Working group 1: Small and medium sized enterprises (SMEs)

Working group 2: Large scale enterprises and corporations (upper tier)

Working group 3: Large scale enterprises and corporations (lower tier)

**Working group 1**

Small and medium sized enterprises - Room Köln

Chairman:

Michiel Goethals, Belgium

Rapporteur (Session 1 and 3):

Ariadna Koniuch, Poland

Rapporteur (Session 2 and 4):

Claes Petersén, Sweden

Gerhard Grafeneder, Austria

Nele Loos, Belgium

Sirje Arus, Estonia

Birgit Richter, Germany

Friðrik Daníelsson, Iceland

Francesco Astorri, Italy

Wilco Renema, Netherlands

Elsa Albuquerque, Portugal

Dragica Hržica, Slovenia

Martin Wänerholm, Sweden

**Working group 2**

Large scale enterprises and corporations (upper tier) - Room Freiburg

Chairman:

Johannes, H.G. Slijpen, Netherlands

Rapporteur (Session 1 and 3):

Anne-Barbara Furness, Germany

Rapporteur (Session 2 and 4):

Alfred Moser, Austria

Zuzana Machatova, Czech Republic

Paul De Bruyn, EPSC

Mirja Palmén, Finland

Ita Daly, Ireland

Arne Johan Thorsen, Norway

Maria João Rebelo Santos, Portugal

Ayse Pinar Aklan, Turkey

Clare Friend, United Kingdom

**Working group 3**

Large scale enterprises and corporations (lower tier) - Room Frankfurt

Chairman:

Miljenka Klicek, Croatia

Rapporteur (Session 1 and 3):

Simone Wiers, Netherlands

Rapporteur (Session 2 and 4):

Begoña Hermann, Germany

Themistoclis Kyriacou, Cyprus

Anne-Mari Lädhe, Finland

Julie Arnaud, France

Slawomir Zając, Poland

Carmen Miclea, Romania

Juliana Kňazovická, Slovakia

Annette Stumpf, Germany

**Mutual Joint Visit on Inspections Under Seveso III**

**Participant Evaluation**

**MJV (NAME, location, year)**

1. **What are the three most important things that you learned at this MJV?**

1.  
  
2.

3.

1. **Did you obtain an new ideas for your inspection system? If so, what?**

1. **Please rate how satisfied you were with the MJV.** *(Please circle your response.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **Very dissatisfied** | **Somewhat dissatisfied** | **Neutral** | **Somewhat satisfied** | **Very satisfied** |

**Please explain your response to question 3.**

1. **Are there any additional questions about this topic that you would have liked to discuss or you would like to discuss in future? If so, what?**

**General Impressions**

1. **How would you improve this MJV in terms of technical information?***(type of information, quality of presentations, detail, selection of topics, choice of presenters, programme format etc.)*
2. **How would you improve this MJV in terms of practical arrangements** *(hotel, meals, documentation, interpretation, etc.)*
3. ***Please provide any suggestions that you might have for a future MJV*** *(topics, arrangements,format)?*

1. **What will you tell your colleagues who are interested in participating in a future MJV?**

***Please feel free to use the other side of this paper for additional comment***