

**NATIONAL ENVIRONMENT AND PLANNING AGENCY**

**NATURAL RESOURCES CONSERVATION  
AUTHORITY**

**GUIDELINES FOR CONDUCTING  
PUBLIC PRESENTATIONS**

**2007-10-25**

## **SECTION 1: GENERAL GUIDELINES**

### **1.1 Introduction**

There are usually two forms of public involvement in the Environmental Impact Assessment (EIA) process. The first is direct involvement of the affected public or community in public consultations during the EIA study. These consultations allow the developer to provide information to the public about the project and to determine what issues the public wishes to see addressed. The extent and results of these consultations are included in the documented EIA report.

The second level of involvement takes place after the EIA report and addendum, if any, have been prepared after the applicant has provided the information needed for adequate review by NEPA and the public.

Public involvement in the review process is in keeping with Principle 7 of the United Nations Environment Programme (UNEP) decision published as Goals and Principles of Environmental Impact Assessment [Decision 14/25 of the Governing Council of UNEP, of 17, June, 1987]

### **1.2 Purpose**

These guidelines are prepared for the use of the developer/project proponent; the consultants involve in conducting the EIA study and prepared the EIA report and the public.

## **SECTION 2: SPECIFIC GUIDELINES FOR PUBLIC PRESENTATIONS**

### **2.1 Requirements**

Arrangements for the public presentation must be made in consultation with NEPA in respect of date, time, venue, chairperson and participants.

A permanent record of the meeting is required hence, the project proponent/consultant will submit to NEPA a copy of the verbatim report of the public presentation within seven (7) days of the date of the meeting.

### **2.2 Public Notification**

The public must be notified at least three weeks before the date of the public presentation. The developer/consultants must seek to ensure that in addition to specific invitation letters, at least three (3) notices are placed in the most widely circulated newspapers advertising the event. The notice shall also be forwarded to NEPA for posting on the website. To ensure that the notice is distributed as widely as possible, other methods of notification such as community notice board, flyers, town criers etc. shall be utilized as appropriate. In addition, specific notice to relevant local NGOs and community groups should be made by the developer/consultants.

The notice should indicate that:-

- the EIA has been submitted to NEPA;
  - the purpose of the meeting;
  - how to access the EIA report for review
- the date, time and venue of the public presentation.

The public presentation should be conducted no less than 3 weeks after the EIA has been made available to the public and no less than 3 weeks after the first notice announcing public presentation has been published by the applicant.

***(A typical notice is in Appendix 1).***

## 2.3 Responsibility of Developer/Consultant Team

The developer/consultant is responsible for distribution of copies of the EIA Report to make them available to the public at least three weeks before the public presentation.

Copies should be placed in the Local Parish Library and the Parish Council Office as well as at the nearest NEPA Regional Office and other community locations as agreed upon.

A summary of the project components and the findings of the EIA in non-technical language should also be prepared for distribution at the public presentation.

## 2.4 Conduct of the Meeting

With respect to the conduct of the meeting, the chairperson should be independently selected so as to ensure his/her neutrality. NEPA should be consulted regarding the selection of a chairperson. The role and responsibilities of the chairperson are outlined **Appendix 3**.

The technical presentation by the project proponent/consultant should be simple, concise and comprehensive. The main findings of the EIA including adverse and beneficial impacts identified and analyzed should be presented.

Mitigation measures and costs associated with these measures should be presented. The presentation should inform the public on how they will get access to monitoring results during the construction and operational phases of the project, bearing in mind that the public and non-governmental groups are expected to be involved in post-approval monitoring. Graphic and pictorial documentation should support the technical presentation.

Presenters are advised to keep the technical presentation simple and within a time limit of 20-30 minutes depending on the complexity of the project and to allow a minimum of 30 minutes for questions.

The project proponent/consultant will submit to NEPA a copy of the verbatim report of the public presentation within seven (7) days of the date of the meeting.

Please note that the public will be given a period of thirty (30) days after the Public Presentation to send in written comments to NEPA.

***(A typical agenda for a meeting is given in Appendix 2)***

# APPENDIX 1

## NOTIFICATION OF PUBLIC MEETING

THERE WILL BE A PUBLIC PRESENTATION ON THE ENVIRONMENT  
IMPACT ASSESSMENT REPORT

OF:

VENUE:

DATE:

TIME:

THE PUBLIC IS INVITED TO PARTICIPATE IN THE PRESENTATION BY WAY  
OF ASKING QUESTIONS RELATING TO THE PROPOSED PROJECT.

A COPY OF THE ENVIRONMENTAL IMPACT ASSESSMENT REPORT MAY  
BE CONSULTED AT THE

\_\_\_\_\_ PARISH LIBRARY  
\_\_\_\_\_ PARISH COUNCIL OFFICE

\_\_\_\_\_   
For further information contact:



## APPENDIX 3

### **ROLE AND RESPONSIBILITIES OF THE CHAIRPERSON**

The chairperson has the main role of guiding the conduct of the meeting and seeing to it that the concerns of the public are adequately aired and addressed by the proponent/consultants.

The responsibilities of the chairperson include explaining the NEPA approval process, that is, the steps involved and the role of the NEPA at these public presentations. In other words, the chairperson should explain the context within which the meeting is taking place.

The chairperson should ensure that adequate time is allowed for questions and answers, and must understand clearly and communicate the purpose of the meeting to the audience. The chairperson is responsible for introducing the presenters.

The chairperson should contribute to but not monopolize the meeting.