Annex J

Guidance on Stakeholder Consultation
Non-technical summary

In Figure J-1 you see an example of a non-technical summary in the local language. This is a fragment of the Chinese non-technical summary of Hunan Loudi Miaopu Landfill Gas to Power Project in China.

**Figure J-1**

Non-technical summary of Hunan Loudi Miaopu Landfill Gas to Power Project in China

![Non-technical summary of Hunan Loudi Miaopu Landfill Gas to Power Project in China](image)

Invitations

In Figure J-2 you find an example of a newspaper ad from the EECOPALSA biogas project in Honduras and in Figure J-3 an example of an announcement poster at a bus terminal from the Hunan Loudi Miaopu landfill gas to power project in China.
Figure J-2
A newspaper article announcing the date, time, location and agenda for upcoming stakeholder consultation meeting for EECOPALSA biogas project in Honduras.

Figure J-3
A poster advertisement conveniently placed near a bus terminal, announcing the upcoming stakeholder consultation for the Hunan Loudi Miaopu landfill gas to power project in China.
Tracking invitations
Please find a template to track invitations Table J-1.

Table J-1

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Organisation (if relevant)</th>
<th>Name of invitee</th>
<th>Means of invitation</th>
<th>Date of invitation</th>
<th>Confirmation received? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Participants list
Please find a template of a participants list in Table J-2.

Table J-2

Participant list stakeholder consultation

<table>
<thead>
<tr>
<th>Name participant, job/position in the community</th>
<th>Male/Female</th>
<th>Signature</th>
<th>Organisation (if relevant)</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See an example of a participant list in Figure J-4 showing participants from Çamseki Üvecik Wind Farm Project. Please note that this list is not using the preferred format, but it gives a feeling for how such a list could look like.

Figure J-4
Participant lists from the Çamseki Üvecik Wind Farm Project in Turkey
Evaluation forms
You can use Table J-3 as basis for your evaluation forms.

<table>
<thead>
<tr>
<th>Name</th>
<th>What is your impression of the meeting?</th>
<th>What do you like about the project?</th>
<th>What do you not like about the project?</th>
<th>Signature</th>
</tr>
</thead>
</table>

Minutes of the Meeting
See in Figure J-5 an example of meeting minutes. This text originates from the Local Stakeholder Consultation report of the TTY Biogas CDM Project in Cambodia.

Figure J-5
Part of Local Stakeholder Consultation report of the TTY Biogas CDM Project in Cambodia.

Q7: Is there any smelling of wastewater from ponds as before during the project implementation because in the current condition we can smell it about 1km around this factory. For discharge wastewater from lagoons to the outside factory it is impacted to agricultural crop such as rice or other plantation? (Local authority) (If possible, we should make small cosmetic changes so that the grammar and spelling is correct, without taking away from the original question)
A7: The gases that cause the smells are mainly hydrogen sulphide, which is known as rotten egg gas. When the project is implemented the odours will be significantly reduced because the lagoons will be sealed to capture the biogas. All wastewater will now be pumped into the biogas system, where after the digestion process, the wastewater will be treated and most of the organic matter and pathogens will be removed. After this the wastewater will be discharged to the existing lagoons from one to one, which will take a very long time before it is released outside the factory, so it will be very well treated.
Response: reducing the gas is a good thing.

Alterations made to the project
An example of what kind of alterations could be made to a project based on the stakeholder consultation process is presented Figure J-6. giving an example of the Hunan Loudi Miaopu landfill gas to power project in China.

Figure J-6
Proposed changes to project design of Hunan Loudi Miaopu landfill gas to power project in China.

Addressing questions and comments 26, 27, 28, 29, 30, 31 and 33 with regard to the living area and the interactions with surrounding neighbours:
The project consultant together with the owner will design the location in a way to reduce the direct visibility to a minimum. The owner will also plant trees or bushes if necessary. The project owner will take the potential risk of waste coming down into account and conduct countermeasures if this occurs. The new topping and reshape of the landfill as well as the planted trees will reduce the effects of waste coming down.

See Figure J-7 for an example of how outcome of stakeholder consultation has been integrated in the project design of Sayalar wind farm in Turkey.
G.3. Report on how due account was taken of any comments received:

During the ISC the villagers from Deremahallesi Village have asked a contribution from Demirer Holding to their village. This would involve social benefits that could be achieved with assistance of the project owner.

Response to the comments from the villagers:

Demirer Holding decided to support the villages as follows:

- At the moment the primary school (the only school in the nearby villages) is in very poor condition. The school has approximately 12 students from first, second and third grade. All students work in a single classroom under the supervision of only one teacher. Demirer Holding has donated several materials for the school, these are listed in the table below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard (1.2m x 2m)</td>
<td>1</td>
</tr>
<tr>
<td>Heating stove</td>
<td>1</td>
</tr>
<tr>
<td>Stove pipe</td>
<td>12</td>
</tr>
<tr>
<td>School desk</td>
<td>10</td>
</tr>
<tr>
<td>Teachers desk</td>
<td>1</td>
</tr>
<tr>
<td>Office chair</td>
<td>1</td>
</tr>
<tr>
<td>Teacher locker</td>
<td>1</td>
</tr>
</tbody>
</table>

- As the weather conditions and especially the winter conditions are harsh in the region, Demirer Holding has decided to donate winter clothing and footwear to all students and children who are in need of this help in Deremahallesi Village. Currently Demirer Holding has listed 30 children who are eligible for these donations. At the moment Demirer is waiting for winter clothing to be available in the market.

- Demirer has given donations and support to the school which mitigated the possibility that the only teacher would be assigned to another region. This would have happened if the student number dropped below 10, the teacher would have been reassigned and the school would have been closed in the coming educational term. Due to the donations from Demirer this has been mitigated. During the ISC meeting the villages emphasized the importance of the employment opportunities in the region created by the project. For the construction phase of the project, 9 people are already hired from the village and several other employees have been hired from the region. For the operational phase 12 – 13 people will be hired for the project. 4 electricity board responsible, 4 security staff, 3 or 4 technicians and an electrical engineer. All the security staff and one technician have been hired from the Deremahallesi Village. The electrical engineer has been hired from Akhisar, which is the closest district to the project site. Although the rest of the positions are not filled at the moment, Demirer Holding is willing to fill these positions from local and regional human resources if this is possible. The technical staff will be trained by Demirer Holding and Enercon regarding technical and security issues.

- Demirer Holding will help the villagers with the construction of a micro reservoir. At the moment Demirer is awaiting the decision from the muchtar for the most suitable place where the micro reservoir can be constructed.