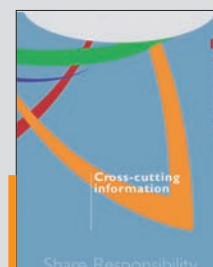
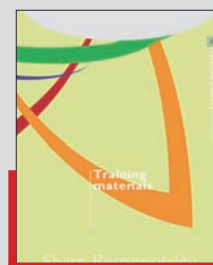
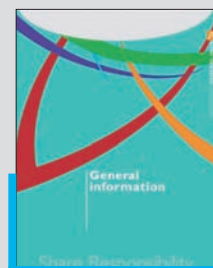


# INTRODUCTION TO THE RESOURCE KIT: A STEPWISE GUIDE

Revised in 2009



ROTTERDAM CONVENTION

Share Responsibility



# INTRODUCTION TO THE RESOURCE KIT:

## A STEPWISE GUIDE

### INTRODUCTION

This Resource Kit is intended to assist countries in the implementation of the Rotterdam Convention. The Resource Kit includes training materials and information specific to the Rotterdam Convention developed and refined in the course of regional training workshops, links to guidance documents and information of related programmes, and supplementary information and references to more general sources of information on chemicals management. These links and additional references have been developed, based in part on the challenges and priorities for national and regional action identified by countries. This Resource Kit is a “work in progress” that will be updated to include new information.

The target audience for the Resource Kit includes: key stakeholders at the national level (Designated National Authorities, policy makers, other government ministries); Regional Offices of FAO and UNEP; other intergovernmental organizations; secretariats of relevant multilateral environment agreements on chemicals; and non-governmental organizations including industry and environmental/consumer groups.

### HOW TO USE THE RESOURCE KIT:

This “stepwise guide” provides a brief summary of the individual information items contained in the resource kit to assist you in identifying the information most useful to you. It also indicates the languages in which each individual document is available.

The Resource Kit is a comprehensive source of information on the Rotterdam Convention. It has been designed to be flexible, simple to use and to meet the needs of a broad range of end users. Information on the Convention has been organized into five categories:

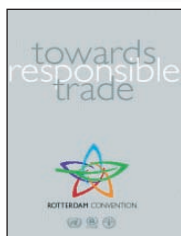
- A. General Information**
- B. Guidance Information**
- C. Documents for the Implementation**
- D. Training Materials**
- E. Cross-cutting Information**

The first four sections focus on the key operational elements of the Convention, while the fifth focuses on cross-cutting issues. Cross-cutting issues are those elements of the Convention relevant to general chemicals management or decision-making, obligations that are common to other multilateral environmental agreements or chemicals management programmes. This section provides guidance on how the work of the Rotterdam Convention might be integrated with these other activities as well as general information on chemicals that may be of interest or use to countries in implementing the Convention.

***All documents presented in this guide are available on the CD of the Resource kit and on the Rotterdam Convention website: [www.pic.int](http://www.pic.int)***

This section contains basic, mostly non-technical information on the Convention that serves as an introduction. This is suitable for raising awareness among government officials, non-governmental organizations and the general public.

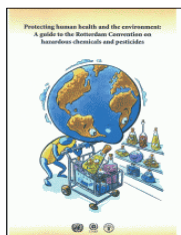
The key components of this section include:



#### Towards Responsible Trade

The brochure provides a short overview of the nature of the Convention, its objective and the benefits to Parties but without technical details. It contains the list of chemicals subject to the PIC procedure.

[Arabic, Chinese, English, French, Russian and Spanish]



#### Protecting human health and the environment: A guide to the Rotterdam Convention on trade in hazardous chemicals and pesticides

This companion guide provides basic information on the Convention in simple non-technical language. It is suitable for distribution to the general public and is aimed at presenting how the Rotterdam Convention addresses problems involved in the trade and use of potentially hazardous chemicals and pesticides.

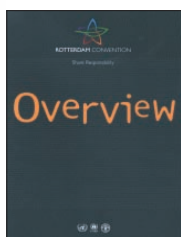
[Arabic, Chinese, English, French, Russian, Spanish]



#### Information brochure on the Hazardous chemicals and Wastes Conventions

Provides a brief non-technical overview of the three Conventions (Rotterdam Convention, Stockholm Convention and Basel Convention), how they complement each other and where they are different. It complements the PowerPoint presentation on the three Conventions listed below.

[Arabic, Chinese, English, French, Russian and Spanish]



#### Overview of the Rotterdam Convention

Provides more technical information on the scope and operation of the Convention although it should still be largely understandable to a non-technical audience. It complements the PowerPoint presentation on the operation of the Rotterdam Convention listed below.

[Arabic, Chinese, English, French, Russian and Spanish]

#### PowerPoint presentations on the Convention

This section consists of two presentations that might be used by designated national authorities or others in raising awareness about the Rotterdam Convention. The two presentations include the following:



##### i) Overview of the Rotterdam Convention

- sets out the scope of the Convention, what it is and what it is not
- identifies the key players,
- answers the questions who, what, when and where?
- briefly reviews the two main elements of the Convention, information exchange and the Prior Informed Consent (PIC) procedure
- describes Party responsibilities for both of these elements, e.g. notifications of final regulatory action, import responses, etc.



##### ii) Interrelationship of the Basel, Rotterdam and Stockholm Conventions

- briefly compares the main elements of the three related Conventions
- considers how they provide tools for the life-cycle management of chemicals, how they complement each other and important differences

[English, French and Spanish]

*This section contains more detailed technical information on the Convention. The primary target audiences are Designated National Authorities (DNAs), regulatory authorities and others directly involved in the implementation of the Convention.*

### Steps towards ratification

This brochure sets out general steps that a country may follow in becoming a Party to the Convention, from the collection and analysis of relevant background information, to lodging the instrument of ratification with the UN Secretary General in New York

*[Arabic, English, French, Russian and Spanish]*



### Guide on the Development of National Laws to Implement the Rotterdam Convention

The Guide has been developed as a reference document and training tool to assist in the development of national laws to implement the Rotterdam Convention. It has been developed especially for officials and experts working on laws and regulations. The six sections of the Guide may be used individually or collectively. The Guide suggests possible actions to implement the Convention in the context of national laws and includes suggestions on ways to link such actions to other international instruments on chemicals in support of an integrated approach. The Guide is designed to be flexible, to fit the variety of existing legal approaches to chemicals management and to assist countries in tailoring their implementation actions to national circumstances, traditions and priorities.

*[Arabic, Chinese, English, French, Russian and Spanish]*

- *Three Representative Case Studies*

of national experience in developing and amending national laws and administrative measures in order to implement the Rotterdam Convention were also developed and annexed to the this guide. Countries selected for case studies were Ghana, Ethiopia and Jamaica.

*[Arabic, Chinese, English, French, Russian and Spanish]*



### Guidance to Designated National Authorities (DNAs) on the Operation of the Rotterdam Convention

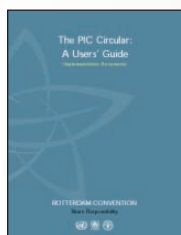
This document was developed to provide comprehensive guidance to Designated National Authorities (DNAs) on the rights and obligations of Parties under the Convention. It contains background and contextual information on the purpose and function of the Rotterdam Convention, a step-by-step explanation of the responsibilities of countries as Parties to the Convention and a checklist as a guide to DNAs on actions required under the Convention. A new section on coordination with key stakeholders at national level has been added. Each section of the guide may be used separately; as such, there is some redundancy between sections.

The annexes to the guide include the full text of the Convention (revised in 2005) and the new forms and instructions developed in support of the key operational articles. Moreover a new annex on harmonized System codes has been added. The annexes have been included in order to provide a comprehensive reference on the implementation of the Rotterdam Convention. A section on "Frequently Asked Questions" ("FAQs") has also been included based on the experience of the Secretariat in working with countries to implement the Convention.

*[Arabic, English, French, Russian and Spanish]*



This section contains copies of the principal documents relevant to the implementation of the Rotterdam Convention.



#### **PIC Circular User's Guide**

A simple user's guide to the semi annual PIC Circular is included here together with a copy of a recent PIC Circular on the CD in the Resource Kit. The PIC Circular is key to the operation of the PIC procedure as it contains a current list of the import responses submitted by Parties for the chemicals subject to the PIC procedure and those Parties that have failed to provide a response. It is also key to the information exchange component of the Convention as it contains summaries of regulatory actions to ban or severely restrict chemicals and information on pesticide poisoning incidents submitted by Parties.

*[Arabic, English, French, Russian and Spanish]*



#### **Decision Guidance Documents (DGDs)**

A DGD has been prepared for each of the chemicals listed in Annex III and subject to the PIC procedure. A DGD is intended to help governments make informed decisions about future imports of these chemicals. A representative example is included here together with a complete set of DGDs for all of the chemicals in Annex III on the CD in the Resource Kit.

*[English, French, Spanish]*



#### **Forms and Instructions for the key operational elements**

In order to facilitate the implementation of the key operational elements of the Convention, standard forms and instructions for their completion have been developed. This section includes copies of the following forms and instructions: Form for Notification of Final Regulatory Action to Ban or Severely Restrict a Chemical, Severely Hazardous Pesticide Report Forms for Human Health and for Environmental Incidents as well as a Form for Import Response.

*[English, French and Spanish]*

The information in this section consists of detailed technical information on the key operational elements of the Convention. The objective is to provide practical hands-on training in the key operational elements of the Convention. The primary audience is DNAs, other government authorities, non-governmental organizations and stakeholders involved in the implementation of the Convention.

**E-learning**

This tool has been developed with the goal of providing technical training to Designated National Authorities (DNA) and other interested stakeholders for the implementation of the Convention. For each of the four key operational elements of the Rotterdam Convention a training course has been designed including an overview of the obligations and operational procedure of the Convention, an introduction to the standard forms to be completed and submitted by the DNA, and in-depth discussions on specific issues. Each course contains a case study that aims at providing practical hands on experience in the implementation of the individual operational procedures. The training courses are being created using the latest methods in electronic learning, providing an interactive environment for self-paced learning.

[English]

**Training Manual**

Consists of four modules, each including a summary note introducing the relevant elements of the Convention, a PowerPoint presentation and a list of Frequently Asked Questions. These are accompanied by a case study aimed at providing practice in completing the relevant forms in preparation for their submission to the Secretariat.

[English, French and Spanish]



*There are a number of provisions within the Rotterdam Convention that are relevant to general chemicals management and common to other multilateral environment agreements. The successful implementation of the Rotterdam Convention builds on the existing general chemicals management framework and requires national legislation or administrative measures to ensure that the obligations under the Convention can be enforced.*



### Section E

Cross-cutting Issues is a booklet with a CD containing all the documents, PDFs and URL links mentioned in the text. With this booklet we have made available information which may assist in developing and strengthening the national chemicals management infrastructure. We have also provided information which may assist in the evaluation of chemicals.

The primary audience for this material are designated national authorities and government authorities involved in chemicals management. The information may also be useful to non-governmental organizations and stakeholders involved in the production, use, import or export of chemicals to assist users in accessing this information, this section of the resource kit is organized around three thematic areas.

- o The first thematic unit covers information related to general management of chemicals and is divided into a number of sub-units or specific topics. This includes information on customs controls, on the globally harmonized system for classification and labelling (GHS) and information on severely hazardous pesticide formulations, as well as information on other international activities relevant to chemicals management.
- o The second thematic unit identifies selected sources of information related to the evaluation of chemicals including methodology on evaluating the risks of chemicals.
- o The third thematic unit covers sources of information on chemicals, including peer reviewed evaluations, information on alternatives etc., in particular for the chemicals listed in Annex III of the Convention.

*[Arabic, Chinese, English, French, Russian and Spanish]*

# RESOURCE KIT FLOW CHART

## A) General Information

**Towards Responsible Trade**

**Protecting human health and the environment: A guide to the Rotterdam Convention on trade in hazardous chemicals and pesticides**

**Information brochure on the Hazardous chemicals and Wastes Conventions**

**Overview of the Rotterdam Convention**

**PowerPoint presentations on the Convention**

## B) Guidance Information

**Steps towards ratification**

**Guide on the Development of National Laws to Implement the Rotterdam Convention and case studies**

**Guidance to Designated National Authorities (DNAs) on the Operation of the Rotterdam Convention**

## C) Documents for the Implementation

**PIC Circular User's Guide**

**Decision Guidance Documents (DGDs)**

**Forms and Instructions for the key operational elements**

## D) Training Materials

**E-learning**

**Training Manual**

## E) Cross-cutting Information

**General chemicals management**

**Evaluating the risks of hazardous chemicals**

**Sources of information on hazardous chemicals**