

Project, Program, or TA Preparation

Document Type: Environmental Assessment Reports

Applicable Documents:

- Information on environmental issues (Cat A) at early stage of EIA field work
- Environmental information (Cat A) before appraisal
- Summary Environmental Impact Assessment (SEIA) for Category A projects
- Summary Initial Environmental Examination (SIEE) for Category B projects deemed environmentally sensitive
- Summary Initial Environmental Examination (SIEE) for Category B projects deemed non-sensitive
- Full EIA/IEE

PCP Disclosure Requirements:

1. For category A projects, the borrower or private sector sponsor must ensure that relevant environmental information is available to affected people during the early stages of EIA field work and when the draft EIA is available, and before appraisal.
2. The SEIA for a Category A project and SIEE for a Category B project deemed environmentally sensitive, are posted on the web at least 120 calendar days:
 - Before ADB's Board of Directors consider the loan
 - Before approval of a category A subproject, or a category B subproject deemed environmentally sensitive
 - In relevant cases, before approval of a major change in a project's scope.
3. The full Environmental Impact Assessment and Initial Environmental Examination are made available to interested parties on request.
4. For public sector projects or programs with equity investment in a financial intermediary or a credit line for subprojects - and require an environmental management system - the RRP for the project/program must include a description of the environmental management system.

Guide to Staff:

1. In disclosing information relevant to the project's environmental issues to affected people, the borrower or project sponsor should consider disclosing such information in an appropriate form, manner and language and at an accessible location to be understandable to affected people.
2. In posting summary environmental assessment reports on the web, use the appropriate document template found in the [Board Documents and References](#) in the eBoard. Staff should indicate the type of document, i.e., Summary Environmental Impact Assessment or Summary Initial Environmental Examination, and provide the necessary information on the cover and disclaimer. Before posting the report on the web, staff should ensure that: (i) the report has been reviewed by the safeguard specialist in RDs and RSES; (ii) peer review of the environmental assessment report was done for category A and B (sensitive projects); (iii) the summary report has been edited by OSEC; and (iv) approval to circulate to the Board of Directors has been obtained from the Vice President concerned.

Public Communications Policy: Disclosure and Exchange of Information

For inquiries, call the InfoUnit at ext. number 5316 or send an e-mail to disclosure@adb.org

For disclosure to affected people of relevant information on project environmental issues (Cat A) at early stage of EIA field work:

3. The borrower or private sector sponsor must make relevant information on a project's environmental issues available to affected people before or during consultations with project affected groups and local NGOs. This applies to Cat A projects and major changes in scope classified as Cat A.
4. When relevant information has been disclosed to affected people, enter the [Disclosure Management System](#) (DMS) and specify the date range (start date and end date) of its disclosure to affected people. This records the disclosure of the information in the DMS and is not posted on the web.

For disclosure to affected people of relevant information on the project's environmental issues (Cat A) before Appraisal

5. The borrower or private sector sponsor must make relevant information on a project's environmental issues available to affected people before and during consultations, when the draft EIA is available, and before appraisal. This applies to Cat A projects and major changes in scope classified as Cat A.
6. When relevant information has been disclosed to affected people, enter the [Disclosure Management System](#) (DMS) and specify the date range (start date and end date) of its disclosure to affected people. This records the disclosure of the information in the DMS and is not posted on the web.

For the Summary EIA/IEE (subject to 120-day rule)

7. SEIAs for Cat A projects or SIEEs for Cat B (environmentally sensitive) projects must be publicly available at least 120 calendar days before Board discussion date. The full report should be submitted at the same time to either post it on the web and/or submit for internal storage so that it may be made available upon request.
8. Once the SEIA/SIEE has been reviewed/cleared by the concerned safeguard specialist and disclosure clearance has been received from the borrower or private sector sponsor, finalized and edited, and ready to be circulated to the Board, the Director General of the regional department sends a memo to the Vice President concerned requesting approval of the summary document's circulation to the Board. Include copies of the signed memo from the Vice President approving circulation, draft cover memo from the Secretary to Directors and Alternate Directors (get templates [here](#)), and final copy of the summary and full reports. Also, submit a printing request form to OAS printing unit, together with the final document, and copy of approval to circulate.
9. Submit the SEIA/SIEE (in pdf and Word format) to the [Disclosure Management System](#) (DMS). The document is received by OSEC and circulates it to the Board. Once it is circulated, the document is sent to the web queue for posting.
10. Submit also in DMS the Summary EIAs/IEEs for Cat A and Cat B (sensitive) subprojects and major change in scope classified as Cat A and Cat B (sensitive) for posting on the web.
11. Project officers can also post the SIEE for Cat B non-sensitive projects on the web. Use the document type "Summary EIA/IEE (subject to 120-day rule)" in DMS and attach the document. Indicate in the subtype field "Category B non-sensitive" and once the document is submitted, it will be sent to the web queue for posting.

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For the Full EIA/IEE

12. Staff can submit the full EIA or IEE in DMS for internal storage and/or posting on the web. Use the document type “Full EIA/IEE” in DMS to submit the document and answer “Yes” to the pop-up question “Do you want to post this on the web?” Once the full EIA or IEE is attached, it gets sent to the web queue for posting. If staff answered “No” then the document is stored in the DMS record.