



Global Initiative for West and Central Africa (GI WACAF)



## National Oil Spill Planning Workshop

Ada Foah, Ghana

20th – 23rd May 2014



Hosted by  
Environmental Protection Agency  
Ministry of Environment, Science and Technology

NOTE

This document has been prepared within the framework of the Global Initiative for West, Central and Southern Africa as a contribution to the implementation of the biennial action envisaged for this Initiative. The designations employed and the presentation of the material in this document do not imply the expression of any opinion whatsoever on the part of the IMO or IPIECA concerning the legal status of any State, Territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

**This document can be downloaded from [www.giwacaf.org](http://www.giwacaf.org)**

## *Executive summary*

**Date:** Ada Foah, Ghana, 20<sup>th</sup> – 23<sup>rd</sup> May 2014

**Type:** National workshop

**Organised by:**

- Environmental Protection Agency, Ministry of Environment, Science and Technology
- International Maritime Organization (IMO)
- International Petroleum Industry Environmental Conservation Association (IPIECA)

**Number of participants:** Twenty-one (21)

**The principal objectives of the Workshop were:**

- To bring together key stakeholders in the National Oil Spill Contingency Plan (NOSCP);
- To review the current draft of the NOSCP by reference to the work that has been already been completed;
- To develop a NOSCP steering committee which will be charged with the oversight of the NOSCP to ensure the plan's appropriateness in the light of Ghana's development;
- To identify areas within the draft that require more discussion and agreement with special focus on response structure and organisation, a national system of contingency plans and a review of any areas that remain to be addressed; and
- To develop an action plan for the finalisation of the NOSCP including the identity of the responsible parties, development milestones and deadlines.

**The results of the Workshop are as follows:**

**In order to address the objectives of the workshop the participants were guided through five working sessions followed by plenary discussions. The outcomes of this work can be found in the section "Summary of Workshop Sessions" and the final outcome in the section "Recommendations of the Workshop".**

**The results of the workshop can be summarised as:**

- An agreed process by which the NOSCP will be reviewed and updated
- Agreement on priority objectives
- Agreed timeline for completion of objectives

## Table of Contents

<b>INTRODUCTION</b> .....	<b>4</b>
<b>OBJECTIVES OF THE WORKSHOP</b> .....	<b>4</b>
<b>PROGRAMME OF THE WORKSHOP</b> .....	<b>5</b>
<b>LOCATION, DATES, ROLES AND PARTICIPANTS</b> .....	<b>5</b>
<b>OPENING CEREMONY</b> .....	<b>6</b>
<b>SUMMARY OF PRESENTATION</b> .....	<b>6</b>
<i>Presentation of the GI WACAF Project</i> .....	6
<i>Introduction to Workshop Objectives</i> .....	6
<i>Presentation of the National Oil Spill Contingency Plan</i> .....	7
<i>Introduction to Contingency Planning</i> .....	7
<i>Response Organisations</i> .....	7
<i>Content and Purpose of Regional/Area OSCPs</i> .....	7
<i>Videos – IPIECA Working Together &amp; GI WACAF</i> .....	7
<i>Introduction to National Plans</i> .....	7
<b>SUMMARY OF WORKING GROUPS</b> .....	<b>8</b>
<b>SUMMARY OF THE CLOSING CEREMONY</b> .....	<b>14</b>
<b>RECOMMENDATIONS OF THE WORKSHOP</b> .....	<b>14</b>
<b>CONCLUSIONS</b> .....	<b>15</b>
<b>ANNEX 1. PROGRAMME</b> .....	<b>17</b>
<b>ANNEX 2. LIST OF PARTICIPANTS</b> .....	<b>20</b>
<b>ANNEX 3. OPENING SPEECH IMO/IPIECA</b> .....	<b>21</b>
<b>ANNEX 4. OPENING SPEECH</b> .....	<b>22</b>
<b>ANNEX 5. PICTURE</b> .....	<b>24</b>

## Introduction

---

The Global Initiative for West, Central and Southern Africa (GI WACAF) is a partnership between the International Maritime Organisation (IMO) and IPIECA, the Global Oil and Gas Industry Association for Environmental and Social Issues to enhance the capacity of countries to prepare for and respond to marine oil spills. A key innovative feature is the promotion of public/private partnership for effective oil spill response making use of existing industry expertise and resources.

The mission is to strengthen the national oil spill response capability in twenty two countries in West, Central and Southern Africa through the establishment of local partnership between the oil industries and the national authorities in charge of oil spill preparedness and response at national level.

This program is jointly funded by the International Maritime Organization (IMO) eight Oil Companies members (BP, Chevron, ENI, ExxonMobil, Marathon, PERENCO, Shell and Total) through IPIECA, the Global Oil and Gas Industry Association for Environmental and Social Issues.

The scope is to organise workshops, training, seminars and deployment exercises with national authorities in charge of oil spill response, in partnership with local business units.

The GI WACAF is based on an effective management system and established six goals of preparedness and key performance indicators to enhance the capacity of countries to prepare for and respond to marine oil spills. These goals cover the requirements of the OPRC 90 convention:

Goal 1: Legislation: Promote the ratification of the relevant international Convention

Goal 2: Contingency plan: Have contingency plan for all the countries of the region

Goal 3: Designation of authority: Get clarity in roles and responsibilities for oil spill response

Goal 4: Regional agreement: promote exchange and mutual assistance for oil spill response

Goal 5: Training: Ensure that training and exercise are developed in each countries on a regular basis

Goal 6: National capabilities: support countries in developing their own national response system

## Objectives of the workshop

---

The workshop objectives were:

- To bring together key stakeholders in the National Oil Spill Contingency Plan (NOSCP);
- To review the current draft of the NOSCP by reference to the work that has been already been completed;
- To develop a NOSCP steering committee which will be charged with the oversight of the NOSCP to ensure the plan's appropriateness in the light of Ghana's development;
- To identify areas within the draft that require more discussion and agreement with special focus on response structure and organisation, a national system of contingency plans and a review of any areas that remain to be addressed; and

- To develop an action plan for the finalisation of the NOSCP including the identity of the responsible parties, development milestones and deadlines.

## **Programme of the workshop**

---

The workshop programme was drafted by the consultant following discussions with the hosts and submitted for approval to the GI WACAF Project Manager. The agreed programme to deliver the workshop over a three-day period can be found in Annex 1.

## **Location, Dates, Roles and Participants**

---

The workshop was organised by the Environmental Protection Agency of the Ministry of Environment, Science and Technology with the technical and financial support of IMO and IPIECA. The experts in charge of the workshop were:

- Anton Rhodes, GI WACAF Project Manager
- Jose Small, IPIECA Consultant

The Environmental Protection Agency took care of the overall organisation including the conference facilities and transfer of experts from Accra to Ada and return.

The workshop took place in the conference facilities of the Aqua Safari Resort Hotel, Ada, Ghana from Wednesday 21<sup>st</sup> to Friday 23<sup>rd</sup> May 2014. The conference was arranged outside of Accra to enable the participants to focus intensively on the subject objectives and to reduce an outside interference or distractions.

The total number of participants including the two experts was 21 and represented the key national stakeholders in the National Plan. The participant list can be found in Annex 2.

## Opening Ceremony

---

The opening ceremony was introduced by Mr Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency (EPA) who welcomed all the participants to the workshop and introduced the opening speakers.

Mr Anton Rhodes, Project Manager for GI WACAF, reminded participants of the longstanding partnership between the IMO, and IPIECA, explained the roles of the organisations, the background to the Global Initiative partnership and the work and role of the GI WACAF. The full opening address can be found at Annex 3.

The welcome speech was presented by Mr Ebenezer Appah-Sampong, Deputy Executive Director/Technical, EPA on behalf of Mr Daniel Amlalo, Executive Director of the EPA. The Executive Director opened his speech by reminding participants that the marine and coastal environment constitutes one of the most threatened environments in Ghana due to population pressures, industrial activities and natural processes. He noted that Ghana was a signatory to the OPRC Convention and had benefited from IMO and IPIECA technical assistance in developing the nation's preparedness for oil spills. He further noted the increase in oil exploration and the development of a number of oil and gas fields in addition to the tremendous increase in maritime traffic and bunkering activities. With this background he stated the importance of the National Oil Spill Response Plan to ensure safeguarding the national interests. He concluded by stating that the EPA will continue to provide the platform for stakeholders to develop their proposals and to ensure that the country was prepared under the National Plan. The full opening address can be found at Annex 4.

## Summary of presentation

---

### Summary of Presentations on day 1.

#### Presentation of the GI WACAF Project

Anton Rhodes, GI WACAF Project Manager, IMO/IPIECA

---

Mr Anton Rhodes presented the history and objectives of the Global Initiative and their areas of activity. He explained the GI WACAF project for West, Central and Southern Africa, the partners involved, the participating countries, the activities planned for the 2014 – 2015 biennium and the evolution and achievements of the work programme since 2006.

#### Introduction to Workshop Objectives

Joe Small, Consultant to IMO/IPIECA

---

Mr Joe Small described the workshop programme and objectives and explained the methodology by which the workshop would be conducted. He described that the workshop was divided into four sections covering National Contingency Planning, Response Organisation, Contingency Planning Systems and the Development of an Action Plan. Each section was a self-contained module and would consist of an introductory presentation in which the subject would be introduced and the best practices described following this the workshop would break into three working groups to discuss the subject and address a number of critical questions. A working group spokesperson would present their findings in plenary for a whole group discussion. On conclusion the section feedback would be developed into an Action Plan.

## Presentation of the National Oil Spill Contingency Plan

Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency (EPA)

---

Mr Kojo Agbenor-Efunam introduced the National Oil Spill Contingency Plan, the work that had been carried out to date, the context of the plan including the resources at risk. He went on to explain the current level of training and exercising that had been carried out, the temporary arrangements with Oil Spill Response Limited for the provision of back-up support and response and the agreement with local industries. He concluded by describing the national activities planned for the 2014 - 2016 and repeated the objectives of the workshop.

## Introduction to Contingency Planning

Joe Small, Consultant to IMO/IPIECA

---

Mr Joe Small introduced the work of the IMO and the key international conventions that applied to marine pollution. He further described the regional work under the Abidjan Convention, the UNEP Regional Sea Areas and the work of the Global Initiative. He concluded by describing how a country might usefully develop a steering committee, comprised of the key stakeholders, to oversee and manage the country's preparedness to oil spill.

## Response Organisations

Joe Small, Consultant to IMO/IPIECA

---

Mr Joe Small introduced the need for an efficient management structure to a pollution response incident especially where multiple resources and multi-agency co-ordination were used. He described the tiered response system and the key functions of an Incident management System.

## Summary of Presentations on day 2.

## Content and Purpose of Regional/Area OSCPs

Joe Small, Consultant to IMO/IPIECA

---

Mr Joe Small introduced the need for a hierarchy of contingency plans and considered the requirements of international legislation such as MARPOL, SOLAS and OPRC in this regard. In this regard Ghana will have a system of contingency plans. The working groups were invited to consider whether it would be beneficial to have area plans subordinate to the national plan and, if so, to define the boundaries for such plans. This was to be the work of working session 3.

## Videos – IPIECA Working Together & GI WACAF

Anton Rhodes, GI WACAF Project Manager, IMO/IPIECA

---

Mr Anton Rhodes introduced two videos to the workshop. The first entitled "Working Together" described the benefits of industry and government collaboration and the need for planning. The second was the new "GI WACAF" documentary highlighting the main objectives, achievements and activities of the Global Initiative for West, Central and Southern Africa (GI WACAF Project).

## Introduction to National Plans

Joe Small, Consultant to IMO/IPIECA

---

Mr Joe Small introduced the need for national planning and, in particular, the various organisations that are present during an oil spill. He invited the workshop to review the current draft of the NOSCP to ascertain

whether the groups felt the plan met their needs or, if not what changes or areas for revision should be considered. This was to be the work of working session 4.

### Summary of Presentations on day 3.

#### Development of an Action Plan

Joe Small, Consultant to IMO/IPECA

Mr Joe Small described the process by which the workshop would capture their discussions in the working groups and establish an Action Plan task list, complete with responsible party and target dates. This would be merged with the output from working session 4 and the undertakings made at the recent GI WACAF regional conference in Namibia. This Action Plan would form the recommendations and work arising from the workshop and is shown in working session 5.

## Summary of working groups

---

### Working Session 1.

#### Role, Composition and Work of the NOSCP Working Group Committee

The working groups were posed a series of question to address. These included:

1. What should be the role of the Steering Committee;
2. Who should lead the Steering Committee;
3. Who should provide the Secretariat to the Steering Committee;
4. Who should be represented in the Steering Committee; and
5. Identify the working groups that may be required to assist the Steering Committee.

These questions were discussed in three working groups and each groups' answers presented to the workshop. The following outcomes were agreed in plenary:

- A. What should be the role of the Steering Committee?

The Steering Committee will oversee, coordinate and review the effectiveness of the contingency plan. They will assign roles to the various key stakeholders and make crucial decisions concerning oil spill response preparedness. They will coordinate the activities of the various working groups and provide administrative direction in the areas of funding, training, exercises and updating of plans.

- B. Who should lead the Steering Committee?

It was agreed that due to the differing mandates of key stakeholders the Chair of the Steering Committee would be rotate amongst the members with EPA providing the first Chairperson.

- C. Who should provide the Secretariat to the Steering Committee?

It was agreed that this function would be provided by the EPA.

- D. Who should be represented in the Steering Committee?

It was decided that the members of the Steering Committee would be Ghana Armed Forces (probably to be represented by Ghana Navy, GN), The Environmental Protection Agency (EPA), Ghana Maritime Authority (GMA), The Petroleum Commission (PC), The National Disaster Management Organisation (NADMO), Ministry for Environment, Science and Technology (MESTI) and Ministry of Finance (MOFEP). It was further agreed that additional members could be co-opted onto the committee for specific tasks or periods.

E. Identify the working groups that may be required to assist the Steering Committee.

Five working groups were identified as Administration, Operations, Environment, Chemicals and Waste Management. These would be tasked with reviewing key aspects of the national preparedness in respect of the functions depicted below each group in Figure 1.

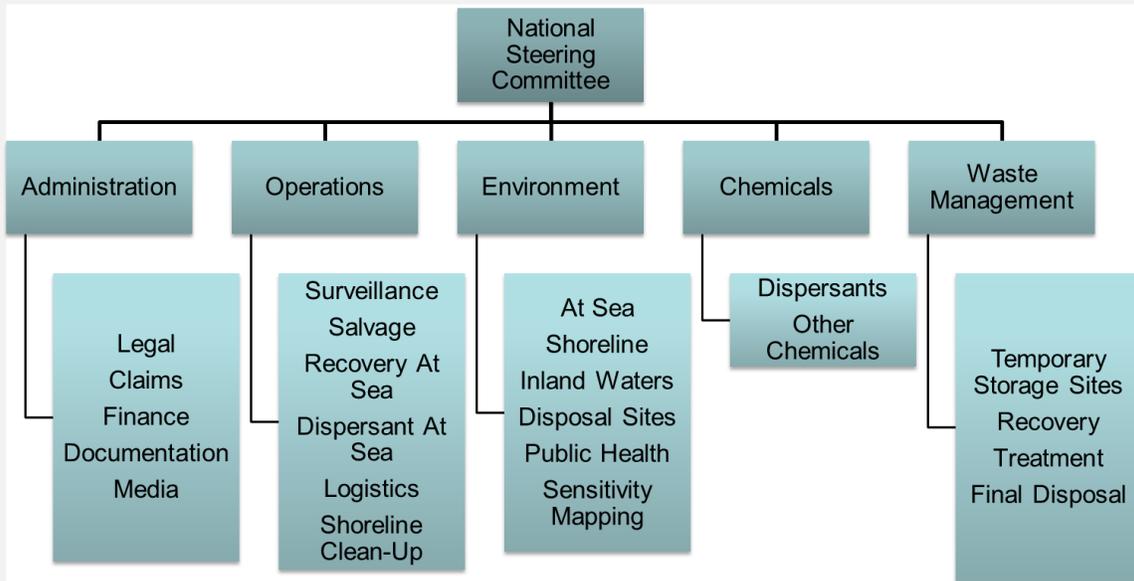


Figure 1. Working Groups of the Steering Committee

Working Session 2.

Develop a Response Organisation structure appropriate to Ghana’s needs.

The working groups reviewed the typical organisational structure contained with the current version of the NOSCP (Section 2.9.1 – Response Organisation Structure) with current practices as per the consultant’s presentations. The current version is depicted in Figure 2 below.

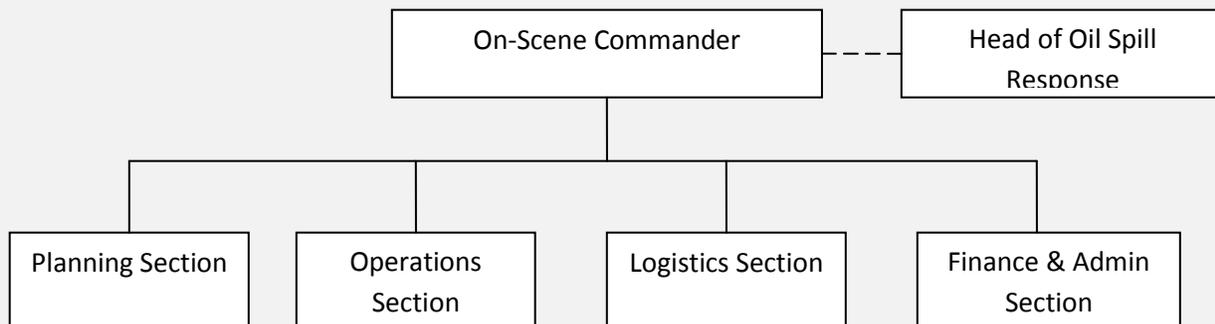


Figure 2. Typical Incident Management System

The working groups recommended that this structure be reviewed by the Steering Committee and added to the Action Plan task list.

### Working Session 3.

Define the Area Plans appropriate to Ghana's needs taking into account the needs of the stakeholders.

The working groups debated the need for area plans and concluded that two plans should be developed along the boundary lines of the current naval command sea areas. These would be known as Western and Eastern areas respectively. The envisaged administrative structure for the national oil spill preparedness and response structure is described in Figure 3. The development of such plans was included in the Action Plan task list.

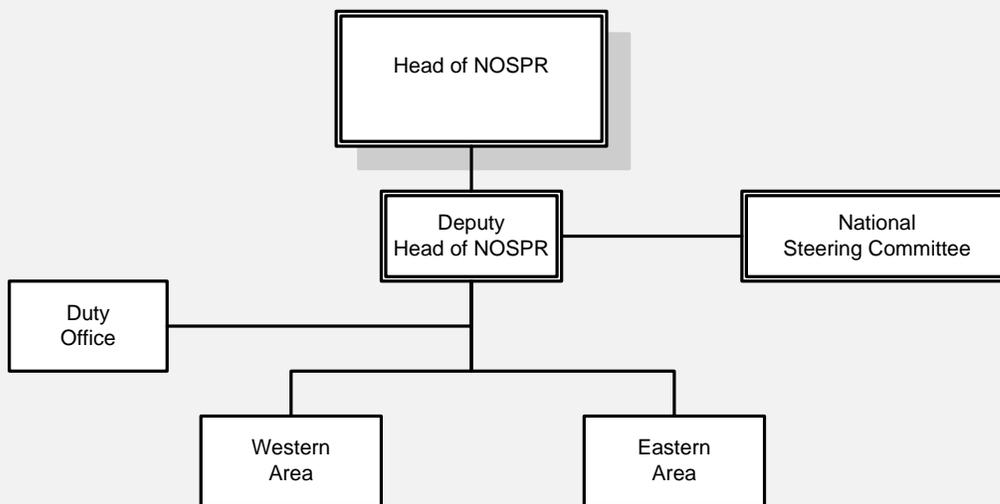


Figure 3. National Oil Spill Preparedness & Response (NOSPR)

### Working Session 4.

Review the contents of the current draft of the National Plan. Does the plan meet your needs? If not, what changes, or areas for revision, should be considered?

The working groups reviewed and discussed the National Plan and, in plenary, suggested the following comments or actions. A number of the comments were administrative whilst other (*in italics*) were taken forward and added to the Action Plan task list.

The comments were as summarised:

1. Inclusion of the newly formed Petroleum Commission into the NOSCP;
2. *MoU with neighbouring countries (bilateral agreements with Cote d'Ivoire / Togo) – Take to Action Plan*
3. Increased level of detail regarding contingency plans for facilities (for example inclusion of pipelines)
4. *Update sensitivity maps to include new structures and Volta lake (take to Action Plan)*

5. *Update of inventory of equipment: testing and maintenance – Action Plan*
6. Review existing agreements between Government and industry as outlined in NOSCP
7. Re-affirmation of interagency agreement: operationalization
8. *Set up an emergency fund for oil spill – Action Plan*
9. Ratify the protocols for the intervention, OPRC HNS, and salvage conventions
10. Steering Committee to replace NOSAB and NPMC references in NOSCP
11. Include references to population and economic activities for provision of relief – add paragraph relating to compensation for effected communities during a response
12. Include other national legislation as it affects the NOSCP i.e. fisheries, wildlife, NADMO, district assemblies – each stakeholder to advise EPA of their relevant legislation
13. *State members of the NPMC – Action Plan*
14. Reflect new stakeholder names
15. Clearly define roles of stakeholders – stakeholders to advise
16. *Clearly define coordination of various responsibilities – Action Plan*
17. *Revised NOSCP needs to be tested – Action Plan*
18. *Formation of Steering Committee followed by agreement by parties – Action Plan*
19. Incorporate expertise from relevant academic bodies (For example UoG, RMU, and UCC)

Working Session 5.

Develop and adopt an Action Plan, complete with milestones and responsibilities, to guide the development of Ghana’s national preparedness and review of the NOSCP.

The workshop, in plenary, agreed the following Action Plan:

Number	Task	Outcome	Responsible Party	Due date
1	Create and establish a national steering Committee*	Creation of an effective governance body responsible for the effective improvement and implementation of the NOSCP	EPA	End of June, 2014
2	Create and establish Working Groups for the national steering committee	Have technically competent groups to support the revision and development of the NOSCP	Steering Committee	End of August, 2014

3	Sign a Memorandum of Understanding (MoU) between EPA, GMA, PC, NADMO in regards to cooperation and areas of responsibility in relation to the NOSCP	Recognising the legal mandates of the agencies this MoU will establish a framework of cooperation	EPA	End of October, 2014
4	Sign an MoU between EPA, GMA, GPHA, and Ghana Armed Forces in regards to operational responsibility in relation to the NOSCP	An effective operational response and coordination in the case of a major incident	EPA	End of July, 2014
5	Revise the IMS within the NOSCP*	Create an effective response system appropriate to Ghana's needs	Steering Committee	End of August, 2014
6	Identify agencies to lead participate in each IMS cell	To make the IMS effective	Steering Committee	End of August, 2014
7	Develop two area plans - West and East naval commands. To cover Ghana coastline and inland waterways	To strengthen operational efficiency	EPA	End of August, 2014
8	Reassess the reporting and alerting systems within the NOSCP	To strengthen operational efficiency	Steering Committee	End of August, 2014
9a	Update of inventory of equipment available within Ghana	Gain an understanding of equipment available	EPA	End of June, 2014
9b	Establish audit and inspection of equipment available in Ghana	Ensure available equipment is correctly maintained and ready for application	EPA / Steering Committee	End of July, 2014
10	Commence development of an emergency fund for oil spill	Establish available financial resource for oil spill preparedness and	MESTI / MOFEP	End of August, 2014

		response		
11	Sign an MoU between industry and government regarding mutual aid and assistance*	Agree on how industry can support government capability	EPA / Steering Committee	End of December, 2014
12	Develop a programme of training for the Ghana response organisations	To strengthen operational efficiency	Steering Committee	End of September, 2014
13	Develop a programme of technical training for Steering Committee Working Groups	To strengthen operational efficiency	Steering Committee	End of October, 2014
14a	Update current sensitivity maps to include new structures (identify high risk areas - including population centres)	Identify areas of risk and aid response operations	EPA	September, 2015
14b	Develop sensitivity maps for Volta lake	Identify areas of risk and aid response operations	EPA	December, 2016
15	Develop a programme of exercises (for example: to include table top, communication, and deployment)	To strengthen operational efficiency	Steering Committee	End of September, 2014
16	Conduct a national tabletop exercise	To test operational preparedness	Steering Committee	June, 2015
17	Develop a bilateral agreement with our neighbours Cote d'Ivoire and Togo	To strengthen preparedness	Steering Committee	End of 2015
18	Update of the NOSCP	To conclude review of the NOSCP	Steering Committee	End of December, 2014
* Indicates reference to a GI WACAF Regional Action Plan commitment				

## Summary of the closing ceremony

---

Mr Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency (EPA) chaired the closing ceremony in conjunction with Mr Anton Rhodes, Project Manager for GI WACAF.

Mr Kojo Agbenor-Efunam thanked the participants for their endeavours and hard work over an intense three day workshop. Mr Anton Rhodes thanked the EPA on behalf of IMO/IPIECA for the organising and management for the workshop participants and thanked the participants for their contributions. He then proceeded to deliver USB drives containing the workshop proceedings and supporting documentations. Finally Mr Kojo Agbenor-Efunam gave the closing remarks, officially closed the workshop and wished all participants a safe return journey home.

## Recommendations of the Workshop

---

There are twenty (20) recommendations arising from the workshop that are described in the Action Plan. These are:

- 1 Create and establish a national steering Committee;
- 2 Create and establish Working Groups for the national steering committee;
- 3 Sign a Memorandum of Understanding (MoU) between EPA, GMA, PC and NADMO in regards to cooperation and areas of responsibility in relation to the NOSCP;
- 4 Sign a MoU between EPA, GMA, GPHA, and Ghana Armed Forces in regards to operational responsibility in relation to the NOSCP;
- 5 Revise the IMS within the NOSCP;
- 6 Identify agencies to lead participate in each IMS cell;
- 7 Develop two area plans - West and East naval commands. To cover Ghana coastline and inland waterways;
- 8 Reassess the reporting and alerting systems within the NOSCP;
- 9a Update of inventory of equipment available within Ghana;
- 9b Establish audit and inspection of equipment available in Ghana;
- 10 Commence development of an emergency fund for oil spill;
- 11 Sign a MoU between industry and government regarding mutual aid and assistance;
- 12 Develop a programme of training for the Ghana response organisations;
- 13 Develop a programme of technical training for Steering Committee Working Groups;
- 14a Update current sensitivity maps to include new structures (identify high risk areas - including population centres);
- 14b Develop sensitivity maps for Lake Volta;
- 15 Develop a programme of exercises (for example: to include table top, communication, and deployment);
- 16 Conduct a national table-top exercise;
- 17 Develop a bilateral agreement with our neighbours, Cote d' Ivoire and Togo; and
- 18 Update the NOSCP.

The Action Plan contains specific milestones and responsibilities.

## Conclusions

The workshop brought together the key stakeholders in Ghana’s National Oil Spill Contingency Plan in a calm setting where they worked together, with little distractions, over an intensive three day period.

The output from the working sessions, which in turn lead to the creation of an Action Plan bears testament to the value of such an approach when combined with experienced facilitators and the willing participation of the attendees.

Much work remains to be done but the clear action plan coupled with continuing support from IMO/IPIECA and local consultants will direct efforts.

One key function will be to describe the outcomes of this workshop to the other stakeholders not represented at the workshop. It is envisaged that this will be a one day meeting to discuss the outcomes and the Action Plan.

In view of the outcomes and the developed and adopted Action Plan the IPIECA consultant considers that the GI WACAF National Oil Spill Planning Workshop for Ghana has achieved its objectives.

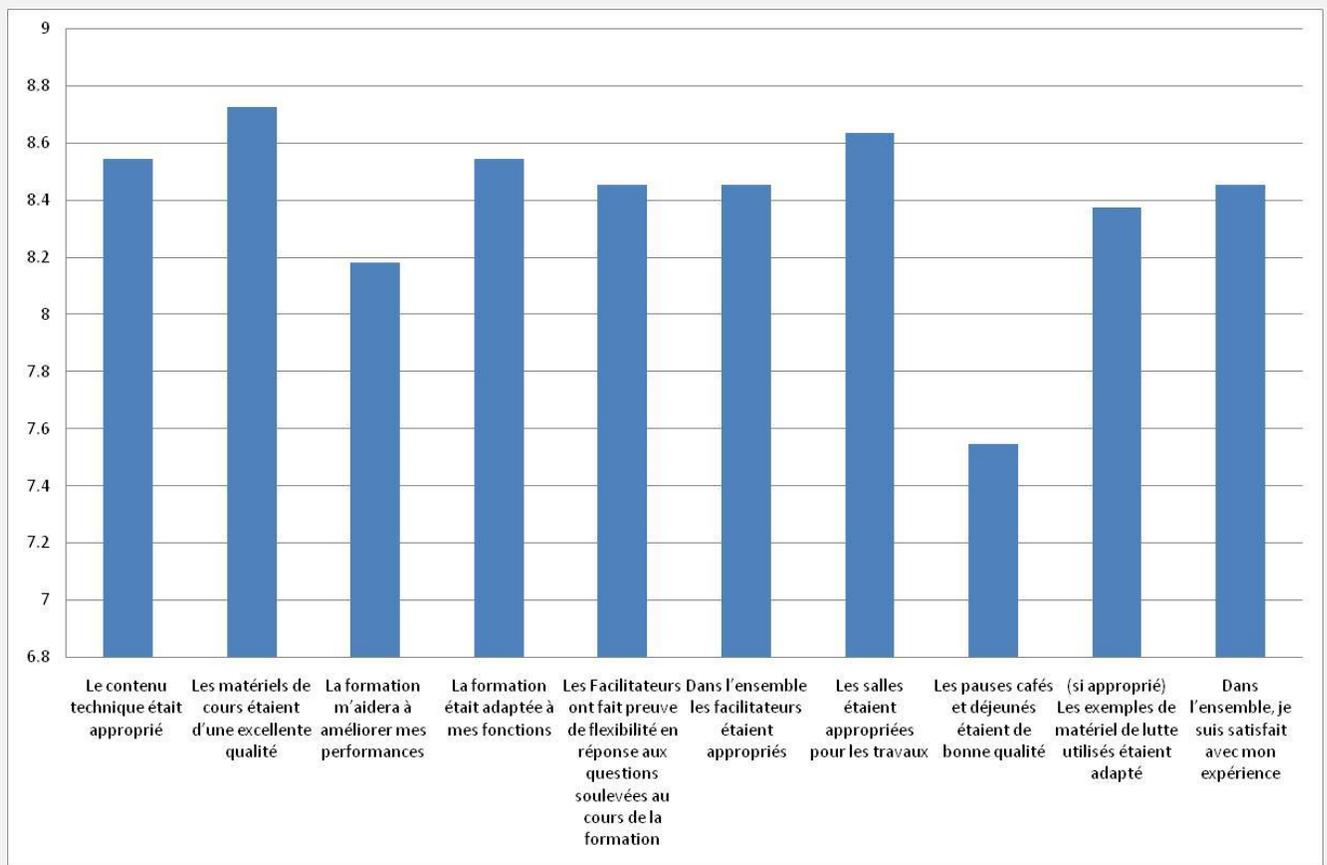


Figure4. Results of the evaluation form (See form [Error! Reference source not found.](#))



## Annex 1. Programme

---

Wednesday 21 <sup>st</sup> May 2014	
	Opening ceremony
09h00	<b>Opening Ceremony :</b> <ul style="list-style-type: none"> <li>- Welcome Address: Daniel Amlalo, Executive Director, Environmental protection Agency</li> <li>- Opening Remarks: Anton Rhodes, GIWACAF Project Manager, IMO/IPIECA</li> </ul>
	Introduction
09h40	<b>Presentation of the GI WACAF Project</b> Anton Rhodes, GIWACAF Project Manager, IMO/IPIECA
10h00	Coffee break
10h30	<b>Introduction of workshop objectives</b> Joe Small, Consultant IMO/IPIECA
	National Contingency Planning
10h50	<b>Introduction to Contingency Planning</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Best practice in contingency planning</li> </ul>
11h30	<b>Presentation of the National Oil Spill Contingency Plan</b> Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency <ul style="list-style-type: none"> <li>- Statement of Purpose</li> <li>- Working Group Committee</li> </ul>
12h10	<b>Group Discussion</b> Delegates and Facilitators <ul style="list-style-type: none"> <li>- Role, Composition and Work of NOSCP Working Group Committee</li> </ul>
12h30	Lunch Break
	Response Organisation
13h30	<b>Response Organisation</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Incident Management System</li> <li>- Typical tiered response organisation structures</li> </ul>
14h00	<b>Group Work – Session 1 - Define the Response Organisation</b> Delegates and Facilitators <ul style="list-style-type: none"> <li>- Develop response structures appropriate to Ghana’s needs taking into account the responsibilities of the stakeholders</li> </ul>
15h00	Coffee break
15h30	<b>Group Work – Session 1 – Presentation of Group Work</b> Delegates and Facilitators

16h00	<b>Plenary Discussions</b> Joe Small, Consultant IMO/IPIECA
17h00	<b>Summary of Day One</b> Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency
	End of the day

**Thursday 22<sup>nd</sup> May 2014**

	Welcome
08h30	<b>Welcome</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Recap of Day 1</li> <li>- Review of Day 2 timetable</li> </ul>
	Contingency Planning System
08h40	<b>Content and Purpose of Regional OSCPs</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Regional Plans (West, Central, East and Inland Waters)</li> <li>- Port and Terminal Plans</li> <li>- SOPEPS</li> <li>- Offshore Installation Plans</li> </ul>
09h10	<b>Group Work – Session 2 Part 1 - Define the Support Work Groups</b> Delegates and Facilitators Define the support work groups appropriate to Ghana’s needs taking into account the responsibilities of the stakeholders
10h10	Coffee break
10h40	<b>Group Work – Session 2 Part 2 - Define the Area Plans</b> Delegates and Facilitators Define the Area Plans appropriate to Ghana’s needs taking into account the responsibilities of the stakeholders
11h40	<b>Group Work – Session 2 Parts 1 &amp; 2 – Presentation of Group Work</b> Delegates and Facilitators
12h40	<b>Video – Working Together</b>
13h30	Lunch Break
14h30	<b>Introduction to National Plans</b> Joe Small, Consultant IMO/IPIECA Best practice in contingency planning
15h00	<b>Group Work – Session 3 - Review the National Oil Spill Contingency Plan</b> Delegates and Facilitators Review the NOSCP and ensure it is appropriate to Ghana’s needs taking into account the responsibilities of the stakeholders
16h00	Coffee break

16h30	<b>Group Work – Session 3 - Review the National Oil Spill Contingency Plan</b> Delegates and Facilitators Review the NOSCP and ensure it is appropriate to Ghana’s needs taking into account the responsibilities of the stakeholders
17h30	<b>Group Work – Session 3 – Presentation of Group Work</b> Delegates and Facilitators
18h00	<b>Summary of Day Two</b> Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency
	End of the day

**Friday 23<sup>rd</sup> May 2014**

	Welcome
08h30	<b>Welcome</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Recap of Days 1 and 2</li> <li>- Review of Day 3 timetable</li> </ul>
	Development of an Action Plan
09h00	<b>Plenary Discussions</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Development of Recommendations within an Action Plan</li> </ul>
10h00	Coffee break
10h30	<b>Plenary Discussions</b> Joe Small, Consultant IMO/IPIECA <ul style="list-style-type: none"> <li>- Adoption of Action Plan with Milestones and Responsibilities</li> </ul>
	Closing ceremony
13h00	<b>Closing Ceremony</b> Kojo Agbenor-Efunam, Deputy Director, Oil and Gas, Environmental Protection Agency Anton Rhodes, GIWACAF Project Manager, IMO/IPIECA
13h30	End of the day

## Annex 2. List of participants

No.	Name	Job title	Organisation	E-Mail	Cell or Tel
1	Kojo Agbenor-Efunam	Environmental Protection Agency	Deputy Director	kojo.efunam@gmail.com	0501301381
2	Lawrence Kotoe	Environmental Protection Agency	Programme Officer	Larry.Kotoe@epa.gov.gh	0501301567
3	Kwamena Quaison	MESTI	Deputy Director	kequaison@gmail.com	0204755867
4	Fatawu Issah	Ministry of Energy and Petroleum	Assistant Engineer	Faitwill2004@hotmail.com	050 7726939
5	Ebenezer Appah-Sampong	Environmental Protection Agency	Deputy Executive Director/Technical	ebenezer.appah-sampong@epa.gov.gh	0501301746
6	Alfred Ayah	Petroleum Commission	Deputy Director	<a href="mailto:alfred.ayah@petrocom.gov.gh">alfred.ayah@petrocom.gov.gh</a> or <a href="mailto:layafred@yahoo.com">layafred@yahoo.com</a>	0244517468
7	Eunice Ofoli-Anum	Fisheries Commission	Fisheries Officer	<a href="mailto:eunicomgh@yahoo.com">eunicomgh@yahoo.com</a>	0244745197
8	Japheths Roberts	Ghana Wildlife Society	Ecology Research Biologist	<a href="mailto:j.roberts@ghanawildlifesociety.org">j.roberts@ghanawildlifesociety.org</a>	0243060322
9	Osbert Senanu Akpade	Tema Oil Refinery	Senior Environmental Officer	<a href="mailto:senanuakpade@yahoo.com">senanuakpade@yahoo.com</a>	0244087667 or 0208499496
10	Steve K. Darbo	Eastern naval Command	FOC/Commodore	<a href="mailto:stevedarbo@gmail.com">stevedarbo@gmail.com</a>	0244333897
11	Samuel Walker	Western Naval Command	Captain	<a href="mailto:sammywalk2000@yahoo.co.uk">sammywalk2000@yahoo.co.uk</a>	0244333897
12	D.N. Akrofi	Ghana Maritime Authority	Captain	<a href="mailto:ask230970@gmail.com">ask230970@gmail.com</a>	0264025665
13	M. Abdulai-Saiku	Regional Maritime University	Director	<a href="mailto:alsaiku@yahoo.com">alsaiku@yahoo.com</a>	0208179768
14	Ebenezer Afadzi	GPHA	Port Captain	<a href="mailto:eafadzi@ghanaports.net">eafadzi@ghanaports.net</a>	0208181428
15	Gavivina Yao Tamakloe	NADMO	CDCO	<a href="mailto:gavivina.tamakloe@nadmo.gov.gh">gavivina.tamakloe@nadmo.gov.gh</a>	0271084972
16	Joe Small	IPIECA	Consultant	<a href="mailto:joe.small@gortonconsultancy.com">joe.small@gortonconsultancy.com</a>	+44 776386896
17	Anton Rhodes	IPIECA	GI WACAF Project Manager	<a href="mailto:anton.rhodes@ipieca.org">anton.rhodes@ipieca.org</a>	+44 207 725 7205
18	Edith Enyonam Akotia	Environmental Protection Agency	Assistant Programme Officer	<a href="mailto:edith.akotia@epa.gov.gh">edith.akotia@epa.gov.gh</a>	0273064382
19	Sandra Kyere	Environmental Protection Agency	Administration Assistant	<a href="mailto:kyeres@epa.gov.gh">kyeres@epa.gov.gh</a>	0243769404
20	Nana Boatemaa Awuah	Environmental Protection Agency	National Service Personnel	<a href="mailto:Nana.boatemaa@gmail.com">Nana.boatemaa@gmail.com</a>	0247774233
21	Baffour Kofi Dokyi	Environmental Protection Agency	Computer Technician	<a href="mailto:Baffour2g2@yahoo.com">Baffour2g2@yahoo.com</a>	0201740003

## Annex 3. Opening speech IMO/IPIECA

---

Ladies and Gentlemen, Good Morning

It is both a pleasure and an honour for me to give this opening address in my role as the Project Manager of the GI WACAF, and also as representative of the International Maritime Organisation (IMO), and IPIECA, the Global Oil and Gas Association for environmental and social issues.

During the last 17 years the oil industry has built a longstanding partnership between the IMO and IPIECA and I would like to briefly discuss the roles of these organizations, but first of all, I would like to offer my thanks to the government of Ghana, in particular the EPA for hosting this important event.

### **IPIECA and the IMO**

IPIECA was formed in 1974 following the launch of the United Nations Environment Program (UNEP). IPIECA involves both the upstream and downstream oil and gas industries on environmental and social issues and its membership covers over half of the world's oil production. The work of IPIECA is supported by a number of specialized industry member working groups that address the areas of biodiversity, climate change, health, oil spill preparedness, operations and fuels, reporting, and social responsibility.

The International Maritime Organization (the IMO) is a specialized agency of the United Nations with a global mandate and its mission is to promote safe, secure, efficient, environmentally sound and sustainable shipping. This is pursued by adopting the highest standards of maritime safety and security, efficiency of navigation, and prevention and control of pollution from ships.

### **The Global Initiative**

The IMO and IPIECA launched the Global Initiative in 1996 with the main objective to support countries in strengthening their oil spill response capabilities and to ensure the full implementation of various international conventions. The Global Initiative is active at various degrees in six regions of the world: the Caspian and Black seas; the Mediterranean Sea, the Caribbean; West, Central and Southern Africa; South-East Asia; and China.

### **Industry and government share the responsibility to prepare for oil spills**

Recent incidents remind us of our need to be prepared in the event of a spill. In order to ensure that a response will be managed effectively, preparation for a spill is a responsibility that is shared by both Government and industry. It is our role here to explore together the continued development of effective oil spill response in Ghana. The importance of cooperation with respect to oil spill preparedness and response should not be underestimated. In the event of a spill, to achieve the highest level of response effectiveness, all involved parties should act cooperatively and with a high degree of coordination.

### **NOSCP**

The development of a National Oil Spill Contingency Plan is the corner stone of a fast, efficient and well-coordinated response to oil spill events. However, contingency plans need to be tested and exercised regularly to be proved fully operational. The objective of this workshop is to review the Ghanaian National Oil Spill Contingency Plan and to create a road map by which the Plan can be updated and improved.

I would like to encourage delegates during the next three days to participate actively, and to support the successful outcome of this workshop. Thank you for your time and attention.

## Annex 4. Opening speech

---

### WELCOME ADDRESS BY THE EXECUTIVE DIRECTOR OF ENVIRONMENTAL PROTECTION AGENCY

#### DISTINGUISHED LADIES AND GENTLEMEN

The marine and coastal environment constitutes one of the most threatened environments in Ghana today due to population pressure, industrial activities and natural processes.

Pollution prevention measures from shipping and industrial activities have over the years received some attention from both government and development partners.

Ghana, as a signatory to the Oil Spill Response and Oil Pollution Preparedness Response and Cooperation (OPRC) Convention, has over the years tried to institute a rapid response for oil spill incidents through the assistance of the the International Maritime Organization (IMO).

Ghana has also benefited from IMO technical assistance to develop capacity in oil spill contingency planning and the development of an oil spill sensitivity mapping. Under the GIWACAF initiative by IMO and IPIECA, Ghana has benefited and achieved a lot in terms of preparedness for oil spill

The purpose of a national oil spill contingency plan is to delineate responsibilities for operational response to incidents which could or do result in spillage of oil into the marine and inland waterways of the country. The main objectives of our National Oil Spill Contingency Plan are to:

1. Identify high-risk areas to oil pollution (Sensitivity Mapping)
2. Develop appropriate systems for the rapid detection and reporting of spillage of oil.
3. Ensure prompt response to prevent pollution and or restrict the spread of the contaminants.
4. Ensure that adequate protection is provided for public health and welfare and the marine and inland environment.
5. Ensure that appropriate response techniques are used to clean up the pollutant and disposal of recovered material is carried out in an environmentally acceptable manner.
6. Ensure that complete and up-to-date records are maintained of all expenditures to facilitate cost recovery.
7. Ensure that personnel and equipment are in a state of readiness

The Jubilee discovery in 2007 has resulted in intensive exploration activities in our maritime domain with recent discoveries of oil and gas reserves in the Jubilee and Tweneboa, Enyenra and Ntomme (TEN) Fields, Sankofa and Gye Nyame Fields, which are ready for development. Appraisal works are being undertaken by Hess and Kosmos in their blocks. Other companies are also at the various stages of their exploration activities.

In addition, maritime traffic has also increased tremendously with a lot more vessels calling at our ports each day. Bunkering activities are also in the rise in the sub-region.

Furthermore, the coastal zone of Ghana is also seeing a lot more developmental activities. All these are indication that the risk profile of a potential oil spill and its attendant consequence has risen sharply.

This call for immediate steps to review the Oil Spill Plan developed for the country, and more importantly to meet the last objective of our national plan, that is to ensure that personnel and equipment are in state of readiness.

I would like to take this opportunity to welcome our resource persons to Ghana and all stakeholders here present.

It is my hope that this workshop will:

1. Review the incident management system proposed in the National Oil Spill Contingency Plan;
2. Establish permanent working groups for the National Oil Spill Contingency Plan;
3. Propose the necessary amendments for the National Oil Spill Contingency Plan;
4. Propose a clear structure and elements that would have to incorporated into regional contingency plans;  
and
5. Develop action plans for implementation at least within the next two years.

The EPA will continue to provide the necessary platform for stakeholder deliberations and action-oriented proposals to keep the country in the state of readiness to deal with any oil spill emergency in the country.

I wish you a successful fruitful workshop.

Thank you.

## Annex 5. Picture

---



Figure 5. National Workshop Participants