

## **SECTION 1 – BASIC INFORMATION**

a) Course Title	<b>Practical EIA: Getting Good Work Done!</b>
b) Level	Intermediate to Advanced
c) Participant Prerequisites	This course is aimed at EIA professionals needing to produce effective EIA results for project planning and decision-making. Participants must have relevant academic training, sound knowledge of the EIA process, and at least two years experience as an EIA consultant or administrator.
d) Language of Delivery	English
e) Duration	2 days
f) Number of participants	Minimum 15    Maximum 25
g) Name and contact details of each trainer	<b>Bryony Walmsley</b> PO Box 380, Noordhoek 7979, Western Cape, S. Africa Tel: +27-21-789-0251; Email: bw@saiea.co.za <b>John Boyle</b> <b>NOTE: Peter Tarr will substitute for John Boyle (per 15 Feb 2008)</b> The World Bank, 1818 H St NW, Washington, DC 20433, USA Tel: +1-202-473-5224, Email: jboyle@worldbank.org

## **SECTION 2 – COURSE DESCRIPTION**

### **2.1      Summary**

This two-day course will assist participants to formulate and deliver sound EIA reports based on strong ethical, pragmatic and scientific foundations. Primarily designed for practitioners, it will also be valuable to administrators charged with defining EIA requirements, and reviewing and acting on the results. As an intermediate to advanced level course, participants must have relevant academic training, sound knowledge of the EIA process, and at least two years experience as an EIA consultant or administrator.

The course will address issues which no-one ever teaches you about: How do you write good terms of reference? How do you put together a strong team, workplan and proposal? How do you manage a multi-disciplinary team to produce an inter-disciplinary result? What is honest, transparent and effective EIA reporting? How best to work with clients? With government agencies? What is needed to implement EIA results through an EMP? The objective of the course is to provide participants with the nuts and bolts of contracting for, and carrying out, EIA work so as to avoid common pitfalls, make a profit, and provide clients and governments with useful and scientifically-based environmental advice.

### **2.2      Detailed Description of the Course Structure and Content**

The course structure and content will be organized around five key themes, with learning developed though consideration of each as well as the relationships among them:

#### **Writing EIA Terms of Reference**

Too often, the EIA process is flawed from the start due to weak terms of reference (ToR), inadequate response by consultants in their proposals, and inadequate quality review by clients or government agencies. The course will stress the importance of clearly defining at the outset: the scope of work, the expected deliverables, the project timetable, the qualifications required, data and resources that will be

made available, budgeting and the bidding process, etc. ToRs for both overall EIA and specialist studies will be considered.

Examples of good and poor ToRs for a variety of applications will be provided, as well as a checklist of aspects that need to be addressed in writing good ToRs and evaluating them. Participants will practice writing key components of a ToR based on a case study project.

### Writing EIA Proposals

The participants will be introduced to the difficulties and constraints encountered during project proposal preparation, and provided with tips on how to deal with these problems. For example:

- Determining the nature and scope of the work, and whether or not you should respond to the ToR;
- Developing your overall approach, team, and workplan;
- Making sure that you have all the necessary facts about the project;
- Budgeting for hours-based and fixed-price tenders;
- Compete successfully against other consultants; and
- Dealing and negotiating with the client.

Guidance will also be provided on what should be included in project proposals, and how the proposals may be evaluated.

### Conducting the EIA Study

Carrying out an EIA study is a many-faceted undertaking. The course will focus on:

- *Management*: The most important success factor for EIA is the capability of the team manager. S/he faces several challenges, for example: Managing a multi-disciplinary team of specialists to produce an inter-disciplinary product; managing the client; dealing with project scope creep and change management; managing budgets, work programmes, and data/information exchange; managing interested and affected parties; dealing with the media and issues of confidentiality; etc.
- *Work planning*: For example: How to schedule work; how to integrate the EIA with the various project design and implementation phases; and how to ensure that information is accessed and produced on time.
- *Scope of work*: Defining the geographical extent of work, agreeing on the key issues, and managing study resources appropriately are essential to effectiveness and success. Costly data collection needs to focus on supporting analyses of the most vital concerns.
- *Impact Significance*: Addressing the decision-maker's main question: Should I care, and why?
- *Environmental Management Plans*: Too many EMPs are vague statements of intent, prepared when time and funds are running out, and which are neither implementable nor auditable. Participants will be provided with examples of both workable and impractical EMPs, and will be given exercises to produce meaningful EMPs. The focus will be on how to formulate management actions, how to define progress indicators, how to assign responsibilities and time frames, how to audit compliance, how to develop monitoring programmes, how to implement corrective actions, and how to budget resources. Participants will be advised on different presentation formats for the EMP, the role of standard operating procedures and method statements, interface with the contractors, etc.
- *Presentation*: Participants will be coached on how to write effective EIA reports to support project planning and regulatory approvals; how to ensure that the findings are understood by the client, interested and affected parties, and regulatory authorities; how to synthesize specialist studies while ensuring their integrity; etc.

### EIA Review and Approval

One of the most useful things to know when compiling an EIA report is what criteria will be used by the government or external reviewer in evaluating the report. Competent EIA review is essential to assuring EIA quality, determining project approval, specifying approval conditions, and laying the foundations for EMP follow-up. Participants will be given samples of review templates/criteria for various EIA documents -- e.g. Scoping Report, EIA report, EMP -- and will be asked to review actual EIA reports, to act as government EIA authorities tasked with granting EIA approval (or not), and to formulate conditions of approval that are comprehensive, practical and auditable.

Especially in developing countries, developers and governments sometimes contract out EIA guidance and reviews. We will examine the value of external review, and the need to factor this into the overall quality assurance process. The participants will be taught how to select and appoint (ToR) an external reviewer, and at what points in the EIA process the reviewer should be used.

### EMP Supervision

This section of the course will look at how to ensure that the EMP is implemented on the ground. The course will cover issues relating to: The role of the ECO, management responsibilities and reporting structures; how to maintain independence as the ECO; how to conduct inspections; issuing corrective action notices and follow-up; the content of weekly and monthly reports; signing off work; monitoring, data gathering and reporting; etc.

## **2.3 Description of Participant Materials**

Templates, checklists, examples of good and poor practice -- all as discussed above.

## **2.4 Provisions for Pre-conference and Post-conference Communication**

Both trainers are seasoned EIA practitioners with a strong commitment to training and mentoring younger professionals. Both will be available at IAIA 2008 and afterwards for sustained follow-up as needed.

## **SECTION 3 – QUALIFICATIONS OF THE TRAINERS**

### **3.1 Abridged Curriculum Vitae for each Trainer**

#### Bryony Walmsley

Bryony has more than 27 years experience in environmental consulting, starting in Canada in 1980. She has lived and worked in southern Africa since 1983. She founded Walmsley Environmental Consultants in 1990 and after 24 years as a consultant, she now manages the South African office of the Southern African Institute for Environmental Assessment. She has an MA and MSc in Geography from St Andrews University (1978) and the University of Alberta (1980), respectively. She has extensive experience in all aspects of EIA practice, external guide and review for EIAs, and has presented several courses on various EIA aspects.

#### *Memberships in Professional Bodies:*

- Registered Professional Natural Scientist, 1986
- Member of the Institute of Ecologists and Environmental Scientists
- Fellow of the Water Institute of Southern Africa
- Member of the International Association for Impact Assessment
- Member of the South African Institute of Civil Engineers

#### *Courses, Seminars and Workshops Presented:*

- Assisted in the development and presentation of a one-day and three-day course on "Biodiversity and EIA Decision Making" at Kwa-Maritane, August 2006 and Noordhoek in September 2006, respectively.
- Presented a Guest Lecture at University of Cape Town on "Biodiversity Issues in Decision Making in EIA." April 2006
- Contributed to a 5-day course on integrating HIV/AIDS issues into EIA for the water sector, held in Gaborone, Botswana, July, 2005. Under the joint auspices of SAIEA, CSIR and the University of Botswana.
- Presented a one-day course on Environmental Management in Mining to the National Environmental Secretariat of Lesotho and representatives of other government departments, February, 2005, Lesotho Sun Hotel, Maseru, Lesotho.
- Presented a one-day course on Strategic Environmental Assessment to the Environmental Subcommittee of the Southern African Power Pool, February, 2005, Elephant Hills Hotel, Victoria Falls, Zimbabwe.
- Presented a lecture on "The Interface between Lawyers and Environmental Practitioners" to the Deneys Reitz Articled Clerks, June 2003.
- Presented a lecture on "Environmental Management in Mining" as part of the MEETI Chamber of Mines series of lectures, July 2002.
- "Environmental Management in the Mining Industry". Three-day course presented at the University of Pretoria Course in Mineral Laws Administration and Environmental Management in November 1997.
- Presented lectures on "The Use of Environmental Economics in EIA" at the Environmental Impact Assessment Training Workshop at the University of Zimbabwe Lake Kariba Research Station, August 1997.
- Presented a Workshop on "Implementing Chapter 6 of the EMPR" as part of the Enviro Mining 97 Conference on 28 July 1997, Johannesburg.
- Presented a Workshop on "Environmental Management: Current Status of Environmental Legislation and Policy in South Africa" to the Greater Johannesburg TMC on 5 May 1997.
- Presented a lecture to Wits BioSoc on "Is there a Need for Parks and Nature Reserves in a City?" October, 1990.

#### John Boyle

Since the early 1970s, John has undertaken environmental planning, impact assessment and management work for a wide variety of industrial, infrastructure and natural resource developments in Canada and overseas, including strategic/regional assessments. Since the early 1990s, he has been particularly active in environmental institutional development, capacity-building and training in both the private and public sectors with a particular focus on the development of environmental assessment policy, practices, guidelines and administrative procedures. He has worked independently and has managed large, multi-disciplinary teams of professionals in environmental, social, economic and engineering fields. His experience includes industry, government and community liaison. Until 2002, and with the exception of the 1992-95 period on a CIDA-funded project in Zimbabwe, most of John's experience has been as an environmental consultant. He joined the World Bank's Africa Region in 2002 where he works with clients, project teams, and consultants to apply EIA in a wide variety of sectors, primarily energy and water. Related experience includes more than five years with an international development NGO and two years in engineering design and construction management. He spearheaded having IAIA adopt its "Guidelines for Lead IA Professionals" in 2006.

*Education:*

- PhD (Environmental Geography), University of Toronto, 1993
- Master of Natural Resources Management, Simon Fraser University, 1982
- Bachelor of Applied Science (Honours Chemical Engineering), Univ. of British Columbia, 1968

*Membership in Professional Bodies:*

- Registered Professional Engineer, British Columbia, Canada, 1972
- International Association for Impact Assessment

*Countries of Work Experience:*

- Americas (Canada, U.S.A.)
- Africa and Middle East (Ethiopia, Ghana, Mozambique, Malawi, Namibia, Nigeria, Rwanda, Uganda, West Bank and Gaza (Palestinian Authority), Zimbabwe)
- Asia (Indonesia, Thailand, Malaysia)
- Eastern Europe and FSU (Albania, Azerbaijan, Kazakhstan, Kosovo, Macedonia, Turkmenistan, Uzbekistan)

*Courses, Seminars and Workshops Presented:*

- Designed and delivered, with other World Bank staff, a 2-day workshop for senior water resource managers in Egypt, Sudan and Ethiopia on the practical aspects of implementing EIA (2007)
- Designed and delivered, with other World Bank staff, a one-week workshop on implementing EIA in 13 African transport/road agencies (2005)
- Developed and delivered an EIA training course to more than 35 officers of the Palestinian Authority. Provided coaching and advice in implementing the new EIA program within the new Ministry of Environmental Affairs, including project-specific technical guidance (1996-2000)
- Designed and delivered 2-week in-service training courses on EIA for Zimbabwe government officials. Conducted a 1-week train-the-trainers course. Advised and coached government staff to implement the new environmental assessment policy, and advised on EIA practice, review and management as part of normal operations (1992-95)
- Designed, managed, and presented graduate EIA course, Simon Fraser University, Canada (1981)
- Numerous EIA training-related presentations to conferences, workshops, clients, government agencies

### **3.2 History of the Course**

Elements of the course have been presented before, by Bryony and/or John, both formally and as part of day-to-day work with clients, government officials, and project staff and colleagues over many years.