

## AGENDA

(Version date: 18 May 2016)

# USAID/Kenya & East Africa Environmental Compliance + Environmentally Sound Design & Management in Project Implementation Workshop

**Simba Lodge—Lake Naivasha, Kenya  
13 – 17 June 2016**

### Training Objective:

The overall goal of the workshop is to strengthen environmentally sound design and management of USAID-funded activities in Kenya and throughout East Africa by assuring that participants have the motivation, knowledge, and skills necessary to: (1) achieve environmental compliance in project implementation; and (2) otherwise integrate environmental considerations in activity design and management to improve overall project acceptance and sustainability.

### Key Activities:

- Day 1 Overview of Environmentally Sound Design and Management (ESDM) and skill-building in Environmental Impact Assessment (EIA), including field visit.
- Day 2 Explain USAID Environmental Procedures and discuss mitigation and monitoring of project activities.
- Day 3 Complete site visits and small-group collaboration for preparation of mitigation and monitoring plans.
- Day 4 Small groups present field work results; address Special Topics in ESDM.
- Day 5 Synthesize workshop proceedings and skill-building; consider professional and organizational next steps.

| Day/Time      | Module   | Objective/Content Summary   | Presenter/Facilitator     |
|---------------|--|---|---------------------------|
| <b>Day 1</b>  | <b>Overview of ESDM and skill-building in EIA</b>  |   |                           |
| 8:00 – 8:30   | Participant Sign-In  |   |                           |
| 8:30 – 8:45   | Welcome and Opening Statements   | Highlight training objectives, workshop content, and expected results.  | USAID/Kenya & East Africa |
| 8:45 – 9:30   | <b>Session 1:</b> Workshop Objectives and Logistics; Participant Introduction and Expectations   | Establish workshop objectives; brief the agenda and learning approach. Review logistics.<br><br>Introduce participants; articulate expectations.  | GEMS Facilitator          |
| 9:30 – 10:30  | <b>Session 2a:</b> Environmentally Sound Design & Management (ESDM) as a Foundation for Environmental Compliance<br><br><i>Presentation and dialogue</i> | Motivate the need to systematically address environmental considerations in development activities.<br><br>Understand linkage between ESDM and project success; view this process in the context of environmental compliance. | GEMS Facilitator          |
| 10:30 – 10:45 | Break  |   |                           |

| Day/Time                                  | Module   | Objective/Content Summary   | Presenter/Facilitator |
|---|--|---|-----------------------|
| 10:45 – 11:15                             | <b>Session 2b:</b> Environmentally Sound Design & Management (ESDM) in the Kenyan and East African Context<br><i>Technical presentation and dialogue</i>                                     | Review and discuss socio-cultural aspects of ESDM in Kenya and East Africa; consider real-world examples of ESDM successes and failures.  | GEMS Facilitator      |
| 11:15 – 12:30                             | <b>Session 3:</b> Fundamental Skills of Environmental Impact Assessment (EIA)<br><i>Technical presentation and dialogue</i>  | Define key terms—baseline, impact, activity—and learn essential classroom theory for baseline characterization, impact identification & mitigation design and how they apply in the EIA framework; the EIA framework is the basis for USAID Environmental Procedures. | GEMS Facilitator      |
| 12:30 – 13:30                             | Lunch  |   |                       |
| 13:30 – 14:00                             | <b>Session 4a:</b> EIA Skill-Building Exercise<br><i>Briefing</i>  | Receive instruction on the methodology and objectives of the EIA skill-building exercise.<br><br>Divide into small groups for the field-based exercise.   | GEMS Facilitator      |
| 14:00 – 16:30<br><i>(includes return)</i> | <b>Session 4b:</b> EIA Skill-Building Exercise<br><i>Field visit</i>   | Practice observation and assessment skills needed to characterize the baseline situation and identify impacts/issues of concern.  | Small-group Exercise  |
| from 16:00                                | Break  |   |                       |
| 16:30 – 17:00                             | <b>Session 4c:</b> EIA Skill-Building Exercise<br><i>Group work and dialogue</i>   | Begin to synthesize field observations and prioritize impacts/issues of concern.<br><br>Discuss possible approaches for limiting adverse effects on the environment.  | Small-group Exercise  |
| <b>Day 2</b>                              | <b>USAID Environmental Procedures and mitigation and monitoring of project activities</b>  |   |                       |
| 8:30 – 9:30                               | <b>Session 4c, continued:</b> EIA Skill-Building Exercise<br><i>Group work and dialogue, continued</i>   | See preceding description.  | Small-group Exercise  |
| 9:30 – 10:30                              | <b>Session 4d:</b> EIA Skill-Building Exercise<br><i>Presentation and discussion</i>   | Small groups present and discuss findings and recommendations based on field visit.   | Small-group Exercise  |
| 10:30 – 10:45                             | Break  |   |                       |
| 10:45 – 12:00                             | <b>Session 5:</b> Environmental Impact Assessment and “USAID Environmental Procedures”: the Initial Environmental Examination (IEE) and Beyond<br><i>Technical presentation and dialogue</i> | Review USAID’s implementation of the EIA process and the preparation of project environmental compliance documents; understand how these documents establish environmental management criteria for USAID-funded activities.   | GEMS Facilitator      |
| 12:00 – 13:00                             | Lunch  |   |                       |
| 13:00 – 14:00                             | <b>Session 6:</b> Principles of Environmental Monitoring<br><i>Technical presentation and dialogue</i>   | Review key aspects of monitoring to ensure that project environmental compliance requirements are met and potential adverse impacts effectively mitigated; highlight the selection of clear and cost-effective monitoring indicators.                                 | GEMS Facilitator      |

| <b>Day/Time</b>                                      | <b>Module</b>  | <b>Objective/Content Summary</b>  | <b>Presenter/Facilitator</b> |
|--|--|---|------------------------------|
| 14:00 – 15:00  | <b>Session 7:</b> The Environmental Mitigation and Monitoring Plan (EMMP)<br><i>Technical presentation and dialogue</i>  | Understand the EMMP concept and formats: who develops EMMPs and their role in “operationalizing” key elements of USAID Environmental Procedures and establishing and maintaining project environmental compliance. Introduce key guidance: <i>EMMP Factsheet</i> .  | GEMS Facilitator             |
| 15:00 – 15:15  | Break  |   |                              |
| 15:15 – 15:30  | <b>Session 8:</b> Introduction to the USAID Sector Environmental Guidelines + Similar Resources<br><i>Presentation</i>   | Deepen familiarity with environmental resources and tools, particularly the <i>Sector Environmental Guidelines</i> .  | GEMS Facilitator             |
| 15:30 – 17:00  | <b>Session 9a:</b> EMMP Skill-Building Exercise<br><i>Briefing and classroom preparation</i><br>Technical Areas (to be confirmed):<br>1) Water supply/sanitation (WASH)<br>2) Natural resource mngt./conservation<br>3) Agricultural/livestock production<br>4) Health care waste management | Orientation of the case study sites that will be visited in the field. Organize participants by small group and distribute technical resources.<br><br>Discuss potential adverse impacts of the case study site activities. Review background and reference materials and discuss approach for EMMP development in small-group format.        | GEMS Facilitators            |
| <b>Day 3</b>   | <b>Field-based EMMP exercise and small-group collaboration</b>   |   |                              |
| 8:00 – 13:00<br><i>(includes return from field)</i>  | <b>Session 9b:</b> EMMP Skill-Building Exercise<br><i>Field visit</i>  | Build and apply the core EIA and environmental compliance skills briefed in Days 1 to 3 via a field visit and follow-up group work to:<br><br>1) synthesize field observations; and<br><br>2) develop specific mitigation and monitoring measures for the top two issues/impacts of concern at each site, with reference to the <i>SEGs</i> . | Group Participants           |
| 13:00 – 14:00  | Lunch  |   |                              |
| 14:00 – 17:00<br><i>(tea break taken at leisure)</i> | <b>Session 9c:</b> EMMP Skill-Building Exercise<br><i>Small group work</i>   | Advance discussions and compilation of field visit results into an EMMP format and a group presentation.  | Group Participants           |
| from 16:00   | Refreshments taken at leisure during small-group work  |   |                              |
| <b>Day 4</b>   | <b>Present EMMPs and address Special Topics</b>  |   |                              |
| 8:30 – 10:00   | <b>Session 9d:</b> EMMP Skill-Building Exercise<br><i>Group presentations in plenary</i>   | Articulate field visit findings, analysis, and EMMP development.  | Group Participants           |
| 10:00 – 10:30  | <b>Session 10:</b> Environmental Compliance Reporting<br><i>Technical presentation and dialogue</i>  | Guidance on EMMP-related and other environmental compliance reporting, including integration with broader project M&E and other reporting requirements.   | GEMS Facilitator             |
| 10:30 – 10:45  | Break  |   |                              |
| 10:45 – 11:30  | <b>Session 11:</b> Special Topic—WASH & Water Supply Activities<br><i>Technical presentation and dialogue</i>  | Review the requirements and procedures involved with water quality assurance and the practical elements of water quality management in USAID-funded development programs.   | GEMS Facilitator             |

| Day/Time      | Module  | Objective/Content Summary  | Presenter/Facilitator  |
|---------------|---|--|--|
| 11:30 – 12:30 | <b>Session 12:</b> Special Topic— Pesticide Use in USAID Activities<br><i>Technical presentation and dialogue</i>                       | Brief the environmental, economic and human-health concerns related to pesticide use.<br><br>Achieve a common understanding of the special environmental compliance requirements that apply to pesticide use and procurement. Review key elements of safer pesticide use, including Integrated Pest Management (IPM) and the use of Personal Protective Equipment (PPE). | GEMS Facilitator   |
| 12:30 – 13:30 | Lunch   |  |  |
| 13:30 – 14:15 | <b>Session 13:</b> Special Topic—Environmental Compliance for sub-Projects and sub-Awards<br><i>Technical presentation and dialogue</i> | Understand practical approaches to ensuring environmental compliance and ESDM for smaller sub-project or sub-award activities.   | GEMS Facilitator   |
| 14:15 – 14:45 | <b>Session 14:</b> ESDM for Construction Activities<br><i>Technical presentation and dialogue</i>                                       | Brief the compliance and ESDM challenges and best practices related to small-scale construction activities.  | GEMS Facilitator   |
| 14:45 – 15:00 | Break   |  |  |
| 15:00-16:30   | <b>Session 15:</b> Environmental Compliance/ESDM Knowledge game<br><i>Small-group competition</i>                                       | Reinforce key “core session” content in a small-group competition.   | GEMS Facilitators  |
| 16:30 – 17:00 | <b>Session 16:</b> BEO/REA Informational Session<br><i>Brief presentation followed by Q&amp;A session</i>                               | Engage with Washington, D.C.-based Bureau Environmental Officer(s).<br><br>Understand perspectives from USAID headquarters and at the East Africa Regional level on environmental compliance and management issues of concern.   | Bureau Environmental Officer (or Designee) and/or USAID/East Africa Regional Environmental Advisor |
| <b>Day 5</b>  | <b>Way Forward</b>  |  |  |
| 8:30 – 9:15   | <b>Session 17:</b> Roles, Responsibilities & Resources<br><i>Technical presentation and dialogue</i>                                    | Summarize the various responsibilities of USAID staff and Implementing Partners (IPs); introduce additional key resources available to support environmental compliance and ESDM.  | GEMS Facilitator & USAID/Kenya & East Africa   |
| 9:15 – 10:00  | <b>Session 18:</b> Parking Lot Session<br><i>Plenary session</i>  | Address unresolved questions or issues and summarize information presented throughout the training.  | GEMS Facilitator   |
| 10:00– 10:15  | Break   |  |  |
| 10:15 – 11:30 | <b>Session 19:</b> Bringing Curricula to Reality<br><i>Group discussions followed by individual action planning</i>                     | With the technical training now complete, participants will share perspectives on environmental priorities and challenges for USAID activities in Kenya and throughout East Africa.<br><br>Frame lessons-learned and identify practical actions that can be operationalized as part of project implementation.   | GEMS Facilitator   |
| 11:30 -11:45  | Workshop Final Evaluations  | Participants complete evaluation form  |  |
| 11:45 – 12:00 | Closing Ceremony  | Conclude workshop and distribute certificates  | USAID/Kenya & East Africa  |
| 12:00 – 13:00 | Lunch   |  |  |