

The format for notification to an affected Party of a proposed activity under article 3 of the Convention was adopted by the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context by the [Decision I/4](#) at its first meeting held in Oslo on 18-20 May 1998. This document contains excerpt from Annex to the Decision I/4 (Table 1) and can only be used in conjunction with the whole text of the Decision I/4 and not as a stand-alone document.

Notification to an affected Party of a proposed activity under article 3 of the Convention

1. INFORMATION ON THE PROPOSED ACTIVITY	
(i) Information on the nature of the proposed activity	
Type of activity proposed	
Is the proposed activity listed in appendix I to the Convention?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Scope of proposed activity (e.g. main activity and any/all peripheral activities requiring assessment)	
Scale of proposed activity (e.g. size, production capacity)	
Description of proposed activity (e.g. technology used)	
Description of purpose of proposed activity	
Rationale for proposed activity (e.g. socio-economic basis, physical geographic basis)	
Additional information/comments	
(ii) Information on the spatial and temporal boundaries of the proposed activity	
Location	
Description of the location (e.g. physical-geographic characteristics, socio-economic characteristics)	
Rationale for location of proposed activity (e.g. socio-economic basis, physical-geographic basis)	

Time frame for proposed activity (e.g. start and duration of construction and operation)	
Maps and other pictorial documents connected with the information on the proposed activity	
Additional information/comments	
(iii) Information on expected environmental impacts and proposed mitigation measures	
Scope of assessment (e.g. consideration of: cumulative impacts, evaluation of alternatives, sustainable development issues, impact of peripheral activities)	
Expected environmental impacts of proposed activity (e.g. types, locations, magnitudes)	
Inputs (e.g. raw material, power sources)	
Outputs (e.g. amounts and types of: emissions into the atmosphere, discharges into the water system, solid waste)	
Transboundary impacts (e.g. types, locations, magnitudes)	
Proposed mitigation measures (e.g. if known, mitigation measures to prevent, eliminate, minimize, compensate for environmental effects)	
Additional information/comments	
(iv) Proponent/developer	
Name, address, telephone and fax numbers	

(v) EIA documentation	
Is the EIA documentation (e.g. EIA report or EIS) included in the notification?	Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>
If the answer to the above is no or partially, description of additional documentation to be forwarded and (approximate) date(s) when documentation will be available	
Additional information/comments	
2. POINTS OF CONTACT	
(i) Points of contact for the possible affected Party or Parties	
Authority responsible for coordinating activities relating to the EIA (refer to decision I/3, appendix) - Name, address, telephone and fax numbers	
List of affected Parties to which notification is being sent	
(ii) Points of contact for the Party of origin	
Authority responsible for coordinating activities relating to the EIA (refer to decision I/3, appendix) - Name, address, telephone and fax numbers	
Decision-making authority if different than authority responsible for coordinating activities relating to the EIA - Name, address, telephone and fax numbers	
3. INFORMATION ON THE EIA PROCESS IN THE COUNTRY WHERE THE PROPOSED ACTIVITY IS LOCATED	
(i) Information on the EIA process that will be applied to the proposed activity	
Time schedule	

Opportunities for the affected Party or Parties to be involved in the EIA process	
Opportunities for the affected Party or Parties to review and comment on the notification and the EIA documentation	
Nature and timing of the possible decision	
Process for approval of the proposed activity	
Additional information/comments	
4. INFORMATION ON THE PUBLIC PARTICIPATION PROCESS IN THE COUNTRY OF ORIGIN	
Public participation procedures	
Expected start and duration of public consultation	
Additional information/comments	
5. DEADLINE FOR RESPONSE	
Date	