

Module 10.

Site Visits and IEE Exercises

10.1. Pre-Assessment Briefings for Site Visits

The purpose of the site visit briefing is

- to provide you with some background on the site visits and proposed activities that will be reviewed;
- to explain how the site visits will be organized, and
- to brief you on what you should seek to accomplish. On return from the site visits, you will prepare draft Initial Environmental Examinations (IEE) outlines in working groups and present these in a general session. After discussion and review, you will then have the opportunity to suggest alternatives for mitigation, monitoring and evaluation.

10.2. Working Group Preparations

Subsequent to the field trip briefings, you will break into working groups consisting of your case site field teams. As a group you should review the following instructions for preparation of the case study:

- Review all documents in the field trip instruction package;
- Brainstorm on the most important issues to review during the field trip. Use a flip chart to list likely hot topics? .
- Decide on the assessment tools to use during the field trip. Review available checklists, lists of indicators, matrices, and other aids to determine which are most useful and appropriate for the field site under consideration. Develop, as a group, a matrix of issues and activities tailored to the field site, to ensure all important issues are covered.
- List resource persons and institutions that would ideally be contacted based on their technical and scientific capabilities, and experience. Be inclusive at this stage. You will obviously only have the opportunity to meet with those individuals at the course or field site, but a fuller list will help in brainstorming, and the list of contacts to made will be included in the final presentation.
- Develop an outline for the draft IEE.
- Divide up responsibilities among members of the group, deciding who will be responsible for investigating which issues, who will contact which individuals, presenting findings, etc. Appoint a team leader responsible for overall coordination.
- Seek out resource persons, facilitators, and other participants who have expertise in areas relevant to the field site for ideas on what to look for or suggestions on other sources of expertise.

10.3. When you go into the field. . .

Bring:

- Checklists
- Maps
- Site Descriptions from the Sourcebook

Use Your Eyes and Ears at the Site to Acquire Data for:

- Assessment of the magnitude, intensity and significance of impacts
- Development of Mitigation and Monitoring Plans

Do not forget to. . .

- Read the case site description for your visit and that you reread their instructions once you are in the field.
- Select a Team Leader/Chairperson
- Select a Rapporteur (Rapporteur read Module 1)
- Stick to your activities and roles as defined during the preparatory working groups described on the previous page)
- Distribute Lists and Duties
- Seek out opinions and concerns from as many individuals at the sites as possible
- Solicit ideas for environmental mitigation efforts from local residents

Attachments:

Case site descriptions

10.4. Drafting Initial Environmental Examination (IEE) *Outlines based on the Site Visits*

This module provides participants with hands-on exposure to writing environmental reviews from field notes, to the design of activity, project or program plans for mitigation and monitoring, and experience in the use of the various tools (checklists, matrices, expertise, test equipment, etc.) applied in the environmental assessment/review process.

After the field trip, group leaders and rapporteurs will convene their respective working group teams (8-12 persons) to work on the preparation of a draft Initial Environmental Examination outline for each field case study visited.

1. Begin with a discussion from each participant of their site observations, based on their assigned responsibilities from the original working group team meeting held on Day 2 prior to the field trip.
2. After individual observations have been presented, group leaders should encourage open discussion of the proposed activity or project, overall impressions of soundness, environmental constraints and opportunities for mitigation, and possible design alternatives, if appropriate.

10.5. The IEE, Sections 1–4.1

The first section of this module is focused on preparing an outline of Sections 1–4.1 of an IEE (Background, Activity Description, Environmental Situation, Impact Evaluation, and Recommended Determinations). Your team should refer to Chapter 4 of the Environmental Procedures Training Manual Steps 1-5, but excluding development of a mitigation and monitoring plan. Because of workshop time limitations use the Background, Activity Description and Environmental Situation provided in your case site description, so that you can proceed directly to preparing an outline for *Section 3: Evaluation of Activity/Program Issues with Respect to Environmental Impact Potential*

The results of the workgroup team exercise will be summarized in plenary by the teams' rapporteurs in 5-10 minute presentations. Each group should produce a flip chart summary from this session that includes:

- (i) a brief description of the proposed intervention;
- (ii) a sketch map of the project site;
- (iii) a matrix of activities and potential impacts in Leopold Matrix format (See EPTM Table 4.4 and EPTM Annex E.2);
- (iv) a draft IEE outline, including Threshold Determinations;
- (v) a description of the USAID approval process for the intervention under review;
- (vi) suggestions for further analysis; and
- (vii) additional expertise which may be required for full IEE preparation.

10.6. The Environmental Management Plan (Mitigation and monitoring plans) IEE Section 4.2

The second section of the module is focused on preparing an IEE Environmental Management Plan (mitigation and monitoring) outline. Your team should refer to the *USAID Africa Bureau Environmental Procedures Training Manual (EPIM) Chapter 4, Step 5: Settle on recommended threshold decisions and mitigation and monitoring (Section 4.2 of the IEE narrative)*

In your case site workgroup teams you will “sketch” or outline a mitigation and monitoring plan for your case site project. Your team’s draft plans will be summarized by rapporteurs in plenary. (5-10 minute presentations on flip chart paper). The essential elements of the plan are specified below:

10.7. Mitigation

- Select three to five most critical impacts that need to be mitigated. If you have extra time, you can do more.
- If you wish, use the “Mitigation Strategy by Activity Phase” form found in the Module 10 materials to organize and present your recommendations.
- How costly are the mitigative measures relative to project cost? If they are more than say, ten percent of the cost, you should perhaps recommend re-design.
- Who would be responsible for design, implementation and monitoring of the effectiveness of the proposed mitigative measures?

10.8. Monitoring

- Select three or four priority impacts/issues to be monitored and the indicator to be used (In all likelihood there may be many more possible indicators, but because of the time constraints for the workgroups we ask that you concentrate on only three or four);
- Indicate why you have chosen these indicators;
- Indicate whether comparisons will be to baseline situations, to control situations, or both;
- Explain who will be responsible for monitoring;
- Explain how often monitoring will be done (frequency);
- Include cost considerations for each indicator;
- State how the results will be used and what analysis will need to be done;
- Describe who the results will be shared with.

Handouts:

To develop your mitigation and mentoring outlines use the Mitigation and Monitoring Tables provided in Annex E.3 of the EPTM.