**Report with summary of topics covered within mission 3.1.3.a on the 25th – 28th April 2016**

*Project MK-10-IPA-EN-01-14 (MK-10-IB-EN-01)*

*Activity no: 3.1 (mission 3.1.3.a)*

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**List of Acronyms**

|  |  |
| --- | --- |
| BPMS | Business Process Management System |
| EC | European Commission |
| IED | Industrial Emissions Directive 2010/75/EU |
| IMPEL | European Union Network for the Implementation and Enforcement of Environmental Law |
| IPPC | Integrated Pollution Prevention and Control |
| IRAM | Integrated Risk Assessment Methodology (software developed within IMPEL) |
| MoEPP | Ministry for Environment and Physical Planning |
| NGOs | Non-Governmental Organisations |
| RMCEI | Recommendation 2001/331/EC of the European Parliament and the Council providing for minimum criteria for environmental inspections in the Member States |
| SEI | State Environmental Inspectorate |
| TA | Technical Assistance |
| TFS | Transfrontier Shipment of Waste |

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# Monday 25th of April of 2016

## Review of Macedonian version of IRAM software

The following issues were detected in the software:

* Error: Admin cannot delete anymore, language DE\_DE and EN\_US;
* Groupleader under user admin is in English and german, group leader can change the results of his group members and save it that should not be possible only make a copy then change and save like a coordinator with templates, in the pop menus there is a red text with "No matching data was found!" but that is not true;
* the last text of the next inspection date is wrong in the Macedonia version, it is "date of the last inspection" and has to be changed in " latest date of the next inspection"

## Discussion with Macedonian IRAM Coordinator

The following topics were discussed with Mr. Durak Arifi, Macedonian IRAM Coordinator, to both clarify some doubts and to prepare the training sessions of the following days:

* Macedonian and English templates
* Assignment of inspectors to coordinators
* Shift of risk assessment results from one inspector to another by the coordinator
* Closing and opening of assessment results
* Use of the IRAM archive
* Creation of working groups, assignment of group leaders and inspectors to a working group by the coordinator
* Download and upload of xml- and csv-files
* Use of filters in the data browser

## Feedback to the assessment of the SEI’s BPMS elaborated in a previous mission (3.1.2)

After being shown by the RTA Counterpart, Mr. Darko Blinkov, the BPMS in place to support the inspection procedures and related filing, a review was made of the report prepared within the previous mission 3.1.2 in February 2016 providing an assessment of the BPMS and proposals for improvement/upgrading of the system. These were the conclusions:

* Regarding the connection of the BPMS to IRAM:
  + In IRAM the performed risk assessment can be saved as pdf-file on the computer of the inspector and uploaded into the BPMS to use this information for the preparation of the inspection.
  + Some results of IRAM should be used as input data in the BPMS, like risk index, inspection frequency and date of the next inspection.
  + The installations used in the BPMS shall have the same ID number as the installations used for the risk assessment in IRAM, because the names of the installations can always change.
* Regarding the data of permits of the installations: the authority giving environmental permit should also use the BPMS to avoid redundant data and potential problems.
* Give not too much low level jobs to the SEI director like giving one inspector the authority to do the job in the BPMS of another inspector who is not there.
* Regarding what are the most important gaps in the BPMS, they are considered the following:
  + Gaps identified on infrastructure and maintenance of the system.
  + Gaps identified on reporting obligations: One of the main goals of an inspection software is to help to prepare the reports about the inspection activity that are required either by law or by managers within SEI and later from the EU Commission when it comes to inspections of IED installations. It should be discussed which kinds of reports are expected to be delivered, and as a function of that proper templates and fields should be included in the E-Inspection software, to ensure that the required data are included in the system; finally, predefined reports should be prepared which would feed on those data. These reporting features also facilitate the cooperation of inspectors when introducing its use in their daily work, as it is a very clear example of how it will simplify their administrative burden. These predefined reports can be useful, e.g. to prepare annual, quarterly and monthly reports.

# Tuesday 26th of April of 2016: training session with core group of inspectors from SEI and municipalities

A two-days practical training (26th – 27th April) to a core group including a few SEI Inspectors Local Authorized Environmental Inspectors. This training complemented the initial training delivered to the same core group in November 2015 within the context of mission 2.1.6. The following topics were covered during the first day:

* General presentation of DTRT and the IRAM methodology; IRAM web app and register in the app; assignment of inspectors to the Macedonian IRAM coordinator.
* How to work with risk assessment templates in IRAM and how to fill them with risk scoring data.
* Exercise: the inspectors use their own data to perform risk assessments.
* How to use the IRAM web app inspection program and the many filter possibilities of the data browser.

# Wednesday 27th of April of 2016: training session with core group of inspectors from SEI and municipalities

The following topics were covered during the second day:

* Recap of the possibilities of the data browser for working with the inspection program.
* Input of inspectors own data into the web app to later work with these data to build up inspection programs for 2016. The work is very slow because of problems with the Internet connection in the training room of the hotel.
* Presentation of the possibilities of regional inspection groups under the Macedonian coordination.
* Formation of inspection groups by the Macedonian coordinator for different regions of Macedonia.
* Group leaders checked the availability of risk assessment data of the members of their groups in their data browser under the IRAM web app.
* Input of further risk assessment data by the inspectors to be able to build inspection programs for inspectors, group leaders and the Macedonian coordinator.

# Thursday 27th of April of 2016: training session with SEI staff

A one-day introductory training to SEI Inspectors, to enable them to log in and feed the IRAM software with the correspoding data of the industrial activities being inspected by them. The opportunity was used to update as well SEI staff on the last developments regarding the implementation of the SEI’s Business Process Management System, and coming cooperation projects.

Regarding IRAM, the following topics were covered:

* European obligations concerning environmental inspections.
* Risk assessment as elementary part of inspection planning.
* Impact and Operator Performance Criteria used in IRAM to determine the risk.
* The IRAM methodology.
* The IRAM internet application.
* Registering into the application and change of language and password.
* Working under the Macedonian IRAM coordinator.
* Open risk assessment templates and input of risk scores for the different criteria.
* Risk assessment of an example installation by the Macedonian inspectors using the IRAM internet application.
* How to work with the IRAM app inspection program.

# Conclusions regarding the use of IRAM in the Republic of Macedonia to plan inspections

The SEI is now ready to work with the IRAM web application in Macedonian language with Cyrillic letters, to work with the already developed risk assessment templates (forms) for IPPC-A and -B installations and the inspection program for planning of environmental inspections in Macedonia.

The Macedonian national IRAM coordinator is now in a position to answer all questions concerning the IRAM methodology and the working with the application. No further training in the near future is necessary. Questions of the inspectors arising from the daily work in inspection planning can be answered by the Macedonian IRAM coordinator. In case of need he can get in contact with the STE for further clarification.