

SCOPING AND THE ENVIRONMENTAL REPORT ... IN 5 STEPS

Step 1: Determination of the scope

Methodological tasks	Process tasks	Extra, optional tasks
<ul style="list-style-type: none"> ❑ Describe the contents of the plan or programme (annex IV, item 1) ❑ Identify main objectives of the plan or programme (annex IV, item 1) ❑ Identify other relevant plans and programmes and explain how they interact with the plan or programme (annex IV, item 1) ❑ Gather information on environmental, including health, problems relevant to the plan or programme (annex IV, item 4) ❑ Identify environmental, including health, objectives relevant to the plan or programme (annex IV, item 5) ❑ Outline reasons for selecting the alternatives dealt with (annex IV, item 8) 	<ul style="list-style-type: none"> ❑ Analyze how the environmental objectives relate to proposed objectives of the plan or programme ❑ Identify environmental and health authorities to be consulted (art. 9.1 – see also section A4.4) ❑ Consult authorities on information to be included in environmental report (art. 6.2 – see also section A4.4) ❑ Determine relevant information to be included in the environmental report (art. 7.1) 	<ul style="list-style-type: none"> ❑ Identify relevant policies and explain how they interact with the plan or programme ❑ Identify likely effects to be assessed ❑ Identify concerned public to participate, including relevant NGOs (must be done by step 5) (art. 8.3 – see section A4.3) ❑ Provide for public participation in determining the relevant information to be included in environmental report (art. 6.3) ❑ Informally notify and consult affected Parties as appropriate (see section A4.5)

Step 2: Analysis of the context & baseline

Methodological tasks	Process tasks	Extra, optional tasks
<ul style="list-style-type: none"> ❑ Gather information on current state of the environment, including health, and its likely evolution if the plan or programme not be implemented (annex IV, item 2) ❑ Gather information on characteristics of the environment, including health, in areas likely to be significantly affected (annex IV, item 3) 	(none)	<ul style="list-style-type: none"> ❑ As appropriate, consult authorities & provide for public participation on context, objectives & baseline ❑ Informally notify and consult affected Parties as appropriate (see section A4.5) ❑ Describe methodology for identification of authorities & public concerned ❑ Specify quality of the information gathered and how up to date it is

Step 3: Contribution to the development & comparison of alternatives

Methodological tasks	Process tasks	Extra, optional tasks
<ul style="list-style-type: none"> ❑ Describe how the environmental, including health, objectives and other environmental, including health, considerations have been taken into account in preparing the plan or programme, including alternatives (annex IV, item 5) ❑ Assess alternatives by identifying, describing & evaluating (for methods, see Chapter A5) likely significant environmental, including health, effects* (art. 7.2 and annex IV, items 6 and 10) ❑ Describe assessment methodologies (annex IV, item 8) ❑ Propose measures to prevent, reduce or mitigate adverse environmental, including health, effects (annex IV, item 7) 	(none)	<ul style="list-style-type: none"> ❑ Propose measures to enhance environmental, including health, benefits ❑ Provide inputs to the development of alternatives, to maximize their contribution to environmental, including health, objectives and to take into account other environmental, including health, considerations including adverse environmental, including health, effects ❑ Record how alternatives developed ❑ As appropriate, consult authorities & provide for public participation on alternatives ❑ Consult affected Parties as appropriate (see section A4.5) ❑ Describe why methodologies selected & their limitations

Step 4: Prepare the environmental report

Methodological tasks	Process tasks	Extra, optional tasks
<ul style="list-style-type: none"> ❑ Propose monitoring arrangements (annex IV, item 9) ❑ Identify and describe any difficulties, limitations, uncertainties and risks in the assessment of alternatives, including those arising from gaps in data (annex IV, item 8) ❑ Summarize the information in a non-technical summary (annex IV, item 11) 	<ul style="list-style-type: none"> ❑ Prepare environmental report (art. 7.1) 	<ul style="list-style-type: none"> ❑ In proposing monitoring arrangements, address data gaps and data quality or quantity issues ❑ Revise selected alternatives and environmental report as necessary ❑ Record how SEA influenced development of the plan or programme & alternatives ❑ Record interactions between planning and SEA teams ❑ Propose follow-up actions, including recommendations for other plans, programmes or projects

Step 5: Consult

Methodological tasks	Process tasks	Extra, optional tasks
(none)	<ul style="list-style-type: none"> ❑ Identify concerned public to participate, including relevant NGOs (if not already done in step 1) (art. 8.3 – see section A4.3) ❑ Make environmental report available to authorities and the public (art. 8.2 – see section A4.3; and art. 9.2 – see section A4.4) ❑ Formally notify affected Parties as appropriate (art. 10 – see section A4.5) ❑ Consult authorities & provide for public participation on environmental report & selected alternatives ❑ Consult affected Parties as appropriate ❑ Receive comments to be taken into due account in the decision ❑ Formally submit to decision-maker (art. 11 – see section A4.6) 	<ul style="list-style-type: none"> ❑ Describe consultation & public participation processes ❑ Record who comprised ‘the public’ and ‘the public concerned’