

Espoo Convention Project Summary Sheet
Project Name _____

For every project being considered for finance that is undergoing an Environmental Impact Assessment, and where there is a potential for significant transboundary impacts, the following information should to be completed as early as possible in the due diligence process and kept up to date in the project file. It should also be summarised for the Board of Directors in the environmental information and included in public information on environment provided by the project developer and the financing institution.

Please note that special requirements may apply to particular regions and countries, such as the Caspian and Black Sea Regions and South-Eastern Europe.

Contacts

	Organization/body	Contact Name(s)	Telephone	E-mail
Bank Operation Leader	(your bank's name)			
Bank Counsel				
Bank Environmental Specialists				
Other Contacts				
Other Banks Considering Finance		(operation leader and environmental specialist)		
Other Banks Considering Finance		(operation leader and environmental specialist)		
Project Developer				
Project Developer Environmental Contact				
EIA Consultant				
Relevant Environmental Authority / Espoo Contact Point				

Background Information

Information Needed	Finding	Evidence for File
1. Country of Origin		
2. Country of Origin's Status of Ratification of Espoo Convention		Note: If the project meets the criteria for applicability under the Espoo Convention and the Convention has been ratified in the Country of Origin (see

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		www.unece.org/env/eia), then requirements should be reflected in summary of legal issues as well as environmental issues. If the country has not ratified the Convention, then it should be handled in accordance with bank policy (i.e., some banks implement requirements of the Convention for any project meeting the criteria, regardless of the status of ratification; however, in these cases, implementation may be less formal than the government notification under Espoo and may involve the Project Developer or third parties more).
3. Type and Size of Transboundary Impact Possible (e.g., large-scale oil spill)		Project description, noting size, location (including proximity to borders, sensitive areas or transboundary watercourses) and potential environmental effects of activity. Summary of potential transboundary issues.
4. Language(s) of Country of Origin and of documentation		Indicate national language(s) and language of project and EIA documentation
5. Potentially Affected Country(ies):		Modelling, assumptions
6. Status of Affected Country(ies)'s Ratification of Espoo Convention		See note for point 2 above.
7. Language(s) of Affected Country(ies)		Indicate national language(s) appropriate for consultation of authorities and for public participation
8. Known sensitive locations/protected areas/populated areas potentially impacted in Affected Country(ies)		Assumptions
9. National Legal Requirements for Transboundary Impact Assessment and Notification. Identification of any special regional requirements.		To be clarified with relevant Environmental Authority.
10. Status of EIA (pre-scoping, scoping, studies, draft, final, permits)		Attach schedule, with timing for relevant Espoo/consultation events.
Notification and Response		
11. Notification of Affected Country(ies):		For each potentially affected country, request copies of notification letters, name and title of recipients (e.g., Espoo Contact Point and Minister of Environment)

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12. Date of Notification of Affected Country(ies):		Notification should be by courier to document receipt.
13. Confirm Notification is in Scoping Stage		Highlight any non-compliance.
14. Deadline for Response		Date/number of days (e.g., 30 days)
15. Summary of Information Transmitted with Notification Package		Information pack; cover letter with attachments detailed
16. Responsibility for translation of documentation and comments.		For each country, indicate language(s) required and responsibility for translation and interpretation.
17. Affected Country(ies) Response to Notification:		Summary of response(s), including date(s). If no responses received, summary of attempts to contact them to follow-up.
18. Type of Information Submitted from Affected Country(ies), if any to take into account in the EIA:		Summary of comments, and information to be taken into account in EIA.
19. Public Consultation Plan for Affected Country(ies)		If affected country responds that they wish to be involved in EIA; summary of agreement on public consultation in affected country(ies). Will comments be sent to the project developer or to the competent environmental authorities in the country of origin? What kind of meetings are planned in the affected country(ies)?
Draft EIA Disclosure		
20. Country of Origin: date, locations		Stakeholder Engagement Plan/Report
21. Date of transmittal to Affected Country(ies): date, locations, language		Transmittal letter, contents of EIA package.
22. Deadline for response		Date/number of days (e.g., 30, 60 days)
23. Summary of comments received from Affected Country(ies)		Summary of comments. Attach Public consultation report and minutes of public meetings.
24. Summary of comments received informally		Comments may be received from NGOs in potentially affected countries directly and not through official channels.
25. Comparison of Equivalence in Consultation in Country of Origin/Affected Country(ies)		See table below. If Affected Country wants to be involved in EIA process, public consultation is required to be equivalent in Affected Country.
Final Decision		

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26. Notification of Final Decision and how EIA documentation and comments were taken into account.		Copy of notification of Affected Country, website disclosure. Note any opportunities for appeal.
Other Issues		
27. Disagreements between countries, complaints, compliance actions		Check www.unece.org/env/eia website to identify if any complaints have been filed with regard to the project or the vicinity of the project.

Table reference for # 25: Comparison of Public Consultation

Stage of Project	Consultation Conducted Country of Origin	Consultation Conducted Affected Country(ies)	Evidence
General Process			Stakeholder Engagement Plan; Public Consultation/Disclosure Plan
Website Disclosure			Encouraged. Electronic format needed at least on request.
Notification			Copy of notification
Site Selection			Consultation meeting or notice advertisement, meeting minutes, summary of issues raised and responses given
Scoping			Consultation meeting advertisement, meeting minutes
EIA Studies			Meeting logs
Time period for comment			Letters of transmittal.
Draft EIA Disclosure			Consultation meeting or notice advertisement, meeting minutes, summary of issues raised and responses given
Final Decision			Notice of final decision to stakeholders, consultation report

Summary Information (e.g. for management)

Summary of Compliance Issues	Comments, summary of requirements met or derogation needed
Is Espoo Applicable to Project through legal requirements or policy requirements?	
Notification done at scoping stage (Notification is often done only at draft EIA stage—this is not in accordance with Espoo and should be noted for management and Board)	
Affected Countries Requesting Involvement in EIA	
Summary of comments received from Affected Country(ies)	
Comparison of Equivalence in Consultation Country of Origin/Affected Country	
Summary of Deviance [Deviation?] / Derogations Needed	

Espoo Convention: Convention on Environmental Impact Assessment in a Transboundary Context, adopted and signed at Espoo (Finland) in 1991. See www.unece.org/env/eia.