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|  | **TANAP**  **TRANS ANATOLIAN NATURAL GAS PIPELINE PROJECT** |

STAKEHOLDER ENGAGEMENT PLAN

**ANNEX 4 INTERIM STAKEHOLDER ENGAGEMENT IMPLEMENTATION GUIDELINE**

**DURING COVID19 PANDEMIC**

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# Introduction

TANAP has developed this interim annex to this SEP presenting recommendations and considerations for continuing effective information disclosure and stakeholder engagement during the COVID-19 pandemic. The guideline provides alternate information disclosure and stakeholder engagement measures considering existing short-term and long-term consultation methods. Key alternative measures for consultation activities have been included in this SEP (e.g. social media, Project leaflet, on-line campaign, telephone engagement, video presentation) where possible and doable.

# ENGAGEMENT METHODS to Be used DURING PANDEMICS

The details of the engagement methods are as follows:

* Virtual meetings (including telephone engagement, video presentation) – likely to be the primary form of on-going consultation during the pandemic with most of the stakeholders and will be held via phones and other platforms available.
* SMS and other messaging platforms -
* Small Group Meetings - In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings with limited participation and precautions defined by H&S Dept. as well as national regulations.
* Presentations – in appropriate languages and with appropriate level of detail for the audience.
* Correspondence & E- Correspondence – to be used as part of official procedures and on-going information updates.
* Project Brochure/Updates - Project Brochure will be updated to provide up to date progress info and will be used as on-going communication tool.
* Corporate website – publically available site for project announcements, documents, reports, etc.
* Contact phones (TANAP reception/SI Team) – available at any time for stakeholders to contact the Company for questions or concerns.
* Grievance mechanism – aimed particularly at directly affected stakeholders. Mechanism has been and will continue to be widely disclosed to affected public.

# Stakeholder engagement implementation

Table 1 outlines the following details, by stakeholder category during pandemic:

* Frequency of engagement
* Interim methods and materials to be used for engagement
* Lead responsibility and supporting responsibilities

As expected, the frequency of engagement will be minimized under the existing COVID-19 conditions and restrictions. Nevertheless, TANAP will continue stakeholder engagement activities compatible with regulations and requirements set by Ministry of Health in relation to consultation with communities living along the directly affected settlements of the Project. The consultation methods introduced as part of this interim annex to SEP will ensure effective consultation during the ongoing COVID-19 pandemic (as detailed in Table 1).

| **Stakeholder** | **Topics** | **Frequency and Start Date** | **Method and Materials** | **Lead and Supporting Responsibility** |
| --- | --- | --- | --- | --- |
|  | | | | | |
| **Red Category Stakeholders** | | | | | |
| Lenders | Update of operation activities | Every six months, starting 1Q 2019 | Virtual meetings  Presentations/Reports | Lead : TANAP QHSSE Team  Support : TANAP Operation Team |
| Compliance with ESIA | Semi Annually, starting 3Q 2021 | Virtual Meetings  Third Party Reports | Lead : Third Party Monitoring Company  Support: TANAP QHSSE Team |
| Ministry of Environment and Urbanisation | Update of operation activities  Compliance with ESMPs | Yearly, starting 3Q 2018 | Written Project brochures/ updates  Virtual Monitoring | Lead; TANAP QHSSE Team  Support : TANAP Operation Team |
| Compliance with national legislation | Quarterly, for the facilities that have environmental permits | Third Party Reports | Lead : Third Party Monitoring Company of MoEU  Support: TANAP QHSSE Team |
| Ministry of Energy and Natural Resources | Update of operation activities | Yearly, starting 3Q 2018 | Presentations/Reports  Written Project brochures/updates | Lead : TANAP Management Team  Support : TANAP Operation Team |
| Project Partners | Update of Project activities and progress | Monthly | Virtual Meetings  Presentations/Reports | Lead : TANAP Management Team  Support : TANAP Operation Team |
| AGI-affected communities | Community safety  Grievance process  Land Use Restrictions | Quarterly starting  3Q 2018 | Virtual Meetings  Small Group Meetings[[1]](#footnote-1)  Written Project brochures/ updates  Contact phones (TANAP reception/SI Team)  Grievance mechanism | Lead : TANAP Social Impact Specialists  Support : TANAP Operation Team |
| Governorships | Operation Activities  Social and environmental investment activities  RAP Fund Implementation  Land Use Restrictions | Yearly, starting 1Q 2019 | Written Project brochures/ updates  Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Social Impact Team  Support : TANAP Management & SEIP Team  TANAP Operation Team |
| Sub-governorships | Operation Activities  Social or environmental investment activities  RAP Fund Implementation  Land Use Restrictions | Yearly, starting 1Q 2019 | Formally arranged face-to-face meetings where necessary  Written Project brochures/updates  Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Social Impact Team  Support : TANAP Management & SEIP Team  TANAP Operation Team |
| Municipalities | Operation Activities  Social or environmental investment activities  RAP Fund Implementation  Land Use Restrictions | Yearly, starting 1Q 2019 | Formally arranged face-to-face meetings where necessary  Written Project brochures/updates  Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Social Impact Team  Support : TANAP Management & SEIP Team  TANAP Operation Team |
| Project Employees – Other Employees | Operation Activities  Working Conditions and Code of Conduct | As required, starting 1Q 2019 | Virtual meetings  E-correspondences  Formally arranged face-to-face meetings with limited groups [[2]](#footnote-2)  Written Project brochures/updates  Corporate website | Lead : TANAP Corporate Communications Team  Support : TANAP HR Team |
| Orange Category Stakeholders | | | | | |
| Relevant General Directorates (unless specifically named elsewhere) | Operation Activities  Social and environmental investment activities | Every six months, starting 1Q 2019. | Written Project brochures/ updates  Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Corporate Communications Team  Support : TANAP Operation Team |
| Pipeline-affected communities | Community safety  Grievance process  Land Use Restrictions | Every six months, starting 3Q 2018 | Virtual Meetings  Small Group Meetings[[3]](#footnote-3)  Written Project brochures/ updates  Contact phones (TANAP reception/SI Team)Grievance mechanism | Lead : TANAP Social Impact Specialists  Support : TANAP Operation Team |
| National & international media | Operation Activities  Social and environmental investment activities  RAP Fund Implementation  Grievance process | Monthly starting 3Q 2018 | Written Project brochures/updates  Contact phones (TANAP reception/SI Team)Grievance mechanism | Lead : TANAP Social Impact Team  Support : TANAP Operation Team |
| Green Category Stakeholders | | | | | |
| Relevant Regional Directorates (unless specifically named elsewhere)  Relevant Provincial Directorates (unless specifically named elsewhere)  Other provincial offices | Operation Activities  Land Use Restrictions | Yearly, starting 1Q 2019 | Corporate website  Hotline | Lead : TANAP Permitting & Authority Liaison / Government Relations Team  Support : TANAP Corporate Communications Team |
| Local NGOs / National NGOs / International NGOs | Operation Activities  Social or environmental investment activities  RAP Fund Implementation | Yearly, starting 1Q 2019 | Written Project brochures/updates  Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP QHSSE Team  Support : TANAP Corporate Communications Team |
| Business Associations / Chambers of Commerce / SMMSEs / Cooperatives | Operation Activities  Local procurement data. | Yearly, starting 1Q 2019 | Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Corporate Communications Team |
| Universities and Scientific Community | Operation Activities | Yearly, starting 1Q 2019 | Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Corporate Communications Team |
| Local media | Operation Activities | Yearly, starting 1Q 2019 | Corporate website  Contact phones (TANAP reception/SI Team) | Lead : TANAP Corporate Communications Team |

*Table 1: Interim Stakeholder Engagement Plan for Covid19 Pandemic*

# Monitoring and Reporting

TANAP’s Social Impact Team is responsible for:

* Implementing some of the elements of the SEP
* Monitoring the progress of implementation of the SEP across all TANAP Teams
* Collating engagement information from multiple teams
* Entering engagement data into OSID
* Analysing the information per OSID functions
* Providing reports to TANAP management and other teams as required

TANAP Social Impact Team will review this plan semi-annually to determine the latest conditions and restrictions regarding the Covid19 pandemic. If any changes to stakeholder classification or engagement method are required, the plan will be updated and a new revision will be distributed.

TANAP Social Impact Team will continue to provide a monthly report summarising the key engagement activities with type of engagement.

1. In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings. The following protocols will be followed for the small group meetings:

   - All small group meetings will take place outside, in a shaded area;

   - Face masks to be worn by all parties at all times;

   - The number of attendees must not exceed 5 people per small group; and

   - 2m social distancing to be maintained. [↑](#footnote-ref-1)
2. The protocols for meeting with limited groups will be kept under continual review and will be revised according to TANAP H&S COVID-19 requirements at the time of the activity-taking place. [↑](#footnote-ref-2)
3. In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings. The following protocols will be followed for the small group meetings:

   - All small group meetings will take place outside, in a shaded area;

   - Face masks to be worn by all parties at all times;

   - The number of attendees must not exceed 5 people per small group; and

   - 2m social distancing to be maintained. [↑](#footnote-ref-3)