

---

## **Section A**

# **The manual in perspective**

---

**Overview**

**Rationale**

**Purpose and use of the manual**

**Improving EIA practice**

**Applying the approach**

**Revising the manual**

**Sources of information**

**Building a contact list and exchanging information**

## The Manual in perspective

*This section introduces the EIA Training Resource Manual. It describes the rationale, aims and approach of the manual, emphasising its role and contribution in meeting the increasing need for EIA training. A series of questions and answers provide an orientation for trainers and others on the use and interpretation of the manual. In combination, these 'points of reference' define the strategy that is pursued, the ideas that lie behind it and the relationship to broader trends and issues of capacity building and sustainable development.*

---

### Overview of the theme and approach

- What is the main theme of the manual?
- How does the approach differ from other EIA training materials?

*The EIA Training Resource Manual contains concepts, aids and 'good practice' materials for use by EIA trainers, particularly those in developing countries and countries in transition. The aim is to assist them to prepare and deliver a range of training courses that are targeted at the needs of participants and the EIA priorities of a given country. A strategic approach is taken to identify what is required and what realistically can be delivered in the circumstances. The use of the manual in this way is expected to contribute to improving domestic EIA practice. By doing so, EIA training helps to reinforce broader, long-term efforts to assist countries in building their capacity to manage the environment and take forward the agenda of sustainable development.*

---

The manual represents a departure from previous approaches to EIA training in several respects:

- it is a generic tool kit for trainers rather than a prescribed or standardised training course or programme;
- it is intended primarily for use by in-country trainers (although the manual can be used by external trainers in the introductory phase of EIA training);
- it leads to the customised design of training courses, tailored to the needs of participants and the context in which they operate;
- it promotes training as part of a broader strategy of capacity building; and
- it focuses on the role and contribution of training to improve EIA practice.

#### Section A

#### The manual in perspective

## Rationale and background

- Why was the manual developed?
- Which problems does it address and try to help resolve?

*The manual has been developed by UNEP in response to the increasing demand for EIA training, particularly in developing countries and countries in transition. In addition, there are a number of problems related to EIA training in these countries. The manual attempts to overcome these issues through a strategic approach, which adapts EIA training to the context and needs of a country and relates it to a larger context of capacity building.*

---

EIA training and capacity building activities have increased significantly in recent years. Over time, numerous training courses and materials for EIA have been prepared by or for international aid agencies. Some of these have been well received and helped to improve EIA practice or to strengthen the EIA process of the recipient country.

However, many EIA training activities have been one-time events that failed to meet the expectations of trainees in recipient countries. The reasons cited include their limited relevance to developing country needs and realities, lack of clear objectives, insufficient use of local practitioners in the design and delivery of training and failure to provide follow-up support to trainees. In addition, there is often little or no coordination of EIA training activities offered within developing countries and regions by different international agencies. As a result, EIA training activities have lacked coherence and consistency and often remain unconnected to broader processes of capacity building.

The manual was developed in response to these concerns and to meet continued requests for assistance and information, particularly from developing countries. A key premise is that efforts to build EIA capacity will be most effective when carried out as part of a strategic approach, rather than relying upon *ad hoc* initiatives or meeting donor requirements on a project-by-project basis. A strategic approach means tailoring EIA training to the situation and circumstances of recipient countries, recognising their different stages of EIA development and particular needs and priorities. The manual is designed to implement such an approach.

## Purpose and use of the manual

- What are the main aims of the manual?
- Who are the target groups for training based on the manual?

*The purpose of the manual is to assist trainers in designing and delivering EIA training courses that are focused on the needs of the target audience and relevant to the EIA priorities of the recipient country or region. In particular, the manual is intended to support local or in-country trainers in undertaking these tasks. A key aim is to enable them to transfer knowledge, concepts and skills that are appropriate and applicable to the contemporary situation. This process should result in the provision of the types of training needed by the main groups involved in EIA.*

The manual comprises a tool kit of principles, aids and modules for use by EIA trainers, particularly those in developing countries and countries with economies in transition. An immediate objective is to facilitate the preparation of country-specific training courses and materials. Depending on the context, the number, variety and length of training courses might range from a half day course to improve awareness of EIA or update participants on recent developments in law and procedure to a one to three month course to provide a practical immersion in carrying out the main steps and activities of the EIA process.

Use of the resource aids in this manual will help trainers to design a training strategy that is appropriate to the trends and realities of EIA in a given country. Key considerations are to:

- identify the needs that the training programme will meet;
- pinpoint the types of training to be provided and their target audience;
- develop course content and case materials that are focused on the environmental settings and impacts that typify EIA practice locally; and
- relate these to the broader environmental, political and socio-economic context, including the existing legal and institutional framework for EIA.

This latter aspect is particularly important to implementing a strategic approach, in which the objectives, scope and feasibility of EIA training are targeted on what realistically can be done in any given country. Where conditions and commitments permit, the manual should be used to develop a comprehensive programme of EIA training and capacity building. Overall, the goal is to improve EIA practice by upgrading the capabilities of the key actors who are involved in, and influence, the EIA process. The main target groups are described in Box 1.

## Section A

### The manual in perspective

**Box 1: The main target groups for EIA training**

This manual is designed to assist in the development of EIA training for five main target groups:

**Trainers**

with limited or extensive experience, who are identified as candidates to develop and deliver the situation-specific training courses (for example, on general awareness, use of EIA procedures and methods, undertaking public consultations, preparing or reviewing EIA reports, etc.);

**Practitioners**

at whatever level, who carry out EIA tasks or intend to do so and who need to develop or strengthen their technical expertise in some or all of the different aspects (for example, this group could include staff of major development or proponent bodies, private sector consultants, officials from the competent authorities responsible for EIA review, etc.);

**Managers**

with varying responsibilities, who administer the EIA process or oversee key components and need to acquire general and/or specialised professional skills relevant to their areas of responsibility (for example, setting terms of reference, EIA project management, provision for public involvement, audit and evaluation of EIA process and performance, etc.);

**Decision-makers**

and their policy advisors, some of whom may have little or no previous exposure to EIA, who need to understand the objectives, procedure and outcomes of EIA and their own role and obligations within the process (for example, in regard to project authorisation and condition setting); and

**Participants**

including members of non government organisations, interest groups and the public affected by proposals, who may need to be introduced to EIA or to better understand their role and relationship to others (for example, to familiarise them with opportunities for public involvement in EIA preparation and decision-making).

## Contribution to improving EIA practice

- *How might use of the manual contribute to improving EIA practice?*
- *What is the relationship to broader efforts to achieve sustainable development?*

*Use of the manual should be viewed within two contexts:*

- *the immediate trends and issues of EIA in a given country; and*
- *the potential of EIA as a mechanism to ensure sustainable development.*

*The two perspectives are interrelated. Overcoming the constraints on EIA is a key to halting environmental deterioration; as such, it is a priority for capacity building by UNEP and other international organisations concerned with assisting countries to achieve sustainable development.*

---

EIA is a tried and tested instrument for analysing the effects of development proposals on the environment and to mitigate their potential adverse impact. Nearly all developing countries now have some experience of EIA, either through domestic requirements or because its application to projects financed by international aid and lending agencies has become standard procedure. Recently, too, far-reaching developments have taken place in EIA practice internationally, including the introduction of new approaches and areas of emphasis, such as strategic environmental assessment (SEA) (see Box 2). When implemented effectively, this 'second-generation' EIA process is a key to ensuring new developments are environmentally sound and sustainable.

So far, however, progress on this front has been slower than was hoped for at the time of the Earth Summit held in Rio de Janeiro in 1992 and there are marked variations in the level of EIA practice. This is perhaps most evident in the poorer developing countries, where environmental degradation remains a major constraint on the prospects for development and the use of EIA is often severely impeded by a lack of human and financial resources. Overcoming these constraints will require long-term policy commitment and institutional development. In other countries, where EIA legislation and procedure are in place but their implementation is wanting, there may be issues that can be addressed immediately through the approach to training and capacity building outlined in this manual.

Looking ahead, the emphasis is on the potential of EIA in helping to achieve sustainable development, recognising the characteristics that are conducive to this aim and aid capacity building. These include the following:

## Section A

### The manual in perspective

- *universal procedure* – used by nearly all countries and international agencies to minimise, mitigate or offset environmental impacts and risks;
- *legal requirement* – provides a firm basis for further development of EIA policy and institutional arrangements;
- *opportunity for public involvement* – brings together all interested parties including those who are directly affected by a proposal and stand to lose most;
- *leading-edge tool* – employs an interdisciplinary approach to assemble information for decision-making;
- *stepping stone to new approaches* – catalyst for more integrative and strategic modes of assessment, consistent with sustainability concepts and principles; and
- *starting point for a comprehensive programme of capacity building* – exemplifies the tools and skills necessary to integrate the environment into the mainstream of decision-making (wider benefits of EIA training are described in Section B).

#### Box 2: The evolving scope of EIA process and practice

The scope of EIA encompasses an increasing number of components and areas of emphasis, including:

- trans-boundary and cumulative effects
- ecosystem-level, biodiversity and global change
- strategic environmental assessment (SEA) of policy, plans and programmes
- other types of impact assessment, e.g. social impact assessment (SIA), health impact assessment (HIA) and risk assessment
- public involvement, stakeholder dialogue, mediation and other means of dispute settlement
- integration of EIA into the project preparation and development planning cycle
- sustainability assurance and environmental safeguard measures
- equity and quality of life issues, including resettlement, poverty alleviation and sustainable livelihoods
- integration of EIA, SIA and cost-benefit analysis in project and policy appraisal
- options appraisal to establish the best practicable environmental programme, and
- application to trade policies, budgets, structural adjustment programmes and environmental reconstruction following war, refugee movements and natural disasters

## Applying the approach

- *What are the key features of the approach outlined in the manual?*
- *How can trainers make the most of them in training and capacity building?*

*The approach outlined in this manual is based upon two pillars. First, the principles of and tools contained in Sections B, C and D should be applied to establish EIA training needs as part of a broad strategy for capacity building in a given country. Second, the training modules and materials in section D should be adapted to design training courses that are customised to in-country requirements and realities. These materials draw upon international experience in EIA good practice, and should be used selectively having regard to the needs previously identified.*

---

Key features of the approach in the manual can be summarised as follows:

- *based upon principles of capacity building* – emphasising, in particular, that local trainers must take the lead in implementing the framework for EIA training in Section B;
- *driven by the needs of participants* – using the training needs analysis package in Section C to identify their requirements and relate them to the EIA situation in the country concerned;
- *focused on training the trainers and practitioners* – employing the information and tools in Section D to design and deliver in-country EIA training courses;
- *centred on internationally accepted elements of EIA ‘good practice’* – drawing on the modules and topics in Section E as necessary and appropriate to prepare locally relevant training materials; and
- *open to local institutions and individuals taking ownership* – amending the manual to take better account of site- and situation-specific requirements for in-country EIA training and capacity building.

The inventory of elements of good practice provides a basis for the systematic, step-by-step application of the EIA process. It also highlights the emergence of a broadly based, ‘second generation’ EIA process. As shown in Box 2, the scope of this new approach is collectively extensive. However, the pattern of implementation by countries differs significantly.

When preparing guidance and training materials, trainers should focus on aspects that are appropriate.

The training materials in the manual should be used in conjunction with two companion publications:

- *Environmental Impact Assessment and Strategic Environmental Assessment: Towards an Integrated Approach* provides an update on

Section A

The manual in perspective



recent developments in EIA and SEA, emphasising changes in legislation, procedure, and methodology and emerging approaches to integrated impact assessment or sustainability appraisal.

- *Case Studies of EIA Practice in Developing Countries* provides a range of examples of the implementation of the main elements and steps of the EIA process. It is indicative of how trainers might prepare their own case materials or recast those in the volume to make them more relevant, useful and interesting to the course participants.

Other resource materials of primary importance include the various updates to the World Bank's *Environmental Assessment Sourcebook*, which focus on issues in developing countries. The reports of the International Study of the Effectiveness of Environmental Assessment were used in preparing the first edition of this manual. In addition, the manual includes key references and further sources of information and guidance on EIA training and practice (Annex 1). With certain exceptions, only reasonably current references (1991 and after) are cited. A list of EIA centres and international organisations that can be contacted for information and advice concludes this section (Annex 2).

## Revisions to the manual and next steps

*This edition of the manual incorporates results from formal trials of a preliminary version in sample developing countries and countries in transition. It is now being distributed by UNEP. networks and individual trainers will be invited to take ownership of the manual, and to further develop it as a practical tool and resource for use in their region or country. The manual is also available on-line, together with the two companion volumes, the reports of the trials and other supplementary information(<http://www.environment.gov.au/net/eianet.html>).*

---

The manual was prepared with the advice of an international team of EIA experts and pilot-tested in different settings in order to evaluate and improve its usefulness. Generally, the manual was well received and considered to be an effective tool for training by those who participated in the formal trials undertaken by UNEP. The current edition of the manual was revised on the basis of the results of the trials. A summary of the main changes to the earlier version is given at the end of this section.

The current edition of the manual should also be considered as an interim version. EIA trainers are invited to use and adapt the manual to meet their particular requirements. This includes translating the manual into the national language (as has happened already in Vietnam as part of the pilot-testing programme) and adding case studies and materials of special interest. In order to facilitate the use of the manual, UNEP intends to build strategic partnerships with EIA centres and institutions in different parts of the developing world. The manual will also be distributed as widely as possible in hard copy and disk and through the Internet.

On-line access to the manual and the companion publications will be available through the EIA International Network, maintained by Environment Australia. The Network will also provide a dedicated support service for disseminating further information on the use and revision of manual; for example through updates on training activities, experience in different countries and the preparation of case materials. In addition, the Network includes a wider range of information and materials of interest to EIA trainers and practitioners. These include the EIA Training Course Database of the International Association for Impact Assessment, reports of the International Study of EA effectiveness, bibliographic references and links to other networks.

### Section A

### The manual in perspective

### Box 3: Revisions to the second edition of the manual

As far as possible, the text and layout of the first edition of the manual have been maintained. Based on feedback from trials of the manual, the following changes have been made in this edition:

- revision of certain resource aids in the training needs analysis package to upgrade the information gathered
- removal of supplementary reading materials – which were considered by many participants in the trials to be unnecessary, irrelevant or outdated (adding little to the text but significantly increasing the size of the manual)
- updating the information and guidance in the training modules in Section D
- reorienting certain modules in accordance with user requests, e.g. as in Topic 6 to provide more information on the technical aspects of EIA
- addition of new modules on Social Impact Assessment and Strategic Environmental Assessment
- preparation of a companion volume on EIA case materials relevant to developing countries

## ANNEX 1: Sources of information on EIA

*A summary of the sources and types of information on EIA is provided in this section. It covers a limited number of selected books, reports and documents, most of them published in the last few years. Key EIA journals and newsletters are also cited.*

*The listings are aimed primarily at those who are less familiar with the EIA field and will guide them toward the more specialised literature. Some of the works cited provide comprehensive overviews of recent developments in EIA and SEA (notably the two volumes edited by Petts). Even so, the published literature on/or relevant to EIA is massive, and probably beyond single source coverage. For example, over 2500 entries were contained on the data base used by the International Study of EA Effectiveness (c.1995). Since then many more references have been added, although the published literature on EIA training is still relatively sparse.*

### 1. EIA Books

British Medical Association (1998) *Health and Environmental Impact Assessment: An Integrated Approach*. Kogan Page, London, UK.

Canter L W (1996) *Environmental Impact Assessment (Second Edition)*. McGraw Hill Publishing Company, New York, USA.

Glasson J, Therivel R and Chadwick A (1999) *Introduction to Environmental Impact Assessment*. UCL Press, London.

Lee N & George C (eds) (2000) *Environmental Assessment in Developing and Transitional Countries*. John Wiley & Sons., Chichester, UK.

Petts J (1999) (ed) *Handbook of Environmental Impact Assessment Volume 1: Environmental Impact Assessment: Process, Methods and Potential*. Blackwell Science Ltd. Oxford, UK.

Petts J (1999) (ed) *Handbook of Environmental Impact Assessment Volume 2: Environmental Impact Assessment in Practice: Impact and Limitations*. Blackwell Science Ltd Oxford, UK.

Porter A and Fittipaldi J (eds) (1998) *Environmental Methods Review: Retooling Impact Assessment for the New Century*. The Press Club, Fargo, USA.

Vanday F & Bronstein D (eds) (1995) *Environmental and Social Impact Assessment*. John Wiley & Sons Ltd, Chichester, UK.

Wood C M (1995) *Environmental Impact Assessment: A Comparative Review*. Longman Scientific and Technical, Harlow, UK.

World Bank (1996) *World Bank Participation Sourcebook*. World Bank. Washington, USA.

## 2. Guidance

*Further information on the procedural and methodological guidance issued by leading national and international EIA agencies can be found in the accompanying contact list (see next section). The guidance cited below is international in scope. The IIED Directory provides a comprehensive introduction to what is available. The World Bank's Environmental Assessment Sourcebook, both the original and the updates, are particularly influential in relation to EIA practice in developing and transitional countries.*

Donnelly A, Dalal-Clayton B and Hughes R (1998) *A Directory of Impact Assessment Guidelines, (Second Edition)*. International Institute for Environment and Development (IIED). Russell Press, Nottingham, UK

European Commission (1996) *Environmental Impact Assessment. Guidance on Scoping*. Directorate General for Environment, Nuclear Safety and Civil Protection, Luxembourg.

European Commission (1996) *Environmental Impact Assessment. Guidance on Screening*. Directorate General for Environment, Nuclear Safety and Civil Protection, Luxembourg.

World Bank (1991) *Environmental Assessment Sourcebook. Volume 1: Policies, Procedures, and Cross-Sectoral Issues*. World Bank, Washington, D.C., USA.

World Bank (1991) *Environmental Assessment Sourcebook. Volume 2: Sectoral Guidelines*. World Bank, Washington, D.C., USA.

World Bank (1991) *Environmental Assessment Sourcebook. Volume 3: Guidelines for Environmental Assessment of Energy and Industry Projects*. World Bank, Washington, D.C., USA.

### *Environmental Assessment Sourcebook Updates:*

1. The World Bank and Environmental Assessment: An Overview. April 1993.
2. Environmental Screening. April 1993.
3. Geographic Information systems for Environmental Assessment and Review. April. 1993
4. Sectoral Environmental Assessment. October 1993.
5. Public Involvement in Environmental Assessment: Requirements, opportunities and issues. October 1993.
6. Privatisation and Environmental Assessment: Issues and Approaches. March 1994.
7. Coastal Zone Management and Environmental Assessment. March 1994.
8. Cultural Heritage in Environmental Assessment. September 1994.
9. Implementing Geographic Information Systems in Environmental Assessment. January 1995.

10. International Agreements on Environment and Natural Resources: Relevance and Application in Environmental Assessment (second edition). March 1996.
11. Environmental Auditing. August 1995.
12. Elimination of Ozone Depleting Substances. March 1996.
13. Guidelines for Marine Outfalls and Alternative Disposal and Reuse Options. March 1996.
14. Environmental Performance Monitoring and Supervision. June 1996.
15. Regional Environmental Assessment. June 1996.
16. Challenges of Managing the EA Process. December 1996.
17. Analysis of Alternatives in Environmental Assessment. December 1996.
18. Health Aspects of Environmental Assessment. July 1997.
19. Assessing the Environmental Impact of Urban Development. October 1997.
20. Biodiversity and Environmental Assessment. October 1997.
21. Environmental Hazard and Risk Assessment. December 1997.
22. Environmental Impacts of Mining Operations. March 1998.
23. Economic Analysis and Environmental Assessment. April 1998.
24. Environment Management Plans. January 1999.
25. Environmental Assessment of Social Fund Projects. January 1999.
26. Public Consultation and Environmental Assessment. May 1999.

### 3. EIA Information Leaflets

*The EIA Centre at the University of Manchester has prepared a series of leaflets and occasional papers on EIA practice. Collectively, these provide a useful introduction to and overview of key aspects of EIA, especially for those who are relatively new to the field or whose access to information sources may be limited. The following leaflets can be found on the Centre's web site:*

EIA Centre – University of Manchester

Web site: <http://www.art.man.ac.uk/eia/EIAC>

EIA Centre, University of Manchester (1995) *Leaflet 3: Sources and Types of Published Information on EIA*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 10: Consultation and Public Participation within EIA*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 11: Reviewing Environmental Impact Statements*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 15: EIA in Developing Countries*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 16: EIA in Transitional Economies*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1996) *Leaflet 17: Evaluation of the Performance of the EIA Process*. EIA Centre, University of Manchester.

## Section A

## The manual in perspective

EIA Centre, University of Manchester (1998) *Leaflet 5: EIA Legislation and Regulations in the EU*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1998) *Leaflet 6: EIA Centre Information Service*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1998) *Leaflet 18: Amended European EIA and Draft SEA Directives*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1998) *Leaflet 19: Monitoring and Post-auditing in Environmental Impact Assessment*. EIA Centre, University of Manchester.

### 4. EIA Training

*As noted, the literature on EIA training is limited. In addition, many of the manuals and materials that have been developed for this purpose are not widely available or are used internally by organisations and consultancies. The materials below provide some initial perspectives and examples of approaches to EIA training.*

#### **International Institute for Environment & Development (IIED)**

Website: <http://www.poptel.org.uk/iied/bookshop/>

The IIED has prepared several publications on EIA training. The following reports focus on Tanzania as a case study in participatory training and were undertaken jointly with the University of Dar es Salaam. They are available on the IIED web site.

Mwalyosi R, Hughes R and Howlett D (1999) *Introductory Course on Environmental Impact Assessment in Tanzania*. International Institute for Environment & Development, London.

Mwalyosi R, Hughes R and Howlett D (1999) *Orientation Course on Environmental Impact Assessment in Tanzania*. International Institute for Environment & Development, London.

Mwalyosi R, Hughes and Howlett D (1999) *Review and Quality Control Course on Environmental Impact Assessment in Tanzania*. International Institute for Environment & Development, London.

#### **EIA Centre – University of Manchester**

Website: <http://www.art.man.ac.uk/eia/EIAC>

The EIA Centre, the University of Manchester, series of leaflets and occasional papers that relate to EIA training are cited below (and are available on the web site above).

EIA Centre, University of Manchester (1995) *Leaflet 7: EIA Training: Progress and Prospects*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 8: Organising Training Courses on Environmental Impact Assessment*. EIA Centre, University of Manchester.

EIA Centre, University of Manchester (1995) *Leaflet 9: Preparing Case Studies on Environmental Impact Assessment Training Courses*. EIA Centre, University of Manchester.

Lee, N 1989 *Environmental Impact Assessment: A Training Guide*. Occasional Paper 18 (2nd ed.). EIA Centre, University of Manchester.

Lee, N and Wood C (eds.) 1991 *EIA Training and Research in the European Communities*. Occasional Paper 27. EIA Centre, University of Manchester.

Lee, N, Wood C and Gazidellis V 1985 *Arrangements for EIA and Their Training Implications in the European Communities and North America*. Occasional Paper 13. EIA Centre, University of Manchester.

## 5. Journals

*The following comprise the key journals, magazines and newsletters on EIA, impact assessment and related areas of environmental appraisal, planning and management.*

*EIA Newsletter*. Issued twice yearly by the EIA Centre, University of Manchester.

*Environment Matters*. Annual review of the environmental activities of the World Bank.

*Environmental Impact Assessment Review*. Elsevier Sciences Publishing. New York, USA.

*Impact Assessment & Project Appraisal (formerly two separate journals)*. Journal of the International Association of Impact Assessment. Beech Tree Publishing. Guildford, Surrey. UK.

*Journal of Environmental Management*. Academic Press. London, UK.

*Journal of Environmental Planning & Management*. Abingdon, Carfax Pub. Co. for the University of Newcastle upon Tyne.

*Journal of Planning and Environmental Law*. Sweet and Maxwell. London, UK.

*Journal of Environmental Assessment Policy and Management*. Imperial College Press.

*The Environmentalist (formerly Environmental Appraisal)*. The magazine of the Institute of Environmental Management & Assessment.

*Industry and Environment*. The magazine of the Division of Technology, Industry and Economics, UNEP.



## **Annex 2: Building a contact list and exchanging information**

*A list of key EIA agencies and organisations can be found below. This contact list is general and selective. It is meant to be a starting point for trainers and others who wish to build their own information and professional networks. Collectively, the web sites and contacts provide a large body of guidance and information on EIA practice and training, which will be useful in developing courses, and materials based on the outlines in this manual.*

*The early stage of the training needs analysis will generate further names and contact information regarding EIA practice and participants in the EIA process in the country concerned. Where an in-depth analysis of training needs is carried out, the information should be circulated to other trainers and stakeholders as part of the capacity building exercise. In this regard, the national and regional exchange of case study material identified and developed during training will be particularly valuable. Further dissemination might take place at an international level through certain EIA networks identified below.*

### **EIA contacts**

#### **International organisations of relevance to EIA**

##### **1. United Nations Organisations**

Website: <http://www.unsystem.org>

This contains an alphabetical index of web sites of the United Nations System of Organisations.

##### ***United Nations Environment Programme (UNEP)***

Website: <http://www.unep.org>

The web site contains UNEP's environmental agenda for sustainable development and provides details on its organisational structure and the products and services that are provided.

Contact: UNEP Headquarters  
United Nations Avenue, Gigiri  
PO Box 30552  
Nairobi, Kenya  
Tel: 254 2 621234  
Fax: 254 2 624489/90  
Email: [eisinfo@unep.org](mailto:eisinfo@unep.org)

*Division of Technology, Industry and Economics*

Websites: <http://www.uneptie.org/home.html>  
<http://www.unep.ch/etu/>  
<http://www.unep.org.jp/>  
<http://www.chem.unep.ch/irptc/>

The Division promotes the development of policies, instruments, practices and tools that promote an environmentally sound approach to activities. It has five Branches: International Environmental Technology Centre (IETC), Production and Consumption, Chemicals, Energy and Ozone, and Economics and Trade. Each Branch has its own website accessible from the Division homepage. Notable resources include: maESTro, a comprehensive global directory on Environmentally Sound Technologies under IETC, databases of Persistent Organic Pollutions (POPs) and Pollutant Release and Transfer Registers under Chemicals. The Economics and Trade web site provides a number of EIA-related reference materials cited in this manual, including a handbook on environment and trade.

Contact: Hussein Abaza, Chief  
 Economics and Trade Branch  
 Division of Technology, Industry and Economics  
 11-13, Chemin des Anémones  
 CH-1219 Châtelaine  
 Genève, Switzerland  
 Tel: +41 22 917 84 20, 917 82 43  
 Fax: +41 22 917 80 76

*UNEP Division of Environmental Information, Assessment and Early Warning*

Websites: <http://www.unep.org/Assessment>  
<http://www.unep.org/unep/eia>  
<http://www.unep.net>

This division of UNEP aims to provide access to meaningful environmental data and information, and to help increase the capacity of governments to use environmental information for decision making and action planning for sustainable human development. The Environment Network, established in 2000, brings together the environmental information from a range of data providers and makes it available to interested users. The web sites listed above contain information respectively on: the structure and mission of the department; the provision of information services and components; and the Environment Network.

Contacts: Dr Timothy W Foreman, Director  
 Division of Environmental Information,  
 Assessment and Early Warning  
 United Nations Environment Programme  
 PO Box 30552  
 Nairobi, KENYA  
 Tel: 254 2 623 231

## Section A

## The manual in perspective

Fax: 254 2 62 3943  
Email: [beth.ingraham@unep.org](mailto:beth.ingraham@unep.org)

UNEP Net Environment Network  
Email: [tecsupport@unep.net](mailto:tecsupport@unep.net)

### ***UN Economic Commission for Europe (UNECE)***

Website: <http://www.unece.org>

One of five regional commissions of the UN, UN/ECE activities include policy analysis, development of conventions, regulations and standards, and technical assistance. The UN/ECE web site includes environmentally related conventions, notably including the Espoo Convention on EIA in a Transboundary Context and the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

### ***Convention on EIA in a Transboundary Context***

Website: <http://www.unece.org/env/eia>

The Espoo Convention on EIA in a Transboundary Context stipulates the obligations of Parties to assess the environmental impact of certain activities at an early stage of planning. The web site contains the full text of the Convention (which can be downloaded), the main procedural steps of the convention and details of applicable methodologies and criteria for determining significance of an impact in a transboundary context. The web site additionally lists national contacts for signatory countries.

Contact: Wiecher Schrage  
United Nations Economic Commission for Europe (UN/ECE)  
Environment and Human Settlements Division  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Tel: 41 22 917 2448  
Fax: 41 22 917 0621  
Email: [wiecher\\_schrage@unece.org](mailto:wiecher_schrage@unece.org)

### ***Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters***

Website: <http://www.unece.org/env/pp>

The Convention, *inter alia*, establishes important obligations regarding public involvement in planning and decision-making processes at the project and strategic levels, including EIA and SEA. The web site contains the full text of the Aarhus Convention, the Sofia Guidelines, convention implementation guides and other useful materials such as a handbook on good practices in public participation at local level. The web site additionally lists national contacts for signatory countries.

Contact : Jeremy Wates  
United Nations Economic Commission for Europe ([UN/ECE](http://unece.org))  
Environment and Human Settlements Division  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Tel: 41 22 917 2384  
Fax: 41 22 907 0107  
Email: [jeremy.wates@unece.org](mailto:jeremy.wates@unece.org)

### ***World Health Organisation (WHO)***

Website: <http://www.who.int>

WHO promotes technical co-operation for health among nations, carries out programmes to control and eradicate disease and improve the quality of human life. It provides guidance on and sets standards for health and developing and promotes the transfer of appropriate health technology, information and tools including environmental, risk and health impact assessment (HIA). The web site provides access to the WHO library, publications and reports on HIA and related methodologies.

Contact: The World Health Organisation  
Headquarters Office in Geneva (HQ)  
Avenue Appia 20  
1211 Geneva 27  
Switzerland  
Tel. + 41 22 791 2111  
Fax: +41 22 791 3111  
Email: [info@who.ch](mailto:info@who.ch)

## **2. Organisation for Economic Co-operation and Development (OECD)**

Website: <http://www.oecd.org/env>

The OECD is a forum for developed countries. Its new environmental strategy emphasizes the integration of environment and economic policies. The OECD Development Assistance Committee (DAC) is the principal forum for bilateral donors to review and harmonise their policies and procedures, including EIA. The web site contains information on EIA-related guidance and DAC activities, as well other environmental materials of interest.

Contact: Remy Paris  
OECD Environment Directorate  
2, rue André Pascal  
75775 Paris Cedex 16  
France  
Fax: +33 (0)1 44 30 63 99  
Email: [remy.paris@oecd.org](mailto:remy.paris@oecd.org)

### 3. Multi-National Aid Agencies and Development Banks

#### *The World Bank*

Websites: <http://www.worldbank.org>  
<http://www.gefweb.org>  
<http://www.miga.org>

The Environmentally and Socially Sustainable Development (ESSD) Network of the World Bank includes the Environment, Social Development and Rural Development groups. The Environment web site contains a large number of publications and information on the Bank's EA and related activities in borrowing countries. The Bank has revised its EA procedures (OP/BP 4.01 January 1999), strengthened the linkages to social assessment and established new environmental and social safeguard policies. Other activities of interest for EIA training and capacity building include the Global Environmental Facility (GEF) programme (site 2 above) and the World Bank Institute (Environment and Natural Resources Division, site 3 above).

Contact: ESSD Advisory Service  
The World Bank  
1818 H Street, N.W.  
Washington, D.C.  
20433 U.S.A.  
Tel: (202) 477-3773  
Fax: (202) 477-6391  
Email: [eadvisor@worldbank.org](mailto:eadvisor@worldbank.org)  
(for EA-specific inquiries)

#### *Regional Development Banks*

The web sites maintained by the regional Development Banks contain EIA guidance and information for their area of jurisdiction, equivalent to that provided by the World Bank. The web sites listed below provide their relevant EIA requirements and procedure as well as summaries of current EIA projects.

##### *African Development Bank*

Website: <http://www.afdb.org/>  
Contact: Environment and Sustainable Development Unit (OESU)  
01 BP 1387 Abidjan 01  
Côte d'Ivoire  
Tel: 225 20 41 26  
Fax: 225 20 50 33  
Email: [comuadb@afdb.org](mailto:comuadb@afdb.org)

##### *Asian Development Bank*

Website: <http://www.adb.org/>  
Contact: Asian development Bank

Office of Environment and Social Development (OESD)  
P.O. Box 789  
0980 Manila,  
The Philippines  
Tel: 632 636 4444  
Fax: 632 636 2444  
Email: [information@abd.org](mailto:information@abd.org)

***European Bank for Reconstruction and Development***

Website: <http://www.ebrd.com>  
  
Contact: European Bank for Reconstruction and Development  
One Exchange Square  
London  
EC2A 2JN  
Tel: + 44 20 7338 6000  
Fax: + 44 20 7338 6100  
Email: [harrisob@ebrd.com](mailto:harrisob@ebrd.com)

***Inter-American Development Bank***

Website: [http://www.iadb.org/ENGLISH/index\\_english](http://www.iadb.org/ENGLISH/index_english)  
  
Contact: Inter-American Development Bank  
Environment Division  
Sustainable Development Department  
1300 New York Avenue  
Stop W 500  
N.W. Washington D.C. 20577 USA  
Tel: + 1 202 623 1795  
Fax: + 1 202 623 1786  
Email: [waltera@iadb.org](mailto:waltera@iadb.org)

#### 4. International NGOs

*The following international NG's undertake a broad range of activities to promote the environment and sustainable development, including EIA research, practice and training.*

***International Institute for Environment and Development (IIED)***

Website: <http://www.iied.org>

The IIED undertakes research and action to achieve sustainable livelihoods and environmental security. It focuses on appropriate policies and participatory tools for this purpose, particularly as applied to and by developing countries. The Strategies, Planning and Assessment (SSA) Division has undertaken specific projects on the use and improvement of EIA and SEA and on needs-based approaches to EIA training. Information on these aspects can be found on the web site under IIED Research.

Contact: Barry Dalal-Clayton, Director

Section A

The manual in  
perspective

SSA Division  
3 Endsleigh Street,  
London  
WC1H 0DD, UK  
Tel: +44 (0) 20 7388 2117  
Fax: +44 (0) 20 7388 2826  
Email: mailbox@iied.org

### *The World Conservation Union (IUCN)*

Websites: <http://iucn.org>  
<http://biodiversityeconomics.org>

IUCN - The World Conservation Union has a membership of 79 states, 112 government agencies, 760 NGOs, 37 affiliates, and some 10,000 individuals, comprising scientists and experts from 141 countries. Its mission is to influence, encourage and assist societies to conserve the integrity and diversity of nature and to ensure that the use of natural resources is equitable and ecologically sustainable.

From an EIA perspective, the work of IUCN in assisting countries to prepare and implement national conservation and biodiversity strategies is of particular importance.

Contact: Andrea Athanas  
28 Rue Mauverney  
Gland 1196  
Switzerland  
Tel: +41 22 999 0267  
Fax: +41 22 999 0020  
[andrea.athanas@iucn.org](mailto:andrea.athanas@iucn.org)

### *The Regional Environmental Centre for Central and Eastern Europe*

Website: [www.rec.org/REC/programs](http://www.rec.org/REC/programs)

The Regional Environmental Centre (REC) is a non-advocacy, inter-governmental organization. Its mission is to assist in solving environmental problems in Central and Eastern Europe (CEE). The Environmental Policy Programme focuses on strategic environmental assessments, integration of environmental and economic policies through economic instruments and drafting and implementation of national and international legal instruments. The REC also provides the secretariat to support the Sofia Initiative on EIA and SEA (see Section B).

Contact: Jiri Dusik  
Regional Environmental Centre for Central and Eastern Europe  
Ady Endre ut 9-11  
2000 Szentendre  
Hungary  
Tel: +36-26-50,4000  
Fax: +36-26-311.294

Email: [jdusik@rec.org](mailto:jdusik@rec.org)

*The following NGOs are concerned exclusively or primarily with EIA research, practice and training and their activities are international in scope.*

***International Association for Impact Assessment (IAIA)***

Website: <http://www.iaia.org>

IAIA is the leading professional body for promoting EIA and other types of impact assessment. It has approximately 2500 members from nearly 100 countries. The Annual Meeting of IAIA is a shop window on the progress and developments in EIA and a forum for networking and professional exchange. IAIA facilitates innovation in and communication of best practice in EIA practice and training. The web site contains an index of EIA websites, links to the EIA Training course database, the *Impact Assessment and Project Appraisal Journal*, the IAIA Handbook 2000 and information regarding membership.

Contact: Rita Hamm, Executive Director  
1330 23<sup>rd</sup> Street South  
Suite C  
Fargo, ND 58103 USA  
Tel: +1 701 297 7908  
Fax: +1 701 297 7917  
Email: [info@iaia.org](mailto:info@iaia.org)

***Institute of Environmental Management & Assessment (IEMA)***

Website: <http://www.iema.net>

The Institute is a membership-based organisation, which operates a number of individual registration schemes for environmental practitioners (including in the near future an international register of EIA assessors) and provides supporting activities and services to raise their competence and technical expertise. These include the review of environmental statements (now in its tenth year) and the development of Best Practice Guidelines in EIA, environmental auditing and environmental management. The web site provides details of the IEMA membership and registration schemes, together with the services operated by CEAM (the Centre for Environmental Assessment & Management), the research and project execution arm of IEMA.

Contact: Karl Fuller  
Institute of Environmental Management Assessment  
St. Nicholas House  
70 Newport Avenue  
Lincoln, LN1 3DP  
UK  
Tel + 44 1522 540069  
Fax + 44 1522 540090  
Email: [info@iema.net](mailto:info@iema.net)



## 5. International & National Agencies

*Many agencies now maintain web sites, which contain information on national EIA legislation, procedure and practice. If these are not known already, they usually can be found quickly. In addition, the web sites of the following agencies contain EIA documentation of interest internationally.*

### ***The European Commission***

Website: <http://europa.eu.int/comm/environment/eia>

The European Commission is organised into a number of policy directorates. Directorate General (DG) X1 has primary responsibility for the environment. It oversees the implementation of the Directive on EIA by member states (97/11/EC) and the negotiation of the draft Directive on SEA (99/00/XX), which is still underway. DG X1 also provides guidance on EIA, SEA and other elements of environmental appraisal and undertakes research on their application and further development (e.g. to structural funds). The EC web site contains the text of the EIA and draft SEA Directives, other current and pending environmental legislation and EIA-related guidance, research and documentation.

Contact: Lieselotte Feldman  
The European Commission  
Environment Directorate  
5 Avenue de Beaulieu  
1160 Brussels  
Belgium  
Tel. + 32 2 296 8714  
Fax. + 32 2 296 9561  
Email: [lieselotte.feldmann@cec.eu.int](mailto:lieselotte.feldmann@cec.eu.int)

### ***Environment Australia***

Website: [www.environment.gov.au/net/eianet.html](http://www.environment.gov.au/net/eianet.html)

Environment Australia is the federal agency responsible for the implementation of the Environmental Protection and Biodiversity Conservation Act (1999). This legislation covers environmental matters of national importance, including World Heritage sites and threatened species, provisions for the assessment and approval of actions that are likely to have a significant impact on them. Experience with the implementation of the Act may be of wider interest. Internationally, the agency is involved in EIA training and cooperative activities. The Australian EIA Network provides information on the Act, provides access to relevant documents on EIA practice nationally, and houses the UNEP EIA Training Resource Manual and the IAIA Training Course Database.

Contact: Australian EIA Network Manager  
Environment Australia  
GPO BOX 787  
Canberra, ACT 2601  
Email: [eianetwork@ea.gov.au](mailto:eianetwork@ea.gov.au)

**Canadian Environmental Assessment Agency (CEAA)**

Website: [http://www.ceaa.gc.ca/index\\_e.htm](http://www.ceaa.gc.ca/index_e.htm)

CEAA is the federal agency responsible for the implementation of the Canadian Environmental Assessment Act and for procedural advice on the Cabinet Directive on Environmental Assessment of Policies, Plans and Programmes. The procedural guidance issued by the Agency, although specific to these processes, is of wider interest. Of particular merit is the practitioners guide on how to carry out cumulative effects assessment. In addition, the Agency undertakes research on EIA and SEA good practice and is active internationally in the exchange of information and experience on these issues. The web site contains the pertinent Canadian EIA legislation and SEA policy and much of interest on their practice.

Contact: CEAA  
200 Sacré Coeur Blvd., 14th floor  
Hull, Quebec  
Canada  
K1A 0H3  
Tel: 1 819-997-1000  
Fax: 1 819-994-1469

***The Netherlands Commission for Environmental Impact Assessment (Commissie voor de milieu effect rapportage)***

Website: <http://www.eia.nl/site-mer/maindir/mframee.htm>

The EIA Commission is an independent expert body, which advises decision makers, government ministries and provincial and municipal councils. It provides advice on the quality of each EIA undertaken in the Netherlands, focusing on scoping and review of the technical content of environmental statements. A second pillar of the Commission's work involves the review of EIA of overseas development projects and supporting EIA institutional capacity building and training internationally. The web site contains full details of these activities, together with copies of guidance, research and reports on EIA that are of interest internationally (available in Dutch and English).

Contact: Commission for Environmental Impact Assessment  
P.O. Box 2345  
NL 3500 GH UTRECHT  
The Netherlands  
Tel + 31 30 234 76 66  
Fax + 31 30 231 12 95  
Email: [mer@eia.nl](mailto:mer@eia.nl)

***The Netherlands Ministry of Housing, Spatial Planning and the Environment (VROM)***

Website: <http://www.minvrom.nl/minvrom/pagina.html>

The Ministry has a broad range of environmental policy and regulatory responsibilities. These include overseeing the implementation of EIA legislation and the Environmental Test of legislative initiatives. The Ministry also undertakes research on EIA and SEA and is active internationally in developing these aspects. The web site provides full information on these activities (available in Dutch and English).

Contact: Ministry of Housing, Spatial Planning and the Environment

PO Box 30945

The Hague  
NL -2500 GX  
The Netherlands  
Tel: 3170 339 4111  
Fax: 3170.339.1302

### *US Council on Environmental Quality (CEQ)*

Website: <http://ceq.eh.doe.gov/nepa/nepanet.htm>

The Council oversees the implementation of the National Environmental Policy Act (NEPA) and ensures compliance with its provisions. It is responsible for issuing regulations and guidance to federal agencies on the conduct of assessments under NEPA. Of particular interest internationally is CEQ guidance on considering cumulative effects, biological diversity and ecosystem health in EIA. The web site contains this and other pertinent information on NEPA provisions, requirements and effectiveness.

Contact: Council on Environmental Quality  
722 Jackson Place NW  
Washington D.C.  
USA 20502  
Tel: 1 202 395 5750  
Fax: 1.202 456.6546

### *US Environmental Protection Agency (EPA)*

Website: <http://www.epa.gov>

The United States EPA is responsible for federal policies and programmes concerned with the protection of human health and the natural environment. It coordinates and provides technical advice on the conduct of NEPA assessments. The web site contains sections on:

- Environmental Impact Statements
- Best Practice Management
- Resource Management
- Risk Assessment
- Risk Management

Contact: U.S. Environmental Protection Agency  
401 M Street SW  
Washington, D.C. , USA 20460  
Tel: 1.202.260.2090 –  
Fax: 1.202.260.0129