

## Sample checklist for Environmental Management Plan

### I. Review criteria of each area

No.	Items	Page	Rating
1	Description of the project		
1.1	Details of the proponent are described i.e. Name, Address and Contact details.		
1.2	The information on the proposed project of the EIS or the simplified EIS is provided.		
Comments on Section 1			
2	Institution		
2.1	The legislation, standards, guidelines or related to environmental and social aspects of the project are presented.		
2.2	Any obligations (in addition to those presented above) which are not directly required by the legislation of Timor-Leste are presented, including obligations to which the project proponent is committed through concession agreements, contracts, loan agreements, as well as any commitments that the project proponent has made voluntarily as part of its corporate policy.		
Comments on Section 2			
3	Summary of impacts		
3.1	The anticipated negative environmental and social impacts identified in EIS / simplified EIS that must be mitigated and addressed are summarized.		
Comments on Section 3			
4	Description of proposed mitigation measures		
4.1	Clear and achievable targets and quantitative indicators of the level of mitigation required are set out.		
4.2	Each measure is briefly described in relation to the impacts and conditions under which it is required.		
4.3	The mitigation measures are considered at different phase of the proposed project i.e. construction, operation and decommissioning.		
Comments on Section 4			
5	Governing parameters		
5.1	The specific emission limit values and environmental quality standards which are relevant to the proposed project are set out.		
5.2	The ways how the proponent intends to comply with international best practice and Best Available Technologies are indicated.		
5.3	The governing parameters include: <ul style="list-style-type: none"> <li>a. <b>Emissions</b> - air, water (may in some cases have to be subdivided according to type and classification of water bodies), soil, Noise and vibration, Solid / construction waste, and so on;</li> <li>b. <b>Ambient Water Quality Standards</b> - Water level, Basic parameter (pH, BOD, COD, Suspended Solids, Dissolved oxygen, Colon bacillus), Heavy or toxic materials, Pesticides, Eutrophication, and so on;</li> <li>c. <b>Ambient Air Quality Standards</b> - Particulate matter (PM10, PM2.5), Gases (CO, CO2, NOx, SOx), Noise and vibrations, and so on;</li> <li>d. <b>Soil</b> - Volatile Organic Compound (VOC), Heavy metals, Pesticides;</li> <li>e. <b>Land stability</b> - Soil stability, Land subsidence, and so on; and</li> <li>f. <b>Occupational Health and Safety Standards</b> - Workplace air quality, Workplace noise and vibration, Drinking water, Safety management, Communicative diseases including HIV/AIDS.</li> </ul>		
5.4	Any use of modeling or engineering calculations are clearly explained and referenced.		

No.	Items	Page	Rating
Comments on Section 5			
6	Monitoring program		
6.1	The Monitoring program clarifies the following elements: a. to measure the impacts that occur during project construction, operation, and decommissioning, closure and post-closure for non-permanent project; b. to ensure compliance with legal requirements and corporate commitments; c. to determine the effectiveness of mitigation measures and other environmental or social protection measures, such as enhancement measures; d. to determine the accuracy of impact predictions; and e. to facilitate impact management by warning of unanticipated impacts.		
6.2	This monitoring program indicates the details i.e. specific parameters, monitoring protocols, sampling locations and frequencies of monitoring, responsibility, and other necessary elements.		
6.3	The monitoring program is designed to allow for appropriate management actions to be taken as soon as possible in the event of any accident or incident, or any non-compliance with any emission limit value or environmental quality standard.		
Comments on Section 6			
7	Reporting requirements		
7.1	The reporting frequencies and types of reports to be prepared are set out as follows: a. internal monitoring and inspection; b. incident, accident and emergency reporting; c. Measuring performance indicators and interpreting and acting on the indicators; and d. Training programs.		
7.2	The types of reports, and reporting frequencies for reporting to the environmental authorities, and other authorities are specified.		
Comments on Section 7			
8	Responsibilities for mitigation and monitoring		
8.1	The responsibilities for the various parties involved in implementing the management actions, mitigation measures and monitoring activities are clearly defined.		
8.2	The arrangements for information flows and for co-ordination between the various parties are included.		
Comments on Section 8			
9	Emergency plan		
9.1	The EMP includes an emergency plan to address risks associated with accidents and emergencies during construction, operation and decommissioning.		
9.2	The emergency plan is linked to any other local emergency plans.		
9.3	The emergency plan address the specific risks associated with any dangerous chemicals or hazardous wastes (if any).		
Comments on Section 9			
10	Decommissioning plan (If relevant)		
10.1	The EMP addresses the decommissioning of the non-permanent project at the end of the effective operational phase of the project.		
10.2	The EMP presents a conceptual closure, post-closure and rehabilitation plan covering all project components.		
10.3	The EMP states that a detailed closure, post-closure and rehabilitation plan shall be presented to the Environmental Authority for approval, before the end of the operational phase of the project.		

No.	Items	Page	Rating
Comments on Section 10			
11	Capacity development and training		
11.1	Training needs are identified based on the existing and available capacity of the site and project personnel (including the proponent, contractors and subcontractors) to undertake the required management actions and monitoring activities.		
11.2	A training program developed and delivered by suitably qualified personnel in a language and medium understood by workers or employees is presented.		
Comments on Section11			
12	Public consultation and information disclosure		
12.1	A process of consultation with people who may be affected by the project and the project stakeholders was undertaken.		
12.2	It is ensured that the public, including affected people and women have the opportunity to participate fully in the consultation process.		
12.3	Consultations were taken place on a continuous basis starting as early as possible in the EIA process.		
12.4	The EMP includes the following elements on public consultation; a. Purpose of the consultation during the preparation of the EMP, b. Methodology and approach, c. Summary of consultation activities carried out, d. Summary of main comments received from the public, community leaders, NGOs, local officials, other stakeholders, e. Identification how those comments were taken into account, f. Details of public participation activities (dates, venues, attendance, topics discussed, minutes of meetings etc), g. Summary of the public acceptance or opinions on the proposed project h. describe other related materials or activities (such as press releases, notifications), and i. Recommendations for future consultations.		
12.5	The measures to ensure the continued participation of the public throughout the life-cycle of the project are included.		
12.6	Complaints and grievances mechanisms		
12.7	A complaints and grievances mechanism (CGM) related to environmental and social issues arising during the construction, operation and decommissioning, closure and post-closure phases is established.		
12.8	A plan for setting up a project mediation committee to manage CGM that will meet on a regular basis, or in response to a particular incident is provided.		
12.9	A methodology is indicated for how it will manage complaints and grievances in the EMP.		
Comments on Section 12			
13	Work plan and implementation schedule		
13.1	A work plan and implementation schedule indicating the timing of activities and operations, together with the related environmental engineering works and inspection and monitoring schedule are provided.		
13.2	The work plan and implementation schedule are particularly described during the construction phase of the project.		
Comments on Section 13			
14	Cost estimates		
14.1	It is ensured that the mitigation measures and monitoring requirements are correctly implemented and funded, including the cost estimates.		
14.2	Both the initial costs and recurring expenses for implementing all the measures defined in the EMP are included.		

No.	Items	Page	Rating
Comments on Section 14			
15	Review of the EMP		
15.1	It is outlined that the procedures and mechanisms that will be used to revise the project in the light of monitoring results or changes to the project.		
Comments on Section 15			
16	Summary, Layout		
16.1	The EIS is written for non-technical readers, which contains a table of contents, acronyms, glossary, references, figures, tables and so on.		
16.2	The non-technical summary of all the above information is provided.		
16.3	The non-technical summary is written in plain and simple language so as to be understood by the average person.		
16.4	An executive summary of the key findings and conclusions of the EIS.		
Comments on Section 16			
17	Annexes		
17.1	The thematic environmental management and monitoring plans are presented as annexes to the main EMP, if necessary.		
17.2	Different plans for the different phases of the proposed project: pre-construction, construction, operation and decommissioning are provided, if necessary.		
Comments on Section 17			

II. Minimum requirements

All review criteria marked in the review tables perform satisfactorily, i.e. rate A, B or C.

Yes

No

Date:

Recorded by:

Review criteria:

Rating	Explanation
A	Generally well performed, no important tasks left incomplete (covering 80-100% of the requirement)
B	Generally satisfactory and complete, only minor omissions and inadequacies (covering 60-80% of the requirement)
C	Just satisfactory despite omissions and / or inadequacies (covering 40-60% of the requirement)
D	Unsatisfactory, significant omissions or inadequacies (covering 20-40% of the requirement)
E	Very unsatisfactory, important tasks poorly done or not attempted (covering 0-20% of the requirement)
N.A.	Not applicable, the review topic is not applicable in the context of the project