



Solomon Islands Government
MPGIS and MECDM

Project Preparation Advance for the
Solomon Islands Integrated
Economic Development and
Community Resilience Project
(P173688)

STAKEHOLDER ENGAGEMENT
PLAN

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Quality Information

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Abbreviations and Acronyms

ESF	Environmental and Social Framework (World Bank)
E&S	Environmental and Social
ESCP	Environment and Social Commitment Plan
ESS	Environmental and Social Standard
SIG	Solomon Islands Government
GRM	Grievance Redress Mechanism
IA	Implementing Agencies (SIG Ministries responsible for implementing the PPA – MECDM and MPGIS)
IDA	International Development Association
IEDCR	Integrated Economic Development and Community Resilience
MECDM	Ministry of Climate Change, Disaster Management and Meteorology
MPGIS	Ministry of Provincial Government and Institutional Strengthening and Environment
OHS	Occupation Health and Safety
PPA	Project Preparation Advance
SEP	Stakeholder Engagement Plan
SIG	Solomon Islands Government
WB	World Bank

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1 INTRODUCTION

The Solomon Islands Government (SIG) is requesting access to funds from the World Bank's (WB) International Development Association (IDA) by way of a Project Preparation Advice (PPA) that will be used to plan the Integrated Economic Development and Community Resilience Project (IEDCR) (P173688). The funds will be used to recruit staff to prepare documentation required as part of preparation stage of the IEDCR Project. Some consultation may also be required as part of the document review process.

The Implementing Agencies (IA) for the PPA are the Ministry of Provincial Government and Institutional Strengthening and Environment (MPGIS) and the Ministry of Climate Change, Disaster Management and Meteorology (MECDM).

Work on the PPA falls under the World Bank Environmental and Social Framework (ESF), which requires that SIG to prepare environmental and social (E&S) instruments for the activities that could be funded under the PPA. These instruments are:

1. Environmental and Social Commitment Plan (ESS1)
2. Stakeholder Engagement Plan (ESS10), which will also cover the minor labour risks (ESS2) for the PPA activities.

This Document is the Stakeholder Engagement Plan (SEP).

2 SUMMARY OF EXPECTED IMPACTS AND RISKS

The activities that are expected to be funded by the PPA are generally office-based and do have external or third-party impacts. The activities include:

- Recruitment of staff (project manager, senior finance officer, procurement officer, environmental specialist, social specialist, operations manual specialist) to:
 - Prepare key E&S documents
 - Prepare a Work Plan and Project Budget
 - Prepare a Project Procurement Strategy Document and Procurement Plan
 - Participate in regular meetings with the IDA task team
 - Carry out local consultations
- Procurement of IT equipment.

Review of the planned PPA activities against the Environmental and Social Standards (ESS) identified risks relating to labour management associated with the recruitment and hire of technical staff to prepare documentation. The key labour risk that may be associated with the PPA activities relate to the requirements for a general understanding and implementation of occupational health and safety (OHS) and this is addressed in Section 6.3 of this Stakeholder Engagement Plan (SEP).

In addition, preparation of E&S instruments may require interaction with stakeholders, with the possibility of adverse perceptions relating to cultural sensitivity or other communications-related impacts, and these risks are addressed via implementation of this SEP..

3 STAKEHOLDER ENGAGEMENT ACTIVITIES PRIOR TO DEVELOPMENT OF THE STAKEHOLDER ENGAGEMENT PLAN

No consultation or disclosure activities relating to the PPA have been undertaken to date. Consultation

and disclosure relating to the broader IEDCR Project has occurred over two missions:

- Identification Mission: August / September 2020
- Preparation Mission: September 2021

4 OBJECTIVES OF THE STAKEHOLDER ENGAGEMENT PLAN

The objectives of ESS10 are:

- To establish a systematic approach to stakeholder engagement that will help a project identify stakeholders and build and maintain a constructive relationship with them, in particular with project-affected parties.
- To assess the level of stakeholder interest and support for the project and to enable stakeholders' views to be considered in project design and environmental and social performance.
- To promote and provide means for effective and inclusive engagement with project-affected parties throughout the project life cycle on issues that could potentially affect them.
- To ensure that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible, meaningful and appropriate manner and format.
- To provide project-affected parties with accessible and inclusive means to raise issues and grievances, and allow projects to respond to and manage such grievances.

The PPA funding will be used to prepare a detailed stakeholder engagement plan for the IEDCR Project that will cover the points above. Activities relating to implementation of the IEDCR Project Stakeholder Engagement Plan are not included in this document as they will not be funded by the PPA.

The specific objective of this PPA Stakeholder Engagement Plan is to detail the following as they relate to the limited activities that will be funded by the PPA:

- Stakeholder identification and analysis
- Proposed stakeholder engagement
- Management of OHS risks associated with engagement
- Implementation
- Grievance redress mechanism

5 STAKEHOLDER IDENTIFICATION AND ANALYSIS

Stakeholder analysis determines the likely relationship between stakeholders and a project and assists to identify the appropriate consultation methods for each stakeholder group during the life of the project. Given the PPA funding will be used to develop a strategy that will outline how broader stakeholder will be undertaken for the IEDCR Project but not used to fund this consultation, the stakeholders for the PPA are limited to Project Partners and Other Interested Parties. Other stakeholders, such as people or groups likely to be affected by the project and vulnerable segments of population, will be identified in the IEDCR Project Stakeholder Engagement Plan. Project Partners are defined as stakeholders that contribute to the execution and implementation of a project, or in this

case, PPA. Project partners identified for the PPA are:

- Government Ministries, Departments and Agencies
- Existing relevant development programs
- Non-Government Organisations
- The World Bank
- Other development partners
- Consultants.

The identified groups are further described in Table 1 along the type of engagement that is proposed. Additional stakeholders may be identified during the PPA and this plan updated accordingly.

Table 1 PPA Key stakeholders

Groups	Organisation	Type of consultation/engagement
Project Partners		
SIG Ministries and Offices	MPGIS	All documents and PPA holding statement (Appendix 1) to be uploaded to MPGIS Website
	MEDCM	All documents and PPA holding statement (Appendix 1) to be uploaded to MEDCM Website
	National Planning and Development Cooperation	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Ministry of Finance and Treasury	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Ministry of Agriculture and Finance	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	National Disaster Management Office	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
Provincial governments	Central Islands Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Choiseul Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Guadalcanal Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Isabel Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Makira-Ulawa Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Malaita Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business

Groups	Organisation	Type of consultation/engagement
	Rennell and Bellona Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Temotu Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Western Provincial Government	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
Existing relevant development programs	Rural Development Program II	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Community Resilience to Climate Change and Disaster Risk	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Community Governance and Grievance Management	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	Provincial Capacity Development Fund	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
Non-Government Organisations	Non identified	Disclosure on IA and IDA websites
World Bank	IDA	All documents and to be uploaded to IDA's website
	Local Office	To be included in correspondence and updates of progress
	International Finance Corporation	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
Other Development Partners	Australian Department of Foreign Affairs and Trade	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	New Zealand Ministry of Foreign Affairs and Trade	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	European Union	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
	United Nations Capital Development Fund	Disclosure on IA and IDA websites and face to face discussions when opportunities arise during the normal course of business
Consultants	Local and international consultants hired for the PPA	Consultants will be involved in preparing and reviewing the documentation funded by the PPA, including the IECDR Stakeholder Engagement Plan. Details of the PPA will be included in their term of reference and/or employment contracts. Consultants will likely also participate in meetings, etc., relating to the review and disclosure of the PPA funded documentation.
Other interested parties		

Groups	Organisation	Type of consultation/engagement
All	Non identified	Disclosure on IA websites

6 STAKEHOLDER ENGAGEMENT

6.1 Purpose and Timing of Stakeholder Engagement Program

The PPA is advance funding released during the preparation phase of the IEDCR Project to fund the formulation of documentation required for the IEDCR Project to move to the implementation phase. The implementation phase will not be funded by the PPA. Therefore, the stakeholder engagement proposed for the PPA is limited to:

- Awareness and disclosure of the PPA.
- Dissemination of the draft documentation prepared under the PPA to a limited range of project partners for their feedback.
- Disclosure of final documentation prepared under the PPA.

Table 2 below details the engagement activities and indicative timing of these activities.

Table 2 Stakeholder engagement program

Indicative timing	Activity/action	Responsibilities
September / October 2021	Details of PPA funding (Appendix 1), including the Environmental and Social Commitment Plan (ESCP) and this Stakeholder Engagement Plan (SEP), to be uploaded to IA and IDA websites	IAs and IDA
October 2021	Prepare strategy for disclosure of draft documentation prepared using PPA funding	International and Local E&S Specialists to prepare draft strategy. IDA and IAs to review.
January / February 2022	Undertake consultation with stakeholders regarding draft documentation in line with strategy prepared (above) to obtain feedback	IDA and IAs to facilitate consultation. International and Local E&S Specialists to participate.
March 2022	Final documentation prepared using PPA funding to be uploaded to IA and IDA websites	IAs and IDA

6.2 Proposed Strategy for Information Disclosure

This Stakeholder Engagement Plan's fundamental role is to ensure that the proposal for PPA funding be disclosed to facilitate transparency around the development of WB Projects. Therefore, the stakeholder engagement will focus on '**Information Dissemination, Sharing and Awareness**' to inform and update stakeholders on the PPA status, actions taken and results. This will be delivered through websites or face to face methods during discussions on activities with the various IAs.

Appendix 1 details a draft statement that will be used as an introduction to the PPA funding activities. The following documents, when approved by the WB, will be added to the IA and IDA websites:

- Environmental and Social Commitment Plan
- Stakeholder Engagement Plan (i.e., this document).

The final documentation prepared using the PPA funding will also be disclosed on the IA and IDA websites.

6.3 Covid-19-related constraints and other OHS risks

SIG has imposed restrictions and measures have been set up to manage COVID-19. The activities under the PPA will follow the requirements of the SIG in terms of physical distancing, wearing of personal protective equipment, nature and scale of public and private gatherings and other measures as per the COVID-19 response protocols of SIG. Consultations may continue with the use of phone, email, voice or video conferencing, social media and other measures that would achieve the goals of physical distancing.

Other OHS risks relate to travel to and around the Solomon Islands, should site visits be required or travel to participate in meetings or stakeholder engagement activities. This includes fatigue, working in hot humid climates and in the tropical sun, random acts of harassment or violence, petty theft, working near or on water, traffic accidents and COVID-19 transmission risks. In addition, the management of social and cultural risks, such as entering private property without permission, working on religious days, inappropriate clothing and behaviour, and workplace interactions among workers and management, will be required. To address these risks for PPA activities, a Code of Conduct (Appendix 3) and Travel Safety Plan (Appendix 4) have been prepared.

7 GRIEVANCE REDRESS MECHANISM

A formal PPA-related Grievance Mechanism (GM) is in place with the current IAs and will be used for any PPA related grievances. Processes for documenting complaints and concerns have been specified, including time commitments to resolve issues. The process for the GRM is detailed in Appendix 2 of this SEP.

8 MONITORING AND REPORTING

Then International E&S Specialist will monitor and report on any issues related to any E&S issues for the PPA.

Appendix 1 Proposed wording for PPA disclosure on MOF and IAs websites

In September 2021, the Minister of Finance and Treasury requested the World Bank advance funds for the development a new World Bank projects under the World Bank International Development Association (IDA 19). These funds are referred to as a Project Preparation Advance (PPA) and will be used to prepare documents and administrative requirements for key preparatory work to for the proposed Solomon Islands Integrated Economic Development and Community Resilience (IEDCR) Project.

The following documents have been prepared for the approval of the PPA and are available on the links below:

- Environmental and Social Commitment Plan
- Stakeholder Engagement Plan

The funds will be used for:

- Recruitment of staff (project manager, senior finance officer, procurement officer, environmental specialist, social specialist, operations manual specialist) to:
 - Prepare key safeguard documents
 - Prepare a Work Plan and Project Budget
 - Prepare a Project Procurement Strategy Document and Procurement Plan
 - Participate in regular meetings with the IDA task team
 - Carry out local consultations
- Procurement of IT equipment.

For further enquiries contact [\[insert contact details\]](#)

Appendix 2 Grievance Redress Mechanism (GRM)

Enquiries and complaints

All World Bank projects require a Grievance Redress Mechanism (GRM) that allows affected people/beneficiaries, project staff/volunteers and other stakeholders to provide feedback or to seek satisfactory resolution to grievances they may have in relation to implementation of the Project and its activities. The GRM helps to ensure that the rights and interests of affected people/beneficiaries are protected, and concerns are adequately addressed. The grievance process is based upon the premise that it imposes no cost to those raising the grievances (i.e., complainants); that concerns arising from project implementation are adequately addressed in a timely manner; and that participation in the grievance process does not preclude pursuit of legal remedies under national law. It acknowledges the World Bank's commitment to "do no harm".

The grievance mechanism involves the following:

Stage 1: Any person seeking further information or has a complaint can make enquiries directly to the Solomon Islands Government (SIG) through the [insert contact]. The [insert contact] will seek to provide the relevant information or discuss the issue directly. Response to general enquires and low-level complaints that have not gone to Stage 2 should be responded to within 3 days.

Stage 2: If the information received or the resolution of the complaint is not satisfactory the person can submit a formal complaint/enquiry utilising Form A (insert hyperlink to complaint form). This Form will be reviewed by [insert contact] for action and a response letter sent from the MOF to the complainant (Form B below). A response from the [insert contact] with proposed strategies to resolve the issue or with the required information will be sent to the person within 10 days of receipt by the [insert contact].

Stage 3: If the person is not dissatisfied with the stage 2 process, the [insert contact] will establish a review committee to assess and discuss the issue with the person making the complaint or enquiry to develop an agreed resolution. Discussions and resolution to be undertaken within 14 days of receipt.

Stage 4: If the aggrieved person is still dissatisfied following review by the grievance committee, the case may be referred to legal proceedings in accordance with national laws and procedures.

COMPLAINT FORM (Form A)

Name of Person Making the Complaint <i>(information is optional and always treated as confidential)</i>				
Address or contact information for Person Making the Complaint <i>(information is optional and confidential)</i> E-mail Phone Address				
Location where complaint/problem occurred <i>(write in)</i>				
Category of Complaint				
<input type="checkbox"/> Environmental, including waste, noise, dust and water runoff/pollution	<input type="checkbox"/> Social including gender, labour, community health and safety (including traffic) and child safety	<input type="checkbox"/> Grievances regarding worker health and safety and behaviour of workers on-site	<input type="checkbox"/> Grievances regarding the misuse of funds/lack of transparency, or other financial management concerns	<input type="checkbox"/> Grievances regarding abuse of power/intervention by project or government officials
<input type="checkbox"/> Other (describe)				
Brief Description of Complaint <i>(provide as much detail and facts as possible attach additional pages if required)</i>				
Please include any other information that you consider relevant, other matters or facts, including supporting documents <i>(attach additional pages if required)</i>				
Do you request that identity be kept confidential?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Have you previously raised your complaint with the on-site Manager or others?

Yes (if YES, please provide the following)

- When, how and with whom the issues were raised

- Please describe any response received from and/or any actions taken by the NCU level grievance mechanism. Please also explain why the response or actions taken are not satisfactory

No (if NO, why not?)

Complaint Recipient (names will be disclosed as needed, in order to ensure transparency)

Name	Position/Organization	Contact number	E-mail address

Signature of the person making the complaint
Signature

Date:

Please send the complaint to
Grievance Redress Mechanism

[insert contact]

Email (insert)

Phone (insert)

Complaints may be submitted by phone, e-mail on our website (insert URL) or hand delivered

GRIEVANCE ACKNOWLEDGEMENT (Form B + letter)

This form is to be completed by the GRM focal person and delivered to the complainant with a standard relevant Ministry letter.

Date grievance received		Initial contact for complaint			
Grievance log #					
Was Form A completed? (<i>check √</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Grievance Received (<i>check √</i>) <input type="checkbox"/> In person <input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input type="checkbox"/> Phone Text Message <input type="checkbox"/> Project Website <input type="checkbox"/> Other If other describe					
Category of complaint					
<input type="checkbox"/> Environmental risk management, including waste, noise, dust and water runoff/pollution	<input type="checkbox"/> Social risk management including gender, labour, community health and safety (including traffic) and child safety	<input type="checkbox"/> Grievances regarding worker health and safety and behaviour of workers on-site	<input type="checkbox"/> Grievances regarding the misuse of funds/lack of transparency, or other financial management concerns	<input type="checkbox"/> Grievances regarding abuse of power/intervention by project or government officials	
<input type="checkbox"/> Other (describe)					
Name of complainant (<i>information is optional and always treated as confidential</i>)					
Contact information for the Person Raising Grievance: (<i>information is optional and confidential</i>)					
Address					
Phone					
Email					
Deadline for Response (<i>15 days from date grievance received</i>)					

Reference No.: *Type reference number*

Date: *Type the date*

*Type recipient's name.,
Type recipient's title.,
Type recipient's address.*

Type the salutation,

Re: *Your complaint received insert date regarding insert issue*

Type body of letter.

"All correspondences shall be as courteous, brief and concise as possible. Simple and everyday words shall be used where possible. Previous relevant correspondences or any relevant law, regulation, ruling shall also be quoted" (PSC Policy Manual, 2006)

Type closing,

Type your name
for CEO for *Insert*

Appendix 3 Code of Conduct

The following Code of Conduct (COC) must be read and understood by all managers, workers and subcontractors being engaged under PPA funding:

I, *individuals name*, acknowledge that adhering to the provisions as detailed in this COC and following any of the Project's Environmental, Social or Health (ESH) or Occupation Health and Safety (OHS) provisions is important.

The Client considers that failure to follow the COC, EHS or OHS standards - constitute acts of gross misconduct and are therefore grounds for sanctions, penalties or potential termination of employment.

I agree that while working on the Project I will:

1. If undertaking work related travel within the Solomon Islands outside of Honiara, complete a Travel Safety Plan.
2. Attend and actively participate in any induction or training required for OHS or sexual harassment and GBV (Gender Based Violence), as requested by my employer.
3. Will wear my personal protective equipment (PPE) at all times when required at project sites or engaged in project related activities where PPE may be required.
4. Implement any OHS on-site requirements.
5. Not drink alcohol or use narcotics or other substances which can impair faculties and potentially cause incidents, before or during work activities.
6. Consent to a Police background check if required.
7. Treat women, children (persons under the age of 18), and men with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
8. Not use language or behaviour towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
9. Not engage in sexual harassment—for instance, making unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct, of a sexual nature, including subtle acts of such behaviour (e.g., looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls; giving personal gifts; making comments about somebody's sex life; etc.).
10. Not engage in sexual favours—for instance, making promises or favourable treatment dependent on sexual acts—or other forms of humiliating, degrading or exploitative behaviour.
11. Not participate in sexual contact or activity with children—including grooming, or contact through digital media. Mistaken belief regarding the age of a child is not a defence. Consent from the child is also not a defence or excuse.
12. Unless there is the full consent¹ by all parties involved, I will not have sexual interactions with members of the surrounding communities. This includes relationships involving the withholding or

¹ Consent is defined as the informed choice underlying an individual's free and voluntary intention, acceptance or agreement to do something. No consent can be found when such acceptance or agreement is obtained using threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even if national legislation of the country into which the Code of Conduct is introduced has a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defence.

promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered “non-consensual” within the scope of this COC.

13. Report to my manager any suspected or actual GBV or VAC (Violence against Children) by a fellow worker, whether employed by my company or not, or any breaches of this COC.

With regard to children under the age of 18:

14. Wherever possible, ensure that another adult is present when working in the proximity of children.
15. Not invite unaccompanied children unrelated to my family into my home, or the works site unless they are at immediate risk of injury or in physical danger.
16. Not use any computers, mobile phones, video and digital cameras or any other medium to exploit or harass children or to access child pornography.
17. Refrain from physical punishment or discipline of children.
18. Refrain from hiring children for domestic or other labour below the minimum age of 14 unless national law specifies a higher age, or which places them at significant risk of injury.
19. Comply with all relevant local legislation, including labour laws in relation to child labour and World Bank’s Environmental and Social Framework on child labour and minimum age.

Sanctions

I understand that if I breach this COC, my employer will take disciplinary action which could include:

- a) Informal warning.
- b) Formal warning.
- c) Additional Training.
- d) Loss of up to one week’s salary.
- e) Suspension of employment (without payment of salary), for a minimum period of 1 month up to a maximum of 6 months.
- f) Termination of employment.
- g) Report to the Police if warranted.

I understand that it is my responsibility to ensure that the environmental and social, provisions within the COC are met. That I will adhere to the any additional OHS and EHS management detailed by the Project or the World Bank. I do hereby acknowledge that I have read the aforementioned COC, do agree to comply with the standards contained therein and understand my roles and responsibilities to prevent and respond to COC and OHS issues. I understand that any action inconsistent with this COC or failure to act mandated by this COC may result in disciplinary action and may affect my ongoing employment.

Signature:

Printed Name: _

Date: _____

Appendix 4 Example of a Travel Safety Plan

Project No:
Principal Destination:
Reason for Trip:
TRAVELLER:

Name	Mobile	Email	Passport No/Country of Issue	Satellite Phone No &/ or Spot Messenger No. if Required (ensure proven form of communication)	Other – Skype, Viber, Facebook, Twitter etc.

HOME OFFICE CONTACTS (two contacts needed for High Risk Destinations)

Role / Responsibility	Name	Email	Contact Mobile	Other

EMERGENCY CONTACT – PARTNER/FAMILY (Nominate next of kin who are not travelling with you)

Name	Mobile	Home and/or Work Phone	Email	Other

CLIENT CONTACTS

Role	Name	Email	Phone / Mobile	Other

ATTACHMENTS

TRAVEL ITINERARY – TRANSPORT – ACCOMMODATION

Date and time:	From	To	Airline	Airline Security Rating	Accommodated by destination country or client	Hotel name	Check out date	ISOS Medical Rating	ISOS Security Rating
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.		Click here to enter text.		Click here to enter text.	Click here to enter text.

Itinerary

Date	Location	Air Travel	Road Travel	Accommodation	Meeting	Meeting location
Trip 1						
Trip 2						
Trip 3						

SECURITY ASSESSMENT & MITIGATION MEASURES

Controls & Procedures

TRAVEL PLAN RISK ASSESSMENT

HAZARD CATEGORIES (USE THE QUESTIONS AS A PROMPT)	YES	NO	METHODS OF CONTROL for any RED items (refer travel risk assessment guide)	IS THE RISK ACCEPTABLE?	
				YES	NO
1. Information from SOS Security and Medical Assessments					
○ Is there an elevated threat of terrorist attack?					
○ Is there a disease outbreak (epidemic)?					
○ Has there been a natural disaster (e.g. earth quake, tsunami) or is the country politically unstable?					
2. General Travel/Location Assessment					
○ Is the area being visited noted for high crime rates?					
○ Is the area being visited very hot / very cold?					
○ Is it likely that drinking water or food may cause illness?					
○ Do you have travel arranged to / from / within the area being visited?					
○ Is the area being visited subject to natural disasters (earthquakes, cyclones, flooding)?					
○ Do you have accommodation arranged during the trip?					
○ Are you aware of the destinations' local customs / traditions?					
○ Is there a travel procedure to and from site/location?					
○ Does the site/location have adequate medivac or emergency evacuation arrangements?					
○ Have you contacted the Project Manager to advise of travel details?					
3. Communication					
○ Does the destination have restrictions on communications access?					
○ Are you carrying a mobile with international roaming?					
○ Will you have constant access to your mobile phone service?					
○ Are you carrying a backup communication system?					
4. Flights within the country					
○ Is the airline company being used acceptable to your company? (airline rating of 1 or 2 is acceptable)					
○ Are there helicopter flights or flights on single engine aircraft?					

HAZARD CATEGORIES (USE THE QUESTIONS AS A PROMPT)	YES	NO	METHODS OF CONTROL for any RED items (refer travel risk assessment guide)	IS THE RISK ACCEPTABLE?	
				YES	NO
5. Driving					
<input type="radio"/> do you have a valid drivers' license?					
<input type="radio"/> Are you familiar with the local driving laws and driving conditions?					
<input type="radio"/> Is the vehicle suitable for the planned use?					
<input type="radio"/> Are you driving immediately after a long flight/ boat ride?					
<input type="radio"/> If using a driver, is the driver's organisation reputable?					
6. Health problems					
<input type="radio"/> Are there adequate medical facilities accessible to the visiting site (i.e. hospitals, doctors.)?					
7. Outside-of-work hours activities					
<input type="radio"/> Will you be undertaking local sightseeing activities during non-work hours?					
<input type="radio"/> Will you be undertaking night-time activities such as visiting restaurants, bars?					
9. Other country-specific or mode of travel hazards not listed above (Boat charter, banana boat, train, kayak, etc)					
<input type="radio"/>					

Travel Safety Plan Assessment Sign Off

Person Responsible	Name	Activity	NAME (Print)	Signature	Date
Traveller					
Project Manager					
Project Director					

Notifications

Notification to occur by email with subject: **Travel Risk Notification**
The notification is to advise of travel and refer to the travel safety plan.

Summary Risk Rating

Copy distribution: Travellers; PMU Project Manager, World Bank E&S Specialists