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Economics and Trade Branch

Environmental Impact Assessment
Training Resource Manual

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Environmental Impact Assessment Training Resource Manual

Editors:

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This is the second edition of the EIA Training Resource Manual prepared by
The Institute of Environmental Management and Assessment
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and

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with the guidance and technical support of
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The United Nations Environment Programme

The United Nations Environment Programme (UNEP) is the overall coordinating environmental organization of the United Nations system. Its mission is to provide leadership and encourage partnerships in caring for the environment by inspiring, informing and enabling nations and people to improve their quality of life without compromising that of future generations.

UNEP's Economics and Trade Branch (ETB) is one of the branches of the Division of Technology, Industry and Economics (DTIE). Its mission is to enhance capacities of countries, particularly developing countries and countries with economies in transition, and to integrate environmental considerations in development planning and macroeconomic policies, including trade policies. The work programme of the Branch consists of three main components: economics, trade and financial services. The Economics component of the programme focuses on enhancing the capacities of countries, particularly developing countries and countries with economies in transition, to develop and implement assessment tools and economic instruments.

UNEP's work on assessments includes the further development and promotion of environmental impact assessment as an effective tool to integrate environmental considerations at the project, programme and policy levels to achieve sustainable development.

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Thanks to all.

About this manual

This manual is intended to support capacity development in Environmental Impact Assessment (EIA). It is a tool for trainers who have some background experience and understanding of EIA. It is designed to assist them in preparing and delivering training courses that provide an understanding of, and basic capability in, the application of EIA.

Specifically, the manual is designed to assist trainers to:

- *identify local EIA needs and priorities;*
- *custom design training courses to meet these needs;*
- *undertake EIA training as part of a strategy for capacity building; and*
- *encourage networking of EIA professionals to facilitate exchange of information and develop new skills.*

A range of courses can be prepared by using the manual. For instance, a short programme can be designed for high-ranking government officials to introduce the benefits of the EIA process and its role in sustainable development. Alternatively, longer courses can be designed for EIA practitioners who require a detailed understanding of some or all of the stages involved in the EIA process.

The manual forms the centrepiece of a package of EIA training materials, which includes two companion or supporting volumes:

- *Environmental Impact Assessment and Strategic Environmental Assessment: Towards an Integrated Approach* which describes aspects of international experience in EIA good practice and the development of integrated approaches to impact assessment.
- *Case Studies of EIA Practice in Developing Countries*, which describes the realities, and provides examples of implementation, of the main elements and steps of the EIA process.

Together with these materials, the manual can be used to design and present EIA training courses that draw on lessons of EIA good practice and relate these to the situation in developing and transitional countries. Above all, the manual should be applied and adapted with reference to EIA needs. These should be identified at the start of the process and before training commences. This analysis should also assist in incorporating local sources of information, contacts and case studies, which can be used to make the training more relevant, useful and interesting to course participants.

The current manual is based on the results of pilot testing, in learning situations, of a preliminary version. It will be available later this year on-line, together with the two companion volumes, the reports of the trials and other supplementary information at <http://www.environment.gov.au/net/eianet.html>

This edition also has been updated to reflect the developments in EIA law, process and practice that have occurred since the preliminary version was prepared. New and revised training topics in Section E were reviewed by a number of EIA experts. The review group comprised: Elvis Au (Hong Kong), Charlotte Bingham (USAID), Ron Bisset (UK), Elizabeth do Nascimento Brito (InterAmerican Development Bank), Peter Croal (Canada), Jiri Dusik (Czech Republic), Robert Goodland (World Bank), Ram Khadka (Nepal), Nenad Mikulic (Croatia), Parvaiz Naim (Pakistan), Amech Onianwa (Nigeria), Maria do Rosario Partidario (Portugal), Robin Saunders (Australia), Abdoulaye Sene (Senegal), Pierre Senecal (Canada), Martin Ward (New Zealand), Alex Weaver (South Africa), Iara Verocai (Brazil).

Manual design and content

The manual is in five main sections:

- Section A** introduces the manual and how to use it.
- Section B** describes the role and importance of EIA training and capacity building.
- Section C** contains the outline of a Training Needs Analysis, some or all of which can be used to identify or confirm the specific training requirements.
- Section D** contains advice on how to design, present and evaluate training courses.
- Section E** is a series of training topics addressing the key steps involved in the EIA process. These topics are all in a similar format and provide session outlines; a selection of training activities; a reading list and other references; as well as other resource materials such as overhead projector sheets and handouts.

The manual in perspective

This section describes the rationale, aims and approach of the manual. It provides an orientation for trainers and others on the use and interpretation of the manual and lists contacts and references that can be used to obtain additional information about the EIA process.

Capacity building and the environment

This section outlines a framework for undertaking EIA training based on the concept and principles of capacity building. It elaborates several perspectives that EIA trainers should bear in mind when using this manual, including precepts and measures to support and ensure the quality of EIA training.

Training needs analysis

This section of the manual first provides guidance about collecting background EIA information and materials, as part of training needs analysis. It can be used to identify or confirm specific EIA training requirements and to highlight the influence that the economic, political and social contexts may have on the presentation of the course. Several aids and tools for this purpose are described, including a training needs workshop to bring together a cross-section of EIA stakeholders.

The full workshop may not always be needed if the training needs are very clear and the context in which the training is undertaken is well understood.

Finally, this section on the analysis of training needs contains a short questionnaire that can be completed by each course participant before a course begins so that the trainer can gain an understanding of their individual needs.

Course design, delivery and evaluation

This section provides the tools to:

- *develop course outlines*
- *present courses effectively*
- *prepare participant handbooks*
- *evaluate the success of a course*

Training topics

A series of training topics is provided. These are focused on the key stages of EIA and other important related issues.

The training topics are structured to provide

- *background materials in the form of session outlines;*
- *training activities including detailed group activities and themes for discussion or speakers;*
- *references; and*
- *resource materials.*

These materials have been packaged to encourage the trainer to incorporate local materials and information. The trainer should add or delete materials to suit the needs of the participants as identified during the training needs analysis.

It is envisaged that practitioners developing new country-specific materials will make these available to their colleagues and will build up a network of training and practitioner contacts to encourage this exchange of materials.

Layout of sections

Icons

The margin icons appear in each of the Training Topic sections and are designed for the quick identification of other actions, or materials, that can contribute to the training.



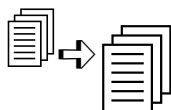
OHP

indicates that an overhead projection transparency is available at the end of the topic and can be shown at this time to illustrate a point, or to sum up ideas introduced in the session.



Handout

indicates a handout which can be copied from the resource materials supplied at the end of each topic.



Proforma

reduced-size tables and diagrams are often included in the text. The proforma icon indicates that full-sized proforma sheets are available for copying at the end of the topic.

Table of Contents

Foreword

Acknowledgements

About this manual

Section A – The manual in perspective

Overview	1
Rationale	2
Purpose and use of the manual	3
Improving EIA practice	5
Applying the approach	7
Revising the manual	9
Sources of information	11
Building a contact list	16

Section B – Capacity building and the environment

Importance of capacity building	28
Particular importance of EIA training	31
Availability and quality of EIA training	34
Supporting and enhancing EIA training	39
Annexes:	
Examples of EIA training and capacity building	41
Some wider benefits of EIA training	42

Section C – Training needs analysis

Introduction	45
Part 1: Gathering information about the EIA system and experience	48
Part 2: Holding the Training needs workshop	53
A sample programme	59
Participant pre-course questionnaire	60

Section D – Course design, delivery and evaluation

Making the arrangements for a course	73
Designing a training course	77
Sample course programme	82
Presenting the training course	89
Preparing participant handbooks	93
Evaluating training	94
Annex: Preparing a case study	95

Section E – Training topics

Topic 1	Introduction and overview of EIA	101
Topic 2	Law, policy and institutional arrangements for EIA systems	133
Topic 3	Public involvement	159
Topic 4	Screening	189
Topic 5	Scoping	225
Topic 6	Impact analysis	253
Topic 7	Mitigation and impact management	303
Topic 8	Reporting	329
Topic 9	Review of EIA quality	349
Topic 10	Decision-making	383
Topic 11	Implementation and follow up	403
Topic 12	EIA project management	437
Topic 13	Social Impact Assessment	461
Topic 14	Strategic Environmental Assessment	491
Topic 15	Future directions	533

Acronyms and Glossary