

Environmental and Social Screening
Section of the
Grants Operational Manual

used for preparation of the

EU/IPA

**Agriculture and Rural Development
Institution Building Project
(World Bank Trust Fund)**

December, 2013

This Environmental Screening Procedure is an excerpt of the existing Montenegro Institutional Development and Agricultural Strengthening Project Grant Operational Manual. It is set up as a part of an overall operational manual that will define all of the details and specifics as related to the grant applications, including the sectors that can apply, the scope of grants, the funding, review procedures, governing bodies and responsible parties, etc.

This excerpt is meant to illustrate the adequate environmental safeguard provisions which shall be in place prior to approval of the new Project financed by EU/IPA and administered by the World Bank Trust Fund.

All projects to be financed under the EU/IPA Agriculture and Rural Development Institution Building Project Grants Program (here-in called the Grants) will be subject to a social and environmental review process. These procedures aim at addressing both the requirements of the Montenegro legislation and the World Bank safeguard policies, as the institutional body responsible for administering the EU/IPA funds through an established Trust Fund. The screening process will:

- 1.) Build on the existing and substantial capacities developed under the World Bank (IBRD and GEF) GEF financed MIDAS Project
- 2.) Utilize as much as possible the institutional capacities developed under the MIDAS
- 3.) Establish their own Grant Operational Manuals which shall define the entire process of applying for, screening and approving the Grant applications, of which this environmental screening procedure will be an integral part.
- 4.) Be a part of the overall implementing, management and monitoring and reporting process, as is defined by the actual Grant Operational Manual that is to be developed.

Upon receipt of grant applications the Sector for payments together with the Project Grants safeguard specialist will check the Checklist in Annex 1 and through it conduct environmental and social screening according to the information provided in the application. The Checklist will be an integrated part of each grant application. Using the Checklist projects will be classified into one of the following 3 categories:

- (a) Projects for which an Environmental Impact Assessment is mandatory under the Montenegrin legislation (Law on Environmental Impact Assessment No 80/05, and relevant secondary legislation, including the Decree on projects subject to the EIA Official Gazette of Montenegro No 20/07 and the Revision of the Decree published in the Official Gazette of Montenegro No 47/2013), based on project characteristics, location, and/or characteristics of the potential impact;
- (b) Projects for which adequate environmental assessment instruments (e.g.EMP) are required in line with World Bank procedures (and based on the Checklist, where more than one answer has been “yes” and/or with complex mitigation measures beyond those listed in the Checklist); and
- (c) Projects that do not necessitate detailed environmental assessment since their expected negative environmental impacts are minor to negligible or may only require some of the mitigation measures set forth in the Checklist.

Projects under category (a), that require a full EIA under the Montenegro legislation or that are similar to a World Bank ”A” project, will not be financed by the MIDAS Grants Program. These limit intensive cattle and farm animal raising activities that are based on¹ more than 5.000 broilers, 6.000 turkeys and hens, 2.000 pigs or 500 sows with piglets (up to 30 kgs), and 200 places for cattle, sheep, goat, horses or donkeys.

¹ Regulation about projects for which an Environmental Impact Assessment is required (Official Gazette No 20/07 RMNE) and the Revision of the Decree on projects for which an Environmental Impact Assessment is required (Official Gazette No 47/2013 RMNE).

Projects that will result in the displacement of any third parties formally or informally occupying or using the land on which they will be implemented, will not be financed. This will be controlled as part of the environmental and social screening process.

All activities on international waterways or tributaries to such water ways, that may cause changes in the quality or quantity of the water supplied to the riparian states, shall not be financed. These projects will be subject to additional review and control by World Bank.

1.11 Environmental safeguards documentation

Each application will have a completed Environmental and Social Checklist Questionnaire (Annex 1). The completed Checklist will be saved in the project file for each application, detailing the sort of due diligence required for the given activity. In the event that the need to present an EMP will be determined after the application has been submitted, either during the review of the SfP, or the on-spot control, the application will be returned or the applicant will be asked to prepare an EMP. The applicant is responsible for preparing the EMP. Both the Safeguard Specialist of the Project and the Extension Service will be readily available to provide the needed support to the applicant to prepare the EMP as necessary. The EMP, together with the Checklist for Safeguards, will be saved in the Grant file. Examples of EMPs have been given within Annex 1.

Activities in protected areas will be subject to the site-specific EMP which shall build on the provisions of the templates in Annex 1, but will also include specific measures which are mandated by the Montenegrin laws, proclamations of protected areas, and various decrees and decisions which govern such activities in protected areas.

These EMPs will be subject to disclosure and public consultation processes.

The Project Safeguard Specialist will review and approve the EMP submitted, while the EMPs for activities in protected areas will be sent to the World Bank environmental specialist for review and guidance.

Disclosure: The completed EMPs (for projects where EMPs are deemed as necessary according to the Checklist) will be disclosed in a public place near the proposed subproject location. The public places may be either municipal buildings, libraries, train stations or simply bulletin boards, which would ensure that the majority of project-affected stakeholders are informed. Furthermore, the Project website will also be used to disclose the EMPs and a means of receiving feedback or grievances will be established at the website as well (e-mail or regular address).

For the protected areas EMPs, after disclosure, with sufficient time to review the documents, a public consultations process will be carried out (and announced beforehand) in order to ensure all of the possibly affected public is notified of the planned works and has a chance to state their opinion on the activity. Records of such consultations will be an integral part of the EMP and will be submitted along with the regular application. The aim of the disclosure and the public consultations is to ensure all of the support or complaints are received ahead of works, so that the design and EMP can be accordingly revised in order to prevent complaints once works are implemented. The Borrower will ultimately be responsible for the consultations and ensuring that all of his/her neighbors or eventually affected stakeholders are consulted.

1.12 Monitoring and Reporting

As part of the normal supervision activities carried out by the Project Team they will support the Extension Service and SfP to perform desk and field/based supervision functions to assure compliance of the projects financed by the Grants Program with World Bank safeguard policies. The form for supervision to be filled out for site visits and on the spot controls is given in Annex 2.

All investments will be monitored by the Project Team and/or designated MARD sectors, with adequate reporting being submitted to the World Bank team as well. The further details of the monitoring and reporting practices will be fully developed in the overall Grant Operational Manual.

Annex 1 – Checklist for Safeguards and Examples of Environmental Management Plans (EMPs)

Name of Project or description of activity/ (Reference number):			
Village/Municipality:			
Name of applicant:			
Contact:			
ENVIRONMENTAL AND SOCIAL CHECKLIST QUESTIONNAIRE (must be filled out and filed for every application)			
General issues	Yes/No (circle)	Specific Features	
1. Is the project of such a scope that it will require an environmental impact assessment (EIA) as required by Montegrin legislation (EIA law 80/05 and decree 20/07 and 47/2013 List 1)	Yes No		If YES, the project is not eligible for support. If NO, complete the Checklist below.
Social issues	Yes/No (circle)	Specific Features	
2. Can the applicant present evidence of ownership or voluntary donation of the site for realizing the project?	Yes No	If NO, the project is not eligible for support	Identify another site
3. Will the implementation of the project result in the displacement of any third parties formally or informally occupying or using the land on which it will be implemented?	Yes No	If YES, the project is not eligible for support	Identify another site
Environmental issues	Yes/No (circle)	Specific Features	Alternative Mitigation Measures (circle one or more)
Location of the Activity			
4. Will this project be implemented in protected areas (protected or national parks, landscapes, ecosystems, including marshlands or aquatic systems) or will it impact protected endemic plant-, fungi- or animal species, or their habitats?	Yes No	If answer is “yes” consultation with the World Bank task team and environmental specialist is mandatory	a) This activity needs to prepare a site-specific EMP that will incorporate all of the local requirements and best acceptable environmental practices b) All necessary local permits have been obtained c) The activity is in accordance with the management regime for a given location d) There will be no use of endemic or protected species
5. Will the project activities take place in/close to archeological or cultural sites?	Yes No		a) The project will not risk damage to any such site b) Special care will be taken to protect such a site, e.g. fencing to protect from animals or it will be included in EMP for construction works c) The project is carried out in coordination with authority on cultural/archeological sites and according to regulations d) Other (please state)
6. Will the project include changes in the predicted land-use and will include works that might endanger the soil/land, see also section on erosion. (logging, changing pasture to	Yes No		a) Minimal land-use changes – within the same category b) Land-use change will be undertaken only after authorization by designated bodies, e.g. forestry department for logging, etc.

agriculture land, deforestation, etc)			c) Planned activities will not endanger soil/land d) Other (please state)
7. Will the project affect sensitive ecosystems, such as wetlands, marshlands or aquatic ecosystems	Yes No	If answer is "yes" consultation with the World Bank task team and environmental specialist is mandatory	a) For aqua-culture: there exists a storage and management facility for fish waste b) Fish farms have incorporated best available measures on pollution reduction, such as a closed, re-circulated system or other c) Other (please state)
Construction			
8. Will the project include construction or rehabilitation of a building, tank, pit or similar structure?	Yes No		This activity requires an Environmental Management Plan. Example of EMP (No. 1) is give in anex (for General Construction and optional for operation of the stall).
9. Will the project include demolition or removal of an existing structure?	Yes No		This activity requires an Environmental Management Plan. Example of EMP (No. 2) is give in anex (for Demolition Activities).
10. Will the project result in increased manure production or improvements in manure collection & management?	Yes No		This activity requires an Environmental Management Plan. Example of EMP (No. 3) is give in anex (for Manure Management Activities).
11. Will the project include construction materials from own logging	Yes No		a) Logging will only take place after written authorization by designated authority (The Forestry Management of Montenegro) and with due consideration to the environment
Purchases made for equipment/animals/plants			
12. Will the project include purchasing of machinery and/or other farm equipment (including generators)?	Yes No		a) All machinery will be regularly maintained by authorized service and repair companies b) Machinery will be stored and refuelled on locations where spills onto the soil are not possible.
13. Will the project increase number of animals grazing on the land?	Yes No		a) Grazing management will ensure that carrying capacity of pastures and meadows are not exceeded. b) Animals will not be grazing in sensitive areas c) Animals will be stall fed d) Other (please state)
14. Will the project involve import of living organisms, e.g. saplings, insects, animals, etc	Yes No		a) Only certified material and sources will be used b) No alien species will be imported, e.g. only species normally resident in the region c) All imported animals will have veterinary certificates according to regulations. d) Other (please state)
Manure management			
15. Will the project result in increased manure production?	Yes No		a) The manure will be stored in a leak-proof lagoon or tank designed for this purpose. b) The project includes construction of a manure management/storage facility to EU standard c) Manure will be stored in such manner that it does not pollute groundwater or open waterways d) Manure will be used as fertilizer in such manner that it does not over-fertilize land or risk polluting groundwater or open waterways. e) Manure will be sold f) Other, please state:

Air Quality Protection			
16. Will the project increase emission of pollutants into the atmosphere? This includes but is not limited to: - Fire smoke, - dust, - odors or - exhaust fumes.	Yes		a) Adequate ventilation for air and fumes will be in place b) Filters for absorbing odors will be used c) Adequate chimney & fireplace for solid fuel burning d) Any other materials regarded as hazardous will be stored in a safe place to minimize risk of accidental contamination water, air or soil e) Other (please state)
	No		

Water Quality Protection			
17. Will the project increase emission of pollutants into the water?	Yes		a) Waste water will be transferred to lagoon or a septic tank b) Separate wastewater collection system is used c) Controlled use of pesticides and artificial fertilizers according to best EU practices d) Any other materials regarded as hazardous will be stored in a safe place to minimize risk of accidental contamination water, air or soil e) Other (please state)
	No		
18. Will the project include areas that are sensitive for erosion, e.g. plantations on slopes or increased grazing in sensitive areas	Yes		a) The project will not include activities likely to increase erosion or project will reduce erosion b) Measures will be taken to minimize erosion c) Waterways will be protected from erosion sediment load from the project site. d) Other (please state)
	No		

Waste Generation			
19. Will the project lead to increased waste generation?	Yes		a) Waste will be collected and stored in a designated area b) The waste will be transported to a municipality disposal site, e.g. landfill, according to regulations c) Organic waste will be sold d) Organic waste will be recycled on the farm e) Other (please state)
	No		
20. Can the waste generated within the project be classified as hazardous? Hazardous waste may include, but not be limited too, animal carcasses, toxic materials, pesticides, and veterinary/medical waste.	Yes		a) Storage of hazardous waste will be in safe containers and according to regulations b) Contract with authorized collectors to takeover and transport the waste c) Disposal of animal carcasses according to recommendations of the veterinary office d) Any other materials regarded as hazardous will be stored in a safe place to minimize risk of accidental contamination water, air or soil e) Other (please state)
	No		

FOLLOW UP:
The following activity is approved with the additional requirements (MIDAS internal use only)

- 1.) EMP No. ____ to be used
- 2.) Specific mitigation measures as listed above under question ____
- 3.) Specific EMP made for activities in protected areas and attached to application

<p>I certify to the best of my knowledge that the information provided above is true and that I shall implement this activity in the most sound environmental and social manner.</p> <p>Name of applicant: _____</p> <p>Signature: _____</p>	<p>I certify to the best of my knowledge that the information provided above has been verified during the application processing and that the adequate EMPs and/or mitigation measures have been shared with the applicant.</p> <p>Name of reviewer I: _____</p> <p>Signature: _____</p> <p>Name of reviewer II: _____</p> <p>Signature: _____</p>
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Environmental Management Plan No. 1 for General Construction (This Plan includes questions related to operation of stalls for optional use) If the construction includes demolition, use also EMP No. 2				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Construction	Dust and noise generated during construction	Limit operation to daily hours, when higher noise level is allowed. For prolonged work, ensure noise levels are acceptable In case of significant dust emissions use water to suppress dust	Monitor complaints from neighbors, visually ensure dust generation is acceptable Monitor working hours and noise levels (audibly)	1 m3 of water for dust suppressing: COST		Workers / Contractors	Contractor and PMU	
Construction	Exhaust emissions and vibrations from the machinery	Ensure use of best available machinery Do not allow machinery to idle	Monitor types of machinery used and idle running			Workers / Contractors	Workers and PMU	

Environmental Management Plan No. 1 for General Construction (This Plan includes questions related to operation of stalls for optional use) If the construction includes demolition, use also EMP No. 2				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Construction	Construction may use natural materials such as wood or stone that are obtained through depletion of natural resources	Ensure adequate and authorized procurement of stone and wood Ensure authorized logging of wood, as approved by the designated authority (Uprava za šume Crne gore – the Forestry Management of Montenegro) and with due consideration to the environment	Monitor sources of materials and approvals/receipts			Workers / Contractors	Workers and PMU	
Construction	Soil pollution caused by oil and grease leakage	Maintenance of machinery at approved sites Storage of machinery on non-permeable surfaces Clean-up of spills	Visually inspect for signs of leaks	Cost of excavating 1m3 of soil with spill COST		Workers / Contractors	Workers and PMU	

Environmental Management Plan No. 1 for General Construction (This Plan includes questions related to operation of stalls for optional use) If the construction includes demolition, use also EMP No. 2				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Construction	Soil and water pollution from improper waste management	Ensure proper waste management at designated landfill sites Maximize reuse, especially of inert materials and useful topsoil	Visually Maintain receipts from designated landfill site for all construction wastes	Cost to transport waste per kilometer to site		Workers / Contractors	Farmer, Workers and PMU	
Construction	Hazardous materials	All hazardous materials or waste will be stored in a safe place to minimize risk of accidental contamination water, air or soil	Visually inspect storage facilities for hazardous materials or waste. Maintain receipts for disposal of hazardous materials	Cost of transport and disposal		Workers / Contractors	Farmer, Workers and PMU	
Construction	Contamination of soil and/or ground water caused by releases of wastewater or liquid waste	Ensure all wastewater is collected in leak proof septic tanks which are regularly emptied	Visually inspect that there are no releases of wastewater or liquid wastes into the environment	Cost of transport and disposal		Workers / Contractors	Farmer, Workers and PMU	

Environmental Management Plan No. 1 for General Construction (This Plan includes questions related to operation of stalls for optional use) If the construction includes demolition, use also EMP No. 2				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Operation	Manure production and organic waste	Manure is stored in designated tank or lagoon or in such way that it does not risk pollution of groundwater or water ways	Monitor runoff or leaking	Cost of establishing a tank Cost of transport or establishing buffer zone around storage		Final user /farmer	Farmer, Workers and PMU	
Operation	Waste water and waste production	Ensure that wastewater is not entering freshwater sources and other waste is collected and disposed of according to regulations	Visually monitor Maintain receipts for disposal	Cost of Waste or wastewater storage and disposal		Final user and workers /farmer	Farmer, Workers and PMU	
Operation	Handling of hazardous materials or waste, including but not limited to: toxic materials, veterinary supplies or waste, pesticides and pesiticide containers, animal carcasses.	All hazardous materials or waste will be stored in a safe place to minimize risk of accidental contamination water, air or soil Hazardous waste will be handed over to authorized collector	Visually inspect storage facilities for hazardous materials or waste Keep receipts of takeover of hazardous waste by authorized collector.	Cost to establish safe storage Cost of takeover of hazardous waste by authorized collector		Final user and workers /farmer	Farmer, Workers and PMU	

Environmental Management Plan No. 1 for General Construction (This Plan includes questions related to operation of stalls for optional use) If the construction includes demolition, use also EMP No. 2				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Operation	Animal safety	Ensure that number of animals do not exceed what the stable was designed for. Ensure that animals are kept out of dangerous areas,	Check number of animals against design	Cost of fencing or similar.		Final user /farmer and workers	Farmer, Workers and PMU	

Environmental Management Plan No. 2 for demolition of buildings or structures				Cost	Institutional Responsibility		Comments (e.g. secondary impacts)	
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/Operate	Monitor	
Demolition	Dust and noise generated during demolition	Limit operation to daily hours, when higher noise level is allowed. For prolonged work, ensure noise levels are acceptable In case of significant dust emissions use water to suppress dust	Monitor complaints from neighbors, visually ensure dust generation is acceptable Monitor working hours and noise levels (audibly)	1 m3 of water for dust suppressing: COST		Workers / Contractors	Contractor and PMU	
Demolition	Soil pollution caused by oil and grease leakage	Maintenance of machinery at approved sites Storage of machinery on non-permeable surfaces Clean-up of spills	Visually inspect for signs of leaks	Cost of excavating 1m3 of soil with spill COST		Workers / Contractors	Workers and PMU	
Demolition	Soil and water pollution from improper management of construction waste	Ensure proper waste management at designated landfill sites Maximize reuse, especially of inert materials and useful topsoil	Visually Maintain receipts from designated landfill site for all construction wastes	Cost to transport waste per kilometer to site		Workers / Contractors	Farmer, Workers and PMU	

Environmental Management Plan No. 2 for demolition of buildings or structures				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/Operate	Monitor	
Demolition	Hazardous materials	All hazardous materials or waste will be stored in a safe place to minimize risk of accidental contamination water, air or soil Hazardous waste will be handed over to authorized collector.	Visually inspect storage facilities for hazardous materials or waste. Keep receipts of takeover of hazardous waste by authorized collector.	Cost of transport and disposal Cost of takeover of hazardous waste by authorized collector		Workers / Contractors	Farmer, Workers and PMU	
Demolition	Asbestos	Use qualified company for handling asbestos and ensure contractual obligation to ensure human and environmental safety. Asbestos will be treated as hazardous waste.	Company has qualifications for asbestos Transport and disposal of asbestos will be like hazardous waste	Cost of disposal of asbestos in a safe manner and according to regulations		Final user /farmer	Farmer, Workers and PMU	

Environmental Management Plan No. 3 for Manure Management				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Operation	Manure production and organic waste	Manure is stored in designated tank or lagoon or in such way that it does not risk pollution of groundwater or water ways	Monitor runoff or leaking	Cost of establishing a tank Cost of transport or establishing buffer zone around storage		Final user /farmer	Farmer, Workers and PMU	
Operation	Waste water and waste production	Ensure that wastewater is not entering freshwater sources and other waste is collected and disposed of according to regulations	Visually monitor Maintain receipts for disposal Collection tank is leakproof	Cost of Waste or wastewater storage and disposal		Final user /farmer and workers	Farmer, Workers and PMU	
Operation	Emptying of manure tank and final disposal of manure	Manure will be used on the farmer's agricultural land or pasture Manure will not be disposed of in areas that are not owned by the farmer or without owner's consent Manure can be sold to third parties for agricultural use	Farmer will note emptying intervals and locations where manure was taken Farmer will also keep evidence of manure sold Tanks should be designed to ensure sufficient capacity and emptying intervals			Final user /farmer and workers	Farmer, Workers and PMU	

Environmental Management Plan No. 3 for Manure Management				Cost		Institutional Responsibility		Comments (e.g. secondary impacts)
Phase	Issue	Mitigating Measure	Monitoring Measures	Install / Operate	Monitor	Install/ Operate	Monitor	
Operation	Animal and human safety	<p>Ensure that number of animals do not exceed what the stable was designed for.</p> <p>Ensure that animals are kept out of dangerous areas</p> <p>Ensure septic tanks are covered and off limits to both animals and humans</p> <p>Ensure means for emergency exits from the pits/tanks</p>	<p>Check number of animals against design</p> <p>Ensure covers on septic tanks</p>	<p>Cost of fencing or similar.</p>		Final user /farmer and workers	Farmer, Workers and PMU	
Operation	Odor generation	Use green buffer zones or odor suppressing covers if working in densely populated areas	Monitor complaints from neighbors	<p>Greenery for 1 m length COSTS</p> <p>Covers COSTS</p>		Final user /farmer	Farmer, Workers and PMU	
Operation	Aesthetic degradation	Ensure that the constructed tanks fit into the surroundings	Visually monitor			Final user /farmer and workers	Farmer, Workers and PMU	

Annex 2 - Environmental Compliance Report – MIDAS GRANTS	
1. Enterprise borrower: 2. Contact person:	
3. City/Township/Village:	
4. Original loan amount:	
5. Environmental Permit required: dated: Issued by:	
6. Was EMP required during preparation: (if not, go to question 9. below)	
7. EMP completed/submitted on date:	
8. Summarized mitigation measures from EMP:	
Measure:	Status of implementation/major issues/ difference from EMP noted:
9. Site visits (date):	
10. Please list main environmental concerns that were noted on site during the visit, or that differ from what was prescribed in the EMP (if an EMP was prepared):	
11. Please list proposed improvements to be followed up on during next site visit:	
12. Project is in full compliance:	YES Partial – improvements recommended NO
13. Signiture of officer and date:	
This environmental report is to be prepared and filled out by the designated official of the Proto-Paying sector during or immediately after a site visit, signed and dated and to be kept on records for a given grant.	