

**POLICY STUDIES ON ENVIRONMENT
SURVEY DEVELOPMENT ACTIVITIES EIA
CONSULTANCY SERVICES**

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DEMOCRATIC SOCIALIST REPUBLIC

O F

SRI LANKA

CENTRAL ENVIRONMENTAL AUTHORITY



POLICY STUDIES ON ENVIRONMENT
SURVEY DEVELOPMENT ACTIVITIES EIA
CONSULTANCY SERVICES

INCEPTION REPORT

FEB. 1988

CEA Library



04396



ENGINEERING CONSULTANTS LIMITED
60, Dharmapala Mawatha
Colombo 3.

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C O N T E N T S

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ANNEXURE 1 - MINUTES OF INCEPTION MEETING

1.0 INTRODUCTION

Traditional methods of economic appraisal of various development projects was purely based on Cost Benefit analysis and projects with significant economic benefits were selected for implementation. However it was soon realised that certain projects although giving a high economic benefit, were creating serious adverse impacts on the environment. Some of these adverse environmental impacts are loss of historical and cultural resources, pollution of air, water and soil, landslides and soil erosion, floods, loss of nature reserves, etc. It is now well recognised that environmental costs associated with the development projects has to be taken in to serious consideration prior to approval of such projects for implementation.

The method of analysing the Environmental costs of a particular project is termed the Environmental Impact Assessment (EIA). The aim of EIA is to plan the development of a region, or a country so that it make optimum or sustainable use of resources, to avoid detrimental effects on environment and in some cases even to improve the quality of environment.

Considering the need for environmental assessment as discussed above the Central Environmental Authority was established under the Ministry of Local Government, Housing & Construction and in 1984 it was made mandatory that all development projects be subject to an EIA.

Certain projects by its nature may not require a rigorous EIA. The projects that will require an EIA prior to approval of the project by the project approving agency are referred to as "Prescribed Projects".

The types of prescribed projects have to be determined by the Minister of Local Government, Housing and Construction on the basis of proposals to be submitted by the CEA in consultation with the Ministries and Public Agencies concerned.

The main objective of this consultancy assignment is to supply the CEA with the basic information needed to decide what types of projects, development plans and policy programmes should be subjected to an EIA.

This survey will provide CEA with

- (a) Inventories of development projects implemented during the last five years, new development projects, plans and policy programmes and vulnerable project sites.
- (b) Classification of projects inventorised according to objectives, modes of execution, size, location, geo-physical characteristic, frequency, vulnerability.
- (c) Identification of decision making procedures.
- (d) Formulation of recommendations with regard to the selection and classification of prescribed projects.

As per section 2.6 of our consultancy proposal the submission of reports under this assignment will be as follows:

- o Inception Report - at the end of
2nd week
(7th Feb 1989)
- o Progress Report - at the end of
first month
(23rd Feb 1989)
- o Progress Report - at the end of
Second month
(23rd March 1989)
- o Draft Final Report- at the end of
2½ months
(7th April 1989)
- o Final Report - at the end of
3rd month
(23rd April 1989)

We have completed the initial investigations about the assignment and our improved methodology in implementing this very challenging survey is detailed in Section 2.0 of this Inception Report.

Section 3.0 gives the detailed Work Programme.

We have investigated about the sources of data and these have been classified as Main Sources and Supplementary Sources. These are given in the Section 4.0 of this Report.

Section 5.0 outlines the details of software package and report formats, that we are going to use for the Inventories.

Data collection format for a typical Project is given in Section 6.0.

A draft Questionnaire for the purpose of interviewing Executions in the Ministries and Public Agencies is given in Section 7.0.

An inception meeting to mobilise work on this assignment was held at the CEA auditorium on 23rd Jan. 1989 at 9.00 am., which infact was agreed as the date of commencement of this study.

Minutes of above meeting which were confirmed by the CEA is included as annexure 1 to this inception report.

2.0 Refinement of Methodology

2.1 Library Sources

The list of library sources is prepared in two sections, namely, the List of Main Sources and the List of Supplementary Sources. It is anticipated that the Main Library Sources will yield the complete inventory of Development Activities, both implemented and on-going projects and new projects, plans and programmes. However, these Main Sources may not have all the information required by the Data Collection Format included in this report. Data Collectors will visit the Supplementary Sources to obtain detail information that may not be available with the Main Sources. The lists of library sources are given at the end of this section.

2.2 Data Collection Programme

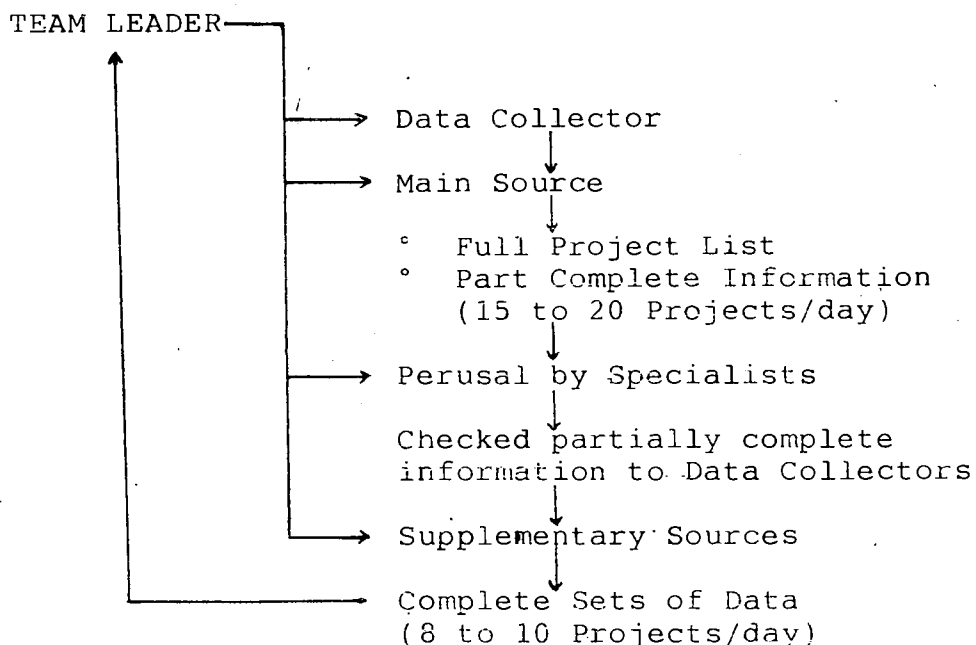
As the first step, the data collectors will, under the supervision of the Team Leader, scrutinize the Printed Estimates (Annual Budgets of the Government of Sri Lanka) for the Study Period and prepare a list of projects pertaining to each Main Source. Then groups of Main Sources will be assigned to data collectors ensuring equal distribution of projects among the three collectors.

The Team Leader will visit each Main Source with the respective data collector and introduce the data collector to the relevant official(s). The Team Leader will discuss in detail with the Official(s) of the Main Source, for the purpose of:

- (a) Confirming that the list of implemented and on-going projects prepared from the Printed Estimates is complete; and if not complete, adding projects to the list as necessary;
- (b) preparing the list of new projects, plans and programmes;
- (c) sub-dividing programmes into individual projects (Ex: Mahaweli Programme divided into individual projects such as Victoria Project);
- (d) updating of the Lists of Library Sources; and
- (e) arranging facilities for the data collector.

The same data collector who will visit the Main Source with regard to a Project will visit the Supplementary Sources as well, to obtain the details of that Project. The information obtained from Main Sources will be submitted to the Specialists for the purpose of identifying the gaps in information and any doubtful bits of information. The gaps can be filled and the doubtful bits checked by the data collector at the supplementary sources. This checking is in addition to the verifying of selected information by the Specialists themselves as mentioned in Item 5 of the Work Programme of the Proposal, and will help to eliminate any discrepancies between the information available with Main and Supplementary Sources.

It is estimated that the number of implemented and on-going projects will be around 500 and new projects, plans and programmes around 250. A data collector will be able to collect information from Main Sources at the rate of 15 to 20 projects per day. The same data collector will refine this information by visiting the Supplementary Sources and the overall target is to collect complete sets of information at an average rate of 8 to 10 projects per day over the six weeks period of data collection. The Flow Chart of Data Collection Process is as follows:



2.3 Quality Control

As a measure of quality control, a random sample of the completed sets of information will be subject to cross checking by data collectors. At the end of each week, a random sample of about 5% of the weekly collection of information will be selected. At the beginning of the following week, the data collectors will be required to fill in fresh data formats with regard to projects in this sample, by visiting the supplementary data sources. For this purpose data collectors will be assigned in such a way that a given project is handled by a data collector other than the one who did the previous recording. The fresh and the previous forms will then be compared by the Team Leader for any errors and suitable action will be taken to prevent repetition of erroneous procedures, if any. In addition, the Team Leader will inspect the data collectors' work regularly both at the point of recording as well as at the Consultant's Office when the forms are returned.

2.4 Data Storing and Processing

As stated in the Proposal, D-Base III plus Software will be used for data storing and processing. More details about the Menu Driven Programme being developed will be given in the Progress Reports.

2.5 Other Activities

The methodology for activities other than those discussed above will remain same as described in the Proposal.

4.0 LIST OF SOURCES OF DATA"

4.1 Main Sources

1. Urban Development Authority
2. National Planning Division
Ministry of Finance and Planning
3. Foreign Investment Advisory Committee
Ministry of Finance and Planning
4. Greater Colombo Economic Commission
5. Ministry of Industries and Scientific Affairs
6. Ministry of Textile Industries
7. Ministry of Lands and Land Development
8. Ministry of Agricultural Development and
Research
9. Ministry of Plantation Industries
10. Ministry of Mahaweli Development
11. Ministry of Health
12. Annual Reports of Central Bank
13. Annual Printed Estimates for Period
1983 to date.
14. Public Enterprise Division
Ministry of Finance & Planning
15. Ministry of Home Affairs & Teaching Hospital
16. Ministry of Cultural Affairs

17. Ministry of Coconut Industries
18. Ministry of Higher Education
19. Ministry of Education
20. Ministry of Food
21. Ministry of Local Government, Housing & Construction
22. Ministry of Justice
23. Ministry of Highways
24. Ministry of Plan Implementation
25. Ministry of Telecommunication
26. Ministry of Power & Energy
27. Ministry of Rehabilitation
28. Ministry of Regional Development
29. Ministry of States
30. Ministry of Transport

4.2 Supplimentary Sources

1. National Aquatic Resources Agency
2. Coast Conservation Department
3. Ceylon Tourist Board
4. State Gem Corporation
5. Annual Administration Report of Director of Irrigation from 1983 to date.
6. Annual Administration Report of Chairman, Mahaweli Board from 1983 to date.
7. Annual Report of Ministry of Land, Land Development & Mahaweli Development from 1983 upto date
8. Annual Reports of Ministry of Planning or their publications after 1983.
9. Department of Buildings
10. Sri Lanka Cement Corporation
11. Central Engineering Consultancy Bureau
12. Central Environmental Authority
13. Sri Lanka Transport Board
14. Airport & Aviation Services (SL) Ltd.
15. Ceylon Electricity Board

16. Ceylon Fertiliser Corporation
17. Ceylon Fishing Harbour Corporation
18. Ceylon Petroleum Corporation
19. Ceylon Tourist Board
20. Colombo Dockyard Limited
21. Colombo Municipal Council
22. National Development Bank of Sri Lanka
23. Development Finance Corporation of Ceylon
24. State Engineering Corporation
25. Janatha Estate Development Board
26. Department of Forest
27. General Treasury
28. Road Development Authority
29. National Housing Development Authority
30. International Bank for Reconstruction
& Development World Bank (IBRD)
31. Land Commissioners Department
32. Sri Lanka Land Reclamation & Development Corporation
33. National Livestock Development Board

34. Mahaweli Authority of Sri Lanka
35. National Water Supply & Drainage Board
36. Department of Telecommunication
37. Sri Lanka Ports Authority
38. Railway Department
39. River Valley Development Board
40. Sri Lanka Broadcasting Corporation
41. Sri Lanka Rupavahini Corporation
42. Sri Lanka State Plantation Corporation
43. State Development & Construction Corporation
44. State Timber Corporation
45. Sri Lanka Sugar Corporation
46. Survey Department
47. Water Resources Board
48. National Apprenticeship Board
49. Department of Achives
50. GOBU of Automobile Assembly & Manufacture
51. Department of Civil Aviation

52. Ayurveda Department
53. Bank of Ceylon
54. GOBU Bogala Graphite Mine
55. British Ceylon Corporation Ltd.
56. Building Materials Manufacturing Corporation
57. C.W.E.
58. Cultural Fund
59. Centre for Housing Planning & Buildings
60. Ceylon Ceramics Corporation
61. Ceynor
62. Ceylon Fisheries Corporation
63. Hotels Corporation
64. Plywoods Corporation
65. Steel Corporation
66. Gas & Water Co. Ltd. (GOBU)
67. Department of Poisons
68. State Distilleries Corporation
69. National Engineering Research & Development
Centre of Sri Lanka
70. Flour Milling Corporation

71. Gam-Udawa Secretariat .
72. I T N
73. Lanka Porcelain (Pvt.) Ltd.
74. Marketing Department
75. National Building Research Organisation
76. National Youth Services Council
77. Zoological Gardens Department
78. State Pharmaceuticals Corporation of Sri Lanka.
79. Supreme Court
80. Department of Town & Country Planning
81. Tyre Corporation

5.0 SOFTWARE PACKAGE AND REPORT FORMATS

For Inventorising the data collected we propose to use DBASE III Plus software package which can be run on any IBM Compatible micro computer. This standard software package will be supplemented with a Menu driven programme written in DBASE III Plus programming language, for the purpose of sorting, processing and reporting the database as required.

We propose to have one complete database of all projects implemented, new development projects, plans and policy programmes during the period under consideration and also 3 separate Inventories as follows:

- (a) Inventory of Projects Implemented during past 5 years
- (b) Inventory of New Development Projects, Plans and Policy programmes as at end of 1988.
- (c) Inventory of vulnerable project sites.

The DBASE III Plus standard software package stores data in the form of Records and fields. One particular project will be treated as a record and the different parameters of data that we are going to inventorise as given in Section 6.0 will form the fields.

We propose to submit with the draft final report,

- o One hard copy of complete database.
- o One hard copy of the 3 Inventories as described in (a), (b) and (c) above.
- o One set of diskettes compatible with standard IBM PC/XT, 5¼" size containing the Menu driven programme, and the datafiles.

6.0 DATA COLLECTION

We are in the process of compiling the data collection/data entry formats. Since we have to collect data of projects falling into different disciplines the format will slightly differ from discipline to discipline, for an example a Highway Engineering Project will have certain parameters (say road length) which will not be applicable to an Electro-Mechanical Project. However most of the parameters will be common.

A draft data collection/data entry format for a typical Water Resources project is given in this section.

DATA ENTRY FORMAT - WATER RESOURCES PROJECTS

1. NAME OF PROJECT:
2. PROJECT STATUS: - Proposed
- On-going
- Completed
3. LOCATION : - Headworks
- Development Area
4. PROVINCE : - Headworks
- Development Area
5. DISTRICT : - Headworks
- Development Area
6. GENERAL ELEVATION: - Headworks
- Development Area ,
7. TYPE OF PROJECT: -
8. GEOGRAPHICAL : - Rivers
BOUNDARIES - Hill ranges
- Coast
- Lagoons
9. TYPE OF TERRAINS
TOPOGRAPHICAL - Hilly
- Moderate
- Undulating
- Flat
GEOMORPHOLOGICAL - Rocky
- Sandy
- Marshy
10. ESTIMATED COST - Phase I
- Phase II
- Phase III

11. END PRODUCT :
12. FUNDING AGENCY :
13. COMMENCEMENT DATE - Phase I
 - Phase II
 - Phase III
14. COMPLETION DATE :
15. EXTENT BENEFITTED:- Phase I
 - Phase II
 - Phase III
16. ORIGINAL DEVELOPMENT : - Development - Settlement (Give population)
 & FEATURES OF BENEFITTED AREA - Cultivation(Major Crops)
 - Bare Land
 - Forest
 - Features - Mineral
 - Historic
 - Cultural
 - Religious
17. PROPOSED NEW SETTLEMENTS - Townships
 - Village Centres
 - Hamlets
18. EXISTING SETTLEMENTS AFFECTED. - Township
 BY PROJECT - Village Centres
 - Hamlets
19. NO.OF SETTLERS - Settlement 1983 1985 1989 1995 2000
 Name/Category
 - - - - -
 - - - - -

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20. INDUSTRIES IN VICINITY OF PROJECT :

LOCATION	TYPE OF INDUSTRY	RAW MATERIALS	END PRODUCT	BY PRODUCTS EFFLUENTS	EMISSIONS DISPOSAL
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21. INDUSTRIES RESULTING FROM THE PROJECT :

LOCATION	TYPE OF INDUSTRY	RAW MATERIALS	END PRODUCT	BY PRODUCTS EFFLUENTS	EMISSIONS DISPOSAL
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22. MODE OF EXECUTION : - Mechanised
 - Manual
 - Land Fill
 - Impoundment
 - Diversion
 - Others

23. HAS THIS PROJECT BEEN :
 COVERED BY AN EIA OR
 SIMILAR STUDY ?

24. EXTENT OF HEADWORKS SUBMERGED - Normal Conditions
 - High Flood COnditions

25. MAGNITUDE INDICATORS - Reservoir Capacity
 - Development Area
 - Energy Production

26. ORIGINAL DEVELOPMENT FEATURES - Development - Settlement
 OF SUBMERGED AREA - Cultivation
 - Bare Land
 - Forest
 - Features - Mineral
 - Historic
 - Cultural
 - Religious

27. LOCATION OF NEAREST NATURE RESERVE

NAME	DISTANCE TO HEADWORKS	MINIMUM DISTANCE TO PERIPHERY OF DEVELOPMENT AREA
_____	_____	_____

28. IS THE NATURE RESERVE AFFECTED :
DIRECTLY BY THE PROJECT

IF SO GIVE DETAILS :

29. IS THE NATURE RESERVE AFFECTED :
INDIRECTLY BY THE PROJECT

IF SO GIVE DETAILS :

30. ANY FURTHER REMARKS :

Guide Lines for Data Collectors in completing the Data Entry Forms:

1. Data Entry Forms (DEF) should be studied well and any doubts clarified by discussing with the Team Leader before commencing the data collection.
2. DEF should be completed as far as possible at the Main Sources (see attached list 1) and returned to the Team Leader for checking, at the end of each day.
3. The Team Leader will return to you the checked forms with necessary advice as to which Supplementary Sources (see attached list 2) you should visit for completing the forms. He will also highlight the bits of information which need special attention and cross checking.
4. The DEF should be completed in full at the Supplementary Sources. No space should be left out without filling. Against irrelevant headings you should enter "Not Applicable" and for relevant headings for which no data is available, you should enter "Not Available". DO NOT USE the abbreviations "N.A." .
5. If the spaces provided are not sufficient, please enter at the space provided "See Note 1", "See Note 2",etc. and attach sheets giving Note 1, Note 2,etc., providing the necessary information.
6. If the Officials at the sources of data are prepared to provide photocopies of the information available in their Files, Documents, etc., you may attach same to the Forms. PLEASE NOTE THAT YOU HAVE NO RIGHT TO DEMAND PHOTOCOPIES from the Officials. Wherever necessary the Team Leader may arrange, in consultation with the Officials, photocopying of sections of information. What ever the case may be, if and when photocopies are provided, you should designate the relevant sections of the photocopied information as Note 1, Note 2,etc., and insert "See Note 1", "See Note 2",etc., against the corresponding headings in the DEF. No space in the DEF should be left blank when it is finally handed over to the Team Leader for Data Storing. This is because the DEF is used as a check list as well.
7. You should not depend on photocopying for collecting data. If photocopies are not readily available, you should continue to fill the forms manually.

8. At all times you should maintain cordial relationships with the Officials at data sources. If answers to your questions and responses to your requests are not forthcoming readily, do not press on but REPORT the matter to the Team Leader in writing in point form as an attachment to the DEF. You should obtain the information by persuasion and NOT pressurising.

9. Before leaving the Consultant's Office in the morning for data collection, please check whether you have with you the required number of forms, pens, pencils, errasers, etc., and enter in the Log Book provided for the purpose, the sources you plan to visit during the day in the order of visiting. This is for the purpose of the Team Leader to inspect your work at the data sources.

Sample sheet of the Log Book:

Name of Data Collector	Date & initials corresponding to I/O	Time In (1) Out (1) In (2) Out (2)	Sources planned to visit, in the order of visiting (one below the other)	Estimated No. projects at each source

10. At the end of each day, you should return to the Team Leader:
 - (a) Forms completed as far as possible at the Main Sources (for checking), and
 - (b) forms completed in full at the Supplementary Sources,

and make the corresponding entries in the register provided for the purpose.

SAMPLE SHEET OF THE REGISTER

Main Source	Supplementary Source	Name of Project, plan, programme	Date commenced at MS and DC's initials	Date returned to TL for checking & DC's initials	Date returned by TL & TL's initials	Date completed & returned to TL & TL's initials	Date handed over for checking (sample) & TL's initials	Date returned by DC (2) & initials of DC 2	Compared OK/NOT OK & initials by TL
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11. Notes on Data Entry Items:

Item 3

Location - Headworks: Applies to projects with identifiable headworks. Ex: (1) Reservoir of an Irrigation Project (2) Power Plant of a Power Project.

- Development Area: For projects with Headworks, there are separate development areas which may or may not be adjoining the headworks. Ex: (1) Irrigable area of an Irrigation Project (2) Transmission Lines of a Power Project. For projects like highways, there are no headworks but the Project comes in a development area.

Item 6

General Elevation: This may be stated in ranges such as 0 to 100 m, 100 to 500 m, 500 to 1000 m and 1000 to 1500 m .

Item 7

Type of Project: Please give the discipline such as Highways, Irrigation, Coast Conservation, etc. AND whether new, repairs, improvements, expansions or rehabilitations.

Item 11

End Product: This is a short description of the end product. Ex: (1) For an Irrigation Scheme - Paddy & Cash Crops (2) For a Factory Complex - ~~Textiles~~

Item 15

Extent Benefitted: Please describe the magnitude of benefits. Ex: (1) For an Irrigation Scheme - 3000 Acs of Paddy and 400 Acs of high land (2) For a Factory Complex - 300 workers (3) Water Supply Project - 100,000 population .

Item 16

Original Development: Describe the condition of the area of development before implementation of the project. What was its population ? , Did it contain any mineral resources ? , Was it a historic site ? , etc.

Item 20

Industries in Vicinity of Project: Please consider only the industries that are mentioned in the available data as having some bearence to the Project.

Item 22

Mode of Execution: This can be the mode of construction or the method used to achieve the desired end result. Ex: (1) Construction may be Manual or Mechanised (2) Irrigation may be by Diversion or Impoundment.

7.0

QUESTIONNAIRE (DRAFT)

1. NAME OF PROJECT :

2. IS THE PLANNED CONFIGURATION :
SUBSTANTIALLY CHANGED DURING
IMPLEMENTATION:
IF SO LIST THE CHANGES

3. AS-BUILT (ACTUAL) COST :

4. ACTUAL DATE OF COMMENCEMENT :

5. ACTUAL DATE OF COMPLETION :

6. RESULTS OF ECONOMIC ANALYSIS :
ARE BENEFITS ENUMERATED FOR
ECONOMIC ANALYSIS IS RELIASED
IN PRACTISE ?

7. CLARIFICATION OF SUSPECTED :
INACCURANCIES IN THE
DATA FROM LIBRARY SOURCE

8. FUTURE PLANS FOR EXPANSION :

9. ARE THERE ANY NEW INDUSTRIES,
NOT ANTICIPATED DURING PROJECT
PLANNING, WHICH HAS NOW COME UP ?

- 10 HAS THIS PROJECT BEEN COVERED BY AN :
EIA OR SIMILAR STUDY ?
IF NOT DO YOU THINK THIS SHOULD HAVE
UNDER GONE AN EIA

11. WHAT ARE YOUR OBSERVATIONS ON THE :
IMPACT OF THE PROJECT ON THE
ENVIRONMENT ?

12. WHAT IN YOUR OPINION ARE THE :
STEPS THAT COULD HAVE BEEN TAKEN
DURING PLANNING TO AVOID ANY ADVERSE
EFFECTS ON THE ENVIRONMENT ?

13. WHAT WAS THE DECISION PROCEDURE :
IN APPROVING THE PROJECT FOR
IMPLEMENTATION ?

14. WHO WAS RESPONSIBLE FOR THE INCEP- :
TION OF THE PROJECT ?

15. WHO WAS RESPONSIBLE FOR FORMULATING :
THE PROJECT CONCEPTS ?

16. WAS THERE A PRE-FEASIBILITY STUDY? :

17. WAS THERE A FUNDING AGENCY ? :

18. WHO PREPARED THE PROJECT BRIEF ? :

19. WERE THERE CONSULTANTS EMPLOYED AT :
ANY STAGE OF THE PROJECT ?

20. WAS THERE A FEASIBILITY STUDY ? OR :
WERE THE DETAIL ENGINEERING TAKEN
UP DIRECTLY ?

- 21 DID THE FEASIBILITY INCLUDE AN EIA :
OR ANY OTHER SPECIAL APPROVING
SYSTEM ?

22. WAS THE FEASIBILITY REPORT REFERRED :
TO CEA ?
23. WHAT WAS THE PROCEDURE OF APPROVAL :
OF THE FEASIBILITY REPORT ?
AND WHO WAS RESPONSIBLE FOR THE
APPROVAL ?
24. WERE THERE ANY OTHER INTERMEDIATE :
STEPS BETWEEN THE APPROVAL OF THE
FEASIBILITY AND THE FINAL APPROVAL
FOR IMPLEMENTATION ?
25. WHO WAS RESPONSIBLE FOR DETAIL :
ENGINEERING ?
26. WERE THERE ANY OTHER INTERMEDIATE :
STEPS BETWEEN THE COMMENCEMENT
OF DETAIL ENGINEERING AND THE FINAL
APPROVAL FOR IMPLEMENTATION ?
27. WHO WAS RESPONSIBLE FOR THE FINAL :
APPROVAL FOR IMPLEMENTATION ?
28. WHAT WERE THE DECISION PROCEDURES :
INVOLVED IN THE FINAL APPROVAL ?
29. WAS THERE A STEERING COMMITTEE TO :
GUIDE THE PROJECT IMPLEMENTATION
AND IF SO AT WHAT STAGE WAS IT
APPOINTED ?
30. DESCRIBE THE ROLE OF THE STEERING :
COMMITTEE ?
31. WHAT APPROVALS WERE REQUIRED DURING :
THE PROJECT IMPLEMENTATION ?
PLEASE SPECIFY THE PROCEDURE &
APPROVING AUTHORITY
- Land Aquisition :
 - Land Clearing :
 - Erection of Temporary Works:

31. (Contd.)
- Diversion of Streams :
 - Adjoining Premises :
 - Safety of Workmen
Property and third
party :
 - Blasting :
 - Deep excavations,
Tunnelling :
 - Reclamations :
 - Access :
 - Water Supply :
 - Electricity Supply :
 - Waste Water Disposal :
 - Waste Disposal :
 - Any other :

32. WHAT PROCEDURES WERE FOLLOWED :
IN ISSUING THE CERTIFICATE
OF COMPLETION ?
PLEASE SPECIFY RELEVANT
AUTHORITIES.

33. WHO IS RESPONSIBLE FOR THE :
OPERATION AND MAINTENANCE OF
THE PROJECT ?

ANNEXURE 1

MINUTES OF THE INCEPTION MEETING

MINUTES OF THE MEETING (NO. 01) HELD ON 23RD JANUARY 1989
AT CENTRAL ENVIRONMENTAL AUTHORITY HEAD OFFICE AT 9.00 AM

Subject: POLICY STUDIES ON ENVIRONMENT
SURVEY DEVELOPMENT ACTIVITIES - EIA
CONSULTANCY SERVICES

Present:

Dr. R.H. Wickramasinghe	- Working Member, CEA
Mr. J. Suurland	- Policy Advisor, CEA
Mr. K.G.D. Bandarathilake	- Director Protection, CEA
Mr. T. Hewawasam	- Director Planning, CEA
Mr. C. Pandita	- Team Leader, ECL
Mr. Tilak Wijesinghe	- Highway Consultant, ECL
Mr. G.E.M. Gomez	- Water Resources Consultant, ECL
Mr. D.N.O. Mendis	- Electro Mechanical Specialist, ECL
Mr. H.A. Weerakkody	- Environmental Engineering Specialist, ECL
Dr. R.P. Subasinghe	- Environmental Scientist, ECL
Mr. Somas Kandiah	- Architect/Planner, ECL
Mr. T.A. Diyagama	- Project Co-ordinator, ECL

1. The project team was introduced to CEA by Mr. T.A. Diyagama, Project Co-ordinator/Executive Director, ECL. Mr. Diyagama informed that Mr. Sunil Amendra, Specialist on Architecture was out of Colombo and Mr. Somas Kandiah, Architect/Planner, ECL will represent him at today's meeting. However the services of Mr. Amendra will be available for the study.
2. CEA informed that the letter of Intent will be given today and CEA/ECL agreed that the date of commencement of the Project will be from today 23rd January 1989.
3. Mr. K.G.D. Bandarathilake, Director Environment Protection, CEA was appointed as the CEA Co-ordinating Officer (CCO).

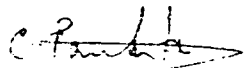
4. ECL agreed to submit the inception report on 7th Feb. 1989 as per the Work Programme. ECL mentioned that the inception report will contain a list of data sources, data collection formats, details of software package/s that will be used for the inventories, a draft questionnaire which will be used in interviewing Executives in the Ministries and Public Agencies and a detailed work programme on data collection, inventorising and processing.
5. CEA/ECL agreed to consider projects undertaken during the period of past five years upto 31st Dec. 1988, for this study. Also information on new development projects, plans and policy programmes falling within the above period will be inventorised.
6. Mr. Suurland, Policy Advisor, CEA, explained in brief the purpose of this project. Mr. Suurland inquired regarding the identification of decision making procedures of projects and Mr. Diyagama, ECL explained that the questionnaire will contain questions relevant to this and hence will be able to collect the required information.
7. CEA advised that all Military projects and Research projects may be excluded from the study.
8. ECL inquired, regarding how to inventorise a project such as Mahaweli Project. CEA advised that such projects should be considered as consisting of a number of specific projects depending on location, and all the Projects together as a Plan or a Programme.
Dr. Wickramasinghe mentioned that the National Forestry Master Plan should also be considered similarly.
9. CEA explained that in the TOR investments in the private enterprises has been exempted from this study. This exemption however should be for typical industrial projects.

10. Mr. Pandita, Team Leader, ECL said that the TOR requires that projects with an investment expenditure in excess of Rs. 50 million at 1988 price level be considered for the study. He explained that the equivalent price five years prior to 1988 would be around Rs. 35 million if the Rate of Escalation is 10% p.a. Mr. Pandita also mentioned that project classification on magnitude of capital expenditure must be based on an equivalent 1988 price level. CEA/ECL agreed that for such comparisons the escalation rate be taken as 10% p.a.

Mr. Suurland, however advised that priority should be given to projects with an environmental impact even if the project cost falls below the dividing line and if possible should be included in the inventories.

11. CEA/ECL agreed that all future correspondence regarding this assignment be routed through Mr. Bandaratilake, (CCO), Director Environmental Protection, CEA.

12. The next meeting was fixed for the 9th of February at 9.00 am at the CEA Conference Room.



C. PANDITA
TEAM LEADER
ENGINEERING CONSULTANTS LIMITED

CP/hkg
23/01/89

c.c. Mr. S. Amendra