

# Draft Stakeholder Engagement Plan (SEP) for Biogasenergo

## 1 Introduction

### 1.1 Background

Private company Biogasenergo LLC (Company) has approached the European Bank for Reconstruction and Development (EBRD) for financing the construction of a biomass power plant near Ivankiv Town in Kyiv Oblast of Ukraine. The project is thus subject to EBRD's 2008 Environmental and Social Policy and has been determined as a Category B project. EBRD's consultants have conducted an environmental and social due diligence assessment of the project and supported the development of applicable environmental and social documentation, namely, an Environmental and Social Action Plan, a Stakeholder Engagement Plan, and a Non Technical Summary of the environmental and social considerations.

The company considers stakeholder engagement as an essential part of good business practices and corporate citizenship, and a way of improving the quality of projects. In particular, effective community engagement is central to the successful management of risks and impacts on communities affected by projects, as well as to achieving enhanced community benefits. To meet EBRD's requirements for stakeholder engagement and public consultation and disclosure<sup>1</sup>, a stakeholder engagement process with development of a Stakeholder Engagement Plan (SEP) is being applied to this project. These details are laid out in this document, the SEP.

### 1.2 The Project

The company has initiated this project to construct a biomass-fired thermal power plant (TPP) in Ivankiv Town, about 80km northwest of Kyiv. The ultimate total installed capacity of the plant will reach 18 MWe. The project will be implemented in two stages: the first stage is the construction and commissioning of 6 MWe TPP, and the second stage is the expansion of already operating plant by another 12 MWe to 18 MWe in total.

The plant will burn wood chips to produce and sell electricity into the grid under the "green tariff" regime. By generating the energy obtained from burning the renewable biomass, the project will have significant environmental benefits over other types of energy generation, such as those utilising fossil fuels or nuclear. It will also create new jobs during construction and operation, as well as improve security of energy supply in the area.

### 1.3 Requirements for Stakeholder Engagement and Public Consultation

Ukraine is a signatory of Aarhus Convention on Access to Information and Public Participation (UNECE)<sup>2</sup>. The convention is designed to improve the way ordinary people engage with government and other decision-makers on environmental matters. Consequently, people are entitled to be informed about environment related issues pertaining to the project. National legislation also provides for public involvement in decision-making process.

As per EBRD's Environmental and Social Policy of 2008, the project funded by the Bank must meet the best international practices and requirements for stakeholder engagement and public

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<sup>1</sup> EBRD Performance Requirement PR10

<sup>2</sup> UNECE Aarhus Convention on access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

consultations. The principles, requirements, methodological and procedural aspects of stakeholder engagement for EBRD projects are described in detail in PR10 “Information Disclosure and Stakeholder Engagement”<sup>3</sup>. This requirement outlines a systematic approach to stakeholder engagement that will help clients build and maintain over time a constructive relationship with their stakeholders, including the locally affected communities.

The following elements shall be implemented for the project engagement and consultation process:

- *Identification of project stakeholder groups*, including members of the public who could be affected by the Project construction and operation.
- *Stakeholder engagement/consultation process and information disclosure*. During this stage, Ecoprod will ensure that identified stakeholders are appropriately engaged on environmental and social issues that could potentially affect them through a process of information disclosure and meaningful consultation. The disclosed information will include the Project activities and operations. The consultation process will be undertaken in a manner that is inclusive and culturally appropriate for all stakeholders, including effected communities and vulnerable groups.
- *Grievance mechanism* by which the general public and other stakeholders can raise concerns, and which will be handled in a prompt and consistent manner is another key element of stakeholder engagement.

#### **1.4 Previous Stakeholder Engagement Relevant to the Project**

As part of the land planning procedure and local EIA report disclosure, the developer has carried out some information disclosure and consultation activities. These included public hearings carried out by the local Council of Ivankiv in 2011 (for land planning purposes), and a number of project publications in the local newspapers over a period from 2011 to 2013. Copies of selected publications are attached in *Annex A*.

Some of the project issues have been raised by the local residents as potential public concerns (as manifested in the minutes of local Council meetings and newspaper publications). These issues broadly include: the health impacts of air emissions from the plant; water abstraction for the project and water availability; and radiological issues associated with the feedstock, air emissions, and ash generation and disposal.

In August 2012, the local Council of Ivankiv has established a special Commission to review environmental and health issues associated with the project and to act as a joint body for mediation of any disagreements between the local residents and the developer. The project representative is included in the Commission, and the developer is willing to fully cooperate with the Commission over the duration of the project (construction and operation).

The company also interacts with statutory stakeholders, such as various regulatory agencies, on an ongoing continuous basis.

#### **1.5 SEP Objectives**

This SEP has been developed with the aim of describing how Biogasenergo will communicate with people and institutions who may be affected by, or interested in the Project, at various stages of project preparation and implementation. The Plan also includes a grievance

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<sup>3</sup> EBRD Environmental and Social Policy 2008 (<http://www.ebrd.com/downloads/about/sustainability/2008policy.pdf>)

mechanism for stakeholders to raise any concerns related to the project for Biogasenergo's attention.

## 2 Stakeholder Identification and Assessment

In order to define a communication process in line with EBRD PR10, Biogasenergo, with assistance from a consultant, has identified key stakeholder groups that may be interested in, and/or affected by the Project. They include:

- Internal stakeholders, such as Biogasenergo's employees, construction contractors' workers and business partners;
- Local residents in the project vicinity;
- Local Council, government administrations and regulatory authorities of various levels;
- Local media and internet sites with coverage of local affairs;
- Non-governmental organisations (NGOs), including trade associations;
- Other miscellaneous stakeholders that might be affected.

Table 2.1 below provides the details of the Project stakeholders. It will be continuously updated and further developed by Biogasenergo, as the project progresses.

**Table 2.1 Project Stakeholders**

No	Name of Stakeholder	Description	Contact Person	Contact Details
<b>Internal</b>				
1	Employees	Biogasenergo employees involved in, or affected by the Project	<i>V.Boyko, Project Director</i>	<i>Phone: (050) 469 -34 -90</i>
2	Construction contractors and subcontractors	Companies and their employees involved in the construction of project facilities	<i>To be determined (TBD)</i>	<i>TBD</i>
3	JSC "SATER"	Project design contractor	<i>Yu.Rebrin</i>	<i>Phone: (044) 206 -62 -27</i>
4	Feedstock suppliers	Business entities	<i>TBD</i>	<i>TBD</i>
5	Persons authorized for waste handling	Business entities	<i>TBD</i>	<i>TBD</i>
6	Greenhouse project	Prospective consumer of heat generated at TPP	<i>TBD</i>	<i>TBD</i>
<b>Local residents</b>				
7	Residents of Ivankiv Town and nearby villages	Local residents that may be interested in the project or are "critical" of the project	<i>TBD</i>	<i>TBD</i>
8	Landusers	Landusers of nearby land plots	<i>TBD</i>	<i>TBD</i>
<b>Local Council, government and regulatory authorities</b>				
9	Local government of Ivankiv, executive	On-going activities	<i>Publicly appointed</i>	<i>Publicly determined</i>

	authorities, regulatory bodies			
10	Joint Project Commission	Designated activity	TBD	TBD
11	Ivankiv District Administration (Ivankiv DA)	Powers in accordance with the law	<i>Yu.Mosiyenko, or other person authorized to act on behalf of the Ivankiv DA in accordance with the established procedure</i>	Phone: (04591) 5 -14 -14, Fax: (04591) 5-16-01 E-mail: rda-ivankiv@ukr.net
12	Kyiv Oblast Administration (Kyiv OA)	Powers in accordance with the law	<i>A.Prisyazhnyuk, or other person authorized to act on behalf of the Kyiv OA in accordance with the established procedure</i>	Phone: 286 -84 -11, Fax: 286-85-54 E-mail: zag@kra.kiev.ua; <a href="mailto:zag@koda.gov.ua">zag@koda.gov.ua</a> <a href="http://koda.gov.ua">http://koda.gov.ua</a>
13	Construction regulatory authorities	Powers in accordance with the law	<i>Publicly appointed</i>	<i>Publicly determined</i>
14	Environmental regulatory authorities	Powers in accordance with the law	<i>Publicly appointed</i>	<i>Publicly determined</i>
15	Public health regulatory authorities	Powers in accordance with the law	<i>Publicly appointed</i>	<i>Publicly determined</i>
16	Industrial safety regulatory authorities	Powers in accordance with the law	<i>Publicly appointed</i>	<i>Publicly determined</i>
17	<i>Others as applicable</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Media and internet</b>				
18	<i>Local newspaper "Trybuna Praci"</i>	<i>Local newspaper</i>	<i>P.Smovzh, Chief Editor</i>	Phone: (04591) 5 -13 -44, E-mail: <a href="mailto:trybuna@rambler.ru">trybuna@rambler.ru</a> <a href="http://www.tribunapraci.com.ua">http://www.tribunapraci.com.ua</a>
19	<i>Other local and regional newspapers, radio, TV channels</i>	<i>Local information media</i>	<i>TBD</i>	<i>TBD</i>
20	<i>Internet sites of the Ivankiv Local Council</i>	<i>Local information media</i>	<i>O.Polishchuk, Hed of the Local Council</i>	Phone: (+380-4591) 5 -18 -76, <a href="http://ivankiv.com.ua">http://ivankiv.com.ua</a>
<b>NGOs</b>				
21	<i>Farmers Association</i>	<i>Local association</i>	<i>TBD</i>	<i>TBD</i>
22	<i>Local NGOs</i>	<i>Local non-governmental organisation</i>	<i>TBD</i>	<i>TBD</i>
<b>Other stakeholders</b>				
23	KyivOblavtodor	State agency	<i>TBD</i>	<i>TBD</i>
24	"KyivOblenergo"	Regional electricity company	<i>TBD</i>	<i>TBD</i>
25	Neighboring property owners and landusers	<i>Property owners and landusers neighboring to the CHP</i>	<i>TBD</i>	<i>TBD</i>
26	Local utility companies	<i>Utility companies</i>	<i>TBD</i>	<i>TBD</i>

### 3 Disclosure of Information and Stakeholder Engagement Programme

#### 3.1 Disclosure of Information Relevant to Project

To meet the environmental and social requirements and performance standards of EBRD the Non-Technical Summary of Environmental and Social Considerations (NTS) will be disclosed to the public.

In addition, assisted by consultants, Biogasenergo developed an Environmental and Social Action Plan, which identifies mitigation measures to minimise, reduce, eliminate or control potential adverse impacts of the Project on the environment and people. The NTS with a summary of key project impacts and mitigation measures will be published on a website. As Biogasenergo does not currently maintain a website, the summary will be published at USELF website ([www.uself.ua](http://www.uself.ua)). Printed copies of this document will also be available upon request from Biogasenergo contact person (please see contact information in *Section 3.3* below).

The local population will be receiving timely information about planned construction activities, safety measures in the vicinity of the construction site, traffic management, employment and business opportunities and other relevant information through the local media listed in the table above. Publicly shared information will also include summaries of annual project progress reports, incorporating environmental and social impacts, health and safety performance and implementation of the external grievance mechanism.

Any public comments or complaints will be reported following the grievance procedure described in *Section 4* below.

#### 3.2 Stakeholder Engagement Programme

A provisional Stakeholder Engagement Programme is provided in the *Table 3.1* below. This programme will be further discussed by the parties involved, and updated accordingly.

**Table 3.1 Provisional Stakeholder Engagement Programme**

No	Stakeholder	Activity	Means of Communication	Timeframe
<b>Project Preparation (Pre-construction) Phase</b>				
	All stakeholders	<ul style="list-style-type: none"> <li>Publish NTS (in English and Ukrainian) and inform all stakeholders through local media;</li> <li>Carry out another public meeting to inform about, and discuss project impacts, if required (to be agreed with EBRD);</li> <li>Include responses to comments and suggestions, which were not incorporated in the documents.</li> </ul>	<ul style="list-style-type: none"> <li>Local media publications;</li> <li>Local radio;</li> <li>Publications on web site;</li> <li>Public meetings</li> </ul>	May-Sep 2013
	Statutory stakeholders (regulatory agencies)	<ul style="list-style-type: none"> <li>Obtain all necessary permits for project construction</li> </ul>	<ul style="list-style-type: none"> <li>Official correspondence;</li> <li>Meetings.</li> </ul>	2013
	Construction contractors, temporary workers	<ul style="list-style-type: none"> <li>Agree construction related grievance management procedure and code of conduct for temporary workers;</li> <li>Provide training to contractors on the code of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>Meetings;</li> <li>Official correspondence;</li> <li>Trainings.</li> </ul>	2012-2013
	Local population	<ul style="list-style-type: none"> <li>Provide information on safety measures</li> </ul>	<ul style="list-style-type: none"> <li>Big boards at the</li> </ul>	Before the start of,

		and traffic management procedures during construction; <ul style="list-style-type: none"> <li>• Provide information on employment opportunities and opportunities for service provision;</li> <li>• Provide information on construction related grievance procedure.</li> </ul>	construction site; <ul style="list-style-type: none"> <li>• Safety signs posted on roads at dangerous sites;</li> <li>• Newspaper announcements;</li> <li>• Web site announcements.</li> </ul>	and during construction
<b>Construction Phase</b>				
	All stakeholders	<ul style="list-style-type: none"> <li>• Provide information on implementation of the ESAP, SEP, revision of documents, and new impacts (if any);</li> <li>• Provide information on processing and responding to grievances.</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper publications;</li> <li>• Web site announcements.</li> </ul>	Continuously during construction phase
	Construction contractors, temporary workers	<ul style="list-style-type: none"> <li>• Monitor the performance of contactors and their implementation of the agreed plans and procedures;</li> <li>• Provide additional training as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings;</li> <li>• Official correspondence;</li> <li>• Trainings.</li> </ul>	Continuously during construction phase
	Local population	<ul style="list-style-type: none"> <li>• Collect and address any grievances.</li> </ul>	<ul style="list-style-type: none"> <li>• Official correspondence;</li> <li>• Meetings.</li> </ul>	Continuously during construction phase
<b>Operation Phase</b>				
	All stakeholders	<ul style="list-style-type: none"> <li>• Ongoing interaction and cooperation with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Media publications;</li> <li>• Meetings;</li> <li>• Correspondence.</li> </ul>	Throughout the lifetime of the project.

### 3.3 Roles and Responsibilities

Mr Volodymyr Boyko, Biogasenergo's Project Director, will have the overall responsibility for handling the consultation and information disclosure, including organisation of consultation process, communication with identified stakeholder groups, collecting and processing comments/complaints, and responding to any such comments and complaints. Depending on the nature of a comment/complaint, some of them may be forwarded to the appropriate person in the company for a response.

Name of the person and title	Affiliation
Volodymyr Boyko, Project Director, Biogasenergo LLC	Company: Biogasenergo LLC Postal Address: 2, Lenina Str., village Protsiv, Kyiv Oblast, Ukraine 00001 Telephone: (044) 232-11-22 E-mail address: <a href="mailto:vlboyko@yandex.ru">vlboyko@yandex.ru</a> Hotline: (044) 232-11-22

## 4 Public Grievance Procedure

The objective of a grievance procedure is to ensure that all comments and complaints from any project stakeholder, including residents of nearby residential areas, Biogasenergo employees, contractors' staff, local/regional authorities and other interested parties, are considered and addressed in an appropriate, consistent and timely manner. All grievances will be acknowledged and responded to within a reasonable timeframe.

Biogasenergo will accept all comments and complaints associated with the project. A proposed template of a Comments and Complaints Form is shown in *Annex B*. The comments and complaints will be summarised and listed in a Complaints and Comments Log Book, containing the name/group of commenter/complainant, date the comment was received, brief description of issues, information on proposed corrective actions to be implemented (if appropriate), and the date of response sent to the commenter/complainant. Any person or organisation may send comments and/or complaints in person or by post, email, or facsimile using the contact information specified in the Form.

All comments and complaints will be responded to either verbally or in writing, in accordance with preferred method of communication specified by the complainant in the Comments and Complaints Form. Comments will be reviewed and taken into account in the project preparation and implementation, however, they may not receive an individual response unless requested.

Individuals who submit their comments or grievances have the right to request that their name be kept confidential.

All grievances will be registered and acknowledged within 5 days and responded to within 20 working days. Biogasenergo will keep a grievance log and report on grievance management, as part of annual project progress reports.

During construction, grievances in relation to construction activities will be managed by Biogasenergo and their construction contractor. People may also submit their complaints via the local government representation in Ivankiv Town.

## Annexes

Annex A Copies of Selected Project Publications in Local Media

Annex B Public Grievance Form (**Form for public comments, complaints and reports**)

Reference No:	
Full Name:	
Contact Information and Preferred method of communication	By Post: Please provide mailing address: _____ _____ _____
Please mark how you wish to be contacted (mail, telephone, e-mail).	By Telephone: _____ By E-mail _____
Description of Incident or Grievance: What happened? Where did it happen? Who did it happen to? What is the result of the problem? Source and duration of the problem? Etc.	
Date of Incident/Grievance	
	One time incident/grievance (date _____) Happened more than once (how many times? _____) On-going (currently experiencing problem)
What would you like to see happen to resolve the problem?	
Signature: _____	
Date: _____	
Please return this form to:	
<u>Volodymyr Boyko, Project Director</u> Company: Biogasenergo LLC Postal Address: 2, Lenina Str., village Protsiv, Kyiv Oblast, Ukraine 00001 Telephone: (044) 232-11-22 E-mail address: vlboyko@yandex.ru Hotline: (044) 232-11-22	