

Environmental and Social Management Framework Annexes Version 4, June 2023

ANNEX 1	EXCLUSION LIST.....	2
ANNEX 2	ENVIRONMENTAL AND SOCIAL SCREENING FORM.....	7
ANNEX 3	RAPID ENVIRONMENTAL AND SOCIAL ASSESSMENT.....	9
ANNEX 4	ENVIRONMENTAL AND SOCIAL CODES OF PRACTICE	12
ANNEX 5	ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN TEMPLATE	17
ANNEX 6	GENDER-BASED VIOLENCE PREVENTION AND RESPONSE ACTION PLAN 19	
ANNEX 7	LABOUR MANAGEMENT PROCEDURE.....	20
ANNEX 8	LAND ACCESS PROCEDURE	33
ANNEX 9	SOCIAL AND CONFLICT ANALYSIS.....	49
ANNEX 10	JOB HAZARD ANALYSIS TEMPLATE	54
ANNEX 11	REMOTE AND ISOLATED WORKER PROCEDURE.....	55
ANNEX 12	INCIDENT REPORTING PROCEDURE	61
ANNEX 13	CHANCE FIND PROCEDURES	64
ANNEX 14	ASBESTOS MANAGEMENT GUIDE	65

ANNEX 1 EXCLUSION LIST

The following types of subprojects are ineligible for funding and will not be supported by RSDP-2.

<ul style="list-style-type: none"> Any activity classed by Conservation and Environmental Protection Agency (CEPA) as Level 2 or 3 under the Environmental Regulations 2002 (see supporting list) 	
<ul style="list-style-type: none"> Located in an area subject to natural hazards and other potential climate change events (below sea level, subject to frequent flooding or storm surge, sea level rise, earthquakes, steep slopes, etc)¹ 	
<ul style="list-style-type: none"> Located in international waterways or disputed territories without prior notification to riparian neighbours 	
<ul style="list-style-type: none"> Located in sensitive environments (close to waterways, old growth forests, high biodiversity areas etc) 	
<ul style="list-style-type: none"> Involve significant conversion, clearance or degradation of critical natural habitats, forests, environmentally sensitive areas, significant biodiversity and/or protected conservation zones (as defined by World Bank and CEPA) 	
<ul style="list-style-type: none"> May interfere with cultural heritage, sacred sites, graves or archaeological sites 	
<ul style="list-style-type: none"> Could result in irreversible damage to rare or endangered species and/or non-replicable cultural property, irreplaceable cultural relics, historical buildings and/or archaeological sites 	
<ul style="list-style-type: none"> Construction of large-scale infrastructure beyond the budget or technical abilities of staff and communities such as large buildings, dams, large seawalls, large-scale irrigation channels, gazetted roads and traffic bridges 	
<ul style="list-style-type: none"> Activities that involve the following: <ul style="list-style-type: none"> Involuntary land acquisition of customary land Land that has disputed ownership or absentee landowners. Donation of landholdings or productive land that would reduce the landowner / donors livelihood below current levels (nominally no more than 10% of landholdings / productive land) Physical or economic displacement², and restriction of access to traditional lands or resources Customary landowners/donors that do not directly and significantly benefit from the project Extensive³ land or forest clearing or tree felling Purchase of chainsaws, mobile sawmills, logging equipment and commercial logging operations / Production or trade in wood or other forestry products from unmanaged forests Land reclamation / Sourcing materials (sand, gravel) from unregistered quarries without control measures or consent Extensive use of pesticides, fertilizers or hazardous chemicals / Use or storage of hazardous materials or toxic chemicals / Production or trade in pesticides/herbicides subject to international phase outs or bans Will negatively affect long-term sustainability of water sources or natural resources or up/down-stream users / Construction or repair of a dam that is higher than five meters; Activities that involve significant conversion or degradation of critical natural habitats (e.g., protected areas), or environmental gains do not outweigh potential losses; Activities that will cause, or have the potential to result in, permanent and/or significant damage to nonreplicable cultural property, irreplaceable cultural relics, historical buildings and/or archaeological sites; Production or trade in any product or activity deemed illegal under host country laws or regulations or international conventions and agreements / Manufacture or use of environmentally hazardous materials and goods Purchase of guns; large amount of pesticides, insecticides, herbicides and other dangerous chemicals; asbestos⁴, and other investments detrimental to the environment 	<ul style="list-style-type: none"> Production or trade in or movement or use of unbounded asbestos fibers Support to commercial-scale marine or coastal fishing, such as pelagic drift net fishing, that would be harmful to vulnerable and protected species in large numbers and damaging to marine biodiversity and habitats / Fishing using electric shocks and explosive materials (note: support for small-scale and subsistence fisheries are not excluded) Luxury consumption or the use and/or financial gain of single individuals or private companies / Directly support or promote a political party or candidate Payment of compensation for settling inter-familial or tribal matters Payment for salaries of public servants or individuals who are recruited to work for profit-making purposes; Payment for scholarships / financing or supplementing a loan with private individuals or financing institutions. Exacerbates the marginalization of certain religious, social or ethnic groups / Activities that benefit or favour one group in the community more than others, or private interests Concerns religious infrastructures and services (note: support for community services provided by religious groups is not excluded) Harmful or exploitative forms of forced labour / harmful child labour or those that exploit or discriminate against women, children, the elderly and disabled, and other vulnerable persons Production or processing and use of alcoholic beverages, tobacco, or narcotics (including betel nut) Directly or indirectly support the extraction, processing or sale of pearls, precious stones and other mineral resources Use of weapons or those that promote a military or paramilitary purpose Trade in wildlife or wildlife products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Allow transport of coal, peat or other fossil fuels as part of overall service, conventional heavy bunker fossil fuel vessels Distribution of household solar kits

¹ In cases where the LLG is in a low-lying area subject to inundation, the TF and PPO E&S Officers will use their best judgment on site selection and suitability. PNG experiences frequent earthquakes, the intention is to avoid areas that would be at greater risk in the event of an earthquakes (e.g., susceptible to landslides).

² Other than minor impacts on economic assets

³ Greater than 420m²

⁴ Asbestos removal is permitted, although this much be carried out by a competent contractor

Environmental (Prescribed Activities) Regulation 2002

Level 2 Activities:

- Drilling of oil and gas wells.
- Any drilling programme at a defined prospect where the aggregate depth of all holes drilled is greater than 2,500 metres.
- Mechanised mining on a Mining Lease issued under the Mining Act 1992 involving non –chemical processing of no greater than 50,000 tonnes per annum.
- Gravel extraction operating continuously for more than 6 months and involving the extraction of no greater than 10,000 tonnes per annum.
- Quarrying involving the extraction of no greater than 100,000 tonnes per annum.
- Activities carried out under a Timber Authority issued under the Forest Act.
- Cement clinker manufacturing and grinding.
- Manufacturing of products by any chemical process in works designed to produce more than 100 tonnes per year of chemical products.
- Manufacture of fibre –reinforced plastic (FRP) in works with a capacity of more than 50 tonnes per year.
- Manufacture of acrylic compounds, fertilizers, herbicides, insecticides or pesticides by any chemical process.
- Manufacturing operations involving the use of toluene di –isocyanate, methylene di –isocyanate, chlorofluorocarbons and halons.
- Manufacturing of organic chemicals requiring a Petroleum Processing Facility Licence issued under the Oil and Gas Act 1998.
- Pipeline transport and storage and using facilities with a holding capacity of more than 0.5 million litres.
- Activities associated with a logging operation which are or should be undertaken under a timber permit or a licence, unless such licence holder is a subcontractor of a timber permit, (including sewage disposal, camp construction including power & water reticulation, operation of machinery workshops and construction of road and other infrastructure works including wharf and ship loading and unloading facilities).
- Operation of stationary sawmills and treatment facilities with a production capacity of greater than 30,000 m³ per year of sawn timber.
- Chemical treatment of timber using copper –chrome –arsenate solutions with a capacity of greater than 100 tonnes of treated wood product per year.
- Processing of wood to form veneer, plywood, particleboard or fibre board.
- Processing of wood, wood products, waste paper or other cellulose materials to form pulp, paper or cardboard.
- Mechanised mining on a Mining Lease under the Mining Act 1992 involving chemical processing of no greater than 50,000 tonnes per annum.
- Mechanised mining on a Mining Lease issued under the Mining Act 1992 involving non –chemical processing of more than 50,000 tonnes per annum.
- Mineral beneficiation or processing other than alluvial mining in accordance with an Alluvial Mining Lease issued under the Mining Act 1992.
- Quarrying involving the extraction of more than 100,000 tonnes per year.
- Gravel extraction operating continuously for more than 6 months and involving the extraction of more than 10,000 tonnes per year.

- Commercial salt harvesting.
- Intensive animal industries including the raising of cattle, sheep, pigs, poultry and crocodiles with an annual production capacity of more than 200 animal units.
- Operation of livestock holding pens with a capacity of more than 2,000 animal units per year.
- Operation of aquaculture facilities with a design discharge flow rate greater than 1 per day or 100 tonnes of wet product per year.
- Aquaculture carried out in “open sea” (cage) operations.
- Agricultural cultivation of an area greater than 1,000 hectares.
- Processing of alcoholic and non-alcoholic beverages in a plant with a design production of more than 5,000 litres per day.
- Operation of abattoirs and poultry processing facilities processing more than 200 animal units per year.
- Processing coconut oil in plants producing more than 10,000 tonnes per year.
- Processing of coffee or cocoa in plants producing more than 5,000 tonnes per year
- Palm oil extraction and processing in plants producing more than 5,000 tonnes per year.
- Seafood processing operations which involve the production of more than 500 tonnes per year.
- Production of stock feed in mills producing more than 5000 tonnes per day.
- Processing of latex and rubber in operations producing more than 500 tonnes per year.
- Sugar refining operations with a production capacity of more than 5,000 tonnes per year.
- Operation of hydroelectric plants with a capacity of more than 2 Megawatts (MW).
- Operation of fuel burning power stations with a capacity of more than 5MW, but not including emergency generations.
- Operation of fuel burning appliances including furnaces and boilers with a rated thermal output of 20MW.
- Sewage treatment in plants serving more than an equivalent population of 5,000 people.
- Septic tank sludge disposal systems intended to serve an equivalent population of greater than 500 people.
- Operation of public and private landfills for the disposal of municipal waste, serving a population of more than 10,000 people.
- Incineration, reprocessing, treatment or disposal of industrial or biomedical waste of a capacity greater than 10 tonnes per year.
- Operation of rendering works with a capacity of greater than 500 tonnes per year.
- Recycling waste material including but not limited to glass, oil, metal, paper and putrescible materials with a capacity greater than 100 tonnes per year.
- Commercial drum reconditioning.
- Operation of maritime construction, deballast and repair facilities designed to handle vessels of a mass of greater than 50 tonnes.
- Construction of marinas and boating facilities designed or used to provide moorings for more than 50 powered vessels at any one time.

- Operation of potable water treatment plants with a design capacity of greater than 1 million litres per day.
- Construction of aerodromes or airfields except unpaved airstrips more than 10 km from an urban area.
- Construction of new national roads.
- Construction of electricity transmission lines or pipelines greater than 10 km in length.
- Construction of housing estates with an area of more than 5 hectare.
- Damming or diversion of rivers or streams.
- Discharge of waste into water or onto land in such a way that it results in the waste entering water, except where such discharge is ancillary or incidental to, or associated with, any other activity in this Regulation in which case that category of activity will apply to the discharge of waste.
- Abstraction or use of water for commercial purposes, except where such abstraction or use is ancillary or incidental to, or associated with, any other activity in this Regulation in which case that category of activity will apply to the abstraction or use of water.
- Import or export of ozone depleting substances or pesticides.

Level 3 Activities

- Activities involving investment of a capital cost of more than K50 million, except where such investment is made in pursuing an activity otherwise dealt with in this Regulation in which case that category of activity will apply to the investment.
- Activities involving the generation of a volume of liquid waste of more than 7,000,000 m³ per year (approximately 20 million litres per day).
- Activities that will involve the discharge, emission or deposit of hazardous contaminants, except where such discharge, emission or deposit is ancillary or incidental to, or associated with, any other activity in this Regulation in which case that category of activity will apply to the discharge, emission or deposit.
- Activities that may result in a significant risk of serious or material environmental harm within Wildlife Management Areas, Conservation Areas, National Parks and Protected Areas or any area declared to be protected under the provisions of an International Treaty to which Papua New Guinea is a party and which has been ratified by the Parliament of the Independent State of Papua New Guinea.
- Activities involving investment of a capital cost of more than K20 million and which involve manufacturing or chemical processes not previously used in Papua New Guinea.
- Manufacture of hazardous contaminants, except where such manufacture is ancillary or incidental to, or associated with, any other activity in this Regulation in which case that category of activity will apply to the manufacture.
- Logging operations where the minimum annual allowable cut is greater than 70,000 m³ per annum.
- Any large scale clearing carried out under section 90(a), (b), (c) or (d) of the Forest Act.
- Mining activities which require the issue of a Special Mining Lease under the Mining Act 1992.

- Mechanised mining on a Mining Lease involving chemical processing, except where the activity falls within the ambit of a Category B, Level 2 activity.
- Extraction of off shore coral deposits for roading, commercial lime making or similar use.
- Submarine tailings disposal.
- Recovery, processing, storage or transportation of petroleum products requiring the issue of a Petroleum Development Licence or a Pipeline Licence under the Oil and Gas Act 1998.
- Refining of petroleum or manufacture and processing of petrochemicals or liquefaction of natural gas requiring a Petroleum Processing Facility Licence issued under the Oil and Gas Act 1998 except where the activity falls within the ambit of a Category B, Level 2 activity.
- Construction of major hydropower schemes or water supply reservoirs inundating an area greater than 5 km².
- Construction of sea ports and ship repair facilities serving ships of an individual tonnage of more than 500 tonnes.
- Infrastructure construction that requires the reclamation of more than 5 hectares of land below the high-water mark.
- Construction of sewage treatment plants designed to serve an equivalent population of greater than 50,000.
- Aquaculture operations designed to discharge a volume of waste greater than 10 million litres per day.
- Construction and operation of municipal landfills serving populations of more than 20,000 people.
- Construction of commercial sites for the storage, treatment, reprocessing, incineration or disposal of hazardous contaminants.

ANNEX 2 ENVIRONMENTAL AND SOCIAL SCREENING FORM

This form is to be used by the CDD Subcommittee, TFs, and CDWs to screen potential environmental and social issues in sub-projects. It should be completed as part of the sub-project EOI stage and submitted with the EOI.

The items related to site selection should ideally be considered at the EOI stage as this is when the land access process needs to be followed.

The purpose of screening is to (i) check that the subproject is eligible for funding, (ii) consider risks that would make the sub-projects unviable, and (iii) consider risks that are mitigated through site selection (as this is when the land access needs to be secured).

Name and role of person/s completing assessment:

Sub-project name / code:

Location: Village, Ward, LLG and Province

Brief description of subproject:

No.	Subject	Screening question	Y, N, n/a	Note/Comment <i>(column to be completed with additional information – use separate sheet if more space is required)</i>
1	Ineligibility for financing	Is the subproject listed in the exclusion list?		<i>if yes, subproject is not eligible funding.</i>
2	What major hazards apply to the selected site and could affect the sub-project? (Circle or highlight those that apply)	Sea level rise Earthquake Cyclone Storm Surge Flooding Drought Landslide Wildfire Tsunami Industrial hazards Volcanic eruption Other (write):		<i>Is the proposed site appropriate? Can risks associated with the hazards be reduced by different siting or location? Are measures possible around the subproject site to reduce hazard risk, to approve the location? Provide comments/conditions:</i>
3a	Land ownership	Has the proposed site been identified as customary, freehold or government land?		
3b	<i>See section Land Access Procedure for details on requirements</i>	Does disagreement about the ownership of the land selected exist?		
		For Government and Freehold land:		
3c		Has the site's land status as government or freehold land been confirmed by provincial land officer?		
3d		Is the existing leaseholder willing to provide the land for the project?		

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

3e		Are there any others informally occupying or using the land?		
		a. Using land for residential purposes?		
		b. Using land for economic/livelihood activities?		
		For Customary Land:		
3f		Have consultations been conducted (and documented) with landowners and users providing information about the project, land requirements, and options available to them – including the right of refusal.		
3g		Has a formal land agreement (CLUA) for the plot been signed by landowners?		
3h		Does anyone have any gardens, crops or fixed assets on the nominated land? Will their livelihood be negatively affected?		
3i		Is the land more than 10% of the donor's landholdings?		
3j		Does disagreement about the ownership of the land selected exist?		
3k		Is there agreement from resource owners about natural resources (water, timber) that will be sourced locally and gifted as part of the community contribution?		
3l		Do resource- and land-owners understand the nature of the 'gift' and that no compensation will be given, now and into the future?		
4a	Conflict and personal safety	Will the location of the proposed sub-project location likely to cause conflict or community tensions?		<i>If yes, need to understand how this could be mitigated, or if another site could be used</i>
4b		Is the location of the proposed sub-project safely accessible for women and children?		<i>If no, need to understand how this could be mitigated, or if another site could be used</i>
5a	For water supply projects	<u>Surface water extraction:</u> Is the proposed source located downstream of potential contamination sources?		<i>If yes, consider using a different source</i>
5b		<u>Ground water extraction:</u> Is the proposed well/bore located within 20m of septic system?		<i>If yes, consider using a different location</i>
5c		Have you sent a sample of the water for testing? If so, what are the results? Is the water safe for drinking?		<i>Refer to Schedule 2 of the Public Health (Drinking Water) Regulation 1984</i>
6a	Hazardous materials	Will the sub-project involve the demolition or renovation of building containing asbestos?		<i>If yes, this does not preclude the sub-project for funding, however, the cost for the asbestos to be professionally removed will need to be considered in the budget.</i>
6b		Will the sub-project produce hazardous waste as part of operations (e.g., a healthcare facility)?		<i>If yes, this does not preclude the sub-project for funding, however, the cost for waste disposal equipment will need to be considered in the budget.</i>
7	Other notable issues			<i>Describe</i>

ANNEX 3 RAPID ENVIRONMENTAL AND SOCIAL ASSESSMENT

This form is to be used by the CDD Subcommittee, TFs, PPO E&S Officers and CDWs to identify potential environmental and social issues in sub-projects. It should be completed as part of the sub-project proposal stage once the EOI is selected.

The purpose of Rapid E&S Assessment is to (i) identify potential negative environmental and social risks and impacts; and (ii) identify appropriate specific mitigation measures for activities with adverse risks or impacts. Detailed mitigations for general E&S issues are found in the E&S tools and do not require repeating in this form. Additional mitigations identified as part of this Rapid E&S Assessment will be implemented with the ESCoP.

Name and role of person/s completing assessment:

Sub-project name / code:

Location: Village, Ward, LLG and Province

Brief description of subproject: Include resources/materials (e.g., labour [skilled, unskilled], construction materials, machinery, water, etc) required for construction and operation

Target beneficiaries of the subproject: e.g., community/ individual groups/ age groups

Describe how the subproject design considers the needs of woman and people with disabilities (if relevant):

- **Attach map of site showing nearby watercourses, sensitive ecosystems, garden, roads, houses, etc.**
- **Attach photos of site and surrounding environment.**

Assessment:

No.	Subject	Question	Response
Design and Construction			
1a	Natural resource use	Will cutting of timber for bush materials be required? If so, how much timber will be used?	<i>Limit per project is around 420 m2 of land clearance. Where select trees will be harvested for timber over a larger area (which is preferred), the number of trees that can be felled is around 300.</i>
1b		Will the project involve use or extraction of gravel, sand or rock/pebble from coastal areas and/or the local area? Where will these be sourced? If so, has permission been given by relevant persons and an agreement signed? What will be done to ensure extraction and damage is minimized?	

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

2a	Dust and smoke	Will the subproject construction cause increased dust level at the site, or generate smoke?	<i>Identify the sources, e.g. barren soil, disturbed ground, solid waste dumped at the sites, sand, gravel loaded at the site etc.</i> <i>Describe the distance from the nearest house</i>
3a	Noise and vibration	Will the subproject construction generate high noise and vibration	<i>Identify the sources, e.g. drilling, pile driving, steel/timber cutting and the time that noise/vibration lasts.</i> <i>Describe the distance from the nearest house to noise sources</i>
4a	Waste	What types of waste will be produced during construction and how will they be disposed of?	<i>List</i>
4b		Does the sub-project have potential to affect gardens with spoil or wastewater?	<i>If so, describe how this can be avoided.</i>
4c		Does a waste disposal area exist in or near to the project site (and away from waterways)?	
4d		What are the current methods of waste disposal in the community?	
5a	Water quantity	Will the subproject withdraw large volume of groundwater in a coastal area (which may lead to the risk of salinity intrusion)?	<i>If so, can the bores be spaced out, and/or another source of water used?</i>
5b		Will the subproject extract or use a large amount of water in local river/streams may cause shortage to water supply to other users in the locality?	<i>If so, can several water sources be used to reduce demand on a single source?</i>
5c	Other notable issues	Any other environmental or social issues associated with design or construction of the sub-project?	<i>Describe</i>
Considerations for Operations			
6a	Worker's health & safety	Will the subproject require training and health and safety management for workers to allow for safe operation?	<i>If yes, this needs to be included in the Operations & Maintenance Plan</i>
7a	Other notable issues	Any other environmental or social issues associated with operation of the sub-project?	<i>Describe</i>

Summary of potential E&S issues and management measures *(to be filled in to capture the mitigations identified in the table above, if any)*

Topic	Potential issues	Management measures

The following tools will be used to manage E&S risks of the sub-project:

- This Rapid E&S Assessment
- ESCOP for General Construction Activities
- ESCOP for _____ (insert specific ESCOP that aligns with the type of sub-project)
- Job Hazard Analysis

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

- Individual Contract Worker Employment Template
- Community Worker Employment Template
- Worker Code of Conduct
- Chance Finds Procedure
- Asbestos Management Guide (*if applicable*)

ANNEX 4 ENVIRONMENTAL AND SOCIAL CODES OF PRACTICE

These codes of practice cover general E&S issues associated with:

- General construction activities
- Buildings (classrooms, community halls, aid posts)
- Small roads and access tracks
- Rural water supply
- Solar power
- Small-scale irrigation
- Sanitation facilities
- Seawalls

Specific issues and mitigations identified as part of the E&S screening process should be added to the ESCoP used by the sub-project.

Environmental Codes of Practice – General Construction Activities	
Issue	Environmental Prevention/Mitigation Measures
1. Noise during construction	a) Plan activities in consultation with communities so that noisiest activities are undertaken during periods that will result in least disturbance (school hours, church services, etc).
2. Soil Erosion	a) Do not clear vegetation near watercourses, leave a minimum 20 m buffer of vegetation b) Minimize steepness of slopes (use terraces if needed) c) Use mulch (cut vegetation) to temporarily stabilize cleared areas d) Use stones to slow run-off and reduce erosion e) Cover with topsoil and re-vegetate (plant grass, fast-growing plants/bushes/trees) construction areas immediately after work is completed f) Design channels and ditches for post-construction flows and line steep channels/slopes (e.g., with palm fronds.)
3. Air quality	a) Do not burn debris (trees, undergrowth) or construction waste materials near residential areas b) Keep stockpile of aggregate materials covered to avoid suspension or dispersal of fine soil particles during windy days or disturbance from animals
4. Water quality and availability	a) Activities should not affect the availability of water for drinking and hygienic purposes b) No soiled materials, solid wastes, toxic or hazardous materials should be poured or thrown into water bodies for dilution or disposal c) The flow of natural waters should not be obstructed or diverted to another direction, which may lead to drying up of riverbeds or flooding of settlements
5. Solid and hazardous waste	a) Collect and transport non-hazardous waste to designated dump sites b) Maintain waste (including earth dug for foundations) away from rivers, streams, lakes and wetlands c) Use secured area for refuelling and transfer of other toxic fluids away from settlement area and water courses and ideally on a hard/non-porous surface (drip trays etc) d) Train workers on correct transfer and handling of fuels and other substances and require the use of gloves, boots, eyewear and other protective equipment in handling hazardous materials e) Collect and properly dispose of the small amounts of hazardous waste such as oily rags, oil filters, used oil, etc. by storing them in sealed containers and returning to supplier. f) Store hazardous materials in secure area (away from children) when not in use g) If asbestos is required to be disturbed as part of the work, engage a competent contractor to remove and dispose of the asbestos in line with Good International Industry Practice.
6. Health and safety	a) Undertake JHA to identify and mitigate risks to workers b) Provide personal protective gear for workers as necessary (gloves, dust masks, hard hats, boots, goggles)

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

	<ul style="list-style-type: none"> c) Keep worksite clean and free of debris on daily basis d) Keep corrosive fluids and other toxic materials in properly sealed containers for collection and disposal in properly secured areas e) Ensure adequate toilet facilities for workers from outside of the community f) Rope off construction area and secure materials stockpiles/ storage areas from the Public and display warning signs. Do not allow children to play in construction areas g) Fill in all earth borrow-pits once construction is completed to avoid standing water, water-borne diseases and possible drowning
7. Injury management	<ul style="list-style-type: none"> a) Each construction sub-project to have a basic first-aid kit with bandages, antibiotic cream, etc b) Provide first aid to injured workers, for more severe injuries, take worker to nearest medical facility. c) Report all incidents to the CDW.
8. Cultural heritage and UXOs	<ul style="list-style-type: none"> a) If a UXO or artefact is found, follow the steps in the Chance Finds Procedure.
9. Labour management	<ul style="list-style-type: none"> b) Community workers and individual contract workers to be provided with terms of engagement c) Community workers and individual contract workers to sign the code of conduct and have it explained to them d) No child or forced labour to be used
10. Sourcing of raw materials	<ul style="list-style-type: none"> e) Ensure an agreement is in place with the landowner (as per the LAP) before obtaining any raw materials. f) For locally sourced timber, do not clear large areas. Instead remove selected trees from across a wider area, if practicable. g) For locally sourced rock, etc., ensure any area that is excavated or where rock is sourced, is left in a stable condition to limit public safety risks.
11. Grievance management	<ul style="list-style-type: none"> h) Manage grievance in accordance with project grievance mechanism

Environmental Codes of Practice – Buildings (classrooms, community halls, aid posts)	
Issue	Environmental Prevention/Mitigation Measures
1. Water and Sanitation	<ul style="list-style-type: none"> a) Provide adequate drainage in the building's immediate surroundings to avoid standing water, insect related diseases (malaria, etc.) and unsanitary conditions b) Include sanitary facilities such as toilets and basins for hand-washing
2. Amenity	<ul style="list-style-type: none"> a) Maximise natural light and ventilation systems to minimise artificial light needs. b) COMMUNITY HEALTH POSTS: Include facilities for proper disposal of health and biological wastes (syringes, blood, etc.) and provide easy access to building for disabled persons (ramps not stairway) if suitable c) MARKET: Provide garbage/waste disposal that can be emptied regularly, roofs, no areas for standing water
3. Operational safety and universal access	<ul style="list-style-type: none"> d) Design considers safety of end-users and needs of people with disabilities.
4. Asbestos removal	<ul style="list-style-type: none"> e) Engage professional to undertake asbestos removal and disposal following Asbestos Management Procedure.

Environmental Codes of Practice – Rural roads and access tracks	
Issue	Environmental Prevention/Mitigation Measures
1. Access tracks	<p>Protect from erosion and landslides:</p> <ul style="list-style-type: none"> a) Alignment should consider geography and environmental features to avoid unstable soils, steep slopes and waterways. Additional measures need to be applied should there be no alternatives for road alignments (see below) b) Avoid road construction through primary forests as it gives access to illegal logging c) Sediment control structures should be applied where needed to slow or redirect runoff and trap sediment until vegetation is established d) Spray water on dirt roads, cuts, fill materials and stockpiled soil to reduce wind-induced erosion, as needed e) Plant locally available, fast-growing grass on slopes prone to erosion

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

	<p>f) Provide interceptor ditch, particularly effective in the areas of high intensity rainfall and where slopes are exposed. This type of ditch intercepts and carries surface run-off away from erodible areas and slopes before reaching the steeper slopes, thus reducing the potential surface erosion</p> <p>g) For steep slopes, a stepped embankment (terracing) is needed for greater stability</p> <p>h) Rocks (riprap) can be used in addition to protect the slope</p> <p>i) Place a retaining wall at the lower part of the unstable slope. The wall needs to have weeping holes for drainage of the road sub-base, thus reducing pressure on the wall</p> <p>j) Prevent uncontrolled water discharge from the road surface by sufficiently large drainage ditches and to drain water away from the down slope</p>
2. Small footbridges	<p><u>Erosion protection.</u> The main method of slope and erosion protection is through the use of gabions (gravity walls that support embankments or slopes) and ordinary stone pitching.</p> <p>a) Gabions (rocks in bracing wire):</p> <ul style="list-style-type: none"> o The filling of the gabions should be from strong and competent rock which is laid very closely packed to maximise the weight. o Bracing wire should be used to prevent the gabion bulging out. The bracing wire should be placed at each third of the gabion height. o The gabions should be firmly anchored into the ground by founding the gabions below the expected scour depth level. o In cases where stone pitching is not provided, the top layer should be covered by soil to encourage the growth of grass and the stabilisation of the slopes. <p>b) Stone pitching may be provided as an adequate erosion protection measure in those cases where the erosion potential is deemed minimal. Stone pitching is not very resistant to strong water current and is mainly used as the top finish on gabion walls and may not be appropriate in areas of high rainfall or flows.</p> <p><u>Water Quality and Fauna:</u></p> <p>a) Restrict duration and timing of in-stream activities to lower flow periods (dry season) and avoid periods critical to biological cycles of valued flora and fauna (e.g., spawning)</p> <p>b) Use techniques to divert water flow or isolate work area to reduce flow of sediments in moving water</p>
3. Culverts	<p>a) Remove all formwork from inside the culvert (after concrete has reached full strength). Formwork that is not removed will rot eventually, drop down and obstruct the free flow of water</p> <p>b) Place large stones at the outlet of the culvert to prevent erosion</p> <p>c) Keep the culvert inlets free from sand and gravel – the water must flow through the culvert</p> <p>d) Ensure that the water of the adjacent road sections can flow freely into the roadside ditch</p>

Environmental Codes of Practice – Rural water supply	
Issue	Environmental Prevention/Mitigation Measures
1. Wells (deep/shallow)	<p>a) Include slab around the well for easier drainage, a crossbeam and a pulley to support the use of only one rope and bucket for collecting water. One rope and bucket is more hygienic for the well and water.</p> <p>b) Steel rungs (placed inside wall of a deep well) are essential for maintenance of a well or in case of an emergency.</p> <p>c) A groundwater well usually has a wide open water area. It is necessary to provide a cover/roof/wire mesh on top to protect this area from falling leaves or debris.</p>
2. Rainwater Harvesting	<p>a) Rainwater storage reservoir should be intact, connected to roof gutter system, with all faucets and piping intact.</p> <p>b) If distribution pipes are attached into the storage reservoir, install the distribution pipes 10cm above the storage/tank bottom for better use of the storage capacity</p> <p>c) Cover must be fitted tightly onto the top of the storage reservoir to avoid overheating and growth of algae (from direct sunlight), and to prevent insects, solid debris and leaves from entering the tank</p>

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

	<ul style="list-style-type: none"> d) A ventilation pipe with fly screen should be placed in the cover to help aerate the tank/reservoir e) Roof gutters need to be cleared regularly, as bird and animal waste and leaf litter on roofs or guttering can pose a health risk if washed into the reservoir tank f) Reservoir tanks need overflow so that heavy rain, the excess water can drain away. The overflow should be designed to prevent backflow and stop vermin/rodents/insects entering the system. A good design will allow the main storage tank to overflow at least twice a year to remove build-up of floating sediment on the top of the stored water and maintain good water quality.
3. Pipelines from natural springs or surface water sources	<p><u>Water quality and preventing contamination at water sources:</u></p> <ul style="list-style-type: none"> a) Build a structure with roof over the water source to prevent leaves or other debris from entering into the basin b) Use fence to protect water source (springs particularly) from public access and risk of contamination c) Include filter and sand trap, which needs to be regularly cleaned <p><u>Pipe Laying:</u></p> <ul style="list-style-type: none"> a) PVC water transmission and distribution piping need to be buried underground (coverage 50cm minimum) to prevent pipe against external damage (e.g. passing vehicles, solar UV radiation, etc). Exposing PVC pipe to UV radiation causes the plasticiser in the PVC pipe to evaporate resulting in loss of integrity and becoming brittle. b) Pipe shall be laid in a straight line, over a constantly falling slope. c) When conditions do not allow piping to be buried (i.e. pipe is used above ground), then metal pipe must be used, and supported/braced as excessive movement may lead to leaks and breaks.

Environmental Codes of Practice – Solar Power	
Issue	Environmental Prevention/Mitigation Measures
Solar panel and charge station	<ul style="list-style-type: none"> a) Licenced electrician to do the install b) Tidy wiring for easy maintenance and reduces the risk of accidents c) Electrical cabling connections for street lighting need to be protected against rain to prevent short circuits and batteries stored and recycled appropriately d) A solid steel pole with concrete foundation essential for safe lighting and power distribution

Environmental Codes of Practice – Small-scale irrigation	
Issue	Environmental Prevention/Mitigation Measures
Small-scale irrigation	<ul style="list-style-type: none"> a) Masonry walls (along the road) or stone riprap should be built to prevent erosion on a sloped bank. b) A bar screen is essential in front of any inlet structure (upstream) to prevent large objects and debris blocking the irrigation canal. The angle between the bottom of the canal and the screen shall be between 45 to 80 degrees.

Environmental Codes of Practice – Sanitation facilities	
1. Public latrines/toilets	<p><u>Toilets:</u></p> <ul style="list-style-type: none"> a) All toilets must have a septic tank to provide primary treatment of waste. b) PVC pipe used to connect pour-flush toilet to a septic tank must be buried underground or covered over (with cement) for protection and to prevent exposure to sunlight. c) Metal pipe is a preferred choice to be used as the gas vent pipe on septic tanks. <u>Never</u> use PVC pipe as it is unable to withstand long-term exposure to sunlight. d) Septic tanks must have a vent pipe to prevent the build up of gas inside the chamber and shall have a 'manhole' that provides access inside the tank if needed. e) A toilet should be at least 20 metres from water sources f) Septic tanks must be inspected periodically and accumulated sludge emptied every few years to continue functioning properly

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

	g) Do not discharge septic tank effluent to an open drain or other surface water. The effluents need to be treated before final disposal. This may be achieved through: (i) an underground leachfield, (ii) a vegetated leachfield, or (iii) a pit for soaking away
2. Solid waste/garbage disposal	<p><u>Solid Waste Disposal</u></p> <p>a) Solid waste depots/disposal need to be located on hard-standing areas that prevent waste entering surface or groundwater</p> <p>b) Waste depots/storage/disposal should be contained, sealed and/or roofed/covered to prevent stormwater contamination. Wastes need to be emptied regularly.</p>

Environmental Codes of Practice – Sea walls	
Issue	Environmental Prevention/Mitigation Measures
Direct removal or sedimentation of sensitive marine habitat	<p>a) Avoid direct removal of sensitive habitat (e.g., coral, seagrass).</p> <p>b) Use coarse fill material if fill material is required.</p> <p>c) Use geotextile or similar to minimise mobilisation of loose material.</p> <p>d) Consider current velocity (including tidal movements) and location of sensitive habitat when choosing construction windows.</p>

ANNEX 5 ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN TEMPLATE

1. Executive Summary

2. Introduction

Include objectives of the ESMP.

3. Project Description

- Project location, including maps, photos and drawings.
- Detailed description of the project design and any standards or guidelines that it meets.
- Overview of the activities that will occur during project planning and design, construction and operations
- Details of material and labour requirements for project construction, including proposed sources of aggregate (if required).
- Details of waste types likely to be generated and how they will be managed.

4. Environmental and Social Setting

Description of the biophysical and social environment of the proposed project, including:

- Social setting: Descriptions of the villages and other communities in the vicinity of the project, including customary landowners/culture, vulnerable groups; community/public infrastructure and services (i.e. roads, schools, health facilities); culturally important sites in the vicinity of the project.
- Biophysical setting: Description of landscape, watercourses, natural habitat, and key flora and fauna in the area, including any protected species and protected areas (e.g., wildlife management areas).

5. Legal and Other Requirements

Overview of WB requirements and PNG regulations that apply to the subproject.

6. Stakeholder consultation

Details of the stakeholder consultation undertaken during project planning (when it was undertaken, who was consulted with, how were they consulted, and what feedback was received), and the proposed future stakeholder consultation.

7. Potential Impacts and Mitigation Measures

Analysis of the potential environment and social impacts of the project during construction and operation and how they are proposed to be mitigated. Some generic mitigations from the ESCOPs may be relevant.

8. Monitoring and Reporting

Identifies monitoring objectives and specifies the type of monitoring, with linkages to the identified impacts. Outlines the reporting requirements.

9. Grievance Redress Mechanism

Details of the Worker Grievance Redress Mechanism (GRM) (that aligns with the requirements in the Labour Management Procedure) and any points of contact within the contractor's

organization that will tie into the overall Project GRM. This will also include processes for managing grievances related to GBV/SEA/SH.

10. Capacity Development and Training

Provides recommendations on the establishment or expansion of the parties responsible, the training of staff and any additional measures that may be necessary to support implementation of mitigation measures and any other recommendations of the environmental and social assessment.

11. Implementation Responsibilities, Schedule and Cost Estimates

Details of responsibilities for implementing the ESMP.

Provides an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and the capital and recurrent cost estimates and sources of funds for implementing the ESMP.

ANNEX 6 GENDER-BASED VIOLENCE PREVENTION AND RESPONSE ACTION PLAN

[see separate document – to be inserted once finalised]

ANNEX 7 LABOUR MANAGEMENT PROCEDURE

1. Introduction

This Labour Management Procedure (LMP) has been prepared to provide direction to the Rural Service Delivery Project 2 (RSDP-2) ('the Project') on ensuring that measures are in place to manage risks associated with employment under the Project, including measures to support appropriate working conditions and relationships, occupational health and safety practices, and prevention strategies for sexual exploitation and abuse and sexual harassment.

The LMP has been prepared in accordance with:

- PNG legislation including the *Employment Act 1978*.
- World Bank's Environmental and Social Standard (ESS) 2 (Labour and Working Conditions)

Other relevant documents that have been prepared include:

- Environmental and Social Management Framework (ESMF)
- Land Access and Resettlement Framework (LARF)
- Stakeholder Engagement Plan (SEP)
- Environmental and Social Commitment Plan (ESCP).

All E&S instruments have been or will be disclosed on the websites of the WB and DPLGA.

2. Overview of labour use on the project

The scope of application of this LMP depends on the type of employment relationship between the Borrower and the project worker. The term 'project worker' (as defined in ESS2) refers to direct workers, contracted workers, primary supply workers and community workers.

A summary of the Project labour requirements, including estimated number of workers and duration, is provided in Table 1.

Table 1: Summary of labour requirements

Type of project workers	Applicability of LMP	Characteristics of project workers	Timing of labour requirements	Indicative number of workers
Direct workers - government	OHS issues, and child and forced labour only	Existing workers employed by DPLGA, the PGs and LLGs that are working in connection with the project	Duration of project	150
Direct workers - other	Full scope of LMP applies	Staff hired using Project funding (e.g., PMU team) Individual specialists directly contracted to the PMU	Duration of project	20
Contracted workers	Full scope of LMP applies	Workers hired by grant beneficiaries such as LLG Administrations and Ward Development Committees as well as	Duration of project	Less than 10 per community sub-project
			Duration of project	20+ per scope of larger-scale works

		workers hired by firms and works contractors to implement aspects of the project. Includes individual contract workers and those hired through a construction company.		
Primary supply workers	OHS issues, and child and forced labour only	Not anticipated		
Community workers	OHS issues, and child and forced labour only	Community members who volunteer to implement aspects of the project including CDD-SC members and workers who volunteer to support the construction of sub-projects. Community workers who support the construction of sub-projects will be hired and managed by the CDD-SC.	During planning and construction of sub-projects	Around 10-20 per sub-project

3. Key project labour risks and mitigation overview

The key labour-related risks associated with the project are:

- **Terms of employment not consistent with national law.** This risk mainly applies to contractors who will employ project workers as they are likely unfamiliar with the labour and working condition requirements and there is a risk that such requirements will not be met.
- **Workers suffer discrimination and lack of equal opportunity in employment.** Vulnerable and disadvantaged people (e.g., women and persons with disabilities) may be subject to increased risk of exclusion from employment opportunities under the Project. Lack of equal pay for equal work for men and women is also a risk.
- **Use of child or forced labour.** Contractors may use children for economic or cultural reasons and and/or not verify the ages of potential workers. There is also a risk of child or forced labour being engaged as community workers.
- **Risks of workplace accidents, or emergencies.** The understanding and management of OHS risks at worksites in PNG is generally poor and this exacerbates the risks of accidents. Direct workers (e.g., CDWs, FFs and TFs) will travel between project sites (and in some cases to remote areas) and there is need to ensure that vehicles used are equipped with appropriate safety equipment and adequate supplies are taken. Although the sub-projects are small-scale, they are predominately being constructed by community labour who will have limited experience with OHS management.
- **Sexual Exploitation and Abuse (SEA) / Sexual Harassment towards workers or the community from Project workforce.** This has been identified as a risk for PNG projects generally.

The key labour risks and mitigation for addressing these risks are summarized in Table 2. Details of the policies and procedures (i.e., mitigations) to address these are provided in Section 5.

Environmental and Social Management Framework Annexes - DRAFT

Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

Table 2: Key labour risks and mitigation summary

Type of project workers	Terms of employment not secured by contractual agreements	Workers suffer discrimination and lack of equal opportunity in employment	Use of child labour contravenes national legislation and international conventions ratified by PNG	Risks of workplace accidents, or emergencies	Sexual Exploitation, Abuse / Sexual Harassment (SEA/SH) toward workers and community
Direct workers - government	All government workers fall under their respective internal human resources protocols which cover: - Employment period, remuneration, tax and insurance payments. - Transparent procurement processes - Equal opportunity employment.		DPLGA, PGs and LLGs will not engage any workers younger than 18 years of age on the Project.	OHS measures to be implemented as described in the ESMF. This includes the implementation of existing procedures (where relevant) and the development and implementation of activity specific OHS procedures where required. Government Workers are covered by the government worker 's compensation insurance.	All public servant workers bound by Public Service, Code of Business Ethics & Conduct and General Order, which include behaviour expectations that broadly include related to SEA/SH.
Direct workers - other	The terms and conditions for workers will be prepared and include details on pay and working conditions in line with PNG law and ESS2 requirements.	Recruitment procedures will be documented and filed in accordance with the requirements of this LMP.			Codes of Conduct (CoC), including SEA/SH are signed by workers (see Attachment 2 of this LMP) and all workers receive induction on these clauses of the CoC prior to undertaking project activities. Project Grievance Redress Mechanism (GRM) include a pathway to receive and respond to complaints of SEA/SH. Workers have access to contractor GRM for any workplace, contractual or pay and working condition concerns.
Contracted workers	Contracts for contracted workers are to include details on pay and working conditions in line with PNG law and ESS2 (see Attachment 1).	Procurement processes to be transparent and reflect equal opportunity employment.	Condition of contract/agreement for third parties will include ban on engaging any workers younger than 18 years of age	OHS measures to be implemented as described in the ESMF. This includes the development and implementation of activity-	Codes of Conduct (CoC), including SEA/SH are signed by workers (see Attachment 1 of this LMP) and all workers receive induction on these clauses of the CoC prior to

Environmental and Social Management Framework Annexes - DRAFT

Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

Community workers	Community workers will be provided with terms of engagement which includes reference to age requirements, CoC, safety, GRM, etc (see Attachment 3).	Selection of volunteer workers to be undertaken on a transparent basis, with work offered to any person who meets necessary experience pre-requisites.	No person under the age of 18 will be used as a volunteer	specific Job Hazard Analysis (JHAs) for each activity. Community and individual contracted workers will have access to remedies for adverse impacts in line with customary practice and PNG Law through the Project. It is expected that construction companies will have workers compensation insurance for their workers.	undertaking project activities.
-------------------	---	--	---	---	---------------------------------

4. Overview of Labor and Occupational Health and Safety Legislation

Key PNG labour and OHS legislation

The Constitution of the Independent State of Papua New Guinea, adopted in 1975, includes several pertinent articles. These guarantee the equality of citizens, freedom of assembly and association, and protection from inhuman treatment and forced labour. The Employment Act of 1978 serves as Papua New Guinea's primary labour legislation, governing terms and conditions of employment. The Employment Regulation of 1980, amended in 2006, implements the provisions of the Employment Act. The employment of non-citizens is regulated by both the Employment Act and the Employment of Non-citizens Act 2007. The Industrial Relations Act 1962 addresses freedom of association, collective bargaining, and industrial relations. Furthermore, the Industrial Safety, Health, and Welfare Act 1961, amended in 2016, provides basic occupational health and safety requirements. Numerous other Acts address additional employment issues. The labour legislation of Papua New Guinea represents an outdated framework and lacks alignment with many International Labour Organization Conventions ratified by the country.

Gap analysis against ESS2

The Employment Act aligns with ESS 2 in some aspects but is outdated. Unlike national legislation, ESS 2 mandates a written LMP for each project to address how it applies to various worker categories. ESS 2 also surpasses the Employment Act with provisions on equal opportunity and fair treatment, asserting that discrimination must not occur based on "*personal characteristics unrelated to inherent job requirements*". It explicitly addresses migrant worker discrimination, unlike national laws. While ESS 2 prohibits employment of children under 14, national legislation permits work from age 11 under certain conditions. The Employment Act offers limited measures for grievance mechanisms in labour disputes and does not cover grievance mechanisms in workplaces. Furthermore, labour laws do not apply to the informal sector, which would exclude community workers.

5. Project-related Labour Policies and Procedures

Employment principles

The employment of Project workers will be based on the principles of non-discrimination and equal opportunity. There will be no discrimination with respect to any aspects of the employment relationship, including recruitment, compensation, working conditions and terms of employment, access to training, promotion or termination of employment. The following measures will be monitored by the Implementing Agencies to ensure fair treatment of all employees:

- Recruitment procedures will be transparent, public and non-discriminatory, and open with respect to ethnicity, religion, sexuality, disability or gender.
- Clear job descriptions will be provided in advance of recruitment and will explain the skills required for each post.
- All workers will have written contracts describing terms and conditions of work and will have the contents explained to them. Workers will sign the employment contract.
- Employees will be informed at least two months before their expected release date of the coming termination.
- Depending on the origin of the employer and employee, employment terms and conditions will be communicated in a language that is understandable to both parties.

- In addition to written documentation, an oral explanation of conditions and terms of employment will be provided to workers who may have difficulty understanding the documentation.

Terms and conditions of employment

Terms and conditions of direct workers are determined by their individual contracts. Permanent Project staff will have individual agreements (labour contract or service contract) with fixed monthly wage rates. All the recruiting procedures should be documented and filed in the folders in accordance with the requirements of PNG's labour legislation and the ESS2. Forty hour per week employment should be practiced. Requirements and conditions of overtime and leave entitlements are agreed as part of individual contracts.

The PMU will ensure that contractors/ third parties are aware of and comply with the labour management and OHS policies and procedures outlined in this LMP.

At the beginning of employment or, in the case of existing workers, prior to commencing work related to the Project, workers will be provided with information on the following as appropriate:

- The name and legal domicile of the employer.
- The worker's name.
- The worker's job title.
- The date employment began.
- Where the employment is not permanent, the anticipated duration of the contract.
- The place of work, or where the work is mobile, the main location.
- Housing and accommodation provisions and payment required, if any.
- Provisions regarding food and payment required, if any.
- Hours of work, rest breaks, leave entitlements, and other related matters.
- Rules relating to overtime and overtime compensation.
- The levels and rules relating to the calculation of salary, wages, and other benefits, including any rules related to timing of payment and deductions.
- The pension and other welfare arrangements if any applicable to the worker.
- The length of notice that the worker can expect to give and receive on termination of employment.
- The disciplinary procedures that are applicable to the worker, including details of representation available to the worker and any appeals mechanism.
- Details of grievance procedures, including the person to whom grievances should be addressed.
- Any collective bargaining arrangements if any that apply to the worker.

Templates for engaging single contract workers and community workers (to be used by the CDD-SCs and SIG) are provided as Attachment 1 and Attachment 2, respectively.

Age of employment

Given the nature of the Project and required workforce, all direct, contracted and community workers that work on the Project will be over 18. To ensure compliance, all direct and contracted will be required to produce a birth certificate or national identification card as proof of their identity and age. In the case of community workers, it is understood that not all community residents may have documentation proving of their age. The village leaders will need to verify the ages of community workers in such instances.

If a child under the minimum age is discovered working on the Project, measures will be taken to immediately terminate the employment or engagement of the child in a responsible manner, taking into account the best interest of the child.

Sexual Exploitation and Abuse, and Sexual Harassment

The Project has been assessed as substantial risk of the SEA/SH using the World Bank risk assessment tool. This risk rating relates to opportunities of Project Workers to use SEA/SH towards other Project Workers or members of the community during Project activities.

Provisions on sexual exploitation and abuse and sexual harassment will be included in the Code of Conduct to set clear expectations of all Project Workers while conducting project activities.

Direct workers – Government are bound by the by Public Service, Code of Business Ethics & Conduct and General Orders which include behaviour expectations that broadly include related to SEA/SH. Direct workers – Government will complete an awareness session on their responsibilities under the Public Service, Code of Business Ethics & Conduct and General Order.

All direct workers (other), contracted workers and community workers will be required to sign, a Code of Conduct (CoC) (Attachment 3 of this LMP), which explicitly prohibits SEA/SH during project activities, and complete and induction on these clauses prior to undertaking project activities.

The Project GRM (which is included in the SEP) includes procedures to receive and respond to complaints related to SEA/SH as well as any complaints of GBV whether project-related or not.

Occupational health and safety

The PMU will ensure effective methods are put in place for responding to identified hazards and risks, establishing priorities for taking action and evaluating outcomes.

All parties who employ or engage Project workers will actively collaborate and consult with Project workers in promoting understanding of, and methods for, implementation of occupational health and safety (OHS) requirements, as well as in providing information to Project workers, training on occupational safety and health, and provision of personal protective equipment without expense to the Project workers.

Project workers will receive training during induction, thereafter on a regular basis and when changes are made in the workplace, with records of the training kept on file. Training will cover relevant aspects of OHS associated with daily work, including the ability to stop work without retaliation in situations of imminent danger.

Project workers will be provided with appropriate personal protective equipment (PPE) suitable for the risks they will encounter, including safety boots, helmets, gloves, protective clothing, goggles, and ear protection at no cost to the workers.

OHS management for contractors and community workers involved in sub-project construction is detailed in the Environmental and Social Management Plan (ESMP). Hazards and risks will be identified through a Job Hazard Analysis (JHA) for each task, completed by the designated role with the workers.

The management of OHS risks associated with travel to remote areas, such as CDWs and TFs traveling to remote wards, is also covered in the ESMP, with a specific procedure developed for remote and isolated work.

Workers' rights to refuse unsafe work environments

Workplace processes will be put in place by the PMU for Project workers to report work situations that they believe are not safe or healthy. Project workers can remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health. Project workers who remove themselves from such situations will not be required to return to work until necessary remedial action to correct the situation has been taken. Project workers will not be retaliated against or otherwise subject to reprisal or negative action for such reporting or removal.

6. Worker Grievance Mechanism

The Government of PNG, through the PNG Public Service Commission, has established a complaints process for aggrieved Officers engaged by the public service to lodge grievances relating to the discipline, selection or terms and conditions of employment connected to the National Public Service of Papua New Guinea. All public servants engaged within the scope of the project will be referred to the commission to lodge their grievances through this process.

Contracted and community workers (engaged by the CDD-SC and SIGs) can file work-related grievances through the Project GRM.

The GBV Prevention and Response Action Plan (included as an annex to the ESMF) contains details on how complaints related to SEA/SH will be received and resolved.

7. Roles and Responsibilities

The PMU (and respective PPOs) will be responsible for ensuring that project workers engaged to deliver activities are managed in accordance with this LMP, including:

- Implementing this LMP
- Ensuring that workplace grievance procedures are operational and that workers are informed of its purpose and how to use it
- Preparing and submitting regular progress reports on the implementation of the LMP to the WB.

Grant recipients will be responsible for:

- Hiring and overseeing construction companies for larger scopes of work (if required) and ensuring relevant labour-related conditions are included in their contract.
- Hiring and overseeing community workers and individual contract workers for small scopes of work, which will involve:
 - Clearly communicating job descriptions and employment conditions to individual contracted and community workers
 - Providing individual contract workers with evidence of payments made and maintain records
 - Ensuring no child or forced labour is involved in the scopes of work they are managing
 - Preparing and implementing a simple JHA for construction tasks
 - Providing PPE to community and individual contracted workers as relevant to the risks/tasks.

Attachment 1 Individual Contract Worker Employment Template

This template is for use by the CDD-SCs and Women's Groups hiring individual contact workers. It is not to be used for engaging workers through a construction company.

Worker's full name:

Worker's date of birth (must be at least 18 years old):

Name of WDC / CDD-SC / Women's Group engaging contract worker:

Worker's job title:

Summary of workers' duties:

Supervisor name:

Starting date:

Anticipated duration of the contract:

Place of work:

Housing and accommodation provisions and payment required, if any:

Provisions regarding food and payment required, if any:

Day and hours of work:

Timing of breaks:

Rules relating to overtime and overtime compensation:

Rate of pay (per day or hour):

Payment method and frequency / timing:

Details of grievance procedures:

Attachments:

1. Signed Code of Conduct

Attachment 2 Community Worker Employment Template

This template is for use by the CDD-SCs and Women's Groups engaging Community Workers (i.e., volunteers). It is not to be used for engaging paid workers.

Worker's full name:

Worker's date of birth (must be at least 18 years old):

Name of WDC / CDD-SC / Women's Group engaging community workers:

Summary of workers' duties:

Supervisor name:

Starting date:

Anticipated duration of the contract:

Place of work:

Day and hours of work:

Timing of breaks:

Details of grievance procedures:

Attachments:

1. Signed Code of Conduct

Attachment 3 Worker Code of Conduct

This Code of Conduct is part of the Project's measures to deal with environmental and social risks related to the Works. It applies to all Project Workers, including Community Workers (i.e., volunteers).

Our workplace is an environment where unsafe, offensive, abusive or violent behaviour will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Project Workers shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Project Workers and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature with other Project Workers or a member of the surrounding community;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse, and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behaviour that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Social Expert with relevant experience in handling sexual exploitation, sexual abuse and sexual harassment cases, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the GRM hotline and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behaviour prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by the Project Workers may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR PROJECT WORKERS:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of contact person(s) with relevant experience*] requesting an explanation.

Name of Project Worker:

Signature: _____

Date: (day month year): _____

Countersignature of witness:

Signature: _____

Date: (day month year): _____

Attachments:

1. Behaviours constituting SEA and behaviours constituting SH

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviours.

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Project Workers tells a member of the community that he/she can get them jobs related to the work site (e.g., cooking and cleaning) in exchange for sex.
- A Project Workers rapes, or otherwise sexually assaults a member of the community.
- A Project Workers denies a person access to the Site unless he/she performs a sexual favour.
- A Project Workers tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- A Project Worker comment on the appearance of another Project Workers (either positive or negative) and sexual desirability.
- When a Project Worker complains about comments made by another Project Worker on his/her appearance, the other Project Worker comment that he/she is “asking for it” because of how he/she dresses.
- Unwelcome touching of a Project Worker by another Project Workers.
- A Project Worker tells another Project Worker that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

ANNEX 8 LAND ACCESS PROCEDURE

1 Introduction

This Land Access Procedure (LAP) has been prepared to establish the principles, objectives, procedures and considerations to be used to manage land access and associated resettlement impacts with the Rural Service Delivery Project 2 (RSDP-2) ('the Project'). It guides the process where landowners wish to provide access, change of land use, or donate land for subproject purposes that are of direct benefit to them and their community. It also outlines the procedures for other scenarios involving government land or assets.

This LAP follows the guidance in the WB's Environmental and Social Standard (ESS) 5 (Land Acquisition, Restrictions on Land Use and Involuntary Resettlement), ESS 7 (Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities) and PNG Government requirements including applicable PNG laws and regulations.

This LAP is supported by the following project documents:

- Environmental and Social Management Framework (ESMF)
- Labour Management Procedure (LMP)
- Stakeholder Engagement Plan (SEP).

All E&S instruments have been or will be disclosed on the websites of the WB and DPLGA.

2 Papua New Guinea Legal Framework

2.1 Papua New Guinea Land Tenure Types

Land laws in PNG are largely based on customary land title. Customary land covers most of the usable land in the country (some 97% of the total land area). The remaining land is alienated land, comprising both State and Freehold land with freehold land making up only a small proportion of alienated land in PNG.

Customary Land	<p>Ownership of customary land is determined by oral history, genealogy, and kinship and descent ties which define membership to some corporate group such as a clan or tribe. Groups such as clans usually have a notional title over land. However, the effective landholding units – who own and/or operate the land whose ownership cannot be further divided – are individual heads of extended families and their descendants. Their rights to continue to use land are frequently dependent on their history of contribution and assistance to the corporate unit which owns the land.</p> <p>Determination of landowners is a prerequisite to discussing and securing key agreements for project development. Recognition of legitimate landowners, and protection of their rights, is vital in this process.</p> <p>Customary land is either unregistered (the large majority) or has been registered by ILGs through the Voluntary Customary Land Registration System which was introduced in 2009. ILG's involve a large number of groups or clans that have come together to register their members and respective customary land under one group. An ILG can then lease this land to businesses (most commonly mining companies) who operate on their land, in return paying royalties to the members of the ILG.</p>
-----------------------	--

Freehold Land	<p>Freehold land is alienated land. Customary landowners have been able to convert their customary land to private freehold since the introduction of the Land (Tenure Conversion) Act 1963 by applying to the Land Titles Commission. Only customary land can be converted to freehold - State Land cannot be converted to freehold. In 1987 the Act was amended so that ILGs and other customary groups could apply for registration of their land.</p> <p>Freehold titles indicate that the name of the person or business group on the Certificate of Title (COT) owns both the property and the land upon which it stands. Freehold land registration is not as commonly advocated for as the Incorporated Land Groups (ILG's).</p>
State Land	<p>State land is alienated land. State land may be leased for a period not exceeding 99 years and at its expiration the State is allowed, but not obliged to, renew the lease. Applications for State Leases are made to the Land Board which considers them and based on their merit, submits to the Minister for their decision. The Minister has the final say in granting or rejecting an application for a State Lease. In an instance where a lease is granted, the application will be published in the National Gazette.</p>

2.2 Key Papua New Guinea laws, regulation and policy

A summary description of current PNG legislation is outlined below. Table 3 indicates the key PNG legislation that will govern the land access on the Project. This includes regarding land acquisition (change of ownership) which is not expected to be required for the Project.

Table 3: Key relevant PNG legislation

Topic	Relevant Legislation
Land Ownership and Dispute Resolution	<p><i>Land Titles Commission Act 1962</i> <i>Land Disputes Settlement Act 1975</i></p>
Land Access and Acquisition	<p><i>Land (Ownership of Freeholds) Act 1976</i> <i>Land Act 1996</i> <i>Land Groups Incorporation (Amendment) Act 2009</i> <i>Land Registration (Customary Land) (Amendment) Act 2009</i></p>
Compensation and Benefits	<p><i>National Constitution of PNG 1975</i> <i>Land Act 1996</i> <i>Valuation Act 1967</i></p>
Local and Provincial Government	<p><i>Organic Law on Provincial Governments and Local-level Governments (1998)</i></p>
General	<p><i>PNG Constitution (1975)</i></p>

3 Project Land Requirements

The community subprojects will be for the direct benefit of the community and can be community assets (e.g., markets, resource centre, water supply system) or government asset (e.g., aid post, school classroom). Some subprojects may benefit and be developed by multiple communities (interward subprojects).

The scenarios where land will be required for the Project are:

- Community asset on customary land
- Government asset on customary land
- Community or Government asset on alienated land (government or freehold)

The area of land required for community subproject is likely to be quite small (less than 5,000 m²), although interward sub-projects may require substantially more land.

4 Key Principles

The WB's ESS5 and ESS7 outlines the following objectives which have been adopted in the preparation of this document and will govern project implementation.

- Avoid or minimize involuntary resettlement where feasible.
- Assist affected persons in improving their former living standards, earning capacity and production levels or at least restoring them.
- Improve living conditions of poor or vulnerable persons who are physically displaced, through provision of access to services and facilities, and security of tenure.
- To ensure that resettlement activities are planned and implemented with appropriate disclosure of information, meaningful consultation, and the informed participation of those affected.
- To obtain the Free, Prior, and Informed Consent (FPIC) of affected Indigenous Peoples, where there are adverse impacts on land and natural resources subject to customary use, ownership or occupation.
- Ensure that the resettlement design and implementation process is undertaken with respect for the human rights, dignity, aspirations, identity, culture, and natural resource-based livelihoods of Indigenous Peoples.

Activities that require physical displacement (relocation or removal of houses, businesses or permanent structures) or economic displacement (loss of livelihood; restriction of access to traditional lands or resources); use of land under dispute; involuntary land acquisition; or leasing of customary land where suitable government land is available are not eligible for funding under the Project. This means that any land required for subprojects will largely be based on the goodwill of government or freehold leaseholders or landholders from the beneficiary community.

The key specific principles of land donation for the Project are:

- The use of available government and freehold land will be prioritised
- Decisions on land and donations will be made with the informed consent, free of coercion and will not unduly affect the donor
- Full consultation with landowners and any claimants and other land users will occur well in advance and be fully documented.
- Living standards and livelihoods of landholders or land users (including informal) shall not be adversely affected (i.e. no individual should lose more than 10% of their productive assets or productive landholdings)
- Any agreement will be confirmed through written record and verified by an independent third party
- Landholders and land users should be made aware of how to access the grievance redress mechanism.

5 Procedures for Securing Land for Subprojects

The procedures for securing land for the subprojects are summarised in Table 2. This process needs to be completed as part of Stage 2 of the Sub-project cycle, and the completed documents submitted with the EOI.

Table 4: Procedures for securing land for the subprojects

Scenario	Requirement
Community asset on customary land	<p>Land due diligence on land to confirm land status and this ownership is not under dispute. This will be undertaken through completion of a Land investigation Report (customary land) conducted by the Provincial Lands Officer to identify legitimate landowners.</p> <p>Clan Land Use Agreement (CLUA) is completed following the voluntary land donation protocol.</p>
Government asset on customary land	<p>Land due diligence undertaken on land to confirm land status and this ownership is not under dispute. This will be undertaken through completion of a Land investigation Report (customary land) conducted by the Provincial Lands Officer to identify legitimate landowners.</p> <p>Government requests use of customary land for direct community benefit.</p> <p>Clan Land Use Agreement (CLUA) is completed following the voluntary land donation protocol.</p>
Community or Government asset on alienated land (government land or freehold)	<p>Land due diligence undertaken on land to confirm land status and this ownership is not under dispute. This will be undertaken through completion of a Land investigation Report (state/freehold land) conducted by the Provincial Lands Officer to identify legitimate landowners.</p> <p>State leaseholder / Freeholder title owner verifies in writing it's acceptable and endorsement for the asset to be erected on land.</p> <p>Memorandum of Understanding (MoU) between community or government asset owner and relevant State leaseholder / Freeholder title owner is negotiated and signed, witnessed by Provincial Lands Officer.</p>

5.1 Voluntary Land Donation Protocol for Customary Land

For cases where communities and/or individual landholders have offered to donate their land for the project because it is of benefit to the broader community, the World Bank's Voluntary Land Donation Protocol should be followed. The project team is to exercise their best judgment where voluntary land is offered and conduct due diligence to avoid adverse impacts and reputational risks. Donations are based on the premise that the project benefit will offset or outweigh the loss of the land donated.

Voluntary land donation (VLD) is only suitable for community driven projects where the landowner and/or community wish to 'gift' land parcels or small areas for small-scale community infrastructure that will be of direct benefit the donor's community.

5.1.1 Voluntary Land Donation Applicability

VLD is applicable when:

- It has been verified the donation did not result from any form of coercion or manipulation and is offered in good faith
- There are alternatives for placing the infrastructure on other community land, and therefore the affected persons have the option to refuse without compromising the sub-project from proceeding
- The donation does not severely affect the living standards of the community and/or individual landholder responsible for the donation (i.e. impacts are marginal based on

percentage of loss and minimum size of remaining assets and **no individual will lose more than 10% of their productive assets or productive landholdings**).

- Alternatives and the viability of other locations or sites have been considered
- The donation does not result in the displacement of households or cause loss of income or livelihood
- The landholder/s making the donation will directly benefit from the project
- Consultation has been conducted in an open and transparent manner and to a degree that the landholder/s can make an informed choice
- The land is free from disputes regarding ownership or tenure
- Land transactions are supported through the transfer of titles
- Full and proper documentation of all consultations, meetings, grievances and actions taken to address grievances has been reviewed and made available
- Where impacts are minor and other alternative sites are not viable.

VLD is NOT applicable:

- For medium/large-scale infrastructure particularly in cases where a government agency or entity that has a statutory obligation to provide the infrastructure and/or services for which the land is required
- Where inadequate consultation with donors of customary land results in lack of understanding about the terms and conditions of the donation
- In lieu of formal procedures for land acquisition where these do not exist
- Where donor property owners, landowners or customary rights holders do not support, or will not directly benefit from the Project
- Where conflicts over land exist, including customary collective ownership
- Where conflicting land titling that makes it difficult to establish with certainty who has a right to own, donate and use a specific parcel of land
- Where donors did not provide their informed consent and were subject to political or social pressure and coerced into making the donation.

5.1.2 Process for Voluntary Donation

This section provides guidance on the process for VLD, namely on how to:

- Verify and document the requirements of the donation and the formalization of the donation
- Carry out due diligence on the owners and users of land donated
- Ensure appropriate consultation and disclosure
- Establish informed consent of the person donating the land
- Sign written agreement
- Establish grievance redress mechanism.

The project team will undertake the following steps:

1. Determine VLD is appropriate in the circumstances of the project

The team should assess that:

- land is being put forward voluntarily by rightful customary landowners
- the land is suitable for the proposed subproject (alternatives have been considered)
- the subproject has a direct benefit to the donor and their community
- the donor and their livelihood will not be adversely affected by the donation
- size of the area required
- donor's understanding of the terms and conditions of the donation is documented.

2. Conduct due diligence on who owns and uses the land

Given the specific issues surrounding land ownership and user rights, it is important that the careful due diligence is undertaken to understand the type of land rights that exist and to identify any particular issues relating to land ownership and use. Thereafter, specific due diligence must be conducted on each parcel of land proposed for donation. This process will be undertaken by a Provincial Lands Officer and will identify:

- The rightful customary owner(s) of the land
- Those with customary rights to use the land or its natural resources; or any parties that occupy the land (either physically or through ownership of an asset or conduct of livelihood or business activities on the land)
- Any competing claims of ownership or use
- Structures and assets on the land
- Any encumbrances on the land.

It is important to: (a) identify the right that is being transferred (an ownership right, a use right, a right of way, etc.); and (b) check whether the donor actually has the right s/he claims to have. In many circumstances where careful due diligence has not been carried out, significant conflict has arisen at a later stage when another party claims that they have the same or a competing right. In some circumstances – but not all – the donor will have documentary evidence of such right. Where conflict or potential conflict over the ownership of the land or its boundaries, alternative sites will be required.

Note: In some instances, land may be occupied by church groups but not officially registered as freehold land. In those cases, the CLUA process applies, and customary landowners and church users will document their agreement in consultation minutes and sign the CLUA.

3. Disclosure and Consultation

The decision to donate must be taken on the basis of a full understanding of the project and the consequences of agreeing to donate the land. Accordingly, the donor(s) and users of the land must fully comprehend what the land will be used for, for how long, and the impact the donation will have on them and their families.

The long-term and inter-generational impacts of the donation need to be fully considered by the clan and/or families donating the land.

4. Establishing Informed Consent

It is crucial that the project team is confident that the decision to donate customary land was taken in circumstances of informed consent or power of choice and offered on the goodwill of the donor/customary landowner(s). The owner(s) or user(s) of the land understand:

- What the land is going to be used for, by whom and for how long
- That the ownership or right to use the land will change, and what this really means
- Possible alternatives to using this land
- What they will need to do to donate the land (e.g., documentation, get spousal consent)
- The exact demarcation of land boundary
- Potential intergenerational impact of the donation on their family, what they can do if they (or their family or heirs) want the land back.

4. Documentation

The terms and conditions of the land donation must be mutually agreed upon and detailed in a written agreement.

Meeting minutes with landowner(s) and parties with an interest in the land must be recorded and documented prior to the donation of land for subproject purposes. All parties must be consulted widely to ensure clear understanding of the intent, voluntary nature and conditions of the donation.

Legal transfer is not required since: (a) customary land in Papua New Guinea cannot be bought or sold, and (b) it is for the subproject purpose and cannot be transferred to an entity as such. However, legal transfer would be required for government land, if applicable.

Representatives of the landowners (family or clan) will sign a Clan Land Use Agreement (CLUA) (Attachment 1). This certifies that the land is voluntarily donated for the purposes of the subproject and for the benefit of the community. The signature of the Letter is witnessed (as attested by their signature) by a suitable project representative.

The project team will:

- Identify additional appropriate documentation that may be required
- Ensure that the CLUA:
 - Refers to the consultation that has taken place (date, attendees, topics)
 - Confirms the donation was voluntarily made and not subject to coercion, manipulation, or any form of pressure
 - Includes accurate map of the land being donated (boundaries, coordinates)
- Ensure that all necessary parties sign the documents, including obtaining consent from spouses and children over a certain age
- Ensure local witness(es) or third-party verification to CLUA.

The Project implementing agency should maintain a record with documentation for each parcel of land donated. Such documentation must be available for World Bank review, and for review in relation to any grievances that may arise.

4. Grievance Arrangements

Grievances may be referred to customary conflict mediation arrangements where they are not directly affiliated with traditional leaders who are a party to the donation process. Land that comes under ownership disputes during subproject preparation will result in the subproject being terminated.

5.1 State or Freehold land

There may be some potential for community subproject assets to be located on state or freehold land. In such situations, a MoU with relevant government agencies and community representatives will be required.

The Memorandum of Understanding (MoU) applies when (a) government land is required for a community asset as no suitable alternative sites exists, (b) where the ward is situated in the District and/or LLG headquarters, (c) where the ward is situated in the 99 year agricultural lease land area; and (v) the relevant government agency has agreed for the land to be used for a specific purpose, over a specific timeframe, for the benefit of the whole community. Ownership of the land parcel will be confirmed with relevant Department of Lands and Physical Planning and due diligence will be undertaken (and documented) to confirm ownership is not under dispute. The MOU will need to be witnessed by the Provincial Lands Officer (or District-level equivalent). Attachment 2 contains the MoU template for state land and Attachment 3 contains the MoU template for freehold land.

The steps in the process are:

1. Conduct due diligence on who owns and uses the land
2. Consultation
3. Address impacts on informal land users (use of land that would require physical relocation or economic resettlement would be screened out)
4. Document agreement

Attachment 1: Clan Land Use Agreement

The Clan Land Use Agreement (CLUA) applies when (i) customary land is required for the subproject; (ii) no suitable alternative sites exists, and (iii) customary landowners have agreed for the land to be used for a specific purpose, over a specific timeframe, for the benefit of the whole community. The CLUA does not apply when state- or privately-owned land will be utilized or needs to be acquired. The agreement will be in relation to small-scale assets that are of direct community benefit that are either government-owned or community-owned. It is important that absentee landowners are engaged, and that a suitable witness (non-clan member) signs this agreement. Due diligence on correct customary landowners must be conducted and documented prior to the signing of this agreement.

The process that would be enter into the CLUA is as follows:

- If land is required for the identified community subproject, then the clan leaders of the community, along with other community leaders as appropriate (chief, religious leaders, etc.), would organize a meeting with the representatives of the specific clan who have customary ownership of the proposed land
- Any persons with fixed physical assets on the land/proposed site, but not considered a landowner, is involved in meetings and their rights are taken into consideration
- The meeting would discuss the proposed subproject with the land-owning clan to reach an understanding that the subproject is for the benefit of the whole community and change of land use (either permanent or temporarily) is required
- Share the rationale for the sub-project and its proposed siting, and seek the donation of the necessary land by the owning clan
- The landowners would also be notified clearly that their agreement to donating their land should be completely voluntary and will not involve compensation, now or into the future
- If agreement to proceed is reached, then a CLUA will be entered into between the clan, the other clans and the leader of the community
- The CLUA should be endorsed by the Ward Councillor and Land Mediator (Peace Mediator; Village Court Magistrate)
- The signed CLUA will be submitted as part of the sub-project proposal
- The CLUA is submitted to the local magistrate or equivalent for certification.

Should natural resources be gifted by community members from an area different to the project site, it is recommended that a similar agreement ('Resource Use Agreement'), be made and an alternative to the CLUA, but one that specifies which natural resources can be utilized as part of the community contribution.

Exit Strategy and Grievances

If landowner parties are in disagreement about the land or conditions of CLUA, or if landowners are excluded from initial discussions, then the subproject will not proceed, and the grievance process must be followed.



**GOVERNMENT OF PNG
 CLAN USE AGREEMENT FORM**

Date: _____

1. We, the undersigned being the representatives of _____ hereby acknowledge that _____ have the right under the native law and custom to lease the land known as _____ for the purpose of _____. We certify that all members of the clan agree to the truth of this certificate and that we are the persons authorized by the clan to sign it.

2. We, the undersigned being the representatives of _____ clan of _____ Village, _____ LLG, _____ District hereby declare that:

- (1) We have the right under customary law to gift the _____ land for the purpose of _____
- (2) That we transfer rights to use and access the said land to benefit our entire community;
- (3) That we undertake not to interfere in any manner on any activities or developments undertaken
- (4) That we agree to allow the use of natural resources located on the said land (edible or non-edible plants/shrubs, sand, gravel, rocks, timber, water sources, bush materials and other organic matters) for the purpose of the community project;
- (5) We commit ourselves in upholding the contents and the spirit of this agreement for so long as it remains in force and understand compensation payments will not be made for this is a gift to benefit our community;
- (6) We understand that dishonouring this agreement could result in project termination and we will undertake efforts to convey the contents of this agreement to members of the _____ clan and to ensure that they so honour it.

3. INVENTORY OF NATURAL RESOURCES

Resource / bush materials	Quantity	Donated by

4. CUSTOMARY LANDOWNERS and COMMUNITY LEADER

Village	First Name, Last Name	Signature and Date	Contact Details

5. GOVERNMENT REPRESENTATIVES and WITNESS [note: one MUST be Land Mediator (Peace Mediator; Village Court Magistrate)]

First Name, Last Name	Position	Signature and Date	Contact Details

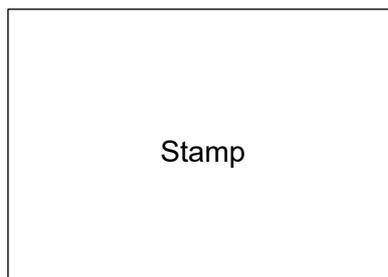
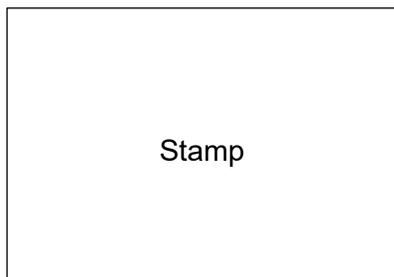
Made under our hands these agreements:

This _____ day of _____ 201_ at _____
 village _____ LLG _____ in Papua New Guinea

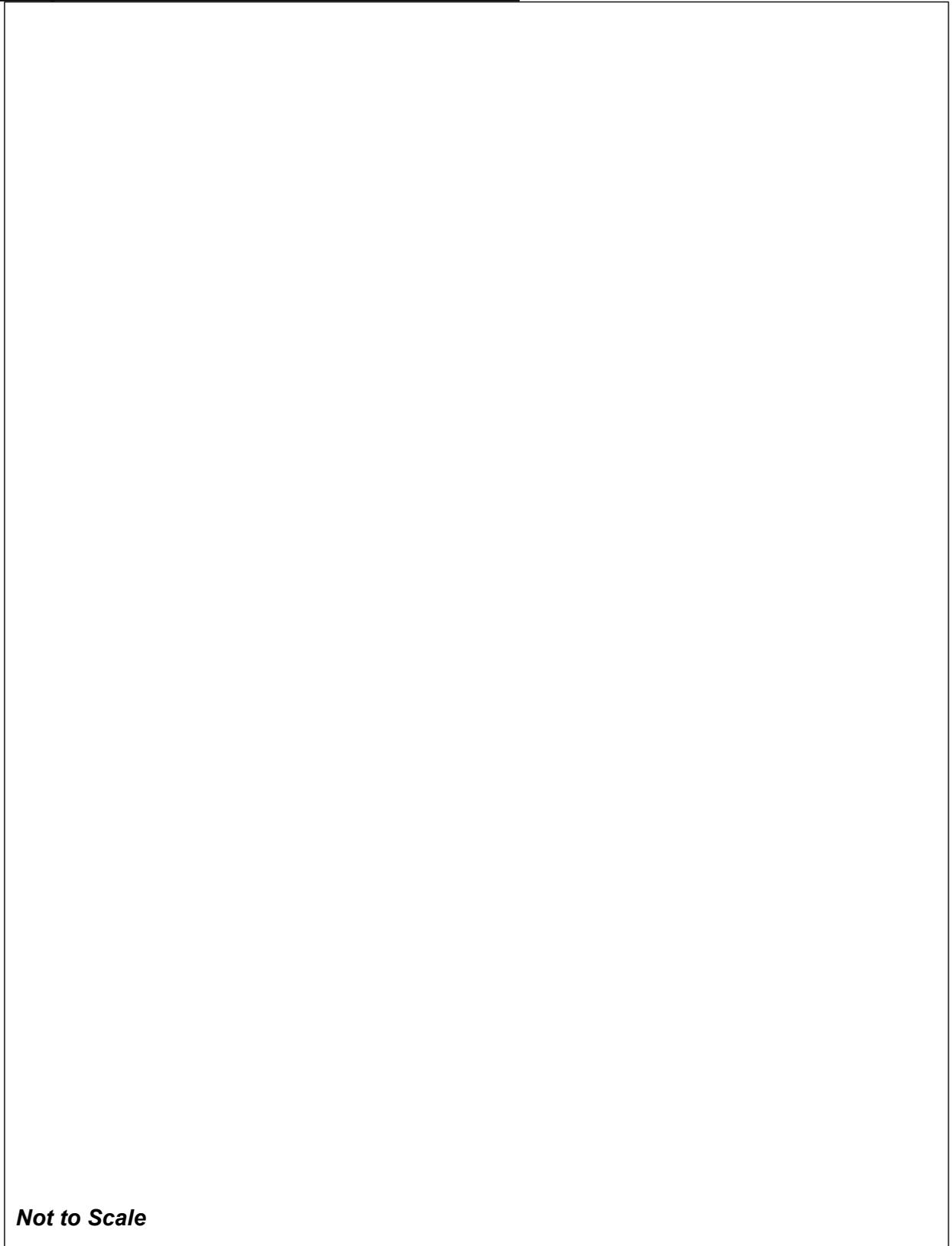
Submitted to:

Local Authority at this location _____

On this _____ day of _____ at _____



Mapping Relation to Location and Land Boundaries



Not to Scale

Attachment 2: Memorandum of Understanding (state land)

Template:

This Memorandum of Understanding entered into by and between;

The Independent State of Papua New Guinea (PNG) as represented by the _____ (lead agency);

---AND---

The community of _____ (Name of Ward), _____, Province of _____ represented by its ward's leaders, district leaders, leaders of clans and sub-clans, the names of which are enumerated at the end of this document;

Whereas, the State through the _____ (Implementing Agency) is administering and implementing the Rural Service Delivery Project Phase 2 (the Project herein), for small-scale rural subprojects throughout PNG;

We, the Independent State of Papua New Guinea (State), as represented by _____, agree to permit to use of government land to members and representatives of the _____ clans and communities for the RSDP-2 subproject described above exclusively under the Project and guarantee the unimpeded use of the road by the public;

The _____ (Lands Agency) has confirmed the land parcel is confirmed to be government land by _____ and has a total area of _____ square meters / _____ hectares in _____ (Town/Village) _____ (Ward), _____ (District) in Province.

No amendment or additional terms and conditions to this MoU shall be deemed binding between the parties unless mutually agreed upon by them in writing.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____ 20__.

By and on behalf of the Independent State of Papua New Guinea:

_____ (Name and Signature)

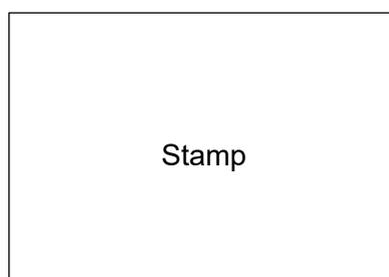
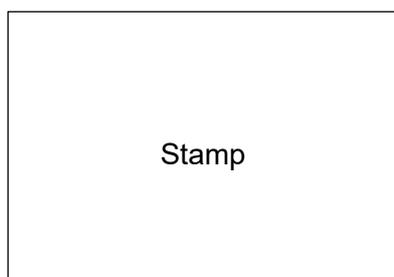
_____ (Designation)

Witness:

I, _____, a Provincial Lands Officer of _____ Province, a public servant of Papua New Guinea, do hereby certify that the contents of this Agreement were read over by _____ in the _____ language that is understood by the signatories to this Agreement and I further certify that to the best of my knowledge and belief the contents of this Agreement are understood by the signatories hereto.

Dated at _____ this _____ day of _____

Signature: _____ Designation: _____



Community Representatives

Name	Signature	Ward/Village	Clan-Sub-clan	Date

Attachment 3: Memorandum of Understanding (freehold land)

Template:

This Memorandum of Understanding entered into by and between;

_____ (landowner);

---AND---

The community of _____ (Name of Ward), _____, Province of _____ represented by its ward's leaders, district leaders, leaders of clans and sub-clans, the names of which are enumerated at the end of this document;

Whereas, the State through the DPLGA is administering and implementing the Rural Service Delivery Project Phase 2 (the Project herein) for small-scale rural subprojects throughout PNG;

_____ (landowner), agree to permit to use of my land to members and representatives of the _____ clans and communities for the RSDP-2 subproject described above exclusively under the Project and guarantee the unimpeded use of the road by the public;

The _____ (Lands Agency) has confirmed the land parcel is confirmed to owned by _____ and has a total area of _____ square meters / _____ hectares in _____ (Town/Village) _____ (Ward), _____ (District) in Province.

No amendment or additional terms and conditions to this MoU shall be deemed binding between the parties unless mutually agreed upon by them in writing.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ___ day of _____ 20__.

By and on behalf of the _____ (owner of the land):

_____ (Name and Signature)

_____ (Designation)

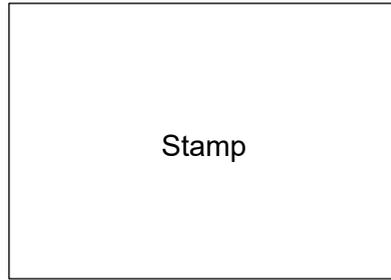
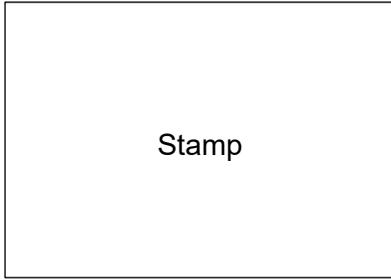
Witness:

I, _____, a Provincial Lands Officer of _____ Province, a public servant of Papua New Guinea, do hereby certify that the contents of this Agreement were read over by _____ in the _____ language that is understood by the signatories to this Agreement and I further certify that to the best of my knowledge and belief the contents of this Agreement are understood by the signatories hereto.

Dated at _____ this _____ day of _____

Signature: _____ Designation: _____

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)



Community Representatives

Name	Signature	Ward/Village	Clan-Sub-clan	Date

ANNEX 9 SOCIAL AND CONFLICT ANALYSIS

1. Risk of Conflict and Project Challenges

1.1 Social Conflict Analysis

The Government of Papua New Guinea and the World Bank have identified the need for a social and conflict analysis tool to be developed to support the implementation of the Rural Service Delivery Project 2 (RSDP-2, the 'Project') – building on measures implemented during RSDP. The tool will be applied to each project target area to better understand existing social conflict within and between communities and the degree to which the project may:

- exacerbate existing tensions and inequality within society (both within the communities affected by the project and between these communities and others)
- have a negative effect on stability and human security
- be negatively affected by existing tensions, conflict and instability, particularly in circumstances of war, insurrection and civil unrest.

Many tribal conflicts in Papua New Guinea have persisted for decades and it is not scope of the Project to resolve such conflicts. The objective of this tool is to inform measures to prevent Project activities from exacerbating community tensions and to protect project staff and assets.

1.2 Sources of Conflict

Local inter-tribal and political conflicts (including related to elections), and general crime-related violence are a risk for Project implementation. During the RSDP, notable conflict-related issues included:

- sub-projects not proceeding in four wards in Sandaun Province because of ongoing local conflicts
- threats were made to Project staff
- Project staff were assaulted (which appeared to be related to community disagreements and misunderstandings about why some areas benefit but not others)

Potential sources of conflict associated with RSDP-2 include:

- decisions around employment and procurement whereby unsuccessful applicants may become aggrieved
- expectations of communities who participated in the previous project (but did not receive funding) expecting to have their sub-project funded
- perceived inequity by communities who do not receive grant funding
- community tensions relating to donation of land and natural resources for the project
- prolonged disagreements between WDCs / CDDSCs and CDWs/ TFs
- non-Project-related unrest (inter-tribal, political and general crime) preventing engagement activities, causing construction delays and/or resulting in theft and/or vandalism of assets funded by the Project.

1.3 Implications for the Project

The sources of conflict and associated risks may have the following implications for the Project:

- safety risks to Project staff and participating communities from aggrieved parties
- engagement activities hindered, preventing some stakeholders from contributing to sub-project selection

- sub-projects are delayed due to issues with land and resource donations and/or inter-tribal conflict
- sub-projects are vandalised and/or assets stolen.

The Project also presents opportunities for reconciliation if sub-projects (especially inter-wards sub-projects) can bring communities together, as they will need to work together to successfully implement the sub-projects.

2. Measures to Address Conflict Risks

2.1 Current Measures in Place to Address Conflict

The following measures were in place during RSDP and are proposed for RSDP-2:

- **Notification.** The LLG Assembly responsible for formally announcing the results of the EOI selection process (Ward Members present). LLG Managers role is to explain the reasons why EOIs were not successful. Ward Members role is then to inform communities supported by CDWs and TFs. For high-risk areas, the LLG Advisor at the Provincial Level notifies the community.
- **Appeals and grievances.** The Project documentation states that any appeals and grievances on EOI selection will be settled within the systems & procedures of the LLG Assembly for solving appeals and grievances.
- **Land Access Procedure.** This procedure steps out the requirements for land and resource donation, requiring the donating landowners to understand and consent to the donation.
- **Remote and Isolated Worker Procedure.** This procedure includes a checklist of items for the project staff going to the wards to have in place, including to prevent and respond to incidents. It includes confirming community support for the visit, carrying forms of communication, checking for current tribal/political violence in the area, etc.

2.2 Proposed Additional Measures to Address Conflict

The following additional measures are proposed for RSDP-2:

- **Project branding and messaging.** It was understood through consultations with the RSDP PMU during the preparation stage of RSDP-2 that some communities and individuals had elevated expectations for compensation, payments for community labour, etc., due to the project being funded by the World Bank. It was a recommendation that engagements highlight that it is a government (i.e., DPLGA) project and for consultation materials to be branded as such and clearly outline the requirements and principles of community driven development. This has been included in the Project Stakeholder Engagement Plan.
- **Sub-project planning.** The E&S Screening form has been updated to include questions about:
 - potential for conflict associated with the siting and selection/design of subjects
 - potential for theft and/or vandalism of sub-projects and assets
 - mitigations to manage these risks.
- **Engagement with the PPOs and LLG Administrations.** This is part of Stage 1 (Start up and Project Entry) to gather information on conflict and community tensions in the

project areas and develop a targeted mitigation strategy⁵. The process is described in the following section.

- **Specific project actions in high-risk areas.** To minimize conflict risks, in provinces with greater conflict vulnerability, as identified in the National Prevention Strategy, RSDP-2 will deploy an entitlement grant allocation modality, whereby all wards will be eligible to receive Ward Development grant financing and only receive one grant cycle after initial social capital strengthening activities. In all remaining target Provinces, a competitive grant allocation mechanism will be retained covering approximately 50% of targeted wards per cycle. Other measures may include conflict sensitivity training, integration of conflict risk assessments in RSDP-2 monitoring systems, greater engagement with youth in local decision making (including youth led sub-projects) and possible pilot testing of a benefits sharing mechanism in the context of resource extraction, which is another area of frequent conflict in PNG.

3. Information Gathering and Mitigation Planning

Information gathering on conflict and community tensions specific to project-target areas will be undertaken by the PMU and PPOs through consultation with the Provincial, District and LLG Administrations.

Objective: To better understand the risks of conflict, opportunities for conflict resolution through inter-ward sub-projects, and to inform the development/enhancement and implementation of mitigations.

Approach: PMU E&S Specialist and PPO E&S Officer to collect basic socio-economic information from the province/LLGs (desktop+informant); conduct consultations (individual and workshop) with Provincial and District Authorities and LLG administrations and prepare report with recommendation and mitigations. The PMU may also engage a conflict risk specialist to assist with this.

Timing/location: During the planning and early implementation stages of the project in target provinces/districts - as part of stage 1: Project Start-up and Project Entry.

Output: Summary Report with records of consultations, recommendations and next steps for Project improvement/strengthening and risk management, with specific actions for high-risk areas. Report template to be developed.

INDICATIVE QUESTIONS TO USE DURING CONSULTATIONS

For all Provinces and LLGs

1. What clans exist in the target LLGs [List/get information]?
2. What are the key existing sources of conflict in your Province/LLG?
3. What areas / communities have recently been involved in conflict?
4. Who are the key stakeholders in the target LLGs / Wards and how can they best be engaged?
5. What issues have conflicts caused recently?
6. Are there any ongoing Provincial/LLG activities to address these sources of conflict?
7. What are the existing mechanisms used by community members and individuals to manage sources of social conflict?

⁵ Note: if the Project engage security personnel to safeguard project workers, sites, assets and activities, the risks of engaging security personnel need to be assessed, and mitigations developed if required.

8. For Provinces/LLGs involved in RSDP, have these risk/conflicts had implications for implementation of RSDP?
9. Do risk/conflicts have potential to create issues for implementation of RSDP-2?
10. How can sources of social conflict which may arise during project implementation best be managed?

For all Provinces and LLGs previously involved in RSDP

1. **Notification & engagement conducted:** What engagement and notification has there been with unsuccessful applicants? Has an explanation been provided to each applicant as to why their application was unsuccessful? Who has done this? Has this been in person or in writing? (This may be a question just for LLGs/Districts)
2. **Feedback received:** What feedback has been received to date through this process on contacting unsuccessful applicants? Has there been specific feedback that indicates potential for conflict?
3. **Grievances:** Has the grievance redress mechanism been widely communicated? What grievances have been received to date?
4. **Exclusion:** Are there any wards or groups within wards that may have experienced difficulties in properly participating in the program? What have been the barriers to community participation in each ward?
5. **Successful wards and surrounding communities:** Are there any potential issues concerning successful wards and surrounding communities (i.e. access to the successful ward is through an unsuccessful community; the successful sub-project relies on natural resources like water which flows through an upstream community)
6. **Conflict likelihood:** Based on responses to the above are there specific wards or women's groups where some conflict is more likely? Group them into low, medium and high risk. (LLGs and districts to group wards, PPO to also group districts and LLGs and wards where possible)
7. **Existing mitigations:** What work has been undertaken to date to address potential conflict?
8. **Project lessons learned:** based on this feedback and assessment how would RSDP-2 be conducted differently?
9. **Risks during implementation:** What are the expected responses of unsuccessful wards and groups when project implementation of successful projects occurs? Are additional staffing and security requirements for implementation based on this? Could the implementation of individual projects trigger local conflicts – what type of conflicts could they trigger?

OUTPUTS

A report on sources of existing and potential social conflict will be prepared from the Social and Conflict Analysis to include:

- Socioeconomic and cultural analysis of the target provinces.
- Key findings from consultations including:
 - Analysis of stakeholders and individuals consulted
 - Preliminary assessment of vulnerable groups in the target provinces/LLGs
 - Potential and existing sources of social conflict in each province/LLG.
 - Existing and proposed measures to mitigate and manage potential sources of social conflict in target province/LLGs
 - Gaps and limitations to the workshop findings.
- Proposed Provincial Action Plan with suite of RSDP-2 conflict management measures.

ANNEX 10 JOB HAZARD ANALYSIS TEMPLATE

JHA should be completed by the safety representative (e.g., from the construction contractor or within the SDD-SC) in conjunction with the task supervisor.

Description of task:		Date:
Prepared by:	Task supervisor:	
Training required:		
Equipment required:		
PPE required:		

Step	Task	Hazard	Mitigation
1	List the tasks required to perform the job in the sequence they are carried out	For each task, list the potential hazards that could cause injury or environmental harm when the task is performed	List the mitigation required to eliminate or minimise the risk of injury or environmental harm considering the hierarchy of control
2			
3			
4			
5			
6			

Hierarchy of Control

1. Eliminate the hazard.
2. Provide an alternative that can perform the same task and is safer to use.
3. Provide a physical barrier or guard.
4. Develop procedures and/or provide training for the task.

Personal equipment designed to protect the individual from the hazard.

ANNEX 11 REMOTE AND ISOLATED WORKER PROCEDURE



DEPARTMENT OF PROVINCIAL AND LOCAL-LEVEL GOVERNMENT AFFAIRS

RURAL SERVICE DELIVERY PROJECT 2

Level 4, Right Wing, Kitpeng Building – Waigani Drive, Post Office Box 1287, BOROKO, NCD. Papua New Guinea
Tel: (675) 3011054/3235141

RURAL SERVICE DELIVERY PROJECT 2 REMOTE AND ISOLATED WORK PROCEDURE

Purpose

The Remote and Isolated Worker Procedure establishes systems and processes that identify, assess and control practical and perceived risks associated with remote, isolated and solitary work under the RSDP-2 project activities. The guide also identifies the roles and responsibilities of RSDP-2 officials and stakeholders. It incorporates both existing and recommended health and safety practices that provides RSDP-2 workers with a standard approach to working in the project provinces, districts, LLGs and wards.

Scope

This procedure applies to all World Bank-financed Rural Service Delivery Project 2 activities in PNG implemented by the Department of Provincial and Local Government Affairs (DPLGA).

RSDP-2 Remote or Isolated Work

RSDP-2's Remote or isolated work is divided into 4 geographical categories:

- Provincial Centres
- District
- LLG
- Ward

Although, remote and isolated work can be defined differently, RSDP-2's consideration of the two situations fall under the same definition on the basis that remote and isolated associated risks, assessment and controls of such risks are the same.

Implementation of RSDP-2's Remote and Isolated Worker Procedure

Stages

There are two stages to the implementation of the RSDP-2's Remote/Isolated Worker Procedure. Each of these stages has several steps which are articulated in separate documents namely, 'Remote and Isolated Work Pre-mission Checklist' and 'Incident Reporting'.

- The RSDP-2 Remote and Isolated Work Pre-mission Checklist is an operational document that must be completed by trip team leaders and checked by the PPO E&S officers as part of the trip briefing and travel documentation before any trip takes place. This completed form/checklist will be attached to PPOs' quarterly reports to PMU or is sent to PMU from the PPOs when requested
- The RSDP-2 Incident Reporting Document is adapted from World Bank's Safeguards Incident Reporting Toolkit (SIRT), 2017. It is a tailored guide that PMU follows in the event that an incident occurs in the course of undertaking a project activity. It contains the process and the framework in responding to project-related incidents. Please refer to details of the Incident Reporting process given elsewhere in this POM.

Other Procedures

Travels Not Permitted

- Travelling Officer(s) not allowed to travel on unregistered motor vehicles.
- Travelling Officer(s) not allowed to travel on unregistered dinghies, dinghies that do not carry life jackets and do not carry reserve fuel.
- Travelling Officer(s) not allowed to travel by a single motor engine by sea.
- Travelling Officer(s) not allowed to travel on motorized dinghy with crew under influence of liquor.
- Travelling Officer(s) can travel by single motor engine on river or on lake but must use life jackets.

Emergency Procedure

- In the event of an accident, travelling officer(s) should immediately contact and report the accident to PPC and PPO E&S Officer who will alert the Provincial Disaster Centre if search and rescue assistance is needed.
- If the above option fail, contact PMU E&S Specialist or Deputy Project Manager and inform them of the accident.

Evacuation Procedure

- In the event of travelling officer(s) stuck in area of unrest (e.g., inter-tribal fighting, political violence), immediately contact and report to LLG Advisor/ Deputy/ Provincial Administrator for local police intervention and support, where required.

Incident Reporting

- Officers are to submit written report on the incident/accident within 3 days thereafter the incident/accident.
- Compile report in accordance to WB reporting template.
- Report to be dispatch to PMU and PPO for appropriate attention.

Roles and Responsibilities

Implementation Level	Person/Officer	Responsibilities
World Bank E&S Consultants	WB E&S Consultants	Provide technical support
DPLGA - PMU	Deputy Project Manager	Reviews the procedure Overseas the Remote and Isolated Work Procedure Secure funding for procurement of safety equipment's Supports PMU reporting on Remote and Isolated Work Procedure under the E&S report section
	CDD and E&S Specialist	Focal point at PMU Liaise with E&S Officer at PPO to ensure every field work is checked using the Checklist Prepares related data for PMU Reporting Coordinate first aid training for RSDP workers
	CBO [To confirm role]	Provides training on the procedure
	M&E Officer	Ensures project-level E&S data relating to remote and isolated work is extracted and organized
PPO	Provincial Project Coordinator	Oversees the implementation of the procedure Counter-signs checklist Submits PPO report with attached Remote and Isolated Work Checklist
	PPO E&S Officer	Focal point at PPO level to sign off checklist Completes the Checklist together with trip team leaders before every trip and compiles them for report attachments Ensures all fieldtrip equipment, supplies and protocols are organized Maintain contact with travelling officers from point of departure to point of arrival Organize First Aid training for RSDP-2 workers with Provincial Health Authority Supports PPC to report on the procedure under all trips
National/Province/Local Contractors	Team Leaders	Completes the checklist together with E&S Officers at PPOs Supports E&S Officer at PPO to ensure all fieldwork equipment, supplies and protocols are organized

Remote and Isolated Work Pre-mission Checklist

No.	Pre-Mission Checklist and Risk Assessment	Remote Work Context						Comments (if any)
		When at District or LLG or Ward or village		When travelling				
		Yes	No	By Vehicle/Road		By Dinghy/Canoe		
Yes	No			Yes	No			
SAFETY								
1	Do you and your team have touches and Batteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you and your team have walking boots or shoes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Do you and your team have umbrellas or Raincoats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is vehicle registered with third party insurance cover?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Is vehicle in good running condition (brakes, clutch, lights, tyres & engine)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Is driver/boat captain a sober minded person (No consumption of alcohol)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is road condition in good form for travel (dry & traversable) or in regular use?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Is there a canvass to cover cargo in the vehicle dinghy/canoe?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is the vehicle fuel tank full/refilled?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Are there any hand tools in the vehicle (spade, rope, bush knife& axe)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Is there a tool box (with basic mechanical tools) in the vehicle?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Are there spare tyres in the vehicle?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Have you check out weather report (before travelling by sea)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Is the dinghy registered with Provincial Small Craft Registration Authority?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Does the dinghy/canoe have Life Jackets?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Is dinghy engine in good Running engine (double engine for sea travel would be preferable)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Is fuel sufficient to reach your destination (Check quantity of fuel)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Are there empty containers in the dinghy/canoe (for floating if capsized)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Do they have extra spark plugs and pulley rope?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Does dinghy have essential mechanical tools?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Do they have canvas to cover cargo in the dinghy?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Is the dinghy overloaded?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Do you have sufficient drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Have you got cap and sunglasses/sunscreen to wear (protection against sun burnt)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Is there fighting in the area (tribal, political unrest), and if so, are additional safety measures required? (For areas of ongoing conflict obtain security clearance from local police and/or PNG DF personnels operating on the ground.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	If the trip requires escort, is escort ready to go with the team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

27	If the trip requires local authorities support, have you sought that support?	<input type="checkbox"/>						
HEALTH								
28	Do you and your team have medicine (Panadol, Amoxicillin, malaria tablets, dressing for sores or cut)?	<input type="checkbox"/>						
29	Do you and your team have mosquito nets?	<input type="checkbox"/>	<input type="checkbox"/>					
30	Do you and your team have insect repellents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31	Are you on medication?	<input type="checkbox"/>						
32	Do you have masks?	<input type="checkbox"/>						
WELL-BEING								
33	Do you and your team have towel, bed sheets, blanket available?	<input type="checkbox"/>	<input type="checkbox"/>					
34	Do you have enough clothes for duration of visit?	<input type="checkbox"/>	<input type="checkbox"/>					
35	Do you and your team have toiletries (tooth brush & paste, shaving machine, soap)?	<input type="checkbox"/>	<input type="checkbox"/>					
36	Do you and your team have enough food for the trip?	<input type="checkbox"/>						
37	Do you and your team have a small knife and a bush knife	<input type="checkbox"/>						
38	Do you and your team have field allowances/personal cash Money (to buy food etc.)?	<input type="checkbox"/>						
COMMUNICATION								
39	Do you and your team have mobile phone with fully charge & spare battery (may be small solar panel)?	<input type="checkbox"/>						
40	Do you and your team have tablets to collect and upload RSDP data?	<input type="checkbox"/>	<input type="checkbox"/>					
41	Do you and your team have necessary forms /documents for your work?	<input type="checkbox"/>	<input type="checkbox"/>					
42	Do you and your team have enough Data/Credits in your mobile?	<input type="checkbox"/>						
43	Have communities and their leaders been informed well in time for local knowledge, on purpose, and travel date/ time?	<input type="checkbox"/>						

I....., the trip team leader, have checked all the above and certify that my team has all the necessary equipment, supplies and protocols for this fieldtrip.

Name of Team Leader:

Signature:.....

Date:

.....

RSDP-2 Office Use

Name of PPO E&S Officer:

Signature:

Date:

.....

ANNEX 12 INCIDENT REPORTING PROCEDURE

Background

Papua New Guinea's unpredictable socio-cultural, political, natural, and policy environment can make RSDP project delivery hazardous, causing accidents/incidents that delay activities and outcomes. Immediate Incident Reporting will enable evidence-based decisions and actions. This process is time-sensitive and requires strategic investigation, context-dependent data collection, triangulation, and stakeholder involvement at defined levels during the investigation, reporting, and implementation of recommendations.

Incident Management Steps

Information about an incident may come by word of mouth, as a phone call or email or social media contact from a community member, PPO, or a contractor. The incident may also be highlighted in an Aide Memoire following an Implementation Support Mission, or through PMU's Grievance Redress Mechanism (GRM). While incident information sources may vary, what matters most is that PMU learns the facts surrounding circumstances as early as possible and shares the matter internally so that an assessment of the seriousness of the event can be made quickly.

PMU will follow a 6-steps process in its Incident Reporting and will use World Bank's Environment and Social Safeguards Incidents Response Toolkit (ESIRT)⁶ with technical assistance provided by the Bank's E&S team. Below diagrams show the Incident management steps, details in each of the steps and framework outlining these steps, officers responsible and timeframe for each activity. For details in each of the steps, Bank's Environment and Social Safeguards Incidents Response Toolkit (ESIRT) will be used.



Details of Incident Management Process

1. As soon as PMU has information about an alleged or actual incident, the PM prepares an email to the Bank's E&S specialists and TTL to alert them stating the following:

1. Communication	<ul style="list-style-type: none"> • What was the incident or condition? • Where and when did the event or condition occur? • What is the information source? • Are the basic facts of the event clear and uncontested, or are there conflicting versions? • What were the conditions or circumstances under which the incident or condition occurred (if known at this stage)? • Is the event still ongoing or is it contained? • Is loss of life or severe harm involved? • What measures have been or are being implemented?
------------------	---

⁶ The Bank's ESIRT is a separate document developed as a guide to help World Bank project teams to respond to negative events or accidents during the implementation of Bank-funded projects

Environmental and Social Management Framework Annexes - DRAFT
Papua New Guinea Rural Service Delivery Project Phase 2 (P508616)

2. Upon receipt of PM's email, the E&S team (PMU and WB) led by PMU, will move to classify seriousness of the incident as Indicative, Serious or Severe using sets of criteria as follows:

2. Classification	Indicative (Blue)	<ul style="list-style-type: none"> • Relatively minor/small-scale, negatively impacts small area or number of people • No serious or irreparable harm • Failure to implement agreed E&S measures with limited immediate impact
	Serious (Yellow)	<ul style="list-style-type: none"> • Significant harm to environment, workers, communities or natural/cultural resources • Complex or costly to reverse • May result in lasting injury or damage • Requires urgent response • Could pose reputational risk to Gov't or Bank • Failure to implement E&S measures with serious impacts or repeated non-compliance
	Severe (Red)	<ul style="list-style-type: none"> • Result in Fatality • Great harm to environment, workers, communities or natural/cultural resources • High levels of lasting damage or injury • Requires immediate response • Significant reputational risk to Gov't or Bank • Failure to remedy serious non-compliance with E&S measures

3. After categorization, the E&S team will notify relevant parties of the incident according to it's category in order to get timely decision making and resource mobilization

3. Notification	Indicative	Serious	Severe
	<ul style="list-style-type: none"> • Incident remains with E&S team/task team (PMU and WB E&S specialists) • Task team makes decision on methodology/process of resolving the incident • PMU takes lead in resolving the incident, supported by WB 	<ul style="list-style-type: none"> • TTL informs Country Director, GP Practice Manger, Social and Environmental Practice Managers, DPLGA, PMU, Regional E&S Advisor • A decision on next steps is reached and communicated to the task team • An RCA is commissioned • PMU implements RCA 	<ul style="list-style-type: none"> • Severe cases will be dealt with at corporate level • Country Manager/Director informs GP Director/Sr Director/DPLGA • GP Director/Sr Director will inform SD Vice President • A decision is reached and communicated to DPLGA/PMU

4. Task team led by PMU and supported by WB E&S specialists investigate the incident by:

4. Investigation	<ul style="list-style-type: none"> • Establishing investigation team • Undertake a Root Cause Analysis (RCA) by devising and implementing workplan and Investigation methodology • Producing report on results and recommendations
-------------------------	---

5. After a Root Cause Analysis (RCA) is completed, the following will be undertaken:

5. Response	<ul style="list-style-type: none"> • PMU lead person, with task team support leads design of workplan for implementation of recommendation • Implementation of recommendations
--------------------	--

6. Monitoring process of agreed actions

6. Follow-up	<ul style="list-style-type: none"> • PMU lead person and M&E officer with support of WB E&S specialists implement an M&E of implementation of recommended actions
---------------------	--

Incident Management Framework

Process	Actions	Responsibility	Timeframe
Initial communication	<ul style="list-style-type: none"> Inform appropriate authorities in compliance with local regulations Secure the safety of workers, public Provide immediate care and document the incident site. 	PPO/PC	Within 24 hours
	<ul style="list-style-type: none"> Inform WB 	PMU/PM	Within 24 hours
Classification	<ul style="list-style-type: none"> Promptly provide additional information requested by the Bank 	PMU/PM	Within 24 hours
	<ul style="list-style-type: none"> Classify the event as (a) Indicative, or (b) Serious or (c) Severe using the Banks ESIRT classifications 	Task team (WB and PMU E&S team) led by PMU	Within 24 hours
Notification	<ul style="list-style-type: none"> Promptly provide information requested by the Bank and facilitate incident site visits. 	PMU/E&S lead person and PM	Within 24 hours
Investigation	<ul style="list-style-type: none"> Undertake or cause the Contractor to undertake a Root Cause Analysis (RCA) to understand and document the root cause(s) of the incident 	Task team (WB and PMU E&S team) led by PMU or Contractor	Within 10 days
Response	<ul style="list-style-type: none"> Design the Safeguards Correction Action Plan (SCAP) and discuss with the Bank, including actions, responsibilities and timelines for implementation, and a Borrower monitoring program 	PMU/E&S lead person	Within 15 days
Follow up	<ul style="list-style-type: none"> Implement SCAP Monitor progress Report on implementation to the Bank. 	PMU/M&E officer and E&S lead person	Within 20 days

ANNEX 13 CHANCE FIND PROCEDURES

The objective of this chance find procedure is to provide site personnel with the process to follow in the event of a chance find of an artefact, human remains or unexploded ordnance (UXO). UXOs are common in some areas of Papua New Guinea that experienced fighting during World War II.

If artefacts, human remains or UXOs are found during earthworks the following procedures will be followed:

1. Stop the earthworks, construction or land clearing activities in the area of the chance find.
2. Delineate the discovered site or area (e.g., using temporary fencing or flagging tape). In the case of UXOs, a large area should be delineated around the find, warning signs erected and any nearby businesses, residences, etc., should be notified of the danger.
3. Prohibit disturbance of the site or collection of items by any person and secure the site to prevent any damage or loss of removable objects. In cases of human remains, arrange for a guard to watch the site until the police, local government and / or PNG National Museum and Art Gallery representative or person with delegated authority take over.
4. Notify project representative (e.g., CDW) (as soon as practicable and within 24 hours) who in turn will notify the Local Authorities and:
 - PNG National Museum in the case of artefacts and human remains (that are not obviously recent).
 - Local police in the case of all human remains.
 - PNG Defence Force in the case of UXOs.
5. Construction work can resume only after permission is given by the PMU.

Chance finds will be reported verbally to the PMU project representative as soon as practicable and within 24 hours.

The process for managing chance finds will be explained to workers through toolbox talks, etc., and all supervisory staff will have a copy of this procedure.

ANNEX 14 ASBESTOS MANAGEMENT GUIDE

Objective: This guide has been prepared to provide direction to parties hiring contractors to remove and dispose of asbestos waste.

Requirements: A licenced/qualified contractor is to be engaged to undertake the asbestos removal and disposal.

The contractor shall prepare specific procedure for the handling, treatment and disposal of asbestos wastes in line with GIIP and PNG requirements. Procedure to be reviewed and approved by the PMU and the WB prior to commencement of works.

Procedure requirements:

The Contractor procedure shall include:

- Licencing and experience
- How the asbestos will be removed
- How the asbestos will be packaged / stored and transported
- How and where the asbestos will be disposed of in line with PNG requirements (due to the remoteness of most sub-projects, local disposal options such as containment and onsite burial, are preferred)
- How the contractors will manage OHS risks (e.g., through PPE, wash down, etc)
- How the contractor will clean the site for handover
- How the contractor will restrict access to the site to prevent risk to the community
- Any other relevant information

References for GIIP:

World Bank Good Practice Note: Asbestos: Occupational and Community Health issues.

<http://www.mtpinnacle.com/pdfs/AsbestosGuidanceNoteFinal.pdf>

ADB. Good Practice Guidance for the Management and Control of Asbestos

<https://www.adb.org/sites/default/files/publication/783636/good-practice-management-control-asbestos.pdf>

DFAT. Guideline To Managing Asbestos Risk

<https://www.dfat.gov.au/sites/default/files/environmental-and-social-safeguard-asbestos-guideline.pdf>