

ANNEX J – GUIDANCE ON LSC BEST PRACTICE

These guidance notes provide some best practice examples to help you when planning your Local Stakeholder Consultation.

Non-technical summary

In Figure J.1 you see an example of a non-technical summary in the local language. This is a fragment of the Chinese non-technical summary of Hunan Loudi Miaopu Landfill Gas to Power Project in China.

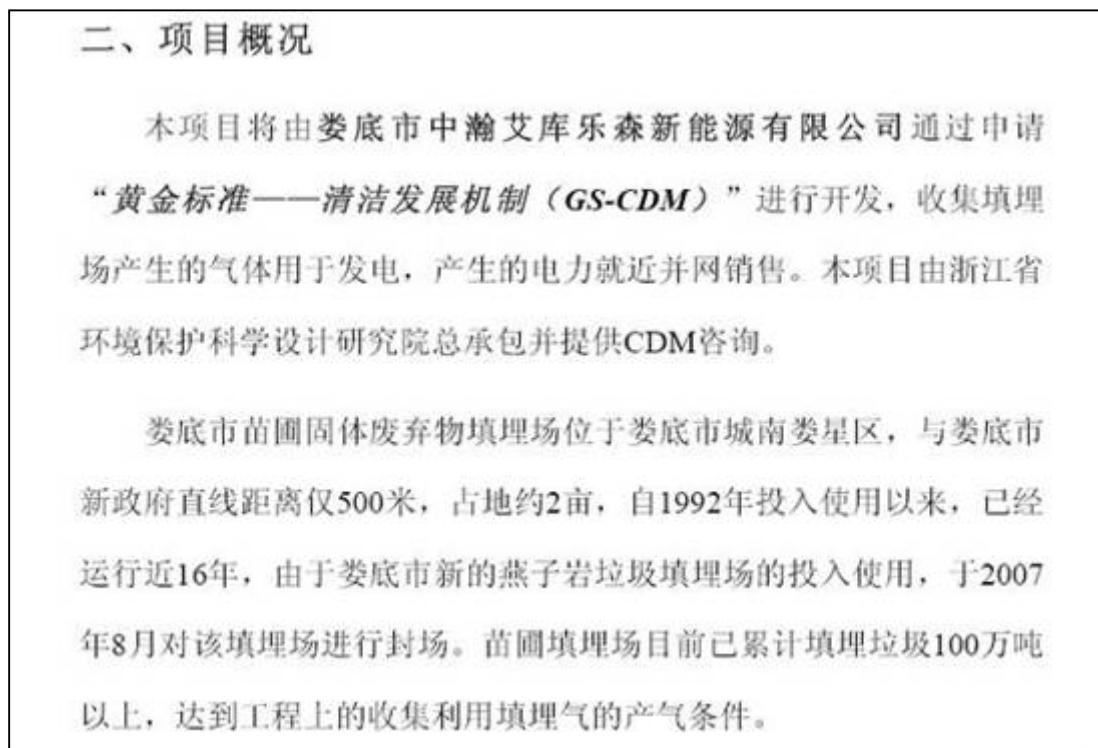


Figure J.1 non-technical summary of Hunan Loudi Miaopu Landfill Gas to Power Project in China

Invitations

In Figure J.2 A newspaper article announcing the date, time, location and agenda for upcoming stakeholder consultation meeting for EECOPALSA biogas project in Honduras you find an example of a newspaper ad from the EECOPALSA biogas project in Honduras and in Figure J.3 an example of an announcement poster at a bus terminal from the Hunan Loudi Miaopu landfill gas to power project in China.

Figure J.2 A newspaper article announcing the date, time, location and agenda for upcoming stakeholder consultation meeting for EECOPALSA biogas project in Honduras



Figure J.3 A poster advertisement conveniently placed near a bus terminal, announcing the upcoming stakeholder consultation for the Hunan Loudi Miaopu landfill gas to power project in China



Tracking invitations

Please find a template to track invitations in Table J.1.

Table J.1

Category Code	Organisation (if relevant)	Name of invitee	Means of invitation	Date of invitation	Confirmation received? Y/N

Participants list

Please find a template of a participants list in Table J.2.

Table J.2

Participant list stakeholder consultation				
Date and time:				
Location:				
Name participant, job/position in the communit	Male/Female	Signature	Organisation (if relevant)	Contact details














See an example of a participant list in Figure J.4 of participants from Çamseki Üvecik Wind Farm Project. Please note that this list is not using the preferred format, but it gives a feeling for how such a list could look like.

Annex V: List of Participants

Participant List	
Female Participants	
1. Nurdan Kurt	2. Buse Kurt
3. Ayten Altıparmak	4. Serfe Bozkurt
5. Cahide Aykut	6. Nurcan Soydemir
7. Dilek Tumur	8. Fatma Gezgen
9. Nurdan Köroğlu	10. Zerrin Şaşkın
11. Gönül Oskan	12. Kevser Bayır
13. Gülbiye Aydoğan	
Male Participants	
14. Mehmet Bayer	15. Rüstem Kiray
16. Ziya Taş	17. Ahmet Avcı
18. Kemal Avcı	19. Hüsnü Hoşgör
20. Hasan Çepel	21. Abdurrahman Gözüaçık
22. Engin Yalçın	23. Ünal Gürel
24. Nuri Güder	25. Ferit Gürel
26. Seyhan Gündemir	27. Sami Kurt
28. Ercan Acun	29. Mehmet İbars
30. Muammer Gündemir	31. Alaattin Talayhan
32. Şahin Bayır	33. Kenan Çepel
34. İsmail Özcan	35. Rafet Acar
36. Erdoğan Acun	37. Muzaffer Yüksel
38. Süleyman Dinçkal	39. İsmail Ülker
40. Recep Aykut	41. Ufuk Aykut
42. Seçkin Karalar	43. Nail Dinçkal
44. Rifat Duman	45. Nuri Demirsoy

23.11.2007
Üvecik Çamseki Projesi için Yapılan Toplantıya
Katılan Kadınlar

































Ad-Soyad İmza

1) Nurdan Kurt 
2) Buse Kurt 
3) Ayten Altıparmak 
4) Serfe Bozkurt 
5) Cahide Aykut - 
6) Nurcan Soydemir 
7) Dilek Tumur 
8) Fatma Gezgen 
9) Nurdan Köroğlu 
10) Zerrin Şaşkın 
11) Gönül Oskan 
12) Kevser Bayır 
13) Gülbiye Aydoğan 

Female participants

23.11.2007
Üvecik Çamseki Projesi için Yapılan Toplantıya
Katılan Erkekler

Ad-Soyad Mesleği İmza

1) Mehmet BAYER 
2) Ziya TAŞ 
3) Rüstem KIRAY 
4) Kemal AVCI 
5) Ahmet AVCI 
6) Hasan ÇEPEL 
7) Hüsnü HOŞGÖR 
8) Engin YALÇIN 
9) Abdurrahman GÖZÜAÇIK 
10) Nuri GÜDER 
11) Ünal GÜREL 
12) Seyhan GÜNDEMİR 
13) Ferit GÜREL 
14) Ercan ACUN 
15) Sami KURT 
16) Muammer GÜNDEMİR 
17) Mehmet İBARS 
18) Şahin BAYIR 
19) Alaattin TALAYHAN 
20) İsmail GECAN 
21) Kenan ÇEPEL 
22) Erdoğan ACUN 
23) Rafet ACAR 
24) Süleyman DİNÇKAL 
25) Muzaffer YÜKSEL 
26) Recep AYKUT 
27) İsmail ÜLKER 
28) Seçkin KARALAR 
29) Ufuk AYKUT 
30) Rifat DUMAN 
31) Nail DİNÇKAL 
32) Nuri DEMİRSOY 

Male participants

Figure J.4 Participant lists from the Çamseki Üvecik Wind Farm Project in Turkey

Evaluation forms

You can use Table J.3 as basis for your evaluation forms.

Table J.3

Name	
What is your impression of the meeting?	
What do you like about the project?	
What do you not like about the project?	
Signature	

Minutes of the Meeting

See in Figure J.5 an example of meeting minutes. This text originates from the Local Stakeholder Consultation report of the TTY Biogas CDM Project in Cambodia.

Q7: Is there any smelling of wastewater from ponds as before during the project implementation because in the current condition we can smell it about 1km around this factory. For discharge wastewater from lagoons to the outside factory it is impacted to agricultural crop such as rice or other plantation? (Local authority)) (If possible, we should make small cosmetic changes so that the grammar and spelling is correct, without taking away from the original question)

A7: *The gases that cause the smells are mainly hydrogen sulphide, which is known as rotten egg gas. When the project is implemented the odours will be significantly reduced because the lagoons will be sealed to capture the biogas. All wastewater will now be pumped into the biogas system, where after the digestion process, the wastewater will be treated and most of the organic matter and pathogens will be removed. After this the wastewater will be discharged to the existing lagoons from one to one, which will take a very long time before it is released outside the factory, so it will be very well treated. Response: reducing the gas is a good thing.*

Figure J.5 Part of Local Stakeholder Consultation report of the TTY Biogas CDM Project in Cambodia

Alterations made to the project

An example of what kind of alterations could be made to a project based on the stakeholder consultation process is presented in Figure J.6, giving an example of the Hunan Loudi Miaopu landfill gas to power project in China.

Addressing questions and comments 26, 27, 28, 29, 30, 31 and 33 with regard to the living area and the interactions with surrounding neighbours:

The project consultant together with the owner will design the location in a way to reduce the direct visibility to a minimum. The owner will also plant trees or bushes if necessary. The project owner will take the potential risk of waste coming down into account and conduct countermeasures if this occurs. The new topping and reshape of the landfill as well as the planted trees will reduce the effects of waste coming down.

Figure J.6 Proposed changes to project design of Hunan Loudi Miaopu landfill gas to power project in China

See below for an example of how outcome of stakeholder consultation has been integrated in the project design of Sayalar wind farm in Turkey.

G.3. Report on how due account was taken of any comments received:

During the ISC the villagers from Deremahallesi Village have asked a contribution from Demirer Holding to their village. This would involve social benefits that could be achieved with assistance of the project owner.

Response to the comments from the villagers:

Demirer Holding decided to support the villages as follows:

- At the moment the primary school (the only school in the nearby villages) is in very poor condition. The school has approximately 12 students from first, second and third grade. All students work in a single classroom under the supervision of only one teacher. Demirer Holding has donated several materials for the school, these are listed in the table below:

Table 17 Overview of the donated items

Item	Quantity
Blackboard (1.2m x 2m)	1
Heating stove	1
Stove pipe	12
School desk	10
Teachers desk	1
Office chair	1
Teacher locker	1

- As the weather conditions and especially the winter conditions are harsh in the region, Demirer Holding has decided to donate winter clothing and footwear to all students and children who are in need of this help in Deremahallesi Village. Currently Demirer Holding has listed 30 children who are eligible for these donations. At the moment Demirer is waiting for winter clothing to be available in the market.
- Demirer has given donations and support to the school which mitigated the possibility that the only teacher would be assigned to another region. This would have happened if the student number dropped below 10, the teacher would have been reassigned and the school would have been closed in the coming educational term. Due to the donations from Demirer this has been mitigated. During the ISC meeting the villages emphasized the importance of the employment opportunities in the region created by the project. For the construction phase of the project, 9 people are already hired from the village and several other employees have been hired from the region. For the operational phase 12 – 13 people will be hired for the project. 4 electricity board responsible, 4 security staff, 3 or 4 technicians and an electrical engineer. All the security staff and one technician have been hired from the Deremahallesi Village. The electrical engineer has been hired from Akhisar, which is the closest district to the project site. Although the rest of the positions are not filled at the moment, Demirer Holding is willing to fill these positions from local and regional human resources if this is possible. The technical staff will be trained by Demirer Holding and Enercon regarding technical and security issues.
- Demirer Holding will help the villagers with the construction of a micro reservoir. At the moment Demirer is awaiting the decision from the muchtar for the most suitable place where the micro reservoir can be constructed

Figure J.7 - Example Sayalar wind farm, Turkey