UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH

Preparing a National Profile to Assess the National Infrastructure for Management of Chemicals

Guidance Document

IOMC

INTER-ORGANIZATION PROGRAMME FOR THE SOUND MANAGEMENT OF CHEMICALS

A cooperative agreement among UNEP, ILO, FAO, WHO, UNIDO, UNITAR and OECD

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How to Make Use of this Guidance Document to Address National Needs and Priorities

This ***Guidance Document*** has been developed to assist countries in preparing comprehensive National Profiles to assess their national infrastructure for the sound management of chemicals through a process which involves all interested parties at the country level. While the suggested approach is comprehensive, the document has been designed to provide flexibility to countries in order to ensure that National Profiles are prepared in accordance with country priorities and are consistent with available information and resources. In particular, the tables contained in Part C of this document should be considered illustrative and should be adapted to meet national needs and circumstances.

In order to meet the target established by the IFCS for all countries to prepare National Profiles by 1997, one option of getting started in a pragmatic way is the preparation of a Mini-Profile, as suggested by ISG 2. An alternative option is to complete the Profile step-by-step over time, undertaking the most relevant parts first, and supplementing the profile as new information becomes available and additional resources are mobilized.

Experience gained through National Profile pilot projects in the Czech Republic, Guinea, Mexico, and Zambia has documented that a comprehensive National Profile can become an official national reference document, providing a clear picture of the national legal, institutional, administrative and technical infrastructure for national chemical management. These projects also showed that a National Profile may assist in the identification of infrastructure related strengths, weaknesses, and gaps, as well as priority needs for national action and external technical assistance.

To remain valuable, the National Profile should be reviewed periodically to determine when updating is needed. Some information will have to be updated only every few years, such as some of the national background information which is dependent on the availability of new statistical data. Other information, such as production and import statistics, could be updated annually, whereas information on laws and regulations or technical assistance programmes should be updated whenever there is a significant development.

This ***Guidance Document*** has been prepared in the context of UNITAR's Training and Capacity Building Programmes in Chemicals and Waste Management.

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Introduction to the Guidance Document

Chemicals, including pesticides, industrial chemicals, and consumer chemicals, have become indispensable in many economic activities and are increasingly used in the industrial, agricultural and consumer sectors of all societies. However, increasing evidence suggests that chemicals can contribute to health and environmental problems at various stages during their life-cycle from production/import through disposal. Such problems include pollution generated during production processes, improper handling, storage and transport accidents, occupational accidents and diseases, and environmental contamination due to unsound disposal methods. The majority of such evidence is associated with the use, and misuse, of pesticides in the agricultural sector, but increasingly industrial and consumer chemicals are reported to cause severe health and environmental problems as countries develop from agricultural to industrial societies.

It is now widely recognized that chemicals need to be managed properly in order to achieve a sustainable level of agricultural and industrial development and a high level of environmental and human health protection. One important step in strengthening national systems for the management of chemicals is a comprehensive assessment of the national infrastructure, relating to the legal, institutional, administrative and technical aspects of chemicals management, along with an understanding of the nature and extent of chemicals availability and use in the country.

This ***Guidance Document*** has been developed to assist countries in preparing National Profiles to assess the national infrastructure for the management of chemicals. It has been prepared by UNITAR under the umbrella of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC), a cooperative agreement of UNEP, ILO, FAO, WHO, UNIDO and OECD, and in close co-operation with the Secretariat of the Intergovernmental Forum on Chemical Safety (IFCS).

Part A of the ***Guidance Document*** provides an introduction to the international and national policy frameworks for the sound management of chemicals including a discussion on the need to ensure close coordination among concerned ministries towards achieving the sound management of chemicals.

Part B of the ***Guidance Document*** introduces possible objectives and benefits of preparing a National Profile and provides suggestions for organizing the preparation of a National Profile at the national level. A key element of this preparation is the involvement of a broad range of concerned parties, both within and outside of government, to ensure that the National Profile can become an official national reference document which is endorsed by all concerned parties.

Part C of the ***Guidance Document*** provides a guide for the structure and content of a National Profile. A series of tables, descriptive sections, and questions are provided to assist in documenting and analyzing the existing infrastructure, including its strengths and weaknesses.

UNITAR would like to express its deep appreciation to member organizations of the Inter-Organization Programme for the Sound Management of Chemicals, member countries of the Intergovernmental Forum on Chemical Safety (IFCS), and the IFCS Secretariat for their encouraging support to this project.

At the time of publication of this ***Guidance Document***, several governments have contributed, or indicated their interest to contribute financially to the preparation of National Profiles in developing countries and/or countries with economies in transition. Special thanks are extended to the European Commission and to the Governments of Australia, Austria, the Netherlands, Switzerland, and the United States.

In addition, numerous individuals have made immense contributions to the preparation of the ***Guidance Document***. Mentioning each and everyone would be beyond the scope of this introduction, though it must be said, without their help and dedication, it would not have been possible for UNITAR to finalize the document on time to allow countries to meet the ambitious targets established by the IFCS for the preparation of National Profiles.

PART A:

The International and National Policy Frameworks for the Sound Management of Chemicals and for the Preparation of National Profiles

1. Introduction

This part of the ***Guidance Document*** provides an introduction to the international and national policy frameworks for the sound management of chemicals including a discussion on the need to ensure close coordination among concerned ministries towards achieving the sound management of chemicals.

2. Background on the International Policy Framework

In 1992, the United Nations Conference on Environment and Development ("Rio Conference") marked an important event towards the goal of achieving sustainable economic development which meets the needs of the present without compromising the needs of future generations. Heads of States or Government from more than 150 member countries of the United Nations adopted "Agenda 21", a comprehensive document outlining responsibilities of States towards the achievement of sustainable development.

Chapter 19 of "Agenda 21" is entitled "Environmentally Sound Management of Toxic Chemicals, including Prevention of Illegal International Traffic in Toxic and Dangerous Products". All countries present at the Rio Conference agreed on the goal of achieving the sound management of chemicals by the year 2000.

In 1994, the International Conference on Chemical Safety (Stockholm, Sweden) brought together high-level representatives from more than 100 countries to identify priorities to implement Chapter 19 and to establish mechanisms for the implementation of its recommendations. The Stockholm Conference established the Inter-governmental Forum on Chemicals Safety (IFCS), through which countries now regularly discuss their activities and priorities for the sound management of chemicals. The Stockholm Conference, also marking the first meeting of the IFCS, adopted a "Priorities for Action" plan to implement the recommendations of Chapter 19 of Agenda 21.

At the level of international organizations, UNEP, ILO, FAO, WHO, UNIDO and OECD established in 1995 the Inter-Organization Programme for the Sound Management of Chemicals (IOMC), a co-operative agreement to co-ordinate activities in the area of chemicals management. Based on the guidance provided through the IFCS, international organizations will increasingly co-operate towards linking and integrating their respective programmes in the area of chemical management and safety.

Since the late 1980's several international policy instruments have been adopted which address specific aspects of chemicals management. These instruments include, for example:

- UNEP London Guidelines for the Exchange of Information on Chemicals in International Trade (as amended in 1989);
- FAO International Code of Conduct for the Distribution and Use of Pesticides (as amended in 1989);
- ILO 1990 Convention on the Safety of Chemicals at the Workplace (No. 170);

- ILO 1993 Convention Concerning the Prevention of Major Industrial Accidents (No. 174); and

- the Montreal Protocol on Substances that Deplete the Ozone Layer.

Furthermore, the General Assembly of the United Nations, as well as regional bodies, adopted resolutions and conventions which address the management of chemicals, for example, Resolution 44/226 of the General Assembly on "Traffic in and Disposal, Control and Transboundary Movement of Toxic and Dangerous Products and Wastes", or the various conventions adopted under the auspices of the United Nations Economic Commission for Europe.

In addition, a number of guidance documents have been or are being prepared by international organizations (both inter-governmental and non-governmental) to assist countries in establishing and implementing chemicals management schemes. UNITAR is presently compiling a comprehensive list of such documents which will be available in late 1996.

3. Establishment/Strengthening of National Programmes for the Sound Management of Chemicals

All policy instruments and fora introduced above have been established with one common goal: to facilitate the establishment/strengthening of national programmes for the sound management of chemicals[1] in all countries. Chapter 19 of Agenda 21 points out that basic elements of such programmes should include, for example: adequate legislation; information gathering and dissemination; capacity for risk assessment and interpretation; establishment of risk management policy; capacity for implementation and enforcement; capacity for rehabilitation of contaminated sites and poisoned persons; effective education programmes; and capacity to respond to emergencies. According to Chapter 19, national programmes for the sound management of chemicals should be in place in all countries by the year 2000.

Management of Chemicals from Production/Import through Disposal

One important aspect of strengthening National Programmes for the Sound Management of Chemicals is the need to develop integrated activities which cover and link all aspects of the chemical life-cycle including production, import, export, storage, transport, distribution, use and disposal of chemicals. This is sometimes referred to as "life-cycle" management (see Figure 1). In many countries, current chemicals management systems are based on a sectoral approach and are media specific (e.g. addressing separately air, water, and land), and individual stages of the chemical life-cycle are controlled without adequate consideration of possible linkages and opportunities for an integrated approach. This has often led to inadvertent substitution of one problem for another one (e.g. end-of-the-pipe water pollution

[1] For purposes of this document, the term "chemical" is used in a broad sense to include: pesticides, fertilizers and other agricultural chemicals; chemicals used in industrial processes; petroleum products; chemicals marketed for consumer use; pharmaceuticals; cosmetics; food additives; etc. In preparing a National Profile, countries will need to decide which classes of chemicals should be covered and which should be exempted. In this regard, it should be noted that food additives, cosmetics, pharmaceuticals, and other chemicals that are intended for direct human application or consumption are generally regulated in very different ways than other chemicals.

control leading to an increased amount of waste sludge which needs to be burned or deposited).

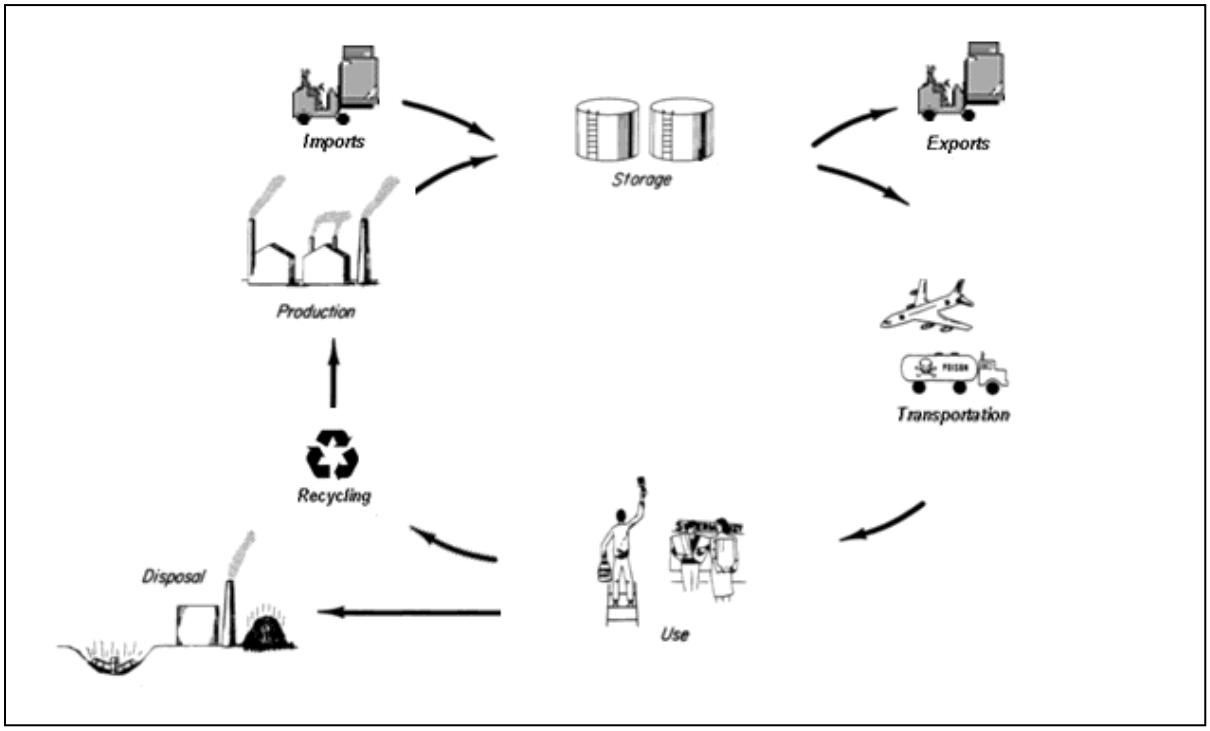

Figure 1

The preparation of a National Profile is meant to contribute to a better understanding of which problems or potential problems related to chemicals exist in a country and what mechanisms are available to address these problems. Concerned parties may not be fully aware of the range of mechanisms which are available since they are under the authorities of several different ministries, agencies or other relevant institutions, and may not be specific to chemicals management (e.g. more general environmental controls or laws concerning the control of poisons and public health). The National Profile will also help to identify important gaps or weaknesses in the existing systems as a first step in defining where further efforts may be required. The Profile could indicate where there may be overlaps in controls or other inefficiencies, which may prevent efficient use of limited resources. Thus, the process of preparing the Profile should assist countries in establishing priorities for future activities.

Need for Inter-ministerial Co-ordination

An integrated approach for achieving sound management of chemicals at the national level is complicated by the fact that usually different ministries participate in the control of chemicals in different phases of the chemical life-cycle. While different countries allocate responsibilities somewhat differently and may use different titles for their ministries/agencies, in most cases:

- Ministries of Environment are generally concerned with the direct and indirect effects of releasing chemicals into the environment as emissions and wastes to air, water, and land;

- Ministries of Agriculture are generally concerned with the use of agricultural chemicals for the benefit of securing food supplies;

- Ministries of Health are mainly concerned with the short- and long-term health impacts of chemicals on the general public;

- Ministries of Labour are generally concerned with occupational health and safety issues related to the use and handling of chemicals at the workplace;

- Ministries of Industry are often concerned with the production of chemicals and chemical products and the introduction of cleaner production technologies;

- Ministries of Transport are generally concerned with the safe transportation and storage of chemicals during the distribution phase;

- Ministries of Trade are generally responsible for regulating the import and export of chemical substances and often have the authority to issue relevant trade permits;

- Ministries of Justice or Legal Affairs are generally concerned with the development and enforcement of laws and regulations, and often deal with issues concerning public access to information and the protection of confidential business information;

- Customs Authorities are generally responsible for ensuring that chemicals do not enter or leave the country contrary to government regulations;

- Government printing/publications offices are generally concerned with the publication and distribution of laws, regulations and other government documents;

- Ministries of Planning often deal with the donation or receipt of development assistance, which could include, for example, chemicals for agricultural use, technical or financial assistance for the development of chemical industries, or technical assistance for the management of chemicals; and

- Ministries of Foreign Affairs usually co-ordinate all international aspects of chemicals management, such as the participation in relevant international agreements and conventions.

Due to the cross-sectoral nature of managing chemicals throughout their life-cycle, a sound co-ordinating mechanism among all ministries concerned is crucial for strengthening management of chemicals at the national level in an integrated and non-duplicative way.

Involvement of Concerned Parties Outside of Government

In addition to government ministries, various parties and organizations outside of government play an increasingly important role in strengthening chemicals management at the national and local level.

Industry, as the producer and primary user of chemicals, has a major responsibility to reduce chemical risks throughout the chemical life-cycle. Industry is also the source of most of the information available on chemical risks. In many countries, industry has taken responsibility through initiation of voluntary programmes and commitments which include, for example, “Responsible Care” and “Product Stewardship” programmes. While such initiatives are not

meant to replace government control systems, they do represent an increasing commitment by industry to take responsibility for the management of chemicals.
Public interest groups are also recognized through Agenda 21 as important contributors to the sound management of chemicals at the national and local levels. These can include, for example, environmental and consumer groups, labour unions, woman's organizations and university/academic organizations. These groups can have significant expertise and experience in the field, and often work at the grass roots level. They can therefore contribute to a better understanding of problems related to chemicals, to an improved transparency, as well as to the development and implementation of solution strategies.

Assessment of the National Infrastructure for the Sound Management of Chemicals through Preparation of a National Profile

A good understanding of the current national control practices related to all stages of the chemical life-cycle from production/import through disposal is a key to any national programme to strengthen the management of chemicals. Discussions in various fora have indicated, however, that few countries have prepared such comprehensive assessments in a manner that involves all concerned ministries, as well as parties outside of government.

In many countries, papers and reports have been prepared on different aspects of chemicals management for specific purposes. As a result, they consist only of a partial analysis reflecting, for the most part, a sectoral rather than a consolidated point of view and, therefore, cannot be considered a comprehensive assessment of the existing infrastructure. Also, such reports are not always linked to the national reporting systems under international policy bodies, such as the Commission for Sustainable Development.

Therefore, at the first and constituting IFCS meeting in Stockholm in 1994, the IFCS, when discussing Programme Area E of Chapter 19 which deals with "Strengthening of National Capabilities and Capacities for Management of Chemicals", recommended that "national profiles to indicate current capabilities and capacities for management of chemicals and the specific needs for improvement should be elaborated as soon as possible and not later than 1997". The second Inter-sessional Group meeting (ISG-2) of the IFCS, which was held in March 1996 in Canberra, Australia, reiterated the importance of National Profiles as a stepping-stone to strengthening national capacities and capabilities for the sound management of chemicals. ISG-2 specifically invited countries to "commit to the preparation of a mini or comprehensive National Profile, as national circumstances dictate, using the process in the revised UNITAR guidance document", and "report on progress on National Profile preparation to the 1997 Forum".

If countries follow a consistent structure in the development of National Profiles, it can have significant benefits at the international level. For example, the Inter-governmental Forum on Chemical Safety, the Commission for Sustainable Development, and member organizations of the Inter-Organization Programme for the Sound Management of Chemicals will be in a better position to assess the status quo of national chemicals management infrastructures world-wide, to measure progress made by countries in strengthening their national capabilities, and to identify relevant priorities of developing countries and countries in economic transition when developing future work programmes. It is hoped that this ***Guidance Document*** will be able to assist countries in achieving these important goals.

Getting Started to Meet the 1997 IFCS Target:
The Mini-Profile Approach

Although much of the information to be included in a National Profile is likely to be available through existing national papers and reports, preparing a comprehensive National Profile in accordance with this ***Guidance Document*** can be a time-consuming task, particularly when a country is preparing its initial version.

While ISG 2 of the IFCS emphasized that for strengthening national capabilities "an essential first step is the preparation by countries of comprehensive National Profiles on their chemicals infrastructure and development needs (...)", ISG 2 also recognized that not all countries may be in a position to prepare comprehensive National Profiles by 1997. One option discussed at ISG 2 proposed that countries, as a starting point, may choose to prepare so-called Mini-Profiles, - reports of about 10-15 pages in length which provide summary, rather than detailed, information on various aspects of national chemicals management. Examples of Mini-Profiles are available upon request from the IFCS Secretariat or UNITAR.

Another option for countries to consider is to initiate a flexible step-by-step process through which certain chapters of the National Profile are addressed as a matter of priority, while others are left to be addressed at a later stage. For example, a good understanding of the national situation about chemicals production, import, export and use and related priority problems is considered by many countries an important starting point for determining future priority actions. Other subject areas which are often of high priority for countries are the diagnosis of the existing legal framework and the analysis of responsibilities and tasks of various government ministries.

4. Principles for Preparing a National Profile

In accordance with the spirit of Agenda 21, the following general principles should guide countries when preparing a National Profile:

- a National Profile should be prepared at the country level through a process which involves all concerned ministries and other government institutions, as well as other interested national parties ("by countries for countries");

- a National Profile should provide a basic understanding of chemicals produced, imported, exported, used, handled and/or disposed of in the country, the specific uses of such chemicals, and the populations and environmental resources, that are potentially affected by such chemicals;

- a National Profile should provide practical information on on-going and planned activities at the country level (e.g. activities related to the implementation of international agreements, ongoing and planned technical assistance projects);

- a National Profile should document the existing national infrastructure both for general aspects of chemicals management (e.g. information on existing legislation, ministerial responsibilities) and for specific aspects of chemicals management (e.g. pesticide registration, occupational health, transport of dangerous substances);

- a National Profile should initiate a process by which a country will be able to identify gaps in the existing legal, institutional, administrative, and technical infrastructure related to chemical management and safety;

- a National Profile should provide a means for improved co-ordination among all interested governmental, and non-governmental, organizations. The process of preparing the Profile itself may serve as a starting point for improved co-ordination and should facilitate communications and an improved understanding of the potential problems and activities being undertaken within the country. A National Profile should also provide a means for sharing information among parties inside and outside government and provide a means for bridging any communication problems between policy makers and technical staff;

- a National Profile should provide a basis for cost-effective allocation of resources by including information on the resources available for the management of chemicals, including financial resources and human skills/capabilities, as well as an indication of resources needed for undertaking priority actions; and

- a National Profile should be a "living" document, useful to many different parties on a regular basis. It should be developed using a flexible, iterative process appropriate to national needs and adapted to available information and resources. It should be periodically reviewed, and up-dated as appropriate, to remain an authoritative national document.

5. UNITAR/IOMC National Profile Programme

In response to the recommendation adopted by the IFCS on National Profiles, the United Nations Institute for Training and Research (UNITAR) initiated a programme in 1995 to assist countries to prepare National Profiles to assess the national infrastructure for the sound management of chemicals. The UNITAR National Profile Programme is conducted within the framework of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) and in close co-operation with the Secretariat of the Inter-governmental Forum on Chemical Safety (IFCS).

5.1 Development of a Guidance Document and Initiation of Pilot Projects

In 1995 a draft version of a Guidance Document to assist countries in the preparation of a National Profile was prepared in close co-operation with UNEP, ILO, FAO, WHO, UNIDO and OECD, as well as with other interested international bodies, governments, and experts. The draft document was peer-reviewed by experts from developed and developing countries in July 1995, subsequently revised, and published in English, French, and Spanish in late 1995.

During 1995/1996, the draft Guidance Document was tested through pilot projects in the Czech Republic, Guinea, Mexico, and Zambia. Each of the four countries have established National Co-ordinating Teams to oversee and guide the preparation of their National Profile. Members of these teams include representatives from all concerned government ministries as well as from concerned parties outside of government such as industry, universities and public interest groups. In some cases, national planning meetings were attended by as many as 50 different ministries, agencies and interested parties. The four countries were able to complete a draft National Profile within a period of 3-5 months.

Results of the National Profile Pilot Projects were presented at the second meeting of the Inter-sessional Group (ISG-2) of the IFCS in Canberra in March 1996. Representatives from pilot countries shared with ISG-2 their experience in developing comprehensive National Profiles through a consultative process and using the UNITAR/IOMC guidance document. Pilot countries found the guidance document a useful and flexible tool and plan to use the National Profile as a document to move ahead towards developing integrated national policies and programmes for the sound management of chemicals.

5.2 Extension of the UNITAR/IOMC National Profile Programme Beyond Pilot Project Countries

Following the recommendations of ISG-2 and experiences gained in the four pilot project countries, this final version of the ***Guidance Document*** has been prepared. It is made available to all member countries of the IFCS to raise further awareness on the potential value of preparing a National Profile and to assist countries in following the recommendations of the ISG-2, which invited countries to "commit to the preparation of a mini or comprehensive National Profile, as national circumstances dictate, using the process in the revised UNITAR guidance document".

Based on the positive experience gained through the National Profile pilot projects and the endorsement of the UNITAR/IOMC Guidance Document at ISG 2, UNITAR, in co-operation with IOMC member organizations and several donor countries, is committed to assist

developing countries and countries with economies in transition, within the limits of available resources, to prepare comprehensive National Profiles in accordance with this final version of the UNITAR/IOMC ***Guidance Document***.

6. UNITAR/IOMC Training and Capacity Building Pilot Programme

With the kind support of the Government of Switzerland, UNITAR has initiated, under the umbrella of the IOMC, a country-based training and capacity building pilot programme to assist three developing countries in establishing and implementing comprehensive polices and action plans for the sound management of chemicals. This programme represents a follow-up to the National Profile concept by moving beyond the assessment stage towards assisting countries in the development of fully integrated policies and action plans for the sound management of chemicals. This pilot programme is conducted under the umbrella of the IOMC, in order to ensure full co-ordination. In addition, the programme aims to involve other international and regional organizations, bi/multi-lateral technical assistance agencies, industry organizations, NGOs, and other groups with an interest in chemicals management. The three participating pilot countries will be selected in early 1997 among countries that have completed a comprehensive National Profile.

In the context of this programme, UNITAR is compiling a comprehensive list of guidance materials which have been or are being developed by international organizations and non-governmental organizations (e.g. UNEP, ILO, FAO, WHO, UNIDO and OECD) on specific aspects of chemicals management. A compilation of these documents will be available in late 1996.

Experience Gained Through Country-based Pilot Projects

National Profile pilot projects in the Czech Republic, Guinea, Mexico and Zambia have shown a number of promising results. All countries have reported:

- the successful establishment of National Co-ordinating Teams to facilitate the preparation of National Profiles involving all sectors of government and society;
- the preparation of a first draft of the National Profile within a period of 3-5 months;
- the contribution of the National Profile process towards identifying key areas of concern and priorities for action at the national level;
- the endorsement of the National Profile as a national reference document by all parties and a commitment to use the National Profile as the basis for moving ahead towards integrated national policies for the sound management of chemicals; and
- an increased awareness of chemicals management issues as well as improved information exchange and collaboration among representatives from various ministries and stakeholder groups.

PART B:

Organising the Preparation of a National Profile

A Typical National Profile Project

Once a country has decided to embark upon the preparation of a National Profile, the agency or institution that will serve as the National Co-ordinator is identified through consultation among interested governmental agencies. An initial national planning meeting is organized at an early stage to identify the members of the National Co-ordinating Team which will work closely with the National Co-ordinator throughout the entire National Profile development process. This meeting also serves the purpose of defining key objectives and benefits of preparing a National Profile within the context of national environmental management and sustainable development. At the same time, it provides an opportunity for the National Co-ordinating Team to agree on a detailed workplan for the various tasks to be accomplished, including the division of responsibilities among all interested parties. Following the national planning meeting, a network of contact points is established and, as appropriate, working groups are set up to produce draft chapters of the National Profile. At this point, subject-specific research and background work is conducted, covering all aspects of the existing legal, institutional, administrative, and technical chemicals management infrastructure. The various elements of the National Profile are then compiled into a draft report which is reviewed and discussed in interim meetings, as appropriate. Following these discussions, a final draft of the National Profile is prepared and presented at a final review meeting for approval of all concerned parties. In advance of the final review meeting, an *Executive Summary* of the National Profile is prepared highlighting the major findings and recommendations. The final review meeting may also provide the opportunity to initiate and discuss possible follow-up activities, such as the organization of a national chemicals management workshop, as well as other actions and improvements needed to achieve the sound management of chemicals.

1. Introduction

This part of the ***Guidance Document*** introduces possible objectives and benefits of preparing a National Profile and contains suggestions for organizing the preparation of a National Profile at the country level. A key element of the proposed approach is the involvement of a broad range of concerned parties, both within and outside of government to ensure that the National Profile will be used and endorsed by all concerned parties. Special emphasis is placed on preparatory and organizational considerations, practical steps towards completing the National Profile, and a checklist to help assess progress in preparing the National Profile.

2. Objectives and Potential Benefits of a National Profile

A National Profile, and the process of its preparation with input from all concerned parties, can serve important national objectives to strengthen the national chemicals management systems as well as to facilitate important national economic and trade objectives. Specifically, the National Profile can serve the following objectives:

Improved Efficiency of Governmental Operations

- to provide practical information on ongoing programmes and activities in the country which are concerned with the management of chemicals;

- to establish a process which can facilitate the exchange of information and dialogue among government ministries concerned with the sound management of chemicals, and to assist ministries in learning from each other's experience as a basis for improved co-operation;

- to strengthen national decision-making capabilities related to the management of chemicals;

- to facilitate the exchange of information and dialogue between government and parties outside of government such as industry, labour and grass-roots organizations; and

- to establish an authoritative document which can serve as a basis for further efforts to strengthen the national system for the management of chemicals through involvement of all concerned parties.

Social Benefits

- to provide a basis for improved worker, public and environmental protection as a consequence of improved knowledge and understanding of potential problems and alternative means for addressing them;

- to provide a basis for improved awareness of chemical risks among workers and the public and help to develop a national safety culture; and

- to establish a national dialogue on chemicals safety/management involving all concerned parties and sectors of society.

Economic/Trade Benefits

- to facilitate trade in chemicals, and agricultural and industrial products which rely on chemicals;

- to help ensure that chemicals produced, imported and exported are supporting economic goals and are not creating economic burdens through health, environmental and safety problems;

- to improve awareness of potential pesticide residue problems which could limit opportunities for agricultural exports; and

- to indirectly improve the productivity of workers through improved worker safety.

More Effective Participation in International Activities

- to ease compliance with international/regional reporting schemes in a consistent and efficient manner (e.g. reporting to the Commission on Sustainable Development and the preparation of background documents for international meetings and workshops);

- to facilitate communication among countries, which will permit improved learning from others' experiences and lead to increased co-operation (e.g. on a regional basis); and

- to provide a basis for identifying needs for technical and financial assistance and for mobilizing assistance resources available from international and bilateral sources.

This listing is not meant to be exhaustive but should provide a starting point to determine possible national objectives and benefits of a National Profile for a particular country. Countries will likely come up with additional objectives and benefits based on their national priorities.

3. Preparatory and Organizational Considerations

3.1 Identification of a National Co-ordinator

A National Co-ordinator should be identified to facilitate and catalyze the preparation of the National Profile. Selection of an appropriate and committed National Co-ordinator is a key to the success of the National Profile preparation process. The National Co-ordinator should therefore be located in a ministry that has an interest in and a mandate to manage chemicals.

It is important for the National Co-ordinator to have the respect and co-operation of all participants in the development of the National Profile. Furthermore, the National Co-ordinator should have sufficient political clout to draw other government ministries and other institutions, as well as parties outside of government, into the process of preparing the National Profile.

Each country should determine the best way to choose a National Co-ordinator, recognizing that the process of involving and co-ordinating activities among the concerned parties will be greatly facilitated if the National Co-ordinator is widely considered to be knowledgeable,

unbiased, and trusted. It may be appropriate for the National Co-ordinator to be chosen, or at least endorsed, by the National Planning Meeting for the preparation of the National Profile or at some other point in the planning process.

One option is to choose the National Focal Point for the Intergovernmental Forum on Chemical Safety (IFCS) as the National Co-ordinator, based on the consideration that the IFCS National Focal Point would, in general:

- be located in a Department or Agency with the responsibility to co-ordinate chemical safety/management activities or be in active contact with all those involved in chemical safety/management activities;

- be at a sufficiently senior level to recommend initiatives that follow recommendations of the IFCS;

- disseminate to appropriate organizations and agencies within their country information concerning IFCS activities;

- provide the IFCS with priorities of their countries with respect to the environmentally sound management of chemicals; and

- serve as the co-ordinator and secretariat for Forum initiatives within the country.

From a practical perspective, the National Co-ordinator should arrange for the translation of this ***Guidance Document*** and other relevant information into the official national language. The ***Guidance Document*** should then be circulated to key officials in government and in non-governmental organizations which have an interest in chemicals management.

3.2 Who Should Participate in Preparing the National Profile

The procedures set out in this ***Guidance Document*** have as their fundamental objective the creation of a successful National Profile, one that will provide a comprehensive documentation of the national chemicals infrastructure and which can serve as a basis for improvements towards the sound management of chemicals.

The involvement of concerned parties from within the country is a prerequisite for the success of the National Profile. The reason is simple: to be successful, the process for developing a National Profile must provide a comprehensive but easily accessible and flexible mechanism for the collection and dissemination of country-specific information related to chemicals management. The Profile therefore cannot be prepared without the active involvement and participation of the key users. Without the input from all concerned parties, important concerns will be omitted, language will fail to communicate clearly, and some significant ongoing chemical use and management activities will escape notice.

As a first step, it is essential that the key concerned parties agree to participate in the development of the National Profile. Secondly, it is important that they recognize that their participation is meaningful, thereby increasing the likelihood that the National Profile will be both useful for their purposes and broadly acceptable.

Preparation of the National Profile in Zambia:
A Status Report

The Environmental Council of Zambia (ECZ), established under the Environmental Protection and Pollution Control Act of 1990, served as the co-ordinating body for the preparation of the National Profile in Zambia. In September 1995, ECZ organized a national planning meeting to initiate the work of preparing the National Profile. The meeting focused on defining the objectives for preparing the National Profile and developing a workplan for the tasks to be accomplished, including division of responsibilities among relevant parties. Following this meeting, a National Co-ordinating Team was formally established which had amongst its many objectives to strengthen links between the ECZ and the various stakeholders in Zambia concerned with chemicals management.

The process of preparing the National Profile resulted in a more accurate picture of the national chemicals management situation in Zambia and established procedures to facilitate the exchange of information amongst all concerned parties. Zambia used its draft National Profile as the basis for a National Workshop on the Sound Management of Chemicals in April 1996. Approximately 40 experts from various stakeholder groups participated in this workshop. The meeting recommended that a national co-ordinating mechanism be maintained along the lines of the National Co-ordinating Team, with the main task of keeping under review all aspects of the sound management of chemicals in Zambia, including a regular update of the National Profile. Thus, in the Zambian case, the co-ordinating body set up for the preparation of the National Profile is likely to become an important national mechanism for chemicals management.

It should be recognized that certain parties will be more enthusiastic and more willing to be responsible for taking the lead in preparing parts of the National Profile. Nevertheless, it is important that all concerned parties are kept informed and involved throughout the process.

Identifying Concerned Parties

What does it mean to be a "concerned party" in the context of preparing a National Profile? It means a ministry, agency, organization, institution or other body that cares about issues of chemicals management and the development of the National Profile document and that recognizes that the decisions made in the course of its preparation could have an effect on its activities.

The list of participants in developing the National Profile will vary among countries. In most cases concerned parties will come from the following three major sectors of the country:

- ***Federal, regional and local government ministries, agencies or bodies***

  For example, concerned parties may include the Ministry of Agriculture, Industry and Economics, Health, Labour, Environment, Justice, Transportation, Public Works, or other organizations responsible for the development and implementation of laws, regulations and policies related to chemicals management.

- ***NGO and interest-group representatives***

  These may include consumer, environmental, or other community-based organizations (e.g. women's groups), industry groups or other associations that share a concern about the uses and effects of chemicals within the country. These groups often have specific knowledge of certain aspects related to the sound management of chemicals which is valuable to include in the National Profile. It may be difficult to determine the appropriate NGO and interest group representatives, in particular, if there are too many for all concerned organizations and groups to be represented. Therefore, it may be necessary to establish a mechanism to determine the most qualified or interested NGOs and interest groups or to establish a means for allowing the NGOs and interest groups to determine for themselves who should represent them.

- ***Academic and research-sector interests***

  This group typically includes researchers from major universities as well as representatives of agricultural, forestry, or marine research centres and other sources of scientific/technical information needed for chemicals management.

All participants should recognize that the development of the National Profile is a fact-finding exercise and not an opportunity for trying to change policies or lobby for a particular outcome.

3.3 Managing the Process of Preparing the National Profile

Basic to the success of preparing a National Profile is the establishment of a clear management structure for overseeing its preparation. It is therefore suggested that a National Co-ordinating Team be established with a membership of about 10-15 members which

represents the various concerned parties within and outside of government with an interest in chemicals management. Experience has shown that it is important to raise sufficient awareness at the country level before selection of members of the National Co-ordinating Team and to do some active outreach to ensure that all parties are aware that the process is being started. The role of the National Co-ordinating Team is to organize and supervise the work towards the preparation of the National Profile. It is essential that the National Co-ordinator works closely with all members of the National Co-ordinating Team throughout the process of preparing the National Profile. In this regard, it is important to recognize the value of having on the National Co-ordinating Team representatives of a range of relevant disciplines (e.g. chemistry, toxicology, economics, law).

Sharing the task of completing the National Profile is an important aspect of organizing the work. The National Co-ordinating Team may therefore want to delegate the drafting of certain sections to its members or establish informal working groups (see Figure 2). Alternatively, a knowledgeable and unbiased local consultant (e.g. based in a respected university) could be involved in collecting relevant information and drafting the various chapters, subject to further review by the National Co-ordinating Team.

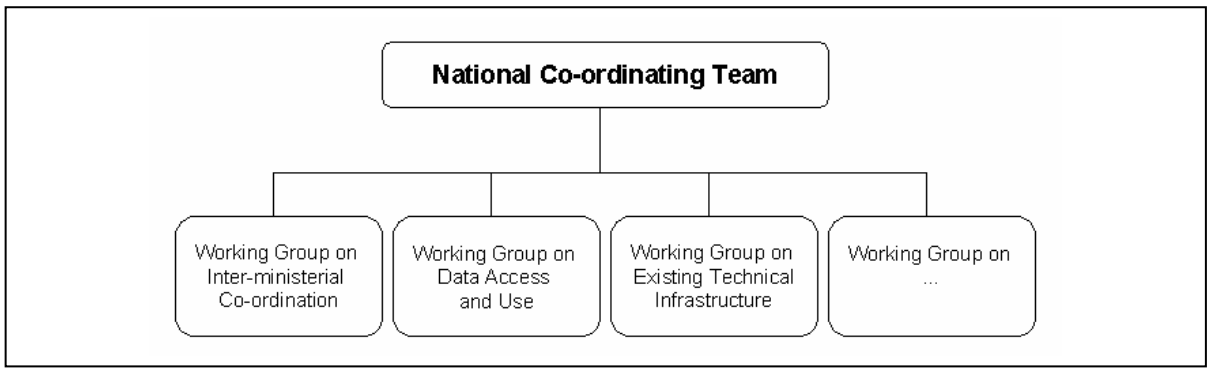

Figure 2

Co-ordination and Communication Among Concerned Parties

The basis for an effective, well co-ordinated process is clear communication. From the outset, participants need to know what is expected of them and what types of support they will receive. The National Co-ordinator must also recognize that participants typically are involved in a large number of other activities and that it is useful to establish schedules and plans well in advance (e.g. the times and location of the meetings of the National Co-ordinating Team).

No matter how carefully the process is designed, co-ordination among members of the National Co-ordinating Team sometimes will prove to be challenging. Why might challenges arise? Four reasons are particularly important:

- ***Differences in values***

  Some team members will have one set of concerns whereas other team members will care about other things. This is to be expected and welcomed: the reason why different groups are invited to participate in the process is because they have different concerns and interests. The main task of the National Co-ordinator with respect to differences in values is to try to ensure that groups move beyond vague statements and contribute towards

developing an information base which is truly useful for improving understanding on general as well as specific aspects of chemicals management in the country.

- ***Differences in the interpretation of factual information***

  In such cases, the National Co-ordinator should take a proactive stance, seeking to discover the reasons for the differences among concerned parties. Alternatively, the National Co-ordinator may be able to search for additional data sources that can help to clarify a specific issue. For example, a factual dispute may arise because one group involved in discussions is simply misinformed. If this is the case, the National Co-ordinator should attempt to find a way to provide the correct information in a manner that will prove to be not embarrassing to other team members or to their organization.

- ***Size***

  The size of the National Co-ordinating Team influences co-ordination in many ways. As the number of participating concerned parties increases, it can become more difficult to co-ordinate among them. If more than about 15 concerned parties are involved, it may be advisable to organize smaller groups (drawn from the national team) that will conduct specific tasks, for example completing the legal section of the Profile. Larger numbers of participating parties also can complicate the logistics of planning meetings or add to the expenses involved in getting everyone together.

- ***Logistics***

  Travel costs and time for meetings of the National Co-ordinating Team by members located far away from the capitol city can in some cases constitute a barrier. For some countries, this aspect should be taken into consideration when deciding on size and members of the National Co-ordinating Team as well as on the frequency of meetings.

All these questions will require frank discussions in the early stages of the process; in many cases, it will make good sense for countries to begin small, by obtaining the key sources of information that are easily available and then building on this base over time and within the context of realistic financial and technical constraints.

Developing an Effective Process for Participation

Effective participation in the process requires, in general, that participants believe they have an important role to play in designing the National Profile and that this input will lead to the development of an improved product. To this end, awareness raising of the National Profile process should be started at a very early stage, so that all who may wish to be involved are sufficiently informed on time.

In many cases, it will be possible to easily reach agreement on a large number of issues such as those relating to the identity and number of concerned parties to be represented on the National Co-ordinating Team, or the number of times that meetings of the entire group are scheduled.

In other cases, however, the achievement of agreement will not be a realistic goal, because of the differences of opinion and interpretation that exist among members of the National Co-

ordinating Team. In such cases, the best that can be hoped for in many discussions is to clarify areas of agreement and disagreement and, with this knowledge carefully recorded, to move ahead towards the development of workable and generally acceptable strategies for completing the information base. Examples of areas where agreement may prove to be difficult typically include controversial information, such as the diagnosis of possible overlaps in a country's existing legal basis for managing chemical risks.

An important task of the National Co-ordinator is therefore to carefully delineate those topics where agreement can be easily reached and those in which decisions will be made in other ways. Team members also should be reminded that the development of the National Profile is an ongoing process and that the fate of the first version of the National Profile does not hinge on every detailed decision that is made. Thus, team members should be encouraged to work hard to achieve their major goals but to compromise and be more easily satisfied on less important issues.

It is also important for the National Co-ordinator to pay close attention to a variety of basic organizational and logistical duties: to clearly designate meeting times, to ensure that background materials are distributed to participants well in advance, and to decide on a process for recording decisions of the group. Most participants in the National Co-ordinating Team will have been part of earlier groups, often discussing similar topics, and they will have formed expectations on the basis of these earlier experiences. It is therefore valuable to uncover these expectations, with an intent of repeating the positive experiences and avoiding the negative ones.

In order to define clearly all organizational aspects of preparing the National Profile, countries may want to consider preparing a short *Terms of Reference* which could specify, for example:

- the tasks and functions of the National Co-ordinator;

- the parties which should be represented on the National Co-ordinating Team including, as appropriate, agreement on the National Co-ordinator;

- the role and functions of the National Co-ordinating Team and of individual members of the Team. This could include the need for, and establishment of, working parties responsible for developing parts of the National Profile;

- a workplan, including a schedule, for preparation of the Profile including reference to interim status reports, meetings, etc; and

- a time frame for completion of the National Profile.

Preparation of the National Profile in Mexico:
A Status Report

In Mexico, the Directorate for Environmental Health, located in the Ministry of Health, served as the national coordinating body for the preparation of the National Profile. A National Coordinating Team was formed, comprised of representatives from a wide range of governmental ministries and non-governmental organizations including industry associations, universities, and public interest groups. Drafting of the key chapters of the National Profile was initiated during the National Planning Meeting which took place in January 1996 and brought together more than 60 interested parties from within and outside of government. Further development of the various chapters was then divided among interested ministries.

In addition to a comprehensive documentation and assessment of chemicals related activities and infrastructures in Mexico, the National Profile development process resulted in a number of interesting outputs, such as mapping of the geographic distribution of industrial and agricultural activities in the main regions of the country (indicative of patterns of chemical use), an assessment of the responsibilities and management capacities of the various ministries for each stage of the chemical life-cycle, and identification and subsequent ranking of the key areas of environmental and public health concern related to chemical substances. As a follow-up to these activities, necessary national policy actions were identified and include, *inter alia*, the creation of a database on chemicals-related information, establishment of a coordinating mechanism for the integration and unification of chemicals legislation, and development of official procedures for identifying existing needs, addressing deficiencies, and eliminating duplicative efforts.

3.4 Determining the Scope of the National Profile

Each country should explicitly determine the scope of chemicals to be addressed in the National Profile, before work is begun on gathering information. At a minimum, the classes of chemicals to be addressed should include:

- agricultural chemicals (pesticides and fertilizers);
- pesticides used for public health, industrial and consumer uses;
- chemicals used in industrial processes;
- petrochemicals, including refined petroleum products; and
- chemicals in consumer products such as cleaning products, paints, and solvents.

It is recognized, however, that some countries produce or import very limited quantities of chemicals used in industrial processes and have no controls established for such chemicals.

Countries may wish to consider whether to also include pharmaceuticals, food additives and cosmetics, recognizing that products intended for direct human consumption or application are generally controlled in a different manner than other chemicals. Furthermore, countries should define the terms to be used in their Profile including, for example, "pesticides", "industrial chemicals", "consumer chemicals", "production" and the other relevant terms.

Furthermore, each country should define key terms used in the tables and in the descriptive material in a manner consistent with relevant laws and policies. In this regard it is suggested that each Profile contain a glossary defining key terms to facilitate communication and understanding among all interested parties.

3.5 Identifying the Preliminary Objectives of Preparing the National Profile

Before starting any work on the National Profile, preliminary reasons for, and anticipated benefits of preparing the National Profiles in the specific national context should be identified. Only if these benefits are clearly visible and seen by all concerned parties at the outset, full participation of everyone can be assured. Section 2 of Part B of this ***Guidance Document*** may provide suggestions in this regard, although that list is not meant to be exhaustive.

4. Practical Steps Towards Completing a National Profile

The following steps are meant to provide practical guidance to organize the process of preparing the National Profile. They are intended to be used in a flexible manner. Each country may want to add or eliminate certain steps in order to streamline the process in accordance with its national practices and will need to decide on the appropriate time frame for each step in the process. Based on the experience gained through the pilot projects, it is estimated that most countries will require approximately six months to complete steps 1 through 8. In establishing the schedule for each step, it should be kept in mind that the IFCS has recommended that all countries prepare National Profiles by 1997.

Practical Steps Towards Preparing a National Profile

1. Obtain Political Commitment to Prepare a National Profile
2. Hold a National Planning Meeting with Interested Parties to Establish a National Co-ordinating Team and Agree on a Workplan
3. Establish a Network of Contact Points and Gather Relevant Information
4. Develop Draft(s) of the National Profile
5. Hold Interim Meeting(s) to Discuss Progress
6. Prepare Final Draft of the National Profile
7. Hold Final Review Meeting
8. Publish and Distribute the National Profile
9. Identify Follow-up Activities

Step 1: Obtain Political Commitment to Prepare a National Profile

In order to ensure that the full range of concerned parties participate in the preparation of the National Profile, and to facilitate access to necessary information, it is important to get political commitment to the project from the highest levels of government. The appropriate form of political commitment will vary among countries but could include, for example, a presidential decree or a ministerial declaration.

Step 2: Hold a National Planning Meeting with Interested Parties to Establish a National Co-ordinating Team and Agree on a Workplan

A high level meeting should be organized at the beginning of the process of preparing the National Profile to involve all concerned parties at an early point in time. This will help to ensure that the project is accepted as a national activity and that it is perceived as a politically-neutral, fact-finding exercise. At the meeting, it should be emphasized that the preparation of the National Profile is not a matter of one ministry, but rather an integrated effort of the country to document its national infrastructure as far as the management of chemicals is concerned.

Purpose and Objectives of the National Planning Meeting

The National Planning Meeting is a key event in the process of organizing the work towards preparing a National Profile. By the end of the meeting, agreement should be reached on:

- the objectives and anticipated benefits of preparing the National Profile;
- the identification of parties which should be represented on a National Co-ordinating Team and the identification of the National Co-ordinator;
- the role and functions of the National Co-ordinating Team and of individual members of the Team;
- the need for, and establishment of, working parties responsible for developing parts of the National Profile;
- a workplan for preparation of the National Profile; and
- a time frame for completion of the National Profile.

Who Should be Invited to the Meeting and Why

Participants of the National Planning Meeting should include high-level representatives of all interested national, regional and local ministries/agencies, universities and research institutes, industrial and professional organizations, labour organizations, and environmental, consumer and other interested community-based groups. In particular, the representatives of the various national ministries should be high-level officials with sufficient authority to ensure the required input of agencies in preparing the National Profile.

In addition, representatives of international and bi-lateral technical co-operation agencies and organizations which have interests and programmes related to the sound management of

chemicals and which are present in the country should be invited. In particular, international organizations with projects in developing countries should be considered which include, for example, FAO, ILO, UNEP, UNIDO, WHO, and the World Bank.

Each country will need to establish appropriate mechanisms to help ensure that all relevant sectors are invited and participate in the development of the National Profile. Recognizing that there may be difficulty in identifying and choosing appropriate representatives of non-governmental organizations, particularly in larger countries and those with well-established community-based organizations, it may be necessary to have some means for certifying the organizations in order to limit their representatives to a reasonable number. Alternatively, it may be appropriate to ask the non-governmental organizations to identify for themselves a specified number of broad-based representatives.

Assuring an Effective National Planning Meeting

It is recommended that the National Planning Meeting take place over a full day. To provide some guidance, the agenda items mentioned below could be included in the meeting. Alternatively, Session 2 and Session 3 could also be organized in two parallel working groups.

Session 1: Opening and Introductory Remarks

Session 1 could include a brief presentation by the national IFCS Focal Point, underscoring the importance of the National Profile for the national management of chemicals and its multiple international linkages, i.e., to the IFCS.

A representative of an international organization could introduce the UNITAR/IOMC National Profile Programme and answer possible questions related to the principles, scope, and content of the National Profile ***Guidance Document***.

During this session opportunity should also be provided to all participants to introduce themselves and make a few remarks about their interest in the project.

Session 2: Identifying National Objectives and Potential Benefits of the National Profile

Session 2 could feature a discussion about the national objectives and potential benefits of preparing the National Profile in the context of national activities to achieve the sound management of chemicals. For example, consideration could be given to the possible objectives and benefits described in Part B, Section 2 of this document.

Session 3: Organizing the Work of Preparing the National Profile

Session 3 is a key session of the National Planning Meeting and should be carefully prepared. The following aspects should be addressed and agreed upon:

- the tasks and functions of the National Co-ordinator;

- the parties which should be represented on the National Co-ordinating Team including, as appropriate, agreement on the National Co-ordinator;

- the role and functions of the National Co-ordinating Team and of individual members of the Team. This could include the need for, and establishment of, working parties responsible for developing parts of the National Profile;

- a workplan, including a schedule, for preparation of the Profile including interim status reports and meetings; and

- a time frame for completion of the National Profile.

Session 4: Closing Session

At the closing session a summary should be made to announce the members of the National Co-ordinating Team, as well as the agreed National Profile workplan and schedule of interim activities and overall time frame, etc.

Step 3: Establish a Network of Contact Points and Gather Relevant Information

Gathering data and information to prepare the National Profile will require access to a range of governmental and other organizations, agencies and offices at the local, regional, national, and international levels. Many of these may be represented at the National Co-ordinating Team, while others may not. It is therefore important to make contact with all specific offices/individuals that have access to the information required.

It is suggested that each organization interested to contribute to the National Profile nominate a contact point. These contact points should assist in the information-gathering process and ensure adequate co-operation and participation of their respective agencies in the preparation of the National Profile.

Although there could be a variety of approaches for collecting the information necessary for the National Profile, the information required to complete the Profile is likely to be scattered across a broad range of government agencies and other institutions. This takes knowledge of information sources, appropriate contacts within the agencies where the information is located, and patience. The previous networking of contact points, as well as a letter of introduction from the National Co-ordinator, should facilitate the process of information gathering.

Step 4: Develop Draft(s) of the National Profile

Since a National Profile is intended to be extensive, it may be useful to divide its preparation into sections. The preparation of these sections can be delegated according to areas of expertise and interest. For example, the chapter on *Data Access and Use* could be drafted by the agency which has a lot of ongoing activities in the area of chemical information management. The National Co-ordinating Team can divide and delegate the work in the manner it considers appropriate, including the establishment of working groups responsible for specific sections of the National Profile.

It may also be useful to establish a small drafting group, responsible for pulling together all the information into a first draft for review by the National Co-ordinating Team and for making necessary revisions.

Preparation of the National Profile in the Czech Republic:
A Status Report

In the Czech Republic, the Ministry of Environment serves as the national coordinating body for the preparation of the National Profile. Particular to the Czech case is a close cooperation between this Ministry and member organizations of the Inter-Ministerial Commission for Chemical Safety. This Czech institution was created following the recommendations of the IFCS and includes representatives from ministries involved in chemicals management as well as representatives from professional and non-governmental bodies.

The political support for the preparation of the National Profile was provided by a decision of the Inter-Ministerial Commission in November 1995. Contact persons from each of the relevant ministries and institutions were asked to submit available information based on the framework provided through the UNITAR/IOMC Guidance Document. This information was collected and compiled by the Ministry of the Environment, resulting in an initial draft National Profile. This draft served as the basis for subsequent discussions and revisions involving input from all concerned parties within and outside of government. Open questions are to be addressed during preparation of the final version of the National Profile and through periodic updating in the future.

Of particular value for the Czech Republic and directly resulting from the consultative, multi-stakeholder approach used in developing the National Profile, was the creation of a network of contact points in the various ministries and organizations concerned with chemicals management. The interaction and exchange of information among the parties-of-interest facilitated the clarification of existing problems and identification of weaknesses and potential solutions. Furthermore, it provided an opportunity for stakeholder groups, including industry and NGOs, to get involved and provide input on national chemicals management.

Step 5: Hold Interim Meeting(s) to Discuss Progress

Interim meeting(s) should be organized once drafts of the various sections of the National Profile are available. Such meetings could be used to consider progress, review the drafts, fill in gaps, and address any differences of opinion. The interim meetings should also start discussing the comments/analysis sections of the relevant chapters, as the process of agreeing on a common analysis may take some time.

Step 6: Prepare Final Draft of the National Profile

The final draft of the National Profile should be prepared taking into consideration the conclusions reached at the interim meeting(s). It should be in shape for approval at the Final Review Meeting with only minor adjustments to be made. The National Co-ordinating Team should be responsible for ensuring the completion of a draft National Profile, incorporating the range of information gathered from various sources. In finalizing the draft of the Profile, specific emphasis should be place on completing and refining the analysis section of the various chapters which in turn should be summarized in the *Executive Summary* of the National Profile.

The National Profile should be readable by a wide range of audiences, including national and, if desired, international audiences. At the same time it should contain sufficient detail to be of use by decision-makers and sectoral specialists for their work to strengthen national management of chemicals. As a general guide, the final National Profile should not exceed 70-90 pages in length, including the *Executive Summary* and a *Glossary of Terms*. If certain descriptions, e.g. those of relevant legislation or other listings and data sets, take too much space, relevant information could be put in an annex.

Although the *Executive Summary* is an integral component of the National Profile which highlights main results of the National Profile and includes a critical assessment, the National Co-ordinating Team may also want to consider publishing the *Executive Summary* as a separate document in order to reach all those who may not want to read through the full National Profile.

Steps 7 & 8: Hold Final Review Meeting and Publish/Distribute National Profile

The Final Review Meeting should serve to finalize and approve the National Profile as an official national reference document. It should also discuss possible activities, such as:

- publication and establishment of a mechanism for widespread distribution of the National Profile, taking into account the possible need to protect certain information such as confidential business information. In this regard, consideration should be given to whether there is a need to translate all or part of the National Profile to facilitate communication within, or outside, the country;

- publication and dissemination of an *Executive Summary* as a separate document; and

- means for periodic review and updating of the National Profile. It should be clear how often the National Profile will be reviewed to facilitate its value to all potential users. The review process should allow for additions to the Profile in areas which might not have

Preparation of the National Profile in Guinea:
A Status Report

In Guinea, the National Environment Directorate, a sub-directorate of the Ministry of Energy and Environment, acted as the national coordinating body for the preparation of the National Profile. In the course of the consultative process, an inaugural meeting was held in October 1995 with all concerned and interested parties. This meeting led to the establishment of 12 distinct working groups which prepared specific chapters of the National Profile. The contributions of these working groups were consolidated in the National Profile document and, following discussion and revision, adopted by all parties.

The preparation of the National Profile involved more than 70 representatives from about 50 institutions and organizations, including more than 25 governmental ministries and agencies, several research institutes, as well as chemicals and mining companies. The combined national effort resulted in a thorough assessment of existing chemicals legislation and infrastructures, and a transparent documentation of ministerial responsibilities. This process was completed within a period of merely five months. A key benefit resulting from the process was the identification and prioritization of main areas of concern in chemicals management.

been fully addressed in the past, as well as for updating of information which may have changed over time. It should be recognized that certain parts of the Profile can be regularly updated, including some of the national background information (e.g. concerning trade and production statistics), whereas other parts will only require updating after some triggering event such as the adoption of new legislation or regulations. Each country should decide on the best method, and appropriate timing for the periodic review, taking into account the value of maintaining the Profile as an accurate picture of the existing situation in the country.

Step 9: Identify Follow-up Activities

Ideally, the exercise of preparing the National Profile should have promoted a participatory, interagency, and cross-sectoral assessment of the current national practices in the management of chemicals throughout their life-cycle. During this process, important gaps in national practices for chemicals management might have been identified. Upon completion of the National Profile, the National Co-ordinating Team should take the opportunity to explore opportunities for national follow-up action to be further considered by national decision makers. This could include, for example:

- organizing a National Workshop to discuss and develop, on the basis of the National Profile, a national action plan to achieve the sound management of chemicals;

- encouraging inter-ministerial co-ordination and cross sectoral approaches to strengthening national chemicals management and looking for solutions to existing problems; and

- initiating a national action plan to address existing gaps in the national chemicals management infrastructure, e.g. through organization of a National Workshop on the Sound Management of Chemicals, drafting additional legislation, or regulations, strengthening certain institutions.[2]

It should be recognized that the National Co-ordinating Team established for the development of the Profile could serve as the basis for a continuing mechanism to help co-ordinate related national activities and to facilitate improvements towards the sound management of chemicals.

5. Checklist for Completing the National Profile

A checklist is useful to confirm whether progress is being made towards completing the preparation of the National Profile. The following checklist should be adapted to be consistent with the procedures established in each country.

[2] In this context, UNITAR has initiated, under the umbrella of the IOMC, a training and capacity building pilot programme to assist three developing countries in establishing and implementing comprehensive national policies and action plans for the sound management of chemicals. The selection of pilot project countries will take place in 1997 taking into consideration a review of available National Profiles.

Activity	**Timeframe**	**Completed?**
Identify a National Co-ordinator		
Contact Key Agencies and Concerned Parties		
Hold a High Level National Planning Meeting		
Identify Key Sources of Information		
Divide Responsibility of Drafting Specific Chapters		
Hold Interim Meeting(s) to Review Progress and Drafts of Available Chapters		
Circulate a Revised Draft of the National Profile to Key Actors and Agencies		
Prepare Final Profile and the Executive Summary		
Print and Circulate the National Profile		
Print and Circulate the Executive Summary		

PART C:

Suggested Structure and Contents of a National Profile

This part of the ***Guidance Document*** outlines a suggested structure and contents for a National Profile. It recommends a combination of tables and text to present the relevant information. In addition, questions are put forward to assist the National Co-ordinating Team to diagnose the existing national infrastructure for the management of chemicals.

The tables and questions should be adapted to meet the needs of each country. It is recognized that no country will be able to complete all the tables or answer all the questions set out below; the objective is to collect and, to the extent appropriate, analyze all relevant, existing information. In fact, the lack of certain information in itself will provide important insights for developing follow-up activities.

Countries should also determine the best way for collecting information. For example, some countries may decide that it would be easier to collect information by sector (for agricultural chemicals, industrial chemicals, etc.). Others may decide to divide responsibilities for information collection by chapter of the Profile. Whatever approach is taken, it is important to integrate the collected information during the drafting and finalization process into a coherent document.

Since different countries utilize technical terms differently, this ***Guidance Document*** does not include a definitive glossary for use by countries. Rather, it is suggested that each country complete a glossary so that it is clear how certain terms are used in the Profile. A suggested non-exhaustive list of terms to be defined is included.

Recommended Table of Contents of the National Profile

It is suggested that the National Profile contains, in addition to an introductory section and an Executive Summary, 12 distinct chapters and a series of annexes, as appropriate. Each chapter should be divided into sections with distinct titles and heading numbers. The following "Table of Contents" represents the recommended structure of the National Profile:

Chapter 9: Technical Infrastructure

Chapter 10: International Linkages

Chapter 11: Awareness/Understanding of Workers and the Public

Chapter 12: Resources Available and Needed for Chemicals Management

Annex 1: Glossary

Annex 2: Available National Reports and Papers Addressing Various Aspects of Chemicals Management

Annex 3: Names and Addresses of Key Individuals and Organizations

The final National Profile should, if possible, follow the suggested format and use the recommended titles and chapter/section numbers, as appropriate.

Introduction to the National Profile

Purpose of the Introduction

To provide an introduction to the international and national policy context in which the National Profile was prepared and to indicate the purpose of the National Profile, as well as the organizations which contributed towards its preparation

Linkage of the National Profile to the International Policy Framework for the Sound Management of Chemicals

This section should provide a brief introduction to the international policy framework for the sound management of chemicals, including reference to relevant recommendations of Chapter 19 and the "Priorities for Action Plan" adopted by the IFCS in 1994. It may also introduce the UNITAR/IOMC National Profile Programme. The preparation of this section can be based on information provided in Part A of this ***Guidance Document***.

National Objectives and Anticipated Benefits of Preparing the Profile

This section should outline the major reasons for and anticipated benefits of preparing the National Profile. Reference should also be provided to the potential contribution of the National Profile to the overall efforts to improve the management of chemicals at the national and local level. Information provided in this section will reflect a summary of the deliberations of the National Planning Meeting. In addition, information provided in Part B of this ***Guidance Document*** may be useful for drafting the introductory section of the National Profile.

How was the National Profile Prepared

This section should provide a short description of the national process which led to the preparation of the National Profile. It should, for example, refer to:

- institutional structures used or established for preparing the Profile, e.g. the establishment of a National Co-ordinating Team;
- important meetings that took place;
- other important steps which took place in the process of developing the National Profile; etc.

Participation of Ministries and Organizations

All partners who were involved in and contributed to the preparation of the National Profile should be listed, including:

- the National Co-ordinator (including name, position/title, organization, address, phone/fax/email); and

- all ministries, government agencies and other institutions, as well as organizations outside of government including names and titles of relevant staff or, as appropriate, the offices responsible for various tasks (their complete addresses should be provided in an Annex).

Executive Summary of the National Profile

Purpose of the Executive Summary

To summarize main findings and conclusions of the National Profile, thereby serving as a key to identify priority concerns as well as opportunities to strengthen national programmes to achieve the sound management of chemicals

A well-structured and well-written *Executive Summary* of the National Profile could become a key to the success of the National Profile to raise awareness among decision makers and to trigger concrete follow-up action towards strengthening the national scheme for the sound management of chemicals. Due to its importance, the *Executive Summary* should therefore be prepared with great care and should be thoroughly reviewed by the National Co-ordinating Team.

The preparation of an *Executive Summary* should be considered an integral part of the National Profile exercise. It should therefore highlight and be consistent with the main points and observations documented throughout the different chapters of the National Profile, in particular those mentioned in the "comment/analysis" sections of chapters 2-12. It would therefore be logical to prepare the *Executive Summary* after completion of all main chapters which address the various legal, institutional, administrative, and technical aspects of national chemicals management in greater detail.

The *Executive Summary* should be no longer that 10-15 pages, in order to be able to obtain the attention of key decision makers who may not be in a position to read through all chapters of the National Profile. In this regard it may be appropriate to publish the *Executive Summary* as a separate document in order to allow the widest possible dissemination to all key decision makers. At the same time, it could serve the purpose of informing other member countries of the IFCS about the national chemicals management situation.

Possible Structure of the Executive Summary

Following the brief introduction to the national/international policy context for the preparation of the National Profile, the *Executive Summary* should address, for each of the aspects covered in the main section of the National Profile, a summary of identified strengths, weaknesses and follow-up opportunities. It is therefore suggested that the *Executive Summary* addresses the following key aspects of national chemicals management:

- the identification of priority concerns related to chemicals production, import, export and use;
- a summary analysis of the national legal and regulatory infrastructure;
- a summary analysis of ongoing governmental programmes and inter-ministerial co-operation;

- a summary analysis of chemicals management and risk reduction activities conducted by industry, public interest groups, and the research sector;
- a summary analysis of the national chemical information management infrastructure;
- a summary analysis of the technical infrastructure;
- a summary analysis of the implementation of international policy initiatives and technical assistance programmes;
- a summary analysis of national awareness raising and education programmes for workers and the public;
- a summary analysis of available human and financial resources; and
- a summary of follow-up actions recommended to implement the major findings of the National Profile.

Ideally, and in addition to covering the main issues of the different chapters, the *Executive Summary* should provide an overall assessment of the national chemicals management situation, by addressing the following questions:

(1) What are priority problems related to chemicals import, use, and disposal?

(2) Which are the opportunities for improving national legal instruments related to chemicals management, including relevant risk management/reduction activities?

(3) What lessons can be learned from the process of preparing the National Profile to improve co-ordination of activities and participation by all concerned parties (governmental and non-governmental) in chemicals management?

(4) What can be done to improve information collection, review and analysis to support chemicals management? What actions should be taken to improve accessibility to such information by all the concerned ministries and other government institutions and non-government institutions?

(5) What actions can be taken to improve the national "safety culture" including improved awareness by workers and the public concerning the potential risks associated with chemical production, import, export, handling, storage, use and disposal? What actions can be taken to improve risk communication?

(6) How can sufficient human, technical and financial resources be mobilized to help ensure priority activities are undertaken for the sound management of chemicals? How can the best use be made of resources available in non-governmental organizations such as industry, research institutes, universities, labour groups, consumer and environmental organizations, and other grass roots organizations?

(7) What can be done to advance current activities for the implementation of existing national legal instruments and international agreements? How can international

activities in which the country participates become more effective in helping to strengthen national programmes?

(8) What opportunities are available for assuring close linkages among relevant multi- and bi-lateral programmes? What internal mechanisms should be established to promote improved co-ordination of assistance activities? What are the priorities for technical assistance (multi-lateral and bilateral) such as training, information, consultant advice, etc.?

(9) What actions should be undertaken to ensure that the National Profile is utilized to the extent desirable? What actions should be taken to promote, distribute, translate or otherwise facilitate access to the Profile? What actions should be undertaken in order to ensure that the National Profile is periodically reviewed and updated, as appropriate?

(10) What key conclusions/recommendations emerge from the preparation of the National Profile? What follow-up activities should be pursued towards strengthening the national scheme for the sound management of chemicals?

Chapter 1: National Background Information

Purpose of Chapter 1

To provide general background information on the country both at the national and at the regional levels

Chapter 1 should provide general background information on the country. Some of this information is only indirectly relevant to the management of chemicals. However, it is important to the understanding of the overall physical, political, demographic context and the industrial and agricultural characteristics of the country.

1.1 Physical and Demographic Context

- Size of the Country (area in square km):
- Form of Government:
- Official Language(s):
- Local Language(s):
- Total Population:
- Urban Population (% plus definition of urban):
- Rural Population (% plus definition of rural):
- Average Age of the Population:
- Population of Working Age (e.g. 15 - 65):
- Birth Rate:
- Life Expectancy:
- Literacy Rate:
- Average Education Level of Population:
- Unemployment Rate:
- Percentage of Women Employed Outside the Home:

1.2 Political/Geographic Structure of the Country

Section 1.2 should provide an introduction to the political and geographic structure of the country. It should refer to:

- Number of regions, provinces, states, municipalities, etc.;
- Description of local government entities, e.g. states, provinces, departments, etc.;
- Division of responsibilities between national, regional and local governments in the area of health and environmental control; and
- Location of various ethnic groups, as appropriate.

A map of the country which indicates major administrative divisions (e.g. provinces, states) should be included as an Annex to the Profile.

1.3 Industrial and Agricultural Sectors

Section 1.3 should provide general information about the industrial and agricultural sectors of the country. The following tables are intended to summarise relevant information in a structured manner.

The purpose of Tables 1.A and 1.B is to provide a summary of the relative importance of two of the primary sectors of the economy, i.e., the industrial sector (which includes manufacturing and other production facilities) and the agricultural sector. To the extent appropriate, separate tables should be prepared for each major region.

The purpose of Tables 1.C and 1.D is to elaborate on the information contained in Tables 1.A and 1.B in order to provide an understanding of which regions in the country are most likely to face potential problems related to hazardous chemicals.

Table 1.A: Overview of the Industrial and Agricultural Sectors

Sector	**Contribution to the Gross Domestic Product (%)**	**Number of Employees**	**Major Products in each Sector**
Industrial/Manufacturing **Sector**[1]			
Mining and Extraction			
Agricultural Sector			
TOTAL			

1 This would include all manufacturing, production, formulation, assembly and related facilities.

Table 1.B: Structure of the Manufacturing/Agricultural Sector

Sector	**Micro Farms/ Facilities**[1] **(%)**	**Small Farms/ Facilities**[2] **(%)**	**Medium Farms/ Facilities**[3] **(%)**	**Big Farms/ Facilities**[4] **(%)**
Industrial/Manufacturing Sector				
Agricultural Sector				
TOTAL				

1 1 to 15 employees.

2 16 to 100 employees.

3 101 to 250 employees.

4 More than 251 employees.

Table 1.C: Breakdown of Agricultural Production by Regions

Region	Major Crops	Total Value of Crop	Total Number of Employees	Size of Productive Areas (# of hectares)
TOTAL				

Table 1.D: Breakdown of Industrial Production by Region

Region	Major Products	Total Value of Production	Number of Industrial Facilities	Number of Employees
TOTAL				

1.4 Industrial Employment by Major Economic Sectors

The purpose of Table 1.E is to identify the relative importance of different industries that may have implications for the safe management of chemicals.

Table 1.E: Industrial Employment by Major Economic Sector

ISIC Code[1]	Description	Number of Facilities	Total Employment	Output Value (per year)	Major Emissions (type)
31	Food Industry				
32	Textiles/Clothing and Leather Goods				
33	Wood and Wood Products, Printing				
34	Paper and Paper Products				
35	Chemical/Coal/Petro/ Plastic Products				
36	Non-metallic Mineral Products				
37	Basic Metals Industry				
38	Fabrication of Machinery and Equipment				
39	Other Manufacturing Industries				
	Mining and Extraction (Coal/Oil/Natural/Gas/ Minerals/Metals)				
	Electric Generation				
	Dry Cleaning				
TOTAL					

[1] ISIC: International Standard Industrial Classification of all Economic Activities, OECD.

Chapter 2: Chemical Production, Import, Export and Use

Purpose of Chapter 2

To provide basic information about the existence of chemicals, through production and import, as well as basic information concerning the export and use of chemicals in the country

2.1 Chemical Production, Import and Export

The purpose of Tables 2.A and 2.B is to get an understanding of the extent, and nature, of chemical production, import, export and use in the country. The first column of each Table should be adapted to be consistent with decisions made concerning the scope of the National Profile, as well as with the definitions of terms in the glossary. It should be clear whether the tables include individual chemicals only or whether they also address formulations and preparations.

Information on chemicals might be collected, for example, through product registers (e.g. for pesticides), chemical inventories and/or lists of licenses for production facilities and/or importers. In case this information is not available, estimates can be used but these should be clearly indicated as such.

It may be useful to prepare separate tables for major regions in the country.

Table 2.A: Chemical Production and Trade

Chemical Type	Production/ Manufacturing (tons/year & value)	Imports[1] (tons/year & value)	Formulation/ Packaging[2] (tons/year & value)	Exports[2] (tons/year & value)
Pesticides (agricultural, public health & consumer use)				
Fertilizers				
Petroleum Products				
Industrial (used in manufacturing/ processing facilities)				
Consumer Chemicals				
Other chemicals (unknown/mixed use)				
TOTAL				

1 If available, the primary sources (exporting countries) of these chemicals should be listed.

2 These quantities will overlap with the quantities indicated for production and import. There should be some clarification of the relationship among the information in the four columns.

2.2 Chemical Use by Categories

Table 2.B: Chemical Use by Categories

Type of Chemical	Number of Tons Used per Year in the Country
Pesticides - Agricultural	
Pesticides - Public Health	
Pesticides - Consumer Use	
Fertilizers	
Petroleum Products	
Industrial Chemicals (used in manufacturing/processing facilities)	
Consumer Chemicals	
Other Chemicals (unknown/mixed use)	
TOTAL	

2.3 Chemical Waste

This section should summarize the total amount of chemical waste produced each year. To the extent the information is available, there should be descriptions concerning the type and nature of this waste.

To the extent that there are imports and/or exports of chemical wastes, this should also be described.

Table 2.C: Chemical Waste Generation and Trade

Type of Chemical Waste[1]	Generation (tons/year)	Export (tons/year)	Import (tons/year)
TOTAL			

1 In accordance with national definitions.

Chapter 3: Priority Concerns Related to Chemical Production, Import, Export and Use

Purpose of Chapter 3

To provide an overview of the nature of problems associated with chemical production, trade and use and, to the extent known, the chemicals or the categories of chemicals which are causing the concerns

3.1 Priority Concerns Related to Chemicals Import, Production, and Use

The purpose of Table 3.A and Table 3.B is to assist countries in diagnosing and prioritizing potential problems related to chemicals import, production, and use. Table 3.A provides an overview and description of the problem areas. A list of potential problem areas, which may serve as a starting point, is provided in the left hand column of Table 3.B. Each country should determine, as appropriate, other problem areas. In certain cases, it may be helpful to prepare separate tables for different classes of chemicals.

Table 3.A: Description of Problem Areas

Nature of Problem	City/ Region	Brief Description of Problem	Chemical(s)/ Pollutant(s)

The purpose of Table 3.B is to provide additional information and a general analysis with respect to identified problem areas of Table 3.A, including, for example, the ranking of priority areas of concern.

Table 3.B: Priority Concerns Related to Chemicals

Nature of Problem	Scale of Problem[1]	Level of Concern[2]	Ability to Control Problem[2]	Avail-ability of Statis-tical Data[3]	Specific Chemi-cals Creating Concerns	Priority Ranking[4]
Air Pollution						
Pollution of Inland Waterways						
Marine Pollution						
Ground-water Pollution						
Soil Contamination						
Chemical Residues in Food						
Drinking Water Contamination						
Hazardous Waste Treatment/Disposal						
Occupational Health: Agriculture						
Occupational Health: Industrial						
Public Health						
Chemical Accidents: Industrial						
Chemical Accidents: Transport						
Unknown Chemical Imports[5]						
Storage/Disposal of Obsolete Chemicals						

Nature of Problem	Scale of Problem[1]	Level of Concern[2]	Ability to Control Problem[2]	Avail-ability of Statis-tical Data[3]	Specific Chemi-cals Creating Concerns	Priority Ranking[4]
Air Pollution						
Chemical Poisoning/ Suicides						
Persistent Organic Pollutants						
Others						

1 Enter: Local, regional, or national.

2 Enter: Low, medium, or high.

3 Enter: Sufficient, insufficient, or no data available; data source should be mentioned separately.

4 Provide relative ranking from 1 to 5 of the problems being faced by the country (1 = most severe problem(s), 2 = second most severe problem(s), etc.). As appropriate, the same ranking can be given to different problem areas.

5 For example, to ensure compliance with decisions made as part of the UNEP/FAO prior informed consent procedures.

3.2 Comments/Analysis

Section 3.2 should provide an analysis of national capabilities to identify problem areas and establish national priorities related to chemical production, import, export, handling and use. It should have a length of approximately 1 page. The following are examples of questions which should be addressed in preparing this section:

(1) Is the available information sufficient to establish relative priorities of national problems in chemicals management? If not, what additional information should be available?

(2) Is there a regional concentration of chemicals related problems? In case some regions are more affected than others, what are the reasons?

(3) Is there significant agreement among concerned parties about relative priorities? If not, the different views should be explained.

Chapter 4: Legal Instruments and Non-Regulatory Mechanisms for Managing Chemicals

Purpose of Chapter 4

To provide an overview of existing legal instruments and non-regulatory mechanisms for managing chemicals, including their implementation and enforcement, and to identify relevant strengths, weaknesses and gaps

Due to the cross-sectoral nature of chemicals management, it is likely that several pieces of legislation, regulations, or standards in the country address chemicals in different ways. Many of these laws, regulations, standards, decrees or other legal instruments may be relevant even when they are not limited to, or specifically target, chemicals. For example, general transport laws or environmental health laws may have some control provisions which are applicable to hazardous chemicals.

This does not mean, however, that all important aspects of chemicals management are covered and that there is consistency or complementarity among these legal instruments. Furthermore, there may be a number of non-regulatory instruments that should be considered in an overall analysis of the adequacy of national chemicals management.

Chapter 4 should address this important issue by providing a summary of all relevant legal instruments and non-regulatory mechanisms related to the management of chemicals. In addition, Chapter 4 should address the implementation and enforcement of these instruments and mechanisms.

4.1 Overview of National Legal Instruments Which Address the Management of Chemicals

The purpose of Table 4.A is to provide a list of all Laws (L), Regulations (R) Standards (S), Decrees (D) or other legal instruments relevant to the management of chemicals. Information should be provided on scope and objective of each instrument, the ministry(ies) or other body(ies) responsible for implementation and enforcement, and sections or articles which address issues of chemicals management.

In addition, it should be made clear which categories of chemicals are covered (e.g. agricultural chemicals, industrial chemicals, consumer product chemicals) or which type of chemical by-products are regulated (e.g. air emissions, water emissions). This can be done by preparing separate tables for each group of chemicals of concern or it can be integrated into one table with appropriate explanations.

Table 4.A: References to Existing Legal Instruments Which Address the Management of Chemicals

Legal Instrument (Type, Reference, Year) [1]	Respon-sible Ministries or Bodies	Chemical Use Categories Covered	Objective of Legislation	Relevant Articles/ Provisions	Resources Allocated[2]	Enforce-ment Ranking[3]

1 Copies of relevant legislation should be made available as an Annex to the National Profile.

2 Budget and person years.

3 Enter: Effective (1), fair (2), or weak (3) enforcement.

More detailed summary descriptions of key legislation should be provided in Section 4.2, as appropriate.

4.2 Summary Description of Key Legal Instruments Relating to Chemicals

Section 4.2 should provide additional details on legal instruments which are considered of particular importance for the management of chemicals. For each such instrument, the following information should be provided:

- Lists of specific chemicals which are covered and/or the criteria applied for selecting the chemicals which are covered;

- Means for making legislation publicly known (e.g. official journals or registers), including the availability of translations;

- A brief description of administrative procedures included under the legal instruments (such as information requirements, risk assessment, classification, labelling) and management schemes (such as registration of pesticides or other classes of chemicals, permitting schemes or licensing of installations or traders, provision of information to the public, etc.). Key terms, as used in the national context, should be defined in the glossary;

- Mechanisms included to monitor implementation (e.g. audit procedures, reporting requirements), as well as actions which can be taken for non-compliance (e.g. fines, revocation of licenses, shutdown of facilities, prison terms);

- Existing databases which have been created as a result of such instruments (e.g. permit databases). For each such database, there should be a description of the scope and objectives and identification of location and responsible body;

- Provisions for the protection of proprietary information.

4.3 Existing Legislation by Use Category Addressing Various Stages of Chemicals from Production/Import through Disposal

Based on the information provided in Sections 4.1 and 4.2, Table 4.B is meant to provide a strategic overview of the legal instruments that regulate each stage of chemicals from production/import through disposal, for each of the main use categories of chemicals addressed in the Profile. The purpose of this overview is to assist in identifying missing elements as well as opportunities for strengthening the existing system. It is expected that, at a minimum, agricultural chemicals, industrial chemicals and consumer product chemicals are covered.

It should be kept in mind that legal instruments may not always be needed to reduce chemical risks and that non-regulatory mechanisms may be used in certain cases including, for example, incentive systems or voluntary programmes by industry.

Table 4.B: Overview of Legal Instruments to Manage Chemicals by Use Category[1]

Category of Chemical	Import	Production	Storage [1]	Transport [2]	Distribution/ Marketing	Use/ Handling	Disposal
Pesticides (agricultural, public health and consumer use)							
Fertilizers							
Ind. Chemicals (used in manufacturing/ processing facilities)							
Petroleum Products							
Consumer Chemicals							
Chemical Wastes							
Others							

1 If a specific stage is adequately addressed through legislation, an "X" should be filled in.

2 It should be recognized that transportation and storage can occur at various stages of the chemicals' life-cycle from production through disposal.

4.4 Summary Description of Key Approaches and Procedures for Control of Chemicals

The purpose of this chapter is to provide an overview of the existing policy approaches and procedures used to control various classes of chemicals. These instruments may be relevant at different stages of the chemicals life-cycle and could address, for example, classification and labelling of chemicals/products, registration of products, permits (e.g. for discharge), licenses (e.g. to operate), reporting requirements, inspections, information to be provided to workers and/or the public, etc.

For each of the policy instruments descriptive information should include, for example:

- a short description of relevant instruments, including applicable limitations;
- agency/organization responsible for each procedure (including whether they are national, regional or local);
- the level and nature of enforcement including the availability of human and financial resources for enforcement; and
- the role of non-governmental organizations in monitoring and enforcement, as well as in education and public awareness.

To the extent appropriate, decision-making procedures should be described and/or illustrated (e.g. through flow charts) including an indication of which parties are involved at various points in the procedures. For example, this could be done for the registration of pesticides and other chemicals, licensing of facilities, emissions permits, import decisions under the PIC procedure, etc.

This section should also include a listing of chemicals which have been banned or severely restricted as well as a listing of national PIC import decisions. This information could be presented in text form or in a table (see Table 4.C).

Table 4.C: Banned or Severely Restricted Chemicals[1]

Name of Chemical	**Level of Restriction (ban (B) or severe restriction (SR))**	**Details of Restriction (e.g. reason for control action, remaining allowed uses)**

1 Following the criteria established by the FAO/UNEP Joint Group of Experts on Prior Informed Consent.

4.5 Non-regulatory Mechanisms for Managing Chemicals

Section 4.5 should provide a description of all non-regulatory mechanisms which have a role in the management of chemicals. These could include, for example:

- voluntary actions by industry, such as Responsible Care programmes;
- economic incentives, such as tax benefits; and
- other incentives.

For each mechanism, a summary should be provided which describes, as appropriate:

- the nature of the mechanism;
- the classes of chemicals covered;
- the objective of the mechanism;
- the parties responsible for its implementation; and
- the nature and extent of implementation.

To the extent information is available, the summary should address the costs associated with the use of each mechanism and the relative cost-effectiveness of using such an approach.

4.6 Comments/Analysis

Section 4.6 should provide an analysis of the national legal and non-regulatory infrastructure for the management of chemicals. It should have a length of approximately 1 page. A number of questions should be addressed including, for example:

(1) Are there any overlaps and gaps in the existing legislative system for the management of chemicals and what are these (a distinction should be made among classes of chemicals such as pesticides, industrial chemicals and consumer chemicals)?

(2) How effective is enforcement of the different pieces of legislation? In case enforcement is not effective, what are the underlying reasons?

(3) How effective are non-regulatory instruments in reducing chemical risks in the country (e.g. incentive systems, voluntary programmes by industry)? What are the reasons for their success or failure/inexistence?

(4) Do existing laws match with the national priorities indicated in Chapter 3, i.e. is there a law or policy which addresses each of the main priority concerns indicated in Chapter 3? Which key areas have not been addressed at all?

(5) Are there any new laws/policies being proposed? If so, which are these? Reference should be provided to the relevant initiative including the responsible ministry.

(6) Are there any laws, regulations or other instruments that are the direct result of international conventions or agreements? If yes, specify the respective laws and the relevant international instrument.

(7) For each chemical use category, an analysis should be conducted whether existing control instruments are appropriate, effective, and comprehensive. This should include available descriptions and statistics of events where the existing control instruments have failed or problems have arisen.

Chapter 5: Ministries, Agencies and Other Institutions Managing Chemicals

Purpose of Chapter 5

To describe and analyze the mandates and programmes of different ministries, agencies and other governmental institutions responsible for, and concerned with, various aspects of chemicals management

5.1 Responsibilities of Different Government Ministries, Agencies and Other Institutions

The purpose of Table 5.A is to provide a general overview of ministerial responsibilities and activities related to chemicals management for each stage of the chemical life-cycle from production/import through disposal. The overview is meant to assist in documenting areas currently covered, and in identifying missing elements or possible overlaps in the national institutional infrastructure. Based on this overview, further descriptions of relevant responsibilities and activities should be provided in Section 5.2.

For each cell in the Table, an indication should be provided which government ministry has responsibility for the control of chemicals for each stage from importation and production through disposal. Separate tables should be completed for different classes of chemicals such as pesticides (Table 5.A.1), petroleum products (Table 5.A.2), industrial chemicals (Table 5.A.3) and consumer chemicals (Table 5.A.4).

The ministries/agencies listed in the first column are provided as examples. The Table should be adapted to include the appropriate ministries/agencies in the country. To the extent applicable, it should include regional and local agencies and institutions.

Table 5.A: Responsibilities of Government Ministries, Agencies and Other Institutions[1]

Stages of Life-Cycle / Ministry Concerned	Importation	Production	Storage	Transport	Distribution/ Marketing	Use/ Handling	Disposal
Environment							
Health							
Agriculture							
Labour							
Trade/Commerce							
Industry							
Finance							
Transport							
Interior/Civil Defense							
Justice							
Customs							
Foreign Affairs							
Other							

[1] For each positive response, an "X" should be filled in.

5.2 Description of Ministerial Authorities and Mandates

Section 5.2 should include additional information concerning each of the institutions (e.g. ministries, agencies) identified in Section 5.1. This information should include:

- a brief description of their primary responsibilities for, and involvement in, specific aspects of chemicals management, e.g. occupational health, public health, environmental protection (e.g. air, water, habitats, species), pesticides control, industrial safety, emergency response;

- resources allocated for chemicals management activities including budget and number of person-years (taking into account the fact that some personnel have multiple responsibilities); and

- the type and level of expertise available for chemicals management activities.

5.3 Comments/Analysis

This section should provide an analysis of ministerial mandates and programmes in order to ensure a well co-ordinated division of responsibility related to the sound management of chemicals. It should have a length of approximately 1 page. A number of questions should be addressed in this section, including:

(1) Are there overlapping mandates among ministries and bodies? If relevant, is this issue addressed in practice? How?

(2) Are there situations where it is not clear which ministry or other institution is responsible for fulfilling a general mandate set out in a legal instrument?

(3) Should additional ministries or other institutions be involved which presently do not have any responsibility/activity with regard to chemicals management? Why should or shouldn't they be involved?

(4) What is the current degree of implementation of the various institutional mandates? To the extent possible, it is useful to assess the effectiveness of concerned ministries towards implementing national regulations and administrative procedures.

Chapter 6: Relevant Activities of Industry, Public Interest Groups and the Research Sector

Purpose of Chapter 6

To describe and review activities of non-governmental bodies and entities which support national efforts to manage chemicals

Chapter 6 should provide information on all relevant programmes conducted by non-governmental organizations and entities. This information is considered important in light of the important role that non-governmental organizations should play in the management of chemicals.

Such organizations include:

- ***industrial organizations and entities*** involved in the production, formulation, sales/marketing, import, export, transport, storage or disposal of chemicals. They may be involved in voluntary activities related to chemicals managements such as implementation of the FAO Code of Conduct, implementation of Responsible Care and Product Stewardship programmes, emergency response assistance, etc.;

- ***universities, research institutes, private laboratories, libraries and quasi-governmental organizations*** which have access to relevant information and/or are conducting related research and development; and

- ***other non-governmental organizations*** including labour groups and community-based organizations (e.g. environmental, consumers' and women's groups) which have an interest in the sound management of chemicals.

6.1 Description of Organizations/Programmes

Section 6.1 should provide brief information on each relevant organization. This should include information on contact points, address/phone/fax/email and a brief statement describing related activities and areas of interest.

It is recognized that in some countries, in particular in larger countries, the relevant organizations may be too numerous to describe and, therefore, some mechanism should be chosen to determine which organizations are the most important or active in the field.

6.2 Summary of Expertise Available Outside of Government

Table 6.A should provide, in summary form, an overview of the nature of expertise in non-governmental organizations which might be available to support national programmes and

policies related to chemicals management. It may be appropriate to prepare separate Tables for each class of chemicals addressed in the National Profile.

Table 6.A: Summary of Expertise Available Outside of Government[1]

Field of Expertise	Research Institutes	Universities	Industry	Environmental/ Consumer Groups	Labour Unions	Professional Orgs.	Other (specify)
Data Collection							
Testing of Chemicals							
Risk Assessment							
Risk Reduction							
Policy Analysis							
Training and Education							
Research on Alternatives							
Monitoring							
Enforcement							
Information to Workers							
Information to Public							
Other (specify)							

[1] For each entry in this table, further information should be provided which will allow concerned parties to understand the nature of the activity, where it takes place and how to obtain further information.

6.3 Comments/Analysis

Section 6.3 should provide an analysis of activities of non-governmental organizations and entities and the linkages of such initiatives with government programmes to strengthen chemicals management. It should have a length of approximately 1 page. Questions which should be addressed include:

(1) What is the government policy (or policies) concerning opportunities for non-governmental organizations to obtain government information related to the management of chemicals?

(2) What is the government policy (or policies) concerning opportunities for non-governmental organizations to provide information to the government related to the management of chemicals?

(3) What role do non-governmental organizations have in government decision-making concerning the management of chemicals?

(4) Which voluntary initiatives in industry (or elsewhere) are successful and may supplement chemicals management activities of government?

(5) What role do non-governmental organizations play in informing the public about chemical risks and about government activities in this area?

(6) What rights do non-governmental organizations have to seek enforcement of laws and regulations related to the control of chemicals?

(7) Are there any information, studies, or previous research conducted by non-governmental organizations, including industrial organizations, relevant for strengthening government's capacity for chemicals management? If so, how does the government use this information?

(8) Assess the degree of existing co-operation between government and non-governmental sectors in chemicals management.

Chapter 7: Inter-ministerial Commissions and Co-ordinating Mechanisms

Purpose of Chapter 7

To describe and analyze mechanisms which facilitate co-ordination and co-operation among ministries, agencies and other relevant governmental and non-governmental bodies in particular areas of chemicals management

7.1 Inter-ministerial Commissions and Co-ordinating Mechanisms

Table 7.A should provide an overview of any relevant mechanisms for co-ordinating activities among relevant institutions. This table is just an example of how information on such mechanisms can be summarized. However, different countries will have very different types of mechanisms, depending on the legal and cultural setting of the country. Therefore, the table will need to be adapted for the national situation.

More detailed summary descriptions of key mechanisms can be provided in Section 7.2, as appropriate.

Table 7.A: Overview of Inter-ministerial Commissions and Co-ordinating Mechanisms

Name of Mechan-ism	Responsi-bilities	Secretariat	Members	Legislative Mandate/ Objective	Info. Provided in Section 7.2 (yes/no)	Effective-ness[1]

[1] Rank between 1 and 3: excellent (1), adequate (2), or poor (3).

7.2 Description of Inter-ministerial Commissions and Co-ordinating Mechanisms

Section 7.2 should describe in more detail inter-ministerial commissions and co-ordinating mechanisms referred to in Table 7.A which are considered of particular importance for the management of chemicals. For each mechanism, the following information should be provided:

- type of mechanism (e.g. inter-ministerial body, standing committee, formal consultative process, ad hoc groups);
- scope of issues and chemicals covered;
- parties included (including governmental and non-governmental);
- working procedures (e.g. nature and frequency of meetings, decision-making procedures); and
- siagnosis of current weaknesses.

Where appropriate, it may be useful to prepare diagrams or flow charts, for example, relating to an inter-ministerial commission established for the registration of pesticides.

7.3 Description of Mechanisms for Obtaining Input from Non-Governmental Bodies

Section 7.3 should provide a description of any relevant mechanism for obtaining input from non-governmental bodies into government review and decision-making procedures, recognizing that such bodies often have important information not otherwise available to government. The term "input" should include: sharing of information; reporting; and participation in planning, in decision-making and in implementation of national chemicals management programmes and policies.

Section 7.3 should also include a list of relevant non-governmental organizations. Such non-governmental bodies may include research institutes, universities, industrial organizations, labour unions and community-based organizations (e.g. environmental/consumer/women's groups).

7.4 Comments/Analysis

Section 7.4 should provide an analysis of the existing inter-ministerial co-ordinating mechanisms which help to facilitate a well co-ordinated division of responsibility and inter-ministerial co-operation related to the sound management of chemicals. Specific attention should be devoted to their effectiveness and the extent to which groups are aware of means for input. It should have a length of approximately 1 page. The following questions should be addressed in preparing this section:

(1) Are existing co-ordinating mechanisms working effectively? What could be done to improve them? Are technological solutions required (online data, fax, telephone linkages), organizational solutions (ad hoc groups, quality circles), more frequent communication (regular newsletter), political support from higher authorities, etc?

(2) Are all parties from government ministries and agencies which may be able to contribute represented in each of these mechanisms?

(3) Do these mechanisms cover all important aspects of chemicals which require inter-ministerial co-ordination and co-operation? Is there a need for establishing additional co-ordinating mechanisms? If so, for which purpose?

(4) Are the existing mechanisms linked with each other or do they work separately?

(5) Are there opportunities to bring in additional parties from outside of government in these mechanisms?

(6) Are there opportunities to include additional parties on a case-by-case basis to deal with specific issues of concern?

(7) Is information shared across the different agencies charged with chemicals management? What current mechanisms exist to share information among agencies?

Chapter 8: Data Access and Use

Purpose of Chapter 8

To provide an overview of the availability of data for chemicals management and the related infrastructure, and to analyze how information is used for national and local chemical risk reduction

8.1 Availability of Data for National Chemicals management

Table 8.A provides an overview of whether data is available for different decision-making activities which may be required under existing legal instruments. The items listed in the first column are provided as examples, which should be adapted to the national situation. The terms should be defined in the glossary.

Table 8.A: Quality and Quantity of Available Information[1]

Data Needed for/to:	Pesticides (agricultural, public health and consumer use)	Industrial Chemicals	Consumer Chemicals	Chemical Wastes
Priority Setting				
Assess Chemicals Impact under Local Conditions				
Risk Assessment (environment/health)				
Classification/Labelling				
Registration				
Licensing				
Permitting				
Risk Reduction Decisions				

Data Needed for/to:	Pesticides (agricultural, public health and consumer use)	Industrial Chemicals	Consumer Chemicals	Chemical Wastes
Accident Preparedness/ Response				
Poisoning Control				
Emissions Inventories				
Inspections & Audits (environment/health)				
Information to workers				
Information to the public				
Others				

[1] If sufficient information is available for the tasks listed in the left hand column, an "X" should be filled in.

8.2 Location of National Data

The purposes of Table 8.B is to indicate the nature of national data related to chemicals management which is available and to provide practical information on how to gain access to such data. In particular, the table should indicate where data is maintained within government ministries, agencies or other institutions or within non-governmental bodies. Table 8.B. should also indicate the source of the data, who has access to the data and the form in which the data is maintained (e.g. automated database, paper files, register).

Table 8.B: Location of National Data

Type of Data	Location(s)	Data Source	Who Has Access?	How to Gain Access[1]	Format
Production Statistics					
Import Statistics					
Export Statistics					
Chemical Use Statistics					
Industrial Accident Reports					
Transport Accident Reports					
Occupational Health Data (agricultural)					
Occupational Health Data (industrial)					
Poisoning Statistics					
Pollutant Release and Transfer Register					
Hazardous Waste Data					
Register of Pesticides					
Register of Toxic Chemicals					
Inventory of Existing Chemicals					
Register of Imports					

Type of Data	Location(s)	Data Source	Who Has Access?	How to Gain Access[1]	Format
Register of Producers					
PIC Decisions					
Others					

[1] This should include a description of any restrictions on access.

8.3 Procedures for Collecting and Disseminating National/Local Data

Additional information should be included in this section on the procedures for collecting and disseminating data related to chemicals management. Among the questions which should be addressed are:

- What types of data related to chemicals management is required by law to be provided to government authorities? By whom, when and under what circumstances?

- Is data maintained on the health and environmental effects of chemicals? If so, who has to develop, collect, provide and analyze the data?

- Is data maintained by government authorities, or others, related to the specific chemicals or groups of chemicals used in the country?

- Is access to the relevant data adequate once the government has collected them? Who has access to the data? What restrictions exist on access? What protection is given to confidential business information ("cbi") and how is cbi defined?

8.4 Availability of International Literature

The purpose of Tables 8.C and 8.D is to make transparent what international literature and databases are accessible within the country, including their location, in order to facilitate access to that literature and databases by all concerned parties.

For each type of international literature and database which is available in the country, additional information should be provided which facilitates access including, for example, which specific office or location within institution(s) receives documentation. In this regard, government and non-governmental institutions should be considered. Often, research institutes, universities, other libraries, industry and other non-governmental organizations have access to international sources of information which may not be easily available through governmental institutions.

Similar information should be provided relative to sharing of information among countries (including international, regional and national literature and databases). For example, this might include assessments of chemicals and lists of priority chemicals.

Table 8.C: Availability of International Literature

Literature	Location(s)	Who Has Access?	How to Gain Access[1]
Environmental Health Criteria Documents (WHO)			
Health and Safety Guides (WHO)			
International Chemical Safety Data Cards (IPCS/EC)			
Decision Guidance Documents for PIC Chemicals (FAO/UNEP)			
FAO/WHO Pesticides Safety Data Sheets			
Documents from the FAO/WHO Joint Meeting on Pesticide Residues			
Material Safety Data Sheets (industry)			
OECD Guidelines for the Testing of Chemicals			
Good Laboratory Practice Principles			
Good Manufacturing Practice Principles			
WHO/UNEP Global Env. Library Network			
Others			

[1] This should include a description of any restrictions on access.

8.5 Availability of International Databases

Table 8.D: Availability of International Databases

Database	Location(s)	Who Has Access?	How to Gain Access[1]
IRPTC			
ILO CIS			
IPCS INTOX			
Chemical Abstract Services Database			
Global Information Network on Chemicals (GINC) [2]			
STN Database[3]			
Relevant Databases from Other Countries[4]			
Other			

1 This should include a description of any restrictions on access.

2 In the process of being developed, to link information centres.

3 STN: Scientific and Technical Information Network, US Chemical Abstract Service.

4 These should be specified.

8.6 National Information Exchange Systems

This section should provide additional information on national activities, programmes, or policies which facilitate:

- information flow from international organizations to all concerned parties in the country; and
- the exchange of national information among various ministries and other institutions and other concerned parties.

8.7 Comments/Analysis

This section should contain an analysis concerning the availability and use of information for national chemicals management. It should have a length of approximately 1 page. Consideration should be given, for example, to the following questions:

(1) Are there significant gaps in the literature/information base and its current distribution? If so, where are these gaps?

(2) Are there overlapping and/or conflicting sources of information related to chemical assessment and management?

(3) What is the present state of existing data bases in the country? Are they automated? How are they maintained? Can they be queried?

(4) Are there current efforts/initiatives to improve the quality of existing databases?

(5) How do you suggest the existing data/information mechanisms could be strengthened?

(6) Is access to international databases or documentation sufficient? If not, what are the problems?

(7) Do all concerned parties have appropriate access to information? If not, what are the underlying reasons?

(8) How can further information on specific chemicals, or groups of chemicals used in the country, be obtained?

(9) What is the national policy on public access to government information?

Chapter 9: Technical Infrastructure

Purpose of Chapter 9

To provide an overview of the technical infrastructure in the country related to the management of chemicals

9.1 Overview of Laboratory Infrastructure

The purpose of Table 9.A is to provide an overview of the laboratory facilities available in the country to support programmes and policies for the management of chemicals. The laboratories of interest are those with analytical chemistry capabilities which can, *inter alia*, help to ensure the quality of chemicals, conduct residue analyses, identify unknown substances and monitor for possible adverse effects.

All relevant laboratories should be mentioned, including those in government agencies, research institutes, universities, etc. However, it is recognized that in more developed countries there may be too many laboratories to be included in a table. In that case, the most important laboratories, from the perspective of enforcing chemicals management policies, should be included.

Table 9.A: Overview of Laboratory Infrastructure for Regulatory Chemical Analysis

Name/ Description of Laboratory	Location	Equipment/ Analytical Capabilities Available	Accreditation (if yes, by whom?)	Certified GLP[1] (yes/no)	Purpose

[1] GLP: Good Laboratory Practice.

With respect to the laboratory infrastructure, a number of additional questions should be addressed including, for example:

- Do the laboratories utilize internationally-recognized protocols, such as the OECD Test Guidelines?

- Are there any national programmes to improve the quality and quantity of the relevant laboratories? and

- Are there any programmes (formal or informal) for co-operation among countries (e.g. on a bilateral or regional basis) to share laboratory facilities or test results?

9.2 Overview of Government Information Systems/Computer Capabilities

Table 9.B should provide an overview of computer capabilities available within the government which can be used for chemical information systems, to access international data bases and for the implementation of governmental policies and programmes related to chemicals management.

Table 9.B: Computer Capabilities

Computer System/Database	Location	Equipment available	Current Uses

With respect to government computer capabilities, a number of additional questions should be addressed including, for example:

- Are the computer systems in different ministries and other governmental institutions compatible? and

- Do the computer systems have the ability to access Email and the Internet, in order to communicate with computer systems in other countries?

9.3 Overview of Technical Training and Education Programmes

This section should describe, in general terms, any training and education programmes aimed at providing the technical expertise required to implement government policies and programmes related to chemicals management. This should include programmes related to disciplines such as chemistry, toxicology, environmental sciences, and environmental engineering. In this regard, consideration should be given to training and education programmes at technical schools and at university level, as well as specific programmes available to government employees.

9.4 Comments/Analysis

This section should include an analysis of the overall technical infrastructure of the country as far as chemicals management is concerned. In addition, it should identify opportunities for strengthening the technical infrastructure. It should have a length of approximately 1 page, and should, for example, address the following issues:

(1) an outline of the mains strengths and weaknesses of the current technical infrastructure for chemicals management; and

(2) an estimate of the current infrastructure deficit. For example, the number and location of laboratories sufficient to cover national needs compared to the current situation, the need for information infrastructure to implement adequate chemicals management under local conditions etc.

Chapter 10: International Linkages

Purpose of Chapter 10

To describe national participation and involvement in international organizations and agreements concerned with the management of chemicals and to identify opportunities for an integrated approach at the national level

10.1 Co-operation and Involvement with International Organizations, Bodies and Agreements

The purpose of Tables 10.A and 10.B is to clarify the involvement of the country in international activities and agreements and to allow all concerned parties to know who has the responsibility for contacts with the related international organizations.

Table 10.A : Membership in International Organizations, Programmes and Bodies

International Organization/ Body/Activity	National Focal Point (Ministry/Agency & Primary Contact Point)[1]	Other Ministries/ Agencies Involved	Related National Activities
Intergovernmental Forum on Chemical Safety (IFCS)			
UNEP **IRPTC - National Correspondent** **IE/PAC - Cleaner Production Center**			
IPCS			
WHO			
FAO			
UNIDO			

International Organization/ Body/Activity	National Focal Point (Ministry/Agency & Primary Contact Point)[1]	Other Ministries/ Agencies Involved	Related National Activities
ILO			
World Bank			
Regional Development Bank (specify)			
OECD			
Regional Economic Commissions (specify)			
Others			

[1] This column should identify the specific office, and title of the individual, which serves as the national focal point.

Table 10.B: Participation in International Agreements/ Procedures Related to Chemicals Management

International Agreements	Primary Responsible Agency	Relevant National Implementation Activities[2]
Agenda 21 - Commission for Sustainable Development		
UNEP London Guidelines (voluntary procedure)[1]		
FAO Code of Conduct (voluntary procedure)[1]		
Montreal Protocol		
ILO Convention 170		
UN Recommendation for the Transport of Dangerous Goods		
Basel Convention		
London Convention		
GATT/WTO agreements (related to chemicals trade)		
Chemicals Weapon Convention		
Regional/Subregional Agreements (specify)		
Bilateral Agreements (specify)		
Others		

1 The DNA(s) for the PIC procedure should be identified.

2 International agreements usually imply the need for significant national implementation activities. Therefore, complementary information should be provided for each relevant international agreement on the corresponding national activities.

10.2 Participation in Relevant Technical Assistance Projects

Table 10.C should provide an overview of all on-going and planned multi-lateral and bi-lateral assistance activities related to the management of chemicals. It should not just address projects which are specifically directed to chemicals management, but also projects related to environment and sustainable development (e.g. concerning National Environmental Action Plans), and projects concerning agricultural and industrial development which involve the transfer of chemicals or chemical-related technology.

Table 10.C: Participation as Recipient in Relevant Technical Assistance Projects

Name of Project	International/ Bi-lateral Donor Agency Involved	National Contact Point	Relevant Activities

Consideration should be given to whether the table should be completed with representatives of international/bilateral donor agencies.

For each project, complementary information should be provided addressing, for example:

- the objective and scope of the project;
- the duration of the project;
- participating national organizations; and
- relevant experience gained.

In addition, this section should describe any national policies related to aid projects which may have an impact on the management of chemicals. Among the questions which could be addressed are, for example:

- Are there any controls or limitations on the chemicals which will be accepted as part of an aid project?
- Are there any procedures to facilitate co-ordination among aid projects, to help focus on priority activities and to avoid duplication?

10.3 Comments/Analysis

Section 10.3 should provide an analysis of national capabilities to effectively link international programmes with a national strategy for the sound management of chemicals. It should have a length of approximately 1 page. The following questions/aspects are among those that should be addressed in preparing this section:

(1) Assess the degree to which national implementation activities of international agreements have been undertaken.

(2) How well is the work of the international organizations integrated into a comprehensive national programme?

(3) Is there appropriate co-ordination on the national level with respect to implementation of international activities and agreements in the area of chemicals management?

(4) Are there any procedures to help ensure co-ordination between ministries/agencies responsible for aid activities and those responsible for the protection of health, safety or the environment?

(5) How could international agencies improve the effectiveness of their current programmes in your country? What are your specific recommendations in this regard (e.g. improved co-ordination mechanism, better communication, redefinition of priorities, better adaptation to local conditions)?

(6) What are the obstacles in your country that are in the way of implementing international agreements? How could such obstacles be overcome?

Chapter 11: Awareness/Understanding of Workers and the Public

Purpose of Chapter 11

To provide an overview of the mechanisms available to provide information to workers and to the public concerning the potential risks associated with chemical production, import, export, handling, use and disposal

This chapter should summarize legal instruments, programmes, policies and related activities designed to:

- provide information to workers to protect their health and safety from the risks of chemicals;

- provide information to the public concerning the risks to the environment, health and safety from chemicals, and actions which should be taken in order to protect themselves from chronic or acute exposure to hazardous chemicals; and

- raise awareness and educate the public for effective participation in national environmental management initiatives as stated in Agenda 21 (Please cite examples of government-public participatory partnerships in environmental issues in your country).

This summary should include relevant activities of government ministries and other institutions, as well as the full range of non-governmental groups described in Chapter 6.

Chapter 12: Resources Available and Needed for Chemicals Management

Purpose of Chapter 12

To provide an overview of resources available within government related to various aspects of chemicals management (including human and financial resources) and to analyse resource needs

The purpose of Tables 12.A and 12.B. is to provide an overview of resource availability and resource needs within the national government. Table 12.A addresses the existing resources available within government ministries, agencies and other institutions specifically to address management of chemicals. This should include information on the availability of professional personnel and particular skills, as well as financial resources. Table 12.B addresses the resources estimated to be needed by government ministries, agencies and other institutions in order to fulfil their responsibilities for chemicals management.

The ministries/agencies listed in the first column of each Table are provided as examples. The tables should be adapted to include the appropriate ministries/agencies in the country. To the extent applicable, it should include regional and local agencies and institutions. It may be appropriate to prepare separate Tables for each class of chemicals addressed in the National Profile.

12.1 Resources Available in Government Ministries/Institutions

Table 12.A: Resources Available in Government Ministries/Institutions

Ministry/Agency Concerned	Number of Professional Staff Involved	Type of Expertise Available	Financial Resources Available (per year)
Environment			
Health			
Agriculture			
Labour			
Trade/Commerce			
Industry			
Finance			
Transport			
Interior/Civil Defense			
Justice			
Customs			
Foreign Affairs			
Other			

To the extent information is available, this section should also indicate the extent of resources (human and financial) available at local and regional government authorities for the management of chemicals.

12.2 Resources Needed by Government Institutions to Fulfil Responsibilities related to Chemicals Management

Table 12.B: Resources Needed by Government Institutions to Fulfil Responsibilities Related to Chemicals Management

Ministry/Agency Concerned	Number/Type of Professional Staff Needed	Training Requirements
Environment		
Health		
Agriculture		
Labour		
Trade/Commerce		
Industry		
Finance		
Transport		
Interior/Civil Defense		
Justice		
Customs		
Foreign Affairs		
Other		

12.3 Comments/Diagnosis

This section should have a length of approximately 1 page and address, for example, the following questions:

(1) Analyze the strengths of various national ministries/agencies in terms of their technical capacity to address chemicals management.

(2) Indicate the extent to which individual national ministries/institutions need strengthening, capacity building and human resources training in the area of chemicals management, and in which areas?

(3) What are estimates on the deficit (if any) in qualified human resources to manage chemicals safely, e.g. technicians, legal experts, customs officers, etc?

(4) What strategy should be developed to mobilize sufficient technical and human resources to ensure the sound management of chemicals in the country?

ANNEX 1

Glossary

Each country should determine which terms should be defined in order to facilitate understanding of the National Profile and communication of the information contained in the Profile both within the country and for international purposes. The terms which will likely need to be defined include:

Agricultural chemical:
Consumer chemical:
Formulation:
Impact assessment:
Industrial chemical:
License:
Permit:
Pesticide:
Pollution prevention:
Production:
Risk assessment:
Risk reduction:
Rural:
Trade:
Urban:

ANNEX 2

Available National Reports and Papers Addressing Various Aspects of Chemicals Management

ANNEX 3

Names and Addresses of Key Individuals and Organizations

ANNEX I

Abbreviations/Acronyms

CSD: Commission for Sustainable Development

FAO: Food and Agriculture Organization of the United Nations

GATT: General Agreement on Tariffs and Trade

IFCS: Intergovernmental Forum on Chemical Safety

ILO: International Labour Office

IOMC: Inter-Organization Programme for the Sound Management of Chemicals

IPCS: International Programme on Chemical Safety

IRPTC: International Register of Potentially Toxic Chemicals

ISG: Inter-sessional Group of the Intergovernmental Forum on Chemical Safety

ISO: International Organization for Standardization

NGO: Non-governmental organization

OECD: Organisation for Economic Co-operation and Development

UNEP: United Nations Environment Programme

UNEP IE/PAC: Industry and Environment Programme Activity Centre

UNIDO: United Nations Industrial Development Organization

UNITAR: United Nations Institute for Training and Research

WHO: World Health Organization

WTO: World Trade Organization

UNITAR

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    b. Environmental and Natural Resource Management Training Programmes;

    c. Training Programme on Debt and Financial Management with special emphasis on the Legal Aspects;

    d. Training Programme on Disaster Control;

    e. Training Programme on Peace-Keeping, Peace-Making, and Peace-Building.

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