



Joint industry-government national IMS 300 training and exercise

Online

From 20th to 23rd July
2021

Hosted by:

Namibia Ministry of Work and
Transport



Facilitated by:



NOTE

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IMO/IPIECA. 2021. Report of the Joint industry-government national IMS 300 training and exercise. 45 pages.

1. Executive summary

A national training on Incident Management Systems 300 (IMS 300) was organized for Remote Online Delivery from Tuesday 20th to Wednesday 22nd July 2021. It was followed by a one-day exercise facilitated by Shell and TotalEnergies. The training and exercise gathered the key stakeholders in the National Oil Spill Contingency Plan from different government ministries, agencies and authorities, as well as non-government organisations and Industry.

The event was hosted within the framework of the GI WACAF Project. The workshop was supported by the International Maritime Organization (IMO) and IPIECA, the global oil and gas association for environmental and social issues.

Due to travel restrictions linked with the current Covid-19 pandemic, the training and exercise were held online.

Around 40 participants in total attended various aspects of the workshop as the training covered the theory section and the exercise covered the practical realities. A list of participants is attached in Annex 2 of this report.

The Incident Management System (IMS) is a standardized method to efficiently manage incidents or events that are 'expanding' beyond the capabilities of localized resources. The general objective of the training was to understand the management process and to develop an Incident Action Plan for a major escalating oil spill incident.

The specific objectives of the workshop focused on:

1. how the Incident Command and general Staff component supports the management of expanding incidents;
2. the incident management process for expanding incidents as prescribed by the Incident Management System (IMS)

In order to address the objectives of the workshop, participants were guided through three days of presentations, group tasks and discussions, before undertaking an exercise.

On Friday 23rd July, Shell and TotalEnergies hosted an exercise with representatives from the Namibian government. This interactive workshop provided an opportunity for Shell & TotalEnergies to present their oil spill preparedness measures for their impending exploration campaigns in country. It also provided a platform for open discussion and Q&A related to every aspect of planning of and executing an oil spill response. All parties appreciated the opportunity to engage and recognize the importance of close collaboration and clear communication between each organization.

Whilst it appeared clear that more training and familiarisation with the IMS documentation is required, (as this is the initial IMS training conducted), it should not undermine the success of the completion of a whole Planning cycle during the training. The presence of a wide variety of

stakeholders was seen as positive, and the importance of interacting with players like the industry was stressed as paramount for the success of the response.

Feedback and recommendations from the activity are available in Annex 6 of the report. The active participation and the expertise of all delegates as well as the organisation of the workshop with the support of GI WACAF were greatly appreciated and were key to the success of this workshop.

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3. Presentation of the GI WACAF Project

Launched in 2006, the Global Initiative for West, Central and Southern Africa (GI WACAF) Project is a collaboration between the International Maritime Organization (IMO) and IPIECA, the global oil and gas industry association for environmental and social issues, to enhance the capacity of partner countries to prepare for and respond to marine oil spills.

The mission is to strengthen the national system for preparedness and response in case of an oil spill in 22 West, Central and Southern African countries in accordance with the provisions set out in the International Convention on Oil Pollution Preparedness, Response and Cooperation, 1990 (OPRC 90).

To achieve its mission, the GI WACAF Project organises and delivers workshops, seminars and exercises, that aim to communicate good practice in all aspect of spill preparedness and response, drawing on expertise and experience from within governments, industry and other organizations working in this specialized field. To prepare and implement these activities, the Project relies on the Project's network of dedicated government and industry focal points. Promoting cooperation amongst all relevant government agencies, oil industry business units and stakeholders both nationally, regionally, and internationally is a major objective of the Project during these activities.

GI WACAF operates and delivers activities with contributions from both the IMO and seven oil company members of IPIECA, namely BP, Chevron, ExxonMobil, Eni, Shell, TotalEnergies and Woodside.



More information is available on the [Project's website](#)

4. Introduction

The Global Initiative for West, Central and Southern Africa (GI WACAF) is a collaboration between the International Maritime Organisation (IMO) and IPIECA. The project which was launched in 2006 aims to enhance the capacity of partner countries to prepare for and respond to marine oil spills. GI WACAF works closely with the relevant authorities in 22 African countries.

The recent IMS 300 training continued the successful collaboration between Namibia and GI WACAF. In preparation for upcoming exploration campaigns offshore Namibia, a joint industry / government training event was organised with Shell, TotalEnergies and Namibian authorities.

Due to travel restrictions related to the COVID-19 pandemic the GI WACAF Team was unfortunately not able to provide in-country activity. The training programme has been adapted to consider the specificities of a remote activity: special efforts have been made to provide participants with the most constructive and beneficial training experience possible, including presentations by experts and trainers as well as exercises.

Oil Spill Response Limited (OSRL) developed and delivered a bespoke Incident Management System for Expanding Incidents (IMS-300) training course which was also dedicated to Namibian authorities who will play a role in the National Oil Spill Contingency Plan (NOSCP). In responding to marine pollution incidents, Namibia has adopted the IMS which is designed to be adaptable to the individual circumstances of the incident of the particular agencies involved. Following the 3 days of IMS 300 virtual training, Shell and TotalEnergies hosted a 1-day virtual exercise with the key Ministries of the Namibian government.

5. Objectives

IMS 300 Training course: The aim of this training event is for those involved with incident management to be fully conversant with the process of developing action plans for a complex incident. Understanding this process will also develop and foster good communication and collaborative working between representatives from the Namibian authorities and the oil industry and ensure all stakeholders are aware of their role in the event of an oil spill.

The objectives of the IMS-300 course developed for GI WACAF are as follows:

- Understanding industry Oil Spill Contingency Plans (OSCP's) with reference to IMS, and in accordance with Namibia's NOSCP – become familiar with roles, responsibilities, and communication links.
- Describe the incident/event management process for managers/supervisors for expanding incidents as prescribed by the Incident Management System (IMS).
- Implement the incident management process on a simulated expanding incident to embed learning, familiarise roles and foster collaboration.
- Expose stakeholders to the key issues related to oil spill incidents.

Course outcomes:

- Appreciation of the need to move from a reactive response to a pro-active response.
- Validation of the various meetings
- Completion of the relevant forms that construct an Incident Action Plan
- Construction of an implementable Incident Action Plan that covers response activities, resources, and safety implications.

Exercise: The objectives and aims of the combined Shell & TotalEnergies exercise with the Namibian authorities were as follows:

Exercise Objectives:	<ol style="list-style-type: none">1. Build strong relationships and define clear points of contact between Shell/TotalEnergies and the Namibian govt.2. Understand the Namibian govt. and Shell/ TotalEnergies' expectations and requirements during a response.3. Strengthen joined response capabilities through training and testing of the IMS systems.
Exercise Aims:	<ol style="list-style-type: none">1. Test the Shell/TotalEnergies and Namibian govt. ICS interface during the initial 'leg of the P'.2. Test the initial notification procedures between Shell/TotalEnergies and the Namibian govt.3. Explore the different roles and requirements of Shell/TotalEnergies and the Namibian govt. acting as a Unified Command during a response.

6. Programme of the training

The training was organised over 4 half days. The programme is available in Annex 1 and is summarised below:

- **Tuesday, July 20th, 2021: IMS 300 training**
 - Registration
 - Opening Ceremony
 - National Framework
 - Course Introduction
 - IMS Fundamentals
 - Introduction to the Planning Cycle
 - Assessment of learning & feedback
- **Wednesday, July 21st, 2021: IMS 300 training**
 - Recap and Questions from previous days learning
 - Initial Briefing
 - Setting Command Objectives
 - Command & General Staff Meeting
 - Preparation for the Tactics Meeting
 - Assessment of learning & feedback
- **Thursday, July 22nd, 2021: IMS 300 training**
 - Recap and Questions from previous days learning
 - Tactics Meeting
 - Preparation for the Planning Meeting (including the Planning Meeting)
 - Incident Action Plan preparation & approval
 - Operations Briefing
 - Assessment of Ongoing Operations
 - Transfer of Command
 - Demobilisation and Termination of Command
 - Assessment of learning & feedback
- **Friday, 23rd, 2021: exercise**
 - Welcome and Introductions
 - Explanation of Shell & TotalEnergies Initial Response Activities
 - Notification
 - Response strategy overview
 - Unified Command (UC)
 - Scenario walkthrough of the Planning P

7. Location, dates, and participants

The workshop was held online using Teams as platform, with the Namibian participants connecting from their own workplace. Around 43 participants from various government agencies and departments attended the whole workshop as course participants or observers. 29 participants attended the IMS 300 theory training and will be awarded certificates although several others did attend parts of the training as observers before attending the final day workshop. The list of participants is attached as Annex 2. The exercise was also held online using Teams as platform, with the Namibian participants connecting from their own workplace.

The experts invited to facilitate this workshop were:

- **OSRL:** Mr Dennis Peach, Principal Trainer EMEA, Mr Tims Coombs, Principal Trainer EMEA and Mr Michael Hernandez, Response Specialist AMER;
- **Shell:** Ms Justina Lee, Environmental specialist, OSEC, Ms Cassandra Midgley, Global Oil Spill Team and Mr Andy Keane, Regional Oil Spill Response Manager (Europe/Middle East/Africa); and
- **TotalEnergies:** Mr Anatole Cramer, Oil spill preparedness and response advisor, and Eduard Groenewald, TotalEnergies E&P South Africa.

The GI WACAF Secretariat was represented by:

- Ms Emilie Canova, GI WACAF Project Manager
- Ms Chloé Gondo, GI WACAF Project Coordinator

8. Activities and proceedings

8.1. Opening ceremony

The opening ceremony took place **Tuesday, July 20th, 2021** at 09:00 GMT+2. The welcome address was delivered by Mr Pinehas Auene, Deputy Director: Marine Pollution Control and SAR, Directorate of Maritime Affairs, Ministry of Works and Transport, on behalf of Mrs Esther N. Kaapanda, Executive Director of the Ministry of Works and Transport of Namibia (the speech is attached in Annex 3). Emilie Canova, GI WACAF Project Manager, delivered the welcome remarks (her speech is attached in Annex 4).

8.2. Proceedings of the event

Day 1 – Tuesday, July 20th, 2021: IMS 300 training

Session 1: Introduction of workshop objectives and presentation of the GI WACAF Project (Emilie Canova – GI WACAF)

Ms Emilie Canova presented the scope and goals of the GI WACAF Project since its launch in 2006, highlighting the priority actions for the current biennium. She stressed the fact that this workshop is particularly important for 3 reasons. First, it followed up on the 2020 remote legal assistance activity on the effective implementation of IMO conventions, related to oil spill and that this activity was thus a continuity of our joint effort. Secondly, it came at time and in context of current and future oil and gas activities off the coast of Namibia in neighbouring countries and subsequent growing risks of incident. It is also an example of private-public cooperation as promoted by OPRC convention, which is key to prepare for and respond to an incident. Finally, it is the proof of the adaptation of the project and the countries to a new situation and a global pandemic. This is the second fully online workshop organised by GI WACAF the training programme. It has therefore been adapted to consider the specificities of an online activity.

IMS 300 Theory Training

Course & Facilitator Introduction (Dennis Peach – Lead Facilitator)

Mr. Peach introduced the training team to the participants and the facilitators provided a brief background of their experience. He then went on to use several incident examples to explain the need to be prepared to deal with major incidents and the need of a flexible management system. From this, the course objectives that would be covered were explained along with some 'housekeeping rules' for the use of the remote platform during the training, together with the need for course administration as this training course is accredited by the Nautical Institute.

Lesson 1: IMS Fundamentals Review (Dennis Peach – Lead Facilitator)

Mr. Peach introduced the session on IMS Fundamentals. Due to the participants completing the IMS 100 & 200 Courses at various times prior to the IMS 300 course being held, it is prudent to ensure all participants are at a uniform level of understanding. In this regard, he reviewed briefly the fundamental topics adopted within the Incident Management System (IMS) that are relevant throughout the IMS 300 course. Various tasks during this session were used to support the training, make the course interactive and embed the learning for the participants.

Lesson 2: Introduction to the Planning Cycle (Tim Coombs – Support Facilitator)

Mr. Coombs explained that the IMS 300 course focuses on the understanding of the Planning Cycle. A team task was included that allowed the participants to identify their considerations of the logical steps in the planning process, before their responses were reviewed as a group against the actual steps. As such, this session introduced the planning process, what is a reactive response, i.e. 'Managing by Resources', and the need to move to a more proactive response, i.e. 'Managing by Objectives'. The 'Incident Briefing Form' was introduced as the first form to be compiled. It supports the flow of information from the Field On-scene Commander into the Incident Management Team. At the same time a simple incident scenario was introduced to allow the participants to witness and be involved in the evolution and development of an Incident Action Plan.

Course Learning Assessment & Feedback

A daily assessment and feedback forms were required to be completed by all attending participants to fulfil the accreditation requirements. The assessment was conducted using MSForms in a multi choice Q & A format with a pass mark of 70% based on an overall score throughout the training course. The feedback after the first day was positive although several people could not access the supporting documentation. The issue of access to the course documentation was a problem of internet log-in to the Teams site (not all delegates joined using the OSRL site) and a plan to send the course documentation to those who struggled with access was obtained by other means.

Day 2 – Wednesday, July 21st, 2021: IMS 300 training

Once all participants joined the course online Mr. Peach conducted a recap of the previous days training and asked if there were any questions arising. There were several questions requiring clarity which were answered before the program for the days training was outlined.

Lesson 3: Initial Briefing (Tim Coombs – Support Facilitator)

Mr. Coombs facilitated this session on initial incident assessment and management actions. Initial actions can be the cornerstone of a response: get them wrong and it only hampers response actions.

The following points were highlighted to participants: the need to have good situational awareness, things to consider when assuming command and the actions that may need to be taken, along with being conscious of how complex an incident may become. The transition from a reactive response to proactive response was considered as well as the expectations for the need to do this in a timely manner. Considerations of external limitations also need to be taken into account during this transition phase.

Lesson 4: Setting Command Objectives (Dennis Peach – Lead Facilitator)

Mr. Peach delivered this lesson by using a couple of tasks. A “who does what task” to identify the roles of the various sections and a “Priorities, Objectives, Strategies, Tactics. (POST) task” to review how this acronym is used. He then went on to introduce Incident Priorities and how this determines the basis for the Objectives. He also explained in more detail P.O.S.T. as a process to support how the priorities form the basis of the objectives, how objectives support the identification of relevant strategies and how the strategies suggest the preferred tactics, whilst considering the acronym SMART (Specific, Measurable, Action orientated, Realistic, Time bound) throughout this process. As Namibia will be using a Unified Command structure when involved with an Oil Operator incident, the participants could consider their own objectives for the exercise scenario given in the previous lesson, and the facilitators supported their understanding by reviewing and commenting on them. The meeting agenda that is held by all unified incident commanders was considered and the relevant IMS forms that are compiled at this point were discussed and completed by the participants (these included the Incident Action Tracker IMS 233, the Incident Objectives Form IMS 202 & the Meeting Schedule IMS 230).

Lesson 5: Command & General Staff Meeting (Tim Coombs – Support Facilitator)

Mr. Coombs presented the purpose of this meeting highlighting how this is used only when there is a unified command. Indeed, in such a meeting the Operator, Government & other agencies come together as a group to assign objectives, to consider the primary roles with the Incident Command Team (IMT), to decide who would be the most suitable candidates, to discuss responsibilities of each group, and any limitations that may impact the ability of the group to carry out their responsibilities. It was also noted that this is the meeting where

command shares their objectives with the other staff in the IMT so that everyone knows what the expectations and what goals they are working to. Before the end of this lesson the IMT positional organigram (IMS 207) was shared and completed with the group.

Lesson 6: Preparation for the Tactics Meeting (Dennis Peach – Lead Facilitator)

Mr. Peach stressed on the participants that this development of tactics takes a significant portion of the Operational Period to complete. It is where the IMT need to come together as a cohesive team in order to decide on the tactics and resources needed to work and meet the goals set by command. The evolution of the documentation was shown, and the participants began by reviewing the Work Analysis Matrix (IMS 234) that allows the team to consider the objectives, the strategies that can be used and the tactics available to meet the needs of the incident. The participants then compiled the necessary information supported by the facilitators.

The next form that required compiling was the Operational Worksheet (IMS 215). Again, this was reviewed, and the participants completed this form based on two of the tactics suggested, this allowed a better understanding of how multiple tactics and multiple resources are considered.

After that the Hazard Analysis Worksheet (IMS 215a) was reviewed and it was pointed out that this form (and other forms as necessary) can be compiled simultaneously with the IMS 215 form. To complete this lesson there was an introduction to resources management and how to collect, collate and use the resource data to manage the resourcing needs for a response. An exercise was also organized to highlight the need to use common terminology when ordering resources and what may happen when this is ignored.

Course Learning Assessment & Feedback

The daily assessment and feedback forms were also completed by all attending participants (as for Day 1), using the MSForms in a multi choice Q & A format. The feedback after the second day was again very positive with participants appreciating the teamwork and interactivity of the course. 'Homework' was suggested (which is a fairly unusual request) as well as some more information on actual incidents that OSRL have attended. Unfortunately with the number of really good questions during the course, adding additional information such as this would have lengthen the course and time spent at the screen.

Day 3 – Thursday, July 22nd, 2021: IMS 300 training

Once all participants joined the course online Mr. Peach conducted a recap of the previous days training and asked if there were any questions arising. A couple of questions were raised and answered before beginning the days activities.

Lesson 7: Tactics Meeting (Tim Coombs – Support Facilitator)

Mr. Coombs pointed out that the Tactics meeting is not really a formal meeting but a time when the relevant Section Chiefs can get together and agree on the proposed plan (to ensure it fulfils the objectives) and to delegate responsibilities for the compilation of the presented materials to the Incident Command at the Planning Meeting. The meeting agenda was followed to ensure participants understood the necessity of this meeting.

Lesson 8: Preparation for the Planning Meeting (Inc. the Planning Meeting) (Dennis Peach – Lead Facilitator)

Mr. Peach began this lesson by informing the participants that the preparation is about changing the 'draft' plan into a format to be presented to the Incident Commanders. As this will probably be the first time the IC's have seen the completed plan, they need to be confident that what the team has proposed satisfies the needs of the response based on the objectives. At the planning meeting a discussion was held on who the expected attendees would be, their roles and what part of the plan they would present based on the meeting agenda. Once the Incident Commander has considered the plan presented, he would either give 'tacit approval' or request a change to the plan. As tacit approval is verbal approval this allows the plan to begin to be implemented whilst awaiting formal sign-off.

Lesson 9: IAP Preparation & Approval (Tim Coombs – Support Facilitator)

Mr. Coombs reviewed the components of an Incident Action Plan, IAP, to determine exactly what forms comprise an Incident Action Plan. He also discussed the need to add the Field Work Assignments (IMS 204 & IMS 204a) into the plan so that they are reviewed by command and signed off ready to be disseminated to operational staff.

Lesson 10: Operations Briefing (Michael Hernandez – Supporting Trainer)

Mr. Hernandez identified when and how this briefing takes place. He pointed out that although there may be some time between the approval of the IAP and the beginning of operational work, the briefing takes place just prior to the next operational period. He also covered the

agenda to ensure participants recognised the focus change from command staff to operational staff.

Lesson 11: Assess Ongoing Operations (Dennis Peach – Lead Facilitator)

Mr. Peach stressed the need to receive operational feedback to monitor how the field operations were progressing. A task was given to the delegates to identify how they considered the most effective way to achieve infield feedback and what forms could be used to support the assessment process. Effective measures were identified by the participants and any methods or forms not captured were given by the facilitators.

Lesson 12: Transfer of Command (Tim Coombs – Support Facilitator)

Mr. Coombs covered this lesson by asking the group when they believe a Transfer of Command would happen and the reasons for it to take place. Most reasons were given, and any missing were passed on by the facilitator along with the explanations. Another question was posed about the use of suitable forms when conducting the transfer, again this was an open question to the group and covered on completion.

Lesson 13: Demobilisation and Termination of Command (Dennis Peach – Lead Facilitator)

Mr. Peach covered the need to consider demobilisation early in the response, as well as key points that need to be considered when demobilising resources. A task was given to the teams on who has what responsibility during resource demobilisation. Termination of Command was also discussed adding the need to consider relevant debriefs with all involved including internal and external agencies.

Course Learning Assessment & Feedback

The daily assessment and feedback forms were also completed by all attending participants (as for Day 1 & 2), using the same MSForms. The feedback after the third day was very positive with many replies being appreciative of the course content, the delivery of the training and the experience of the presenters, however, some still wished the course was held face-to-face because of the difficulties in internet connectivity.

Course Final Feedback

On completion of the exercise, in order to attain accreditation, a final feedback form was completed by all participants of the full course. A copy of the OSRL Final Feedback given at the end of the 4-day course can be found in Annex 6.

Day 4 – Friday, July 23rd, 2021: IMS 300 Exercise

Following the 3 days of IMS 300 training, representatives from Shell & TotalEnergies held an interactive exercise workshop with representatives from the Namibian government. These representatives had participated in the prior IMS training. This interactive workshop was delivered within the same Teams channel as the IMS course had been. Andy Keane, Cassie Midgely, and Justina Lee from Shell delivered the workshop, with input from Anatole Cramer and Eduard Groenewald from TotalEnergies.

A summary of the key questions and discussions held throughout the Shell & TotalEnergies exercise with the Namibian authorities is provided below. The main discussions have been grouped into common themes for clarity.

Incident Management:

- Following a question over the role of Deputies supporting the incident IC, explanation was provided that the IC can have more than 1 Deputy depending on the scale of the incident.
- The response strategies presented by Shell & TotalEnergies are a little different, however, although Shell & TotalEnergies have never responded to an incident together, they work closely within industry forums and bodies. Within both companies there is a minimum level of competency required for all emergency response staff. There is an expectation that all IMS trained personnel from both organisations could operate in both a Shell or TotalEnergies IMT as needed.
- Shell & TotalEnergies also have a Mutual Aid agreement in place for the upcoming drilling campaigns.
- There was a suggestion for joint exercise between Shell & TotalEnergies to test this integration further. Agreement from both parties would be required if further activities are planned in the future, then more activities could take place in coordination with the GI WACAF exercise program.
- The Namibian government expects the Operator to take the first line of response, and expects to see evidence of contact with OSRO's (Oil Spill Response Organisations, like OSRL). This is included in both Shell & TotalEnergies OSCP's.
- The Namibian government issues a Pollution Safety Certificate to rig after the approval of the OSCP. Often the OSCP is approved before the rig is identified.
- Clarity was provided that every oil spill in Namibian marine waters needs to be reported. But the Namibian government will only activate national response arrangements if the

incident has the potential to reach significance with impacts to shoreline, socio-economic resources and threat to life.

- If the incident remains a Tier 1 and Tier 2, the Namibian government main function is guidance on strategy, coordination, leadership and nominal assistance where required, i.e. granting permits for low flying aircraft.

Transboundary Effects

- A question was posed over the arrangements for a transboundary spill to South Africa. Explanation provided that Shell & TotalEnergies would look to the Namibian government to lead the coordination with the South African government. This would be fully supported by Shell & TotalEnergies as required.
- Shell & TotalEnergies would expect to fully collaborate with both Namibian and South African authorities in the event of a large transboundary incident.

Oil Spill Response Resources:

- It was reminded that Shell & TotalEnergies have Tier 1 equipment onboard their vessels and further stockpiles at the respective Logistics Bases. There is a Mutual Aid Agreement being developed between both Operators.

Namibian Regulatory Framework:

- Other countries with significant exploration and production activities have developed regulatory framework with clear parameters for the different response activities and work closely with the Operators.
- Namibia has good planning documents but as their upstream activity is still fledgling, some regulations are still in development or to be developed.
- Specific mention of the draft dispersant policy and update on the status was provided.

Dispersant Use:

- Question raised and explanation given that the dispersants in the Shell & TotalEnergies stockpile are approved by the Namibian authorities through the issue of a post approval certificate.
- There was a brief discussion on what governments look at when approving different dispersants. Brief explanation was given of aquatic toxicity thresholds and logistics and resource supply. Most governments have approved the OSRL Global dispersant stockpile and have local suppliers too.
- A discussion was held on the persistence of dispersants and potential for bioaccumulation to fish stocks. Reference made to work done by the American EPA during and after the Macondo spill.
- A follow-up discussion was held on what monitoring and sampling would be needed to support dispersant use and provide evidence of no impact to aquatic organisms.

Action: GI WACAF to circulate the link to the GI WACAF dispersants webinar for participants.

Unified Command (UC):

- As stated in the Namibia National Oil Contingency Plan NOCP, a response Coordinator will be appointed from the Control Agency of the Namibian government. He will be the main focal point of the Government in a UC.

Search & Rescue:

- The Maritime Rescue Centre (MRC) and the port control centre operate 24 hours a day. The MRC and the ports will transmit information regarding the spill to the relevant Control Agency as well as Ministry of Works and Transport, MWT, using a Pollution Report form (POLREP).
- Department of Government Air Transport Services (GATS) can provide aircrafts.
- Contract is in place with WestAir aviation too to supply aircraft.
- A discussion was held that in the event of an incident, the Namibian Navy can contact all available vessels in and around the area (to determine how long it will take for them to respond under as SAR capacity).

Logistics and Customs:

- Following a discussion, confirmation was given that the appropriate ministries can easily issue visa exemptions to incoming response personnel to country.
- Visa applications can be handled, given the degree of urgency, via the Executive Directors of the concerned institutions to the Home Affairs to expedite issuance. When necessary, the Ministry of International Relations and Cooperation can also assist. This also applies to Ministry of Finance, etc for import clearance.
- Question and discussion were held about how quickly the message of visa exemptions can reach the border guards at the airports.
- Agreement was reached that this process needs to be looked at offline by the relevant agencies and a new protocol developed if necessary.

Action: Shell and Pinehas Auene to discuss further end of August 2021.

- Agreement was reached by all that there needs to be one point of contact in the Unified Command who can be contacted to address any challenges. This would be the Response Coordinator who would then request assistance from the relevant ministries as needed.
- Discussions were held about providing resources into the country initially during the emergency phase which should not pose a problem. As the response continues and second and third staff rotations arrive in country then visa issuing can get harder because the incident may mistakenly not be considered an emergency anymore.

- Participants highlighted the COVID-19 restrictions changing. So even though tactics may be decided, by the time of implementation, the situation may have changed. All agreed that flexibility is key.

Communications & Media:

- Some ministries have a social media presence, but not many. Agreement was made that more traditional media channels would be used for information dissemination, or a mix of both.
- Some ministries have strict communications protocols in place. The Ministry of Information and Communication Technology (MICT) operate that all outgoing information goes through a Public Information Officer, PIO, to the Minister and then is released to general MICT side.
- Each ministry has a spokesperson but a significant spill should be announced by the official PIO of the Unified Command or of the Prime Minister. All information from Shell / TotalEnergies would also need to go through this PIO first.
- The Namibian National OSCP also has information related to Public Relations in it.
- Agreement was reached that the relevant agencies should start planning their media approach as soon as possible (and suggestion to explore this further through a focused exercise).

Action: Shell & TotalEnergies to share any media holding statements and protocols available with Pinehas to disseminate appropriately.

Any Other Business:

- Verbal Support for Shell & TotalEnergies contingency planning documents and all potential response efforts from the Ministry of Mines and Energy (MME).
- Further discussion needed about specific questions regarding overflight passes, issuing of waste management license etc.

Action: Shell & TotalEnergies to develop question sheet of further items for the Namibian government to consider and allocate responsibility too.

8.3. Closing ceremony

A very brief closing ceremony was held at the end of the 4 days. On behalf of IMO and IPIECA, Emilie Canova thanked the delegates for their active involvement. She specially thanked Mr. Pinehas Auene and his staff for their significant assistance and efforts in putting together this workshop, the facilitators from ORSL, Shell and TotalEnergies for the successful training and exercise, despite the technical glitches, and all participants for their active participation.

Mr Pinehas Auene also thanked everybody for their involvement and stressed that Namibian authorities enjoyed the training and exercise and the opportunity to learn and share.

The link to access online evaluation questionnaire was shared in order for the participants to give feedback (see Annex 8). The very positive feedback (both in OSRL and GI WACAF forms) show that the objectives of the workshop were successfully met.

Participants were informed that they would receive by email their attendance certificates, or for those who had completed IMS 100 and 200 courses beforehand, accredited IMS 300 certificates.

9. Conclusion

It was considered by all that the objectives for the training were completed. This included an in-depth view of the process from initial response right through to the development of an Incident Action Plan. It was considered very beneficial by all participants.

Although the training was delivered by remote means, the interactivity and discussions during the training enabled knowledge and information to be imparted. However, many participants did feedback that face-to-face training would have made the course even more beneficial.

The success of the event was confirmed by the unanimous positive feedback received from the participants.

Shell & TotalEnergies found the discussions generated through the interactive workshop incredibly valuable. The open conversation allowed for extensive questioning and clarification of various aspects for both the Operators and the Namibian government. Areas where more discussion or thought is needed from all parties were also highlighted. This has now provided the direction and areas that future discussion and engagement between the Operators and Namibian government needs to focus on. In conclusion, Shell & TotalEnergies and the Namibian government are committed to improving and building on the level of oil spill preparedness in country. All parties recognize and appreciate the importance of close collaboration and clear communication between the different parties. Having the opportunity to engage and interact between the Operators and the government has laid a strong foundation for all future working relationships.

10. Annex 1: programme

Online training specificities

Due to travel restrictions related to the COVID-19 pandemic the GI WACAF Team is unfortunately not able to provide in-country activity. The training programme has been adapted to consider the specificities of a remote activity: special efforts have been made to provide participants with the most constructive and beneficial training experience possible, including presentations by experts and trainers as well as exercises.

All times are indicative. There will be short breaks between sessions to allow for leg-stretch/refreshment etc as well as the planned breaks as per the program. Times will move dependent on delegates attendance (returning from breaks/lunch but the program and sessions do allow for some flexibility).

Objectives

IMS 300 Training course: The aim of this training event is for those involved with incident management to be fully conversant with the process of developing action plans for a complex incident. Understanding this process will also develop and foster good communication and collaborative working between representatives from the Namibian authorities and the oil industry and ensure all stakeholders are aware of their role in the event of an oil spill.

The objectives of the IMS-300 course developed for GI WACAF are as follows:

- Understanding industry Oil Spill Contingency Plans (OSCP's) with reference to IMS, and in accordance with Namibia's NOSCP – become familiar with roles, responsibilities, and communication links.
- Describe the incident/event management process for managers/supervisors for expanding incidents as prescribed by the Incident Management System (IMS).
- Implement the incident management process on a simulated expanding incident to embed learning, familiarise roles and foster collaboration.
- Expose stakeholders to the key issues related to oil spill incidents.

Course outcomes:

- Appreciation of the need to move from a reactive response to a pro-active response.
- Validation of the various meetings
- Completion of the relevant forms that construct an Incident Action Plan
- Construction of an implementable Incident Action Plan that covers response activities, resources, and safety implications.

Exercise:

Exercise	Build strong relationships and define clear points of contact between Shell/TOTAL and the Namibian govt.
Objectives:	Understand the Namibian govt. and Shell/TOTAL's expectations and requirements during a response.

	Strengthen joined response capabilities through training and testing of the IMS systems.
Exercise Aims:	Test the Shell/Total and Namibian govt. ICS interface during the initial 'leg of the P'. Test the initial notification procedures between Shell/TOTAL and the Namibian govt. Explore the different roles and requirements of Shell/TOTAL and the Namibian govt. acting as a Unified Command during a response.

Contacts

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Mrs Chloé Gondo
IMO / IPIECA
GI WACAF Project Coordinator

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E-mail: cgondo@imo.org

Trainers and exercise facilitators

OSRL:

- Dennis Peach, Principal Trainer EMEA
- Aaron Montgomery, Development and assurance lead – Technical competence EMEA
- Michael Hernandez, Response Specialist AMER

Shell:

- Justina Lee, Environmental specialist, OSEC
- Cassandra Midgley, Global Oil Spill Team
- Andy Keane, Regional Oil Spill Response Manager (Europe/Middle East/Africa)

TotalEnergies:

- Anatole Cramer, Oil spill preparedness and response advisor

Programme

Day 1 – Tuesday, July 20 th , 2021 IMS 300 training	
08:45 GMT+2	Connection and registration of participants
Workshop introduction	
09:00	Opening ceremony and workshop introduction <ul style="list-style-type: none"> • Welcome speech (Esther N. Kaapanda, Executive Director of MWT) • Welcome remarks and presentation of the GI WACAF Project (Emilie Canova, GI WACAF Project Manager) • Workshop objectives and programme • Presentation of facilitators and experts
Roles and responsibilities of the different actors	

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09:30	<p>National framework</p> <ul style="list-style-type: none"> • National legal framework • NOSCP and response organisation • Any experience of oil spill <p>Shapua Kalomo, Directorate of Maritime Affairs</p>
10:15	Break
10:30	<p>Course Introduction</p> <p>Theory training aims and objectives</p>
10:45	<p>IMS Fundamentals</p> <p>Recap on IMS 100 & 200 principles that are applicable during the development of the IMS process</p>
12:30	Lunch break
13:15	<p>IMS Fundamentals (Continued)</p> <p>Recap on IMS 100 & 200 principles that are applicable during the development of the IMS process</p>
13:45	<p>Introduction to the Planning Cycle</p> <p>Insight into the cyclic process from the initial incident briefing to the production of an Incident Action Plan</p>
14:30	Assessment of Learning
	End of day 1

Day 2 – Wednesday, July 21 st , 2021 IMS 300 training	
09:00 GMT+2	Recap & questions from Day 1
09:15	<p>Initial Briefing</p> <p>Understanding the scope and nature of an incident, the potential complexity and how to move to a proactive response</p>
10:15	Break
10:30	<p>Setting Command Objectives</p> <p>The importance of SMART objectives and the need for Government and industry working together setting incident objectives</p>
11:30	<p>Command & General Staff Meeting</p> <p>Recognising the importance and agreement for designated roles and responsibilities within the command structure and dissemination of information</p>

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12:30	Lunch break
13:15	Preparation for the Tactics Meeting <i>Becoming familiar with the need to work as a team to change incident objectives into effective strategies and tactics that considers the resources required to implement the agreed plan</i>
14:00	Tactics Meeting <i>Purpose of the meeting and delegation for the plan presentation</i>
14:30	Assessment of Learning
	End of day 2

Day 3 – Thursday, July 22 nd , 2021 IMS 300 training	
09:00	Recap & questions from Day 2
09:15	Preparation for the Planning Meeting (Including the Planning Meeting) <i>What is required within the plan, what is presented at the meeting and Tacit Approval</i>
09:45	Incident Action Plan Preparation and Approval <i>What constitutes and IAP and obtaining Formal approval of the IAP</i>
10:15	Break
10:30	Operations Briefing <i>What is required for briefing field teams in relation to the IAP</i>
11:30	Assessment of Ongoing Operations <i>Understanding why and how operations are assessed within the planning cycle</i>
12:30	Lunch break
13:15	Transfer of Command <i>Reasoning why and Conducting a transfer of command</i>
13:45	Demobilisation and termination of Command
14:30	Assessment of Learning
	End of day 3 and end of the IMS 300 training course

Day 4 – Friday, 23 rd , 2021 Exercise	
09:00 GMT+2	Welcome and introductions.
09:15	Explanation of Shell & TOTALs initial response activities (leg of the P). <ul style="list-style-type: none"> • Explain how we mobilise our GRSN, resources, SME's/experts, well capping devices, personnel etc.
10:15	Break
10:30	Notification exercise. <ul style="list-style-type: none"> • Run-through/confirm the incident notification procedures as outlined in the OSCP and Namibian NOSCP. • Discussion with Namibian govt. as to their actions during the initial notifications and response.
11:00	Response Strategy overview. <ul style="list-style-type: none"> • Explore the key response strategies for both TOTAL and Shell. • Primary focus on offshore dispersant use. Link to the OSCP's, the NOSCP and approved dispersants list. • Explain the mobilisation times of source control equipment to manage expectations.
11:30	Unified Command (UC). <ul style="list-style-type: none"> • Explore how a UC will be established between the operator and Government. • Understand how a UC works together in terms of communications, response strategy formulation and the different roles and responsibilities expected of the Namibian government and the operators.
12:00	Lunch break
13:00	Scenario walk through of the Planning P. <ul style="list-style-type: none"> • For each step of the P, an explanation of the key UC decisions to be made. • Questions/injects will be used to explore on the information, resources, or decisions that the Government will be expected to provide. Plus clarify the incident management, expertise and response resources that TOTAL and Shell will bring to country.
15:00	Exercise wash-up and debrief. 60 mins
	End of day 4 end of training and exercise

Presenters

	<p>Dennis Peach <i>Principal Trainer EMEA</i> OSRL</p>	
	<p>Dennis joined OSRL in 2003 after 23 years in the Royal Navy as a Marine Engineer. He has attended incidents worldwide as a Spill Response Specialist, Technical Advisor and as the In-Country Manager on standby operations in Libya. During his time at OSRL, he was seconded to the Southampton Training Department for 30 months as well as spending 13 months as Supervisor for the operational readiness of the Bahrain Response Base. In 2010, he completed three operational tours to the Deepwater Horizon incident as SCAT Liaison in Louisiana and Florida and as an Infield Technical Specialist in Louisiana. In 2011, he was activated as Technical Advisor to an incident in a platform leg in the North Sea. During a period of rehabilitation, he assisted the training department by using his experience developing and updating training courses and then went on to take the permanent role of Principal Trainer within the department delivering accredited and client tailored training courses and mentoring seconded staff. Lately he has been integral in the development of an industry major's implementation of their Incident Management System (IMS) and the development of oil spill response Online/Blended Learning.</p>	
	<p>Emilie Canova <i>Project Manager</i> GI WACAF</p>	
	<p>Emilie Canova is the GI WACAF Project Manager since February 2021. She is responsible for the definition and implementation of the GI WACAF action plan, and ensures the Project reaches its strategic objectives. Previously, Emilie spent a few months at the International Maritime Organisation (IMO) working on issues related to the OPRC Convention. Before that, Emilie was GI WACAF Project Coordinator for 2 years and has also worked at the French Ministry of Foreign Affairs where she was focusing on the Nordic countries and the Arctic regional cooperation on environmental and hydrocarbons related subjects. Emilie graduated from the Ecole Normale Supérieure (ENS) in Geography; she holds a master's degree in Geopolitics and a master's degree in Public Affairs from Paris Panthéon Sorbonne University.</p>	

	<p>Andy Keane <i>Regional Oil Spill Response Manager (Europe/Middle East/Africa)</i> Shell</p>	
	<p>Captain Andy Keane trained as navigating officer working his way through the ranks to be Captain of Shell tankers, during time spent sailing he worked on Crude, Products, LPG, and LNG Tankers. Following this successful seagoing career he made the transition to shoreside opportunities, these include time spent as a Ships Superintendent, Responsible for Maritime Safety for Shell in Southern Africa, Ship vetting assurance and is currently the Europe Middle East Africa Manager for Shell's Oil Spill Response Expertise Centre. The role involves ensuring Shell is prepared to respond to any significant incident from any of its fixed or floating assets. In his spare time Andy has a busy family life and enjoys spending time outside walking and cycling.</p>	
	<p>Cassandra Midgley <i>Global Oil Spill Team</i> Shell</p>	
	<p>Cassandra Midgley has worked with Shell for about 15 years and conducted a number of roles from oil spill preparedness and response, crisis management and various other roles within the HSSE and Road Safety departments. She started her career at OSRL where she gained some valuable spill response experience (Prestige oil spill) as well as delivering training and exercising to the oil industry. She is now back as part of the Shell Global Oil Spill team.</p>	
	<p>Tim Coombs <i>Principle Trainer EMEA</i> OSRL</p>	
	<p>Tim joined OSRL after 22 years as a Marine Engineering Technician in the Royal Navy and is experienced in Gas Turbine Propulsion and Hydraulic Systems. Having completed 14 years as a Chief Petty Officer, he brings experience in engineering and leadership to the company. He has responded to spills in Australia, India, Gibraltar and the UK, as well as the 2010 Macondo incident in the Gulf of Mexico and more recently to Gabon, Africa as a Technical Advisor. Tim has assisted with training in Holland, Gibraltar and the UK. Tim has also been in the position of the Workshop and maintenance supervisor until his current role as a senior trainer. Tim is also the Chair of OSRL's Incident Management System Core Group which specialise in emergency management systems that are in use around the globe.</p>	

	<p>Justina Lee <i>Environmental Specialist</i> <i>OSEC, Shell</i></p> 
<p>Justina has a decade of experience working within the oil spill response industry. Justina has previously operated within an OSRO, developing planning and preparedness capabilities of operators and governments. She spent 5 years in the Middle East helping to build the OSR regional capacity. Justina now works as the Environmental Specialist for the OSEC Team, Shell. She is the focal point for all environmental related preparedness and response support.</p>	
	<p>Michael Hernandez <i>Response Specialist AMER</i> <i>OSRL</i></p> 
<p>Michael has been a part of OSRL since 2017 after completing schooling at Cornell University for Environmental Science and Sustainability. Upon joining OSRL, Michael spent three months completing Offline training which provided all the foundations to become a specialist in oil spill response.</p> <p>Since completing Offline, Michael has participated in various developmental trainings internally as well as with external organizations like MSRC, Clean Gulf Cooperation, Cedra, and more. Michael has also assisted in delivering IMO courses, internal and external exercises, and Equipment hire service projects. In 2019, Michael was a part of a response in the Bahamas where he was a member of the SCAT team and assisted in a stand-by response for three weeks.</p> <p>Aside from his duties as a responder, Michael is also a member of the wildlife core group working to improve and develop OSRLs wildlife response capabilities, and continues to support training as a flexi-trianer for IMO, IMS and other OSRL delivered training courses.</p>	
	<p>Chloé Gondo <i>GI WACAF</i> <i>Project Coordinator</i></p> 
<p>As GI WACAF Project Coordinator, Chloé Gondo facilitates exchanges between the different actors involved in the Project and supports the preparation and participation in the activities of the biennial action plan. Before joining the GI WACAF Secretariat in October 2020, Chloé spent 3 years in West Africa: in Togo, she was working as a Program Officer for a corporate foundation implementing local development projects in the harbour area of Lomé. In Abidjan, she had joined an international NGO and was in charge of transboundary activities for the protection of a common forest complex between Côte d'Ivoire and Liberia. Chloé holds a Master's degree in International Affairs from Sciences Po Paris.</p>	



Anatole Cramer

Oil spill preparedness and response advisor
TotalEnergies



He graduated from a master's degree in geography (Université Paris Sorbonne) and a master's degree in natural risk management (Université Paul Valéry), Anatole started his early career working for Total as an environmental engineer in Indonesia. He developed a thorough knowledge and understanding of the environmental challenges associated with the extractive industry, which he reinforced during a two-year experience as a project environmental engineer working as a project environmental engineer for the Shtokman gas project in the Russian Federation. He rejoined Total in 2010 and since then worked on environmental topics first and was then promoted to the role of Oil Spill Preparedness and Response Advisor. During that time, he worked a lot in Africa, particularly in Uganda, Nigeria and in South Africa.

11. Annex 2: list of participants

	Name	Email Address	Institution
1	Victor Libuku	Victor.libuku@mfmr.gov.na	Ministry of Fisheries & Marine Resources
2	Dwaine Ndjoronguru	johnndredwaine@icloud.com	Government Air Transport Services
3	Anja Kreiner	Ania.Kreiner@mfmr.gov.na falcora@iway.na	Ministry of Fisheries & Marine Resources
4	Wayne Handley	metroshpinah@iway.na	Ministry of Environment, Forestry & Tourism
5	Gernot Piepmeyer	gpiepmeyer@ncrst.na	NCRST
6	Stefanus Gariseb	s.gariseb@namport.com.na g6tsi2010@gmail.com	Namibian Ports Authority
7	Paulina Englebrecht	pengelbrecht@swkmun.com.na	Municipality of Swakopmund
8	Ester Mweulyao	Ester.Mweulyao@mict.gov.na	Ministry of Information and Communication Technology
9	Chamba Ndala	Jndara11@mail.com	Oranjemund Town Council
10	Pinehas Auene	Pinehas.Auene@mwt.gov.na	Ministry of Works and Transport
11	Olivia Shikudule		NANCOR
12	Bertha Katoole-Nghilondwa	bkatoole@gmail.com	Namibian Defence Force
13	Foibe Nghoongoloka	Foibe.Nghoongoloka@mfmr.gov.na	Ministry of Fisheries & Marine Resources
14	Nangula Amutenya Amatsi	namutenya@walvisbaycc.org.na nangula.a@gmail.com	Municipality of Walvis Bay
15	Desmond Tom	Desmond.Tom@mfmr.gov.na	Ministry of Fisheries & Marine Resources
16	David Ndjuluwa	dndjuluwa@walvisbaycc.org.na ndjuluwad@gmail.com	Municipality of Walvis Bay
17	Petrina Kapembe	Petrina.Kapembe@mwt.gov.na Pkapembe6@gmail.com	MWT/DMA
18	Arnold Uwe-Khaeb	arnold.uwukhaeb@met.gov.na	Ministry of Environment, Forestry & Tourism
19	Maggie Nchindo		Office of the President: Directorate of Auxiliary Services
20	Imelda Tjjenda	itjjenda@namcor.com.na	National Petroleum Corporation of Namibia
21	Festus Nekayi	technical@ormdtc.co.na	Oranjemund Town Council
22	Joseph Diwanga	Joseph.Diwanga@mwt.gov.na	Ministry of Works and Transport
23	Tobias Gerber	gerbernam@gmail.com	Namibian Police Force
24	Kolele Sakaria Mekondjo	angelgayle@gmail.com	Ministry of Defence
25	Shedrick Kaseba	shedrick.kaseba@met.gov.na	Ministry of Environment, Forestry & Tourism
26	Nestor Sheimi	sheimi.nestor@ormdtc.com.na	Oranjemund Town Council
27	Gerson James	g.james@namport.com.na gersonj@iway.na	Namibian Ports Authority
28	Dawid Dennis	maroxdennis7788@gmail.com	Luderitz Town Council

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29	Wetupa Nakathingo	knakathingo@gmail.com environment@ltc.com.na	Luderitz Town Council
30	Lizhai Sun		PG Ship Management
31	Keron Domingos	Keron.Domingos@shell.com	Shell Namibia Upstream
32	Emirita Ashipala		Ministry of Mines & Energy

12. Annex 3: welcome speech from Mrs Esther N. Kaapanda, Executive Director of the Ministry of Works and Transports, Namibia



REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

**Welcoming and Opening address by Esther Kaapanda
Executive Director Works and Transport**

**At the official opening of the Joint Industry and Government
National IMS 300 Training and Exercise.**

20-23 July 2021

Virtual

Representatives of GIWACAF Project

Representatives of Shell and TotalEnergies and OSRL

National Plan Operation Team (OT) Members

Distinguished ladies and Gentlemen

It gives me great pleasure to deliver this brief welcoming and opening remarks to this timely Joint Industry & Government IMS 300 Training and Exercise.

The primary objectives of this important activity are to make the OT members fully conversant with the workings of the IMS system, especially the process of developing incident action plan in a complex incident and to establish strong working relationships between government and industry in order to facilitate effective response to significant oil spill incidents.

I wish to extend a warm welcome to all the participants and facilitators whom, due to the Covid- 19 pandemic, are joining this activity virtually. I'm sure that if the world adheres to the prescribed protocols, we will soon defeat this invisible enemy and revert to our normal lives, including face to face GIWACAF activities.

I thank GIWACAF, SHELL, TotalEnergies and OSRL for agreeing to facilitate this training and exercise activity for Namibia.

As a proud member of GIWACAF, Namibia is pleased to have collaborated with the above mentioned entities in organizing this joint industry and Government activity. This collaboration highlights the important role played by GIWACAF in bringing Government and Industry together in the interest of enhancing oil spill preparedness and response in the GIWACAF area at both regional, sub-regional and national levels.

The National Marine Pollution Contingency Plan (National Plan), which was approved by Cabinet in 2017, sets out national policies, principles and arrangements for the management of oil pollution emergencies. It is designed to give administrative effect to Namibia's obligations under international treaties especially the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC 90), article 6.

The National Plan creates, and is underpinned by, a coordinated Government and industry approach to marine pollution management and mandates the establishment of certain governance and operational structures.

One such structure is the Operations Team or OT, which is present here today. The OT is the operational arm of the National Plan and is responsible for devising and implementing mechanisms for effective response to oil spills, including the Incident Management System (IMS), which has been adopted under the National Plan as the preferred system for a coordinated response to oil spills of national proportions.

The OT serves as the core of the National Incident Management Team (IMT) during a major marine pollution incident response.

This training and exercise will, therefore, go a long way in ensuring that the OT applies the IMS concept effectively and has a clear undertaking of all the components, especially the interfaces and roles and responsibilities between government and the oil industry, particularly in the context of the upcoming drilling campaigns in Namibian waters by SHELL and TotalEnergies respectively.

The rich exchange of knowledge, information and ideas which should result from this activity will surely contribute to a better application of the IMS concept which will in turn contribute to an enhanced national system for preparing for, and responding, to oil spills in Namibia

I look forward to one of the main outcomes of this meeting being increased collaboration between the OT and industry, especially in the area of joint exercises. We need to work together more and this activity affords us the opportunity to do so.

In closing, I - once again - thank GIWACAF, SHELL, TOTAL and OSRL for making this activity possible.

I wish you all a fruitful and productive training exercise and now declares the Joint Industry and Government IMS 300 Training and Exercise open.

I thank you.

13. Annex 4: welcome speech from Mrs Emilie Canova, GI WACAF Project Manager

GI WACAF Welcoming Address

Joint industry-government national IMS 300 training and exercise

20th – 23rd July 2021, Online / Namibia

Emilie Canova, GI WACAF Project Manager

Mrs. Esther N. Kaapanda, Executive Director of Ministry of Works and Transport

Mr. Pinehas Auene, Deputy Director Marine Pollution Prevention and SAR, Directorate of Maritime Affairs, Ministry of Works and Transport

Distinguished delegates from Namibia,

Ladies, Gentlemen, Dear Colleagues,

It is a pleasure to deliver these few welcoming words at the opening of this Online Joint industry-government national IMS 300 training and exercise on behalf of the International Maritime Organization (IMO) and IPIECA, the global oil and gas industry association for advancing environmental and social performance.

I would like to welcome you all at this event organized within the framework of the Global Initiative for West, Central and Southern Africa (GI WACAF Project).

I wish to extend my sincere appreciation to the Government of Namibia and particularly to the Ministry of Works and Transport for hosting and supporting this important event. I would like to express my thanks to Mr. Pinehas Auene and his staff for their significant assistance and efforts in putting together this workshop and to all members of the national marine pollution contingency plan operations team (OT) who have engaged in the preparation by completing the IMS 100 and 200 courses. This week training will strengthen and operationalise these knowledges through an IMS 300 training followed by a table-top exercise.

I will be very short because I will come back to it during my presentation, but in a nutshell, the GI WACAF project was established in 2006 and aims in strengthening the capacity of countries to prepare for and respond to oil spills through the promotion of public-private cooperation. Today it covers 22 countries in West, Central and Southern Africa. Since its inception, significant progress has been made in improving spill response capabilities by raising awareness through national and regional workshops and training. I would like here to acknowledge the engagement of Namibia in the GI WACAF Project.

The present workshop gathering us this week is thus a continuity of our joint effort. It is also an example of private-public cooperation as promoted by OPRC convention, which is key to prepare for and respond to an incident, especially in the context of current and future oil and gas exploration campaigns off the coast of Namibia. Finally, it is the proof of the adaptation of the project and the countries to a new situation and a global pandemic. The project has developed new tools (webinars, remote assistance, etc.) given that national face-to-face workshops are (unfortunately) still not possible due to travel restrictions related to the COVID-19 pandemic. This is

the second fully online workshop organised by GI WACAF the training programme. It has therefore been adapted to consider the specificities of an online activity.

To deliver this online training and exercise we have during the 4 days internationally recognized experts from OSRL, as well as from Shell and TotalEnergies. I take this opportunity to thank them warmly for their participation. I encourage you to participate actively as much as the online set-up allows, to ask questions and to foster dialogue this week, to ensure interactive discussions on the issues affecting the oil spill preparedness and response stakeholders.

Without further ado, I will briefly introduce the GI WACAF Project, the workshop and the experts.

Thank you.

14. Annex 5: reference material

The reference material used throughout the training course could be downloaded by the participants on the Teams site. A few people did have access issues and they could directly email the facilitator to obtain access by another means. For some the sharing issue was solved, and for others it meant emailing the files (in multiple emails due to the size of the files).

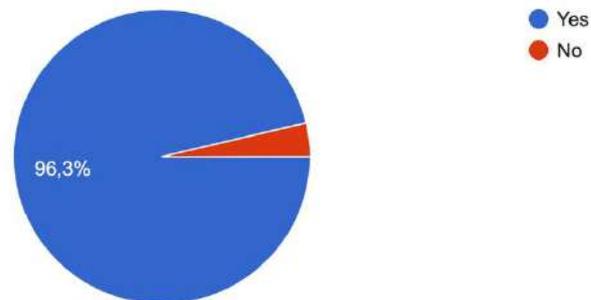
15. Annex 6: Evaluation questionnaires main outcomes

15.4. OSRL

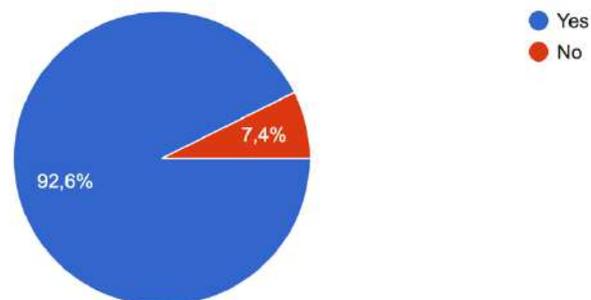


15.5. GI WACAF

Was the invitation received in good time?
27 réponses

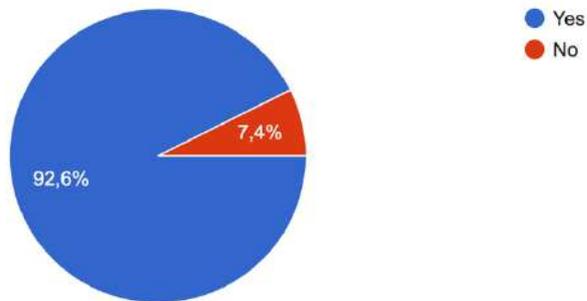


Did you receive information on the online event's objective and scope before your participation?
27 réponses



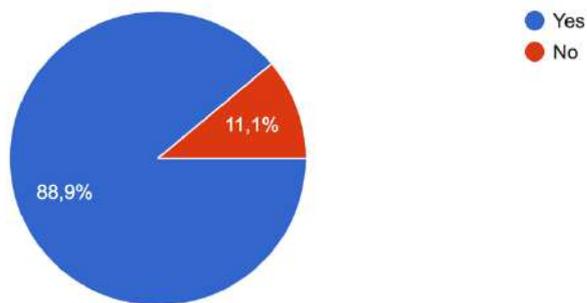
Did you receive information on subject areas and the online event's programme before your participation?

27 réponses



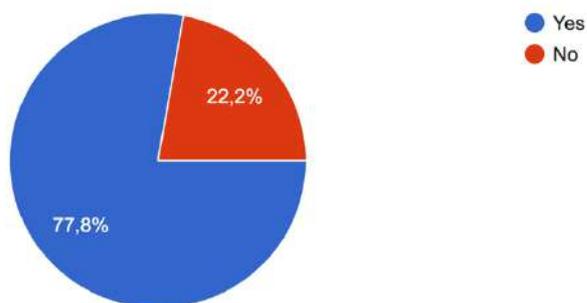
Were the instructions on the profile required of participant clear and easy to understand?

27 réponses



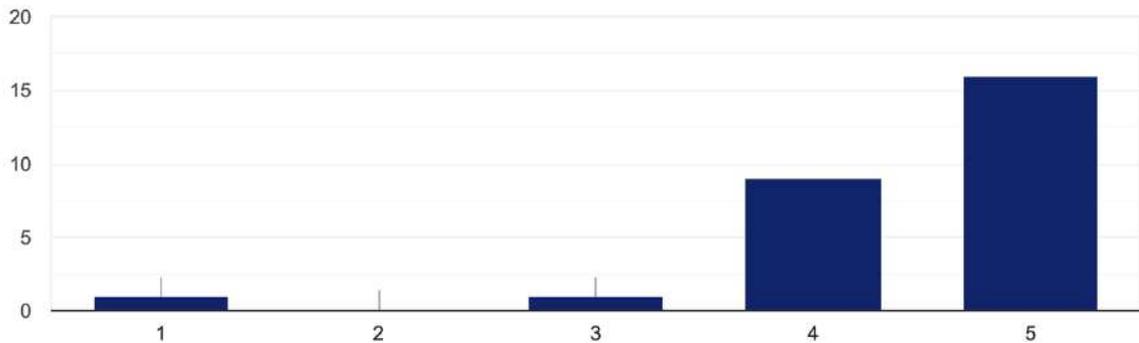
Did you receive technical information on how to connect to the online training platform prior to the event?

27 réponses

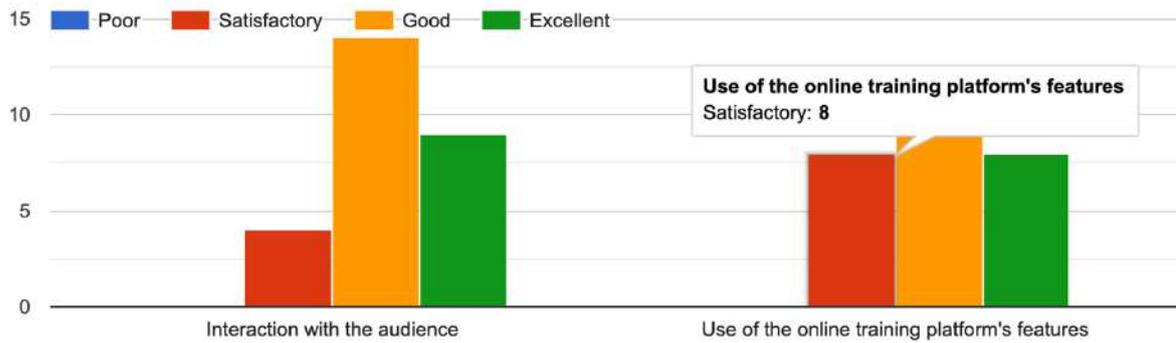


Did the online event cover the topics fully?

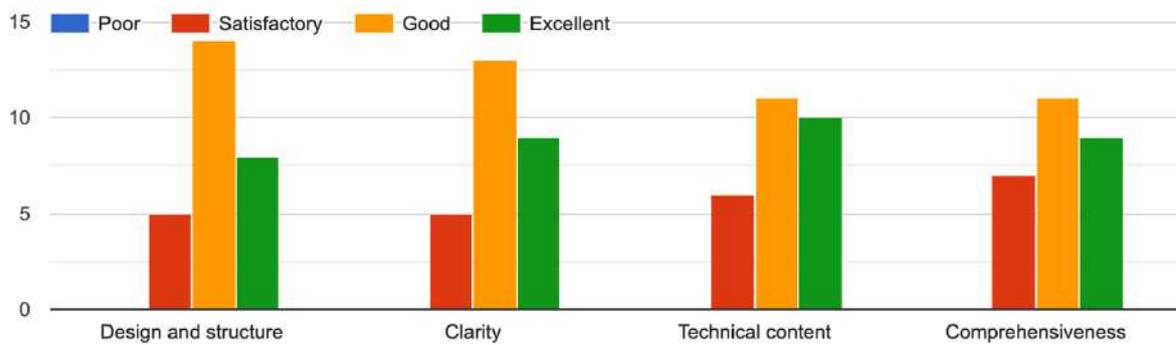
27 réponses



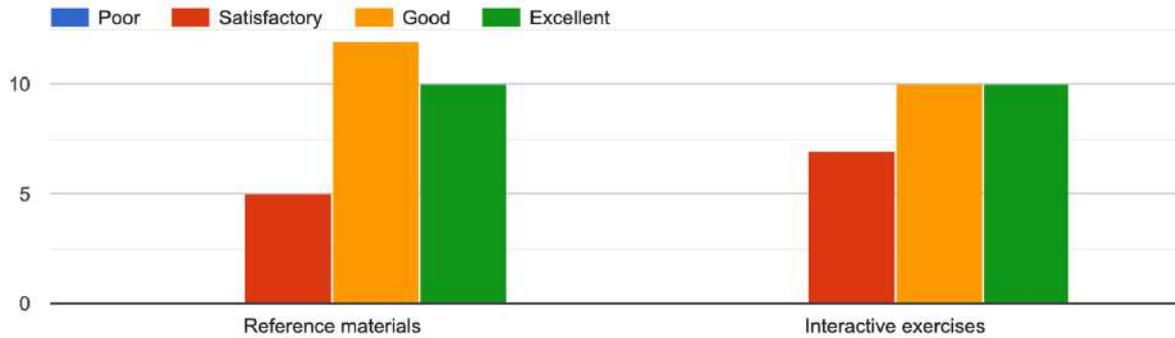
How would you rate the online delivery of the activity?



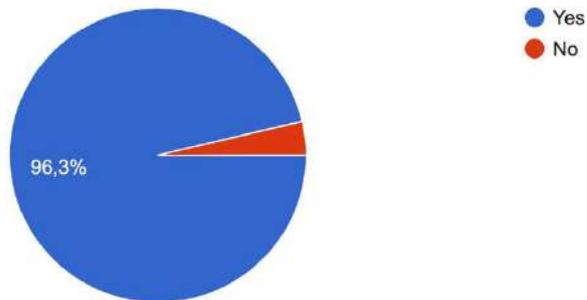
How would you rate the following aspects of the presentations?



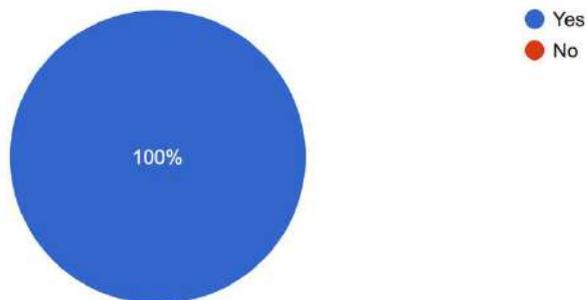
How would you rate the use of the following?



Do you consider that the objective of the online event was met?
27 réponses



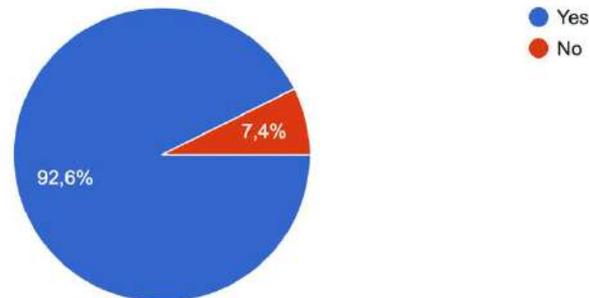
Are you likely to use the information you gained on the online course when you return to work?
27 réponses



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Will you have the opportunity to transfer the knowledge gained to your colleagues at work?

27 réponses



What topics were of most interest and relevance to you?
All as they speak to IMS issues
Drone surveillance
transfer of command
Tactics meetings
IMS fundamentals, transfer of command,tactics meetings and demobilising resources.
IMS fundamentals.
Preparation for and conducting the Planning Meeting
unified Command and and preparation for tact meeting and its execution of the whole plan
The Friday Exercise
completing IMS forms
Different methods how to control an oil spill
Incident Management System
Yes most defiantly.
Setting command objectives, Command and general staff meeting,
Preparation for tactic meetings, Transfer of command,
Primary Response Strategies OCP organizational structures of both Shell and Total Energies
The importance of Smart objectives and the need for government and industry working together in setting incident objectives.
Fundamentals
All the topics were very interesting
Emergency Response Offshore - but did not get the link Friday only
All topics were interesting and very relevant to me
Discussion on feedback from shell on Namibia's requirements fulfilled so far and arrangements made with the planned oil drilling along Namibian coast. Comparisons between Total and Shell IMS structures.
Transfer of command
Unity of commander
Drone usage for surveillance
Drone usage for surveillance
Wildlife Resonse

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Are there any topics which should be added? If yes, please list them below.
All seems to be fine unless they are new developments.
Drone use
not really
No
Practical version should be added.
Not really.
No.
no
It's hard to answer as I am new to this.
NO
Not really
No
More practical examples with videos etc.
No
None
Collaborations and joint efforts in Emergency Response from all stakeholders in Namibia
Incident counseling (eg, our health workers dealing with covidg19)
none
No
I can't comment on this as I did not manage to attend the entire course
I am not sure if there are any not included
Waste management handling during decommission process.
How to establish the process of unified commander
No
Drones
Drones
no

Do you have any last comment?
Thank you GIWACAF for capacity building opportunity.
i would like more engagement
More discussions to be arranged.
That this was a really well thought online training.
Thank you for the opportunity.
The IMS300 Remote training was worth to attend , i really gain more knowledge that will be useful in my entire career as a Naval Officer and being a member of National Planning Ops team in Namibia

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No
An enjoyable course, well designed and executed on an online platform
None
Thank you and I look forward to the next engagement.
I m not well when it comes to online training, I straggled to capture all the information as needed other issues are net work problem in my town.
Thank you for the training. It was really wealth attending, very educational and well informing.
None.
Where was my tea during tea time:)
The training was very useful and equipped me with some high knowledge
I have no training materials content from this course, so I have little knowledge on this course. Please share the training materials.
Thanks for educating me with very important and expensive knowledge
The course was much beneficial for our country coastal resources and to enforcement will improve along and in our coast.
I would like to to have the session twice in a year.
I request to have the second session after 5month again
Amazing course
Amazing course
No comments

16. Annex 7: picture of the online workshop

