

ANNEXURE F

1 TEMPLATE FOR AN INFORMATION PAMPHLET

The template provides suggestions for the topics that need to be covered in an information pamphlet. Consult Annexure A for tips on accessible writing. Include pictures where possible.

**NAME OF THE PROJECT / DEVELOPMENT
ENVIRONMENTAL ASSESSMENT PROCESS
Date**

Purpose of this Document

Provide a short one sentence paragraph on what development is proposed.

Indicate what the purpose of the document is and what it contains.

Example:

This document provides you with:

- *An overview of the background and reason for the development;*
- *Information about the site and what is proposed;*
- *An explanation of the environmental assessment process; and,*
- *Suggestion on how you can become involved in the process.*

Background and Context

Provide an explanation of any pertinent background information or context the stakeholders need to know. This may include an explanation of what the problem is that necessitates the development or the history of the development.

Project Proposal

Explain what is proposed for the development. Provide specific details of proposals. You may also wish to include a description of the site or area of the proposed development. Include maps, pictures and illustrations.

The EIA and Public Participation Process

Describe the legal requirements for the environmental assessment process. Describe the proposed environmental assessment process.

Clearly indicate what opportunities are provided for stakeholders to become involved. If appropriate, provide the details of any events you are proposing.

Do not forget to provide the name and contact details of a person stakeholders can contact to get more information.

2 TEMPLATE FOR A RECORD OF AN EVENT

Use this template when you are drawing up minutes or a record of a discussion at a meeting or workshop.

HEADING (NAME OF PROJECT)

Date of Event

Location

Attendees and Apologies

Provide a list of attendees and apologies. This list could be appended to the end of the record.

You can provide an attendance register for people to fill in or collect the names of attendees at the event. In cases of very large meetings it may not be possible to collect that names of each attendee. In such cases, make sure that you collect the names of representatives or organisations that represent large groups of the attendees.

Introduction

Provide a brief overview of the purpose of the event. If it was a public meeting this is a good place to record what the agenda of the meeting was.

Presentations

If information was presented, summarise it here for the benefit of people who may not have attended the meeting. It will also serve to remind attendees of the content of any presentations.

Output / Issues / Discussion

Record all issues that were discussed, decisions that were taken or information that was generated during the event. Record how issues were addressed. If undertakings were made by any attendees these should be noted as requiring follow up.

The record of the discussion can be presented in a number of ways. You could:

- Do a word for word record or summarise the issues raised by participants;
- Organise the record in chronological order or group the issues raised into issue categories
- Note who raised the issues unless the participant want to remain anonymous
- Either set out the record of the discussion in a table or keep it in paragraphs.

Keep your audience in mind when selecting how you want to present the record of discussions.

Summary and Way Forward

Summarise the outcome of the event. Make sure that you record what the 'next steps' are in the process.

Also provide a date by which participants must submit comments on the record.

3 TEMPLATE ATTENDANCE REGISTER

Use this template to keep a record of the details of participants attending events

(PROJECT NAME)
ATTENDANCE REGISTER

(Event Location)

(DATE AND TIME)

Participant's Name	Capacity	Organisation Name	Postal Address	Phone Number	Fax Number	Email

4 SAMPLE LETTERS

Letters can be a powerful means of communicating your issues in writing. Outlined below are:

- General tips for letter writing;
- Examples of the types of letter you may wish to write;
- Tips on the content of possible letters.

GENERAL TIPS

- Keep your letter short and to the point. Limit the number of issues you discuss in your letter. Do not try to address too many issues in a single letter.
- Follow the layout provided below.
- Provide a clear and concise heading that alerts the reader to the content of the letter.
- Follow the tips for accessible communication in Annexure A.

- **First paragraph:**

State who you are and what issue you are writing about upfront. Keep the first paragraph short and to the point.

- **Body of the letter**

This may consist of one or more paragraphs. Develop your argument clearly and logically. Keep it factual. Discuss one aspect per paragraph. The first sentence of each paragraph is the most important. Set out the main idea that the paragraph discusses in the first sentence.

- **The final paragraph**

Conclude your letter with a summary of what you would like to see happen. Be positive and unambiguous.

Provide your contact details →

Bara Community Action Association
PO Box 2345
Bara
Namibia
Tel: +44 63 271 454
Fax: +44 63 271 453
email: bara@aol.com

20 December 2004 → Provide a date

The Director
Dam Builders Incorporated
PO Box 8746
Windhoek
Namibia
3054

Address your letter to a specific person if you know their name

Attention: Mr Lewsky

Dear Mr Lewsky

Give a clear concise heading which indicates the content of the letter

HEADING

First Paragraph: State who you are and what issue you are writing about upfront. Keep the first paragraph short and to the point.

Body of the letter: This may consist of one or more paragraphs. Develop your argument clearly and logically. Keep it factual. Discuss one aspect per paragraph. The first sentence of each paragraph is the most important. Set out the main idea that the paragraph discusses in the first sentence.

The final paragraph: Conclude your letter with a summary of what you would like to see happen. Be positive and unambiguous.

Yours sincerely

Peter Noma
Community Leader

EXAMPLES OF LETTERS FOR CIVIL SOCIETY GROUPS

You may wish to write a letter to:

- Inform government or proponent of right to participate and be engaged
- Inform government or proponent of how a community wishes to be consulted
- Clarify for government or proponent the issues that are of significance
- Request information pertinent to the EA and the potential environmental effects
- Request advocacy assistance from NGO's and the media

INFORM THE DEVELOPER OF THE RIGHT TO PARTICIPATE

	Your organisation or community name Address Town Postal Code Contact numbers Email
Date	
Designation of the Recipient Recipient's Organisation Address Town Postal Code	
Attention: <i>(insert recipients name)</i>	
Dear <i>(insert name)</i>	
<i>(insert project name): THE RIGHT TO PARTICIPATE IN THE ENVIRONMENTAL ASSESSMENT PROCESS</i>	
Our community has the right to participate in the environmental assessment process for the <i>(insert project name)</i> . The right to participate is clearly established in <i>(insert your country's name)</i> 's legislation and common law. Furthermore, our participation could have significant benefits for your proposed development.	
The right to participate is established clearly in:	
<i>(Insert A bulleted list of where the right to participate is provided for in your country's legislation. SAIEA has a document that sets out these rights to participate)</i>	
Our participation in the environmental process could have significant benefits for your project as:	
<ul style="list-style-type: none">• You will be able to access our knowledge of local conditions that you may not be aware of;• The participation process will assist you in identifying key issues. Any required studies will be focussed on these key issues as opposed to a broad range of issues;• We can assist in identifying measures to reduce impacts on our community and enhance the benefits flowing from your development;• Your image and reputation will be enhanced.	
In conclusion, we trust that we will be invited to participate in the environmental assessment. We look forward to hearing from you and hope that we can develop a good working relationship on the <i>(insert project name)</i> project.	
Yours sincerely	
<i>(insert your name and signature)</i>	



INFORM THE DEVELOPER OR PUBLIC PARTICIPATION PRACTITIONER OF HOW A COMMUNITY WISHES TO BE CONSULTED

Your organisation or community name
 Address
 Town
 Postal Code
 Contact numbers
 Email

Date

Designation of the Recipient
 Recipient's Organisation
 Address
 Town
 Postal Code

Attention: *(insert recipients name)*

Dear *(insert name)*

***(insert project name):* SUGGESTED FORMAT OF PARTICIPATION OPPORTUNITIES**

Thank you for the opportunity to be involved in the public participation process for the *(insert project name)* development. We have a number of suggestions for the manner in which we would like to be consulted during the public participation process. These suggestions are based on our local culture and traditions and would aid our involvement in the process.

We would suggest the following for communications. Please:

- Communicate with us in *(insert language)*;
- Provide information in *(insert the format in which you would like information e.g. written or oral, level of accessibility etc)*; and,
- Place notices or information at *(insert the location / s which are most suitable)*.

We would like to interact with you at *(Insert type/s of participation event/s)*. These sorts of events are more suitable because *(insert reasons why you would prefer the type/s of events/s)*.

Practically, please consider the following:

- The most suitable times for events are *(insert the day of the week and time of the day)*.
- *(Insert the day of the week and time of the day)* are completely unsuitable *as (insert reasons why the day or time is unsuitable e.g. moslems may attend Mosque on Fridays)*
- *(Insert location of a suitable venue)* is a good location for events as it is accessible to everyone in our community;
- We require assistance with *(insert nature of assistance you require e.g. transport)* in order to be able to effectively participate.

We hope that the suggestions outlined above will be of assistance to you and look forward to being involved in the public participation process for the *(insert project name)* development.

Yours sincerely

(insert your name and signature)

ANNEXURE F

CLARIFY FOR THE DEVELOPER OR ENVIRONMENTAL ASSESSMENT PRACTITIONER THE ISSUES THAT ARE OF SIGNIFICANCE

Your organisation or community name
Address
Town
Postal Code
Contact numbers
Email

Date

Designation of the Recipient
Recipient's Organisation
Address
Town
Postal Code

Attention: *(insert recipients name)*

Dear *(insert name)*

(insert project name): POSSIBLE ISSUES AND IMPACTS

Outlined below are a number of issues associated with the *(insert project name)* development, that we believe are of significance. The issues are based on information we received *(state the source of your information, e.g., at the public meeting at XXX on XX)*.

Each following paragraphs should deal with a single issue at a time. State:

- *What the issue is;*
- *Why it is a concern or possible benefit;*
- *The consequences if it is not adequately addressed;*
- *Alternative proposals or suggestions.*

Example 1:

*The proposed dam at Bara will flood our communal fields **(the issue)**. These fields are the only fields that we have in which to grow the food upon which we are dependent **(why it is a concern)**. If the fields are flooded we will no longer be able to grow crops and will no longer have a secure source of food. We cannot afford to buy food from other farmers **(the consequences)**. If the dam wall is moved 1km up the river, our fields would not be flooded **(the alternative suggestion)**.*

Example 2:

*It is inappropriate to have an upmarket hotel built on the foredune at Breakers Beach **(the issue)**. The area is currently a wilderness area and is used our community and by other surrounding impoverished communities **(why it is a concern)**. The development would change the sense of place of the area. It would exclude our community from the area and there is no alternative recreation area **(the consequences)**. We believe that hotel should be moved further away from the coast. In addition, access for our community and other surrounding communities should be provided **(the alternative suggestion)**.*

We look forward to hearing from you about how these issues will be addressed.

Yours sincerely
(insert your name and signature)



REQUEST INFORMATION PERTINENT TO THE ENVIRONMENTAL ASSESSMENT AND THE
POTENTIAL ENVIRONMENTAL EFFECTS

Your organisation or community name
Address
Town
Postal Code
Contact numbers
Email

Date

Designation of the Recipient
Recipient's Organisation
Address
Town
Postal Code

Attention: *(insert recipients name)*

Dear *(insert name)*

***(insert project name):* REQUEST FOR INFORMATION**

Please could you send us information on the ***(insert project name)*** development. We would like clarity on the points outlined below.

Each following paragraphs should deal with a single issue at a time. State:

- ***What the aspect is;***
- ***The nature of the uncertainty;***
- ***Precisely what information you require;***

Example 1

Where will the dam be located at Bara? (the issue). We are unclear about the extent of the area which will be flooded (your uncertainty). Please could you let us know:

- *The precise location of the dam wall*
- *How high the dam wall will be*
- *How big an area will be flooded*
- *Where the shoreline of the new dam will be when it is full.*

(the precise information you require)

Example 2

The hotel will be built on the foredune at Breakers Beach (the issue). How will the presence of this upmarket hotel affect the current wilderness feel of the area?(your uncertainty) In particular, we wish to know:

- *How many visitors will be accommodated?*
- *How will the visitors be managed to reduce the impact on the peace and quiet of the area?*
- *How will the hotel be painted or designed so that it does not stand out or spoil the views in the area?*

(the precise information you require)

We look forward to having these issues clarified and receiving the information.

Yours sincerely

(insert your name and signature)

REQUEST ADVOCACY ASSISTANCE FROM NGO'S AND THE MEDIA

	Your organisation or community name
	Address
	Town
	Postal Code
	Contact numbers
	Email
Date	
Designation of the Recipient	
Recipient's Organisation	
Address	
Town	
Postal Code	
Attention:	<i>(insert recipients name)</i>
Dear	<i>(insert name)</i>
(insert project name):	REQUEST FOR ASSISTANCE
<p>We represent the <i>(insert name)</i> community and are concerned about the <i>(insert project name)</i> development. We would like to request your assistance in the environmental assessment process to <i>(insert the nature of the assistance you require e.g. placing an article, lobbying the developer)</i>.</p>	
<ul style="list-style-type: none">• <i>First provide details of the development proposal and how you believe it will affect your community.</i>• <i>Provide details on why you need assistance and the nature of the assistance required.</i>	
<p>Example:</p> <p><i>We represent the Zebedea community in Norask and we are concerned about a proposal to erect a casino in our town. We would like to request your assistance in the environmental assessment process in bringing our concerns to the attention of the developer and the authorities.</i></p> <p><i>We are a small group of committed Christians living in a closely knit society in Norask. As a community we collectively endeavour to raise our children and run our affairs in accordance with our religious beliefs.</i></p> <p><i>We believe that proposed casino will affect the fabric of our community. Alcohol will be on sale, which is against our beliefs. In addition, the casino will introduce visitors who will not respect our beliefs and may negatively influence our children.</i></p> <p><i>A public participation process is currently being conducted in our community to assess the impacts of the proposed development. We do not feel that our concerns are receiving sufficient attention and fear that the development will be approved and our concerns not addressed to the detriment of our way of life.</i></p> <p><i>We have limited skills and resources to make sure that our voice is heard. We therefore appeal that you assist in bringing our concerns to the attention of the proponent and authorities in a meaningful manner and ensuring that they are responsibly addressed.</i></p>	
<p>We look forward to your response.</p>	
<p>Yours sincerely <i>(insert your name and signature)</i></p>	



APPEAL AGAINST A FORMAL DECISION FROM A GOVERNMENT DECISION MAKING BODY

Your organisation or community name
 Address
 Town
 Postal Code
 Contact numbers
 Email

Date

Designation of the Recipient
 Recipient's Organisation
 Address
 Town
 Postal Code

Attention: *(insert recipient's name)*

Dear *(insert name)*,

(insert project name): **APPEAL AGAINST DECISION**

We are writing to appeal against your decision on the environmental assessment for *(insert project name)*. We represent *(insert details regarding your community or organisation)*.

The reason for our appeal is because *(insert a brief summary of why you are making the appeal. Indicate if you are appealing against the whole decision, or just a part of it)*.

Each following paragraph should provide detail on each issue of concern you have about the decision. State:

- *What the issue of concern is;*
- *Why it is a concern to you. Include detail on the consequences of the decision in relation to the issue; and,*
- *Propose an alternative decision.*

Example 1:

We are concerned that you have given permission for the proposed dam at Bara, which will flood our communal fields *(the issue of concern)*. We are dependent on the fields to grow food. These are the only fields we have to do this. If the fields are flooded we will be denied our ability to have a secure supply of food. We cannot afford to buy food elsewhere *(why it is a concern)*. We would propose that you approve the construction of the dam at a location 1km up the river. If this happens our fields will not be flooded *(alternative decision)*.

Example 2:

We are concerned that you have given permission for the proposed hotel to be built on the foredune at Breakers Beach *(the issue of concern)*. We are concerned that if the hotel is built it will not only change the sense of place in the area, but it will also exclude the poor local community from the area which they now use for recreation *(why it is a concern)*. As there is no alternative location for a hotel in the area, we would request that you review your decision, and not permit the hotel to be developed *(alternative decision)*.

In conclusion we wish to restate our objection to the decision for the reasons stated above, and call for your careful consideration of our appeal.

Yours sincerely,
(insert your name and signature)