Procedures on the Use of the CRR/CCA Enhanced IEE Checklist Report Forms

PURPOSE OF THIS GUIDELINE

The IEE Checklist Report Form is a simplified form of identifying all the activities of the proposed project and sources of impact including those integrating climate risk reduction / climate change adaptation that could arise from construction, operation or decommissioning of the project, and to consider these alongside the characteristics of the project environment that could be affected, to identify where there could be interactions between them.

With this guideline, there will be NO ADDITIONAL DATA TO BE GATHERED NOR AN ADDED LAYER OF WORK REQUIRED over and above those presently covered in the IEE Checklist Form. The purpose of this guideline is to present the current Checklist Form, as it is being applied, with the improved and enhanced quality presentation of the IEE Report for submission. This improved and enhanced quality presentation of IEE Report will include CONSIDERATIONS of issues and concerns highlighting climate risk reduction / climate change adaptation (CRR/CCA) in the IEE process. In so doing there will be sufficient knowledge available holistically for sound decision making. Hence, it is expected that project proponents provide full, accurate and quality information in order to expedite the IEE process. (include a statement

The proponent may hire an EIA consultant to prepare the IEE Checklist report. The provision of false or misleading information could, therefore, result in the rejection of the project and outright denial of an Environmental Compliance Certificate (ECC) application.

CONTENTS OF THE IEE CHECKLIST REPORT FORM

Currently, the IEE Checklist Report Form consists of a series of questions that deals with issues and concerns about the proposed project and its environment. The checklist will also provide information on the proposed project's environmental impacts, both positive and negative. The information contained in the checklist will serve as a basis for the review and assessment of the EMB Regional Office for the issuance or denial of an ECC application. Hence, constant referral to the Revised Procedural Manual (DAO 2003-30 should still be maintained in order to comply with required basic information.

What has now become an enhanced and improved IEE Checklist Report Form will include considerations of issues and concerns as regard to climate risk reduction / climate change adaptation (CRR/CCA) at every major parts of the IEE Checklist Form, as outlined below.

A. The IEE Checklist is composed of the following major parts:

Executive Summary
- Project Fact Sheet
- Process Documentation
- EIA Methodology

I. Project Description
- 1.1 Project Location and Area
- 1.2 Project Rationale
- 1.3 Project Alternatives
- 1.4 Project Components
- 1.5 Process / Technology Options
- 1.6 Project Size

1.7 Development Plan, Description of project Phases and Corresponding Timeframes
1.8 Manpower
1.9 Indicative Project Cost

II. Environmental Impact and Climate Change Risk Management Plan
- Project Phase / Activities
- Possible Environmental/Social Impacts
- Baseline Data Parameter
- Preventive/Mitigating Measures
- Monitoring Parameters/Implementation
- Cost of Mitigation

III. Abandonment / Decommissioning / Rehabilitation Policies and Generic Guidelines

IV. Institutional Plan for EMP Implementation

The Executive Summary

1. The Executive Summary of the IEE report describes the significant findings and recommendations to manage them. The report should be presented clearly and concisely as a stand-alone document. The summary should cover all main issues discussed in the Report and contain at least a brief description of the project and the environment.

   In addition, a brief summary of anticipated significant climate change impacts affecting the development, an account of the main mitigation and adaptation measures to be undertaken by the proponent and a description of any significant residual impacts.

   A brief discussion of the method by which these data were obtained should also be included. In particular, the following information should be provided:

   Project Fact Sheet. An overview of the project description by filling-in with required information as stated in the checklist form;

   Process Documentation. As basis to consider accountability and responsibility, the EIA team members should be recognized including areas of expertise and assigned module in the report with which such expertise were utilized. In addition, information about the study schedule and description of the study area(s) should also be described.

   EIA Methodology. The specific type of data employed, the source and procedure / approach utilized for conducting the different EIA modules must be identified, as indicated in the matrix.

I. ***Project Description***. The project proponent/EIA consultant should furnish details that would give a brief but clear picture of the following;

1.1 Project Location and Area. Use maps showing general location, specific location, project boundary and project site layout accompanied with specific geographical coordinates;

1.2 Project Rationale. State clearly the purpose or justification (in reference to specific sustainable development agenda) of the proposed project in order to allow for an evaluation of the relative environmental effects of the proposed development;

1.3 Under Project Alternatives. State the reasons for the selection of preferred options.

Also, it should be noted in here that a "no project" option should form part of the reasons, in Others. A "no project" alternative is not equivalent to a *status quo* condition, as it must account for growth and development in the foreseeable future if the proposed project were not approved based on current plans and consistent with available infrastructure and community service.

1.4 The Project Component section should present a clear description of the project such as number of units or size, types of equipment / support facility(s) accompanied with specific details, which are likely to cause environmental effects. In a separate table, support facilities should be described in terms of number of units, pollution control device and facilities being served. This information will serve as benchmark against which to measure environmental changes and assess impacts.

1.5 Process technology Options. Under this section, identify the type or method to be employed; description of the production process; utility of basic resource use such as water, type of source and location, consumption rate (volume/unit of time); utility of power supply, type of source and consumption rate/unit of time; types and quantities of wastes which might be produced, and the rate at which these will be produced should be estimated.

1.6 Project Size refers to a description of the size or magnitude of operation including any associated activities required by or for the project

1.7 Development Plan, Description of project Phases and Corresponding Timeframes refers to detailed description of the processes and activities including timeframes. In addition, a process flowchart of project activities should be provided to reinforce a clearer appreciation of the entire project operation. A tabulated description of abandonment phase with its schedule should also be described to indicate the type of decommissioning activities, waste generated and type/modality of disposal, as well as the kind of restoration plan must be written.

1.8 Manpower, see Checklist Report Form for detailed description.

1.9 Indicative Project Cost. The cost estimate should be tied to the overall performance and realization of the proposed project covering the period from preplanning, pre-construction, construction, operation all the way to abandonment phase of the entire engagement.

II. ***Environmental Impact and Climate Change Risk Management Plan*** ***(see matrix).*** Using the checklist of environmental parameters for different sector projects, this section will screen out "no significant impacts" from those with significant adverse impact by reviewing each relevant parameter according to the following factors or operational stages.

In addition, Climate Change Risk should form part of the management plan matrix. Mitigation measures, where appropriate, will be recommended to address environmental problems due to project location, and related project design, construction, and operations. Potential environmental enhancement and adaptation measures and additional considerations will also be covered;

- Project Phase / Activities. Detailed statement of all important activities under different phases of the proposed project, which include, among others, the pre-construction phase, construction phase and operation phase;

- Possible Environmental / Social Impacts / Climate Change Risk. A narration of possible environment, social impacts and climate change risk of the proposed project in which the IEE preparer/consultant must select by checking the appropriate box(s), as significant.

- Baseline Data Parameter enumerates significant baseline data which describes the existing environmental status of the identified study area. The IEE preparer/consultant must select by checking the appropriate box(s), as necessary.

  (NOTE: The IEE preparer/consultant must be able to know the issues involved in the application of such type of baseline data, know the characteristics and limitations of its use, what affects them and how to handle them. In the end, the IEE preparer/consultant must strive to use data that are relevant, accurate, reliable, valid, appropriate and conceptually correct to warrant a realistic examination of the proposed project and its environs. If secondary data is used indicate the source, on the other hand if primary data indicate the results, time and date in the conduct of the study).

- Preventive/Mitigating Measures / Adaptation Measures. An enumeration of appropriate preventive, mitigating environmental and social impacts.

  In addition, the IEE preparer/consultant must also select/check appropriate measures designed to address the potential climate change impacts of the proposed project, as necessary.

- Monitoring Parameters/Implementation. This column describes the monitoring parameters for implementation to ensure that adverse environmental impacts.

  Also, as appropriate, climate change monitoring parameters are presented and that the proponent/EIA preparer will have to check or specify significant parameters to address such concerns.

- Cost of Mitigation. Mitigation is the stage when measures are identified to avoid, minimize or remedy impacts. These measures are implemented as part of the process of impact management, together with any necessary adjustments to respond to unforeseen impacts. Hence, such effort would require financial support to realize such undertakings. Under this column, the IEE preparer/consultant must be able to allocate some amount to cover expenditures in implementing these measures.

III. Abandonment / Decommissioning Rehabilitation Policies and Generic Guidelines

The essence of abandonment/decommissioning and rehabilitation should be to restore the stability of the project site, improve the aesthetic quality and to render the land suitable for some other productive uses.

Further in particular, abandonment and rehabilitation policies and procedures to be adopted by the proponent should aim to achieve the following: (i) reduce or eliminate adverse environmental effects once the project ceases to operate, (ii) establish physical and biological conditions which meet regulatory requirements, and (iii) ensure that the decommissioned project do not pose an unacceptable risk to public health and safety.

IV. Institutional Plan for EMP Implementation

The Plan should indicate an institutional setup with specific responsibilities so as to achieve effective implementation of the EIA process.

To be noted in particular, the plan should define an institutional structure that would: (i) ensure the integration of all environmental concerns in overall planning through coordination with affected stakeholders; (ii) ensure observance of proper safeguards in the execution of all activities, including those in existence that have or are likely to have significant impact on the environment;

and (iii) enforce environmental standards, regulations and policies relating to environment safety, public health, ecology and biodiversity. A flowchart or diagram may be used to show relationship among the various elements or components of the Plan.