

# AGENDA

(Version date: 14 February 2013)

## USAID/Malawi Life-of-Project Environmental Compliance and Environmentally Sound Design & Management Workshop

Lilongwe, Malawi

11 – 15 March, 2013

### Training Objective:

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

### Key Activities:

- Day 1 Overview of ESDM and skill-building in Environmental Impact Assessment (EIA).
- Day 2 Explain USAID Environmental Procedures and compliance documentation; prepare for Day 3 site visits.
- Day 3 Complete site visits and develop EMMPs; begin small-group presentation of findings and recommendations.
- Day 4 Wrap up core training content and complement with discussion of special topics.
- Day 5 Synthesize workshop proceedings and skill-building and consider professional and organizational next steps.

Day/Time	Module	Objective/Content Summary
<b>Day 1</b>	<b>Motivation, Core Skills and Overview of Environmental Compliance over Life of Project</b>	
8:30-9:00	Participant Registration	
9:00-9:15	Welcome and Opening Statements	Highlight the value of workshop content and expected results.
9:15-9:45	<b>Session 1:</b> Workshop Objectives and Logistics; Participant Introductions	Establish workshop objectives; brief the agenda and learning approach. Review logistics. Introduce participants; articulate expectations.
9:45-10:00	Break	
10:00-11:15	<b>Session 2:</b> Environmentally Sound Design & Management (ESDM) as a Foundation for Environmental Compliance <i>Presentation and dialogue</i>	Motivate the need to systematically address environmental considerations in development activities. Understand linkage between ESDM and project success, consider examples from Malawi. View this process in the context of environmental compliance.
11:15-12:00	<b>Session 3:</b> Environmentally Sound Design & Management (ESDM) in the Malawian Context <i>Technical presentation and dialogue</i>	Review and discuss socio-cultural considerations in the application of ESDM in Malawi.
12:00-13:00	Lunch	
13:00-14:00	<b>Session 4:</b> Fundamental Skills of Environmental Impact Assessment (EIA) <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.

Day/Time	Module	Objective/Content Summary
14:00-15:30	<b>Session 5a:</b> Site Assessment Exercise <i>Presentation and small-group work</i>	Receive instruction on the methodology and objectives of the Site Assessment. Understand the proposed activity and baseline conditions to be assessed.  Divide into small groups for the exercise.  Practice observation and assessment skills needed to characterize the baseline situation and identify impacts/issues of concern.
15:30-15:45	Break	
15:45-16:30	<b>Session 5b:</b> Site Assessment Exercise— Synthesis and Report-out <i>Group work and dialogue</i>	Synthesize field observations and prioritize impacts/issues of concern; discuss possible approaches for limiting adverse effects on the environment.  Small groups present and discuss findings.
<b>Day 2</b>	<b>Motivation, Core Skills and Overview of Environmental Compliance over Life of Project</b>	
8:30-9:30	<b>Session 6:</b> Environmental Impact Assessment and “USAID Environmental Procedures”: the Initial Environmental Examination (IEE) and Beyond <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.
9:30-10:15	<b>Session 7:</b> The Environmental Impact Assessment (EIA) Process in Malawi	Understand national- and local-level EIA requirements and procedures in Malawi and how they apply to USAID-funded activities.
10:15-10:30	<b>Session 8a:</b> IEE Critique – Introduction and Overview	Receive instruction on the methodology and objectives of the IEE Critique. Convene small groups for the exercise.
10:30-10:45	Break	
10:45-12:00	<b>Session 8b:</b> IEE Critique – Small-Group Synthesis and Report-out	Discussion of illustrative IEE. Small groups present critical review/findings.
12:00-13:00	Lunch	
13:00-14:00	<b>Session 9:</b> Principles of Environmental Monitoring <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.
14:00-15:00	<b>Session 10:</b> The Environmental Mitigation and Monitoring Plan (EMMP) <i>Technical presentation and dialogue</i>	Understand the EMMP concept and formats: Who develops them. Their role in “operationalizing” key elements of USAID Environmental Procedures and establishing and maintaining project environmental compliance. Introduce key guidance: <i>EMMP Factsheet</i> .
15:00-15:15	Break	
15:15-15:30	<b>Session 11:</b> Introduction to the USAID <i>Environmental Guidelines for Small-Scale Activities in Africa</i> + Similar Resources <i>Presentation</i>	Deepen familiarity with environmental resources and guidelines, particularly the <i>Environmental Guidelines for Small-Scale Activities in Africa</i> (EGSSAA).
15:30-16:30	<b>Session 12a:</b> Site Visit Component— Brief and Classroom Preparation <i>Presentation and small-group work</i>	Gain a general awareness of the case study sites that will be visited in the field on Day 3. Divide participants and distribute technical resources.  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.

Day/Time	Module	Objective/Content Summary
<b>Day 3 Complete site visits and develop EMMPs</b>		
8:00-13:00  (includes return from field)	<b>Session 12b:</b> Site Visit Component— Experiential Practice Developing an EMMP  <i>Field visit</i>	Build and apply the core Environmental Analysis skills briefed in Day 1 and Day 2 via a field visit and follow-up group work to:  1) synthesize field observations; and 2) identify possible mitigation measures for the top two or three issues/impacts of concern at each site, with reference to the EGSSAA.
13:00-14:00	Refresh and lunch	
14:00-16:00  (tea break taken at leisure)	<b>Session 12c:</b> Develop EMMP and Prepare Small-Group Presentation  <i>Small group work</i>	Advance discussions and compilation of field visit results into an EMMP format and a group presentation.
16:00-16:30	<b>Session 12d:</b> EMMP Group Presentations  <i>Group presentations in plenary</i>	Articulate field visit findings, analysis, and EMMP development.
<b>Day 4 Special Topics</b>		
8:30-10:00	<b>Session 12d (cont'd):</b> EMMP Group Presentations  <i>Group presentations in plenary</i>	
10:00-10:15	Break	
10:15-11:00	<b>Session 13:</b> Environmental Compliance Reporting  <i>Technical presentation and dialogue</i>	Guidance on EMMP-related and other environmental compliance reporting, including integration with broader project M&E and PMP reporting requirements.
11:00-12:30	<b>Session 14:</b> Environmental Compliance/ESDM Knowledge Game  <i>Small-group competition</i>	Reinforce key “core session” content in a small-group competition.
12:30-13:30	Lunch	
13:30-14:30	<b>Session 15:</b> Special Topic—Pesticide Risks, Safer Use & Compliance  <i>Technical presentation and dialogue</i>	Brief the environmental, economic and human-health concerns related to pesticide use. 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).
14:30-15:15	<b>Session 16:</b> Special Topic—Global Climate Change  <i>Technical presentation and dialogue</i>	Review the role and impact of Global Climate Change (GCC) on the design and implementation of USAID/Malawi activities; understand the capacity of ESDM to mitigate the effects of GCC.
15:15-15:30	Break	
15:30-16:30	<b>Session 16 (cont'd):</b> Special Topic—Global Climate Change	

Day/Time	Module	Objective/Content Summary
<b>Day 5</b>	<b>Way Forward</b>	
8:30-9:00	<b>Session 17:</b> Special Topic—Water Quality Testing <i>Technical presentation and dialogue</i>	Review the requirements and procedures involved with water quality testing in USAID-funded development programs.
9:00-10:00	<b>Session 18:</b> Special Topic—Subproject Review: Using the Africa Bureau Environmental Review Form/Report Process <i>Technical presentation and dialogue</i>	Understand the subproject review process, its appropriate use, and the responsibilities its places on USAID and Partners; introduce the Environmental Review Form (ERF) and Environmental Review Reports (ERR).
10:00-10:15	Break	
10:15-10:30	<b>Session 19:</b> Parking Lot Session <i>Plenary session</i>	Address unresolved questions or issues and summarize information presented throughout the training.
10:30-11:00	<b>Session 20:</b> Roles, Responsibilities & Resources <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.
11:00-12:15	<b>Session 21:</b> Bringing Curricula to Reality <i>Group discussions followed by individual action planning</i>	With the technical training now complete, participants will share perspectives on environmental management priorities and challenges for USAID activities in Malawi.  These and other insights will be used to frame lessons-learned and identify practical actions that can be operationalized as part of project implementation.
12:15-12:30	Workshop Final Evaluations	Participants complete evaluation form.
12:30	Closing Ceremony	Conclude workshop and distribute certificates.