TURKEY

ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT (P162762)

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

ESMF

--- FINAL DOCUMENT ----

MAY 2019

ABBREVIATIONS AND ACRONYMS

Bank	World Bank
BP	Bank Procedure
CTF	Clean Technology Fund
GDCA	General Directorate of Construction Affairs
E&S	Environmental and Social
EIA	Environmental Impact Assessment
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
FM	Financial Management
GDCA	General Directorate of Construction Affairs
GRM	Grievance Redress Mechanism
GoT	Government of Turkey
LA	Loan Agreement
M&E	Monitoring and Evaluation
MoEU	The Ministry of Environment and Urbanization
MENR	The Ministry of Energy and Natural Resources
OP	Operational Policy
PIU	Project Implementation Unit
POM	Project Operational Manual
WB	World Bank

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1. INTRODUCTION

Energy efficiency and climate resilience contributes to the World Bank's twin goals of ending extreme poverty and promoting shared prosperity. High energy consumptions can undermine hard-earned development gains, potentially trapping vulnerable groups into poverty. Therefore, activities contributing to resilience are directly linked to sustained development and allow the poorest to escape cycles of poverty. The proposed project is consistent with the ongoing World Bank Country Partnership Framework for Turkey (2017-2021) which builds on three pillars; (i) growth, (ii) inclusion, and (iii) sustainability. The Project is fully anchored in the sustainability section. Increased Sustainability of Infrastructure Assets and Natural Capital tackled by Country Partnership Framework (CPF) Objective 9 embodies the cumulative energy savings achieved through WBG-financed energy sector projects and also Annual greenhouse gas (GHG) emissions reductions. Also, the project will serve under Objective 7 of the CPF, which aims to help Turkey enhance its energy independence and Objective 8, which supports sustainable and resilient cities. The project is aligned with the Energy Efficiency Strategy Document for 2012-2023. Strategic objective of the Strategy Document is to reduce energy demands and carbon emissions of energy efficient buildings and to promote sustainable eco-friendly buildings using renewable energy sources. The project is also relevant with Turkey's 10th Development Plan (DP) of the Government for 2014–2018. In the 10th Development Plan of Turkey it is stated that based on the main targets of supplying continuous, qualified, secure, minimum-cost energy to the end-user and resource diversification in energy supply; the main objective is to reach a competitive energy system that exploits domestic and renewable energy resources to the extent possible, envisages the use of nuclear technology in electricity generation, supports reduction of energy intensity of the economy, minimizes waste and environmental effects of energy, strengthens the country's strategic position in international energy trade.

It is also indicated Energy Efficiency Strategy will be applied in an effective manner and efficient use of energy in all sectors will be ensured. The Tenth Development Plan defines a component "Improving Energy Efficiency in Buildings" under the Energy Efficiency Improvement Program Action Plan; which component requires actions to develop financing mechanisms and improve the legislative framework in order to improve energy efficiency in buildings. The Project is also aligned with the Strategic Plan of the Ministry of Environment and Urbanization (MoEU) for 2018-2022. There are targets to determine energy efficient-climate sensitive settlement / planning strategies and to take measures to increase energy efficiency in public and private sector buildings.

The Project will be implemented by the General Directorate of Construction Affairs (GDCA) of the Ministry of Environment and Urbanization (MoEU) that has extensive technical capacity for outsourcing and managing design and construction of public buildings. The Project Implementation Unit (PIU) of the GDCA, which will be established for the project and will be responsible for overall implementation, management and coordination of the proposed Project.

The overall objective is to reduce energy use in central government buildings and develop a transition plan to develop and scale-up suitable sustainable financing and institutional mechanisms to support a national program.

Through the Energy Efficiency in Public Buildings (EEPB) Project, energy efficient renovation of public buildings will result energy savings from public buildings. As the proposed projects aims to renovate public buildings with the highest energy consumption there would be budgetary savings from the investments and resolution of budgetary constraints for central government buildings associated CO2 emissions reductions as a result of the energy savings (tons of CO2 equivalent). Therefore the public sector, users of the public buildings (administrative staff and society) and also public communities in the catchment areas of the identified facilities are the immediate direct beneficiaries of the project. The EEPB Project will enable renovate of approximately 300-500 public buildings reaching out to

more than 1000 staff and 5000 citizens annually. The project will not only reduce the energy consumption of public buildings but will also facilitate public awareness raising and development of a number of communication tools targeting public communities. Renovated resilient and furnished modern facilities will also contribute to a higher comfort conditions that has a positive effect on health and efficient working.

The project investments will focus primarily on public buildings with high energy consumption and shorter pay-back periods.

The proposed project would be implemented through two components: (i) energy efficiency investments in central government buildings; and (ii) technical assistance (TA) and project implementation support.

Component 1: Component 1. Energy efficiency investments in central government buildings

Under this component, MoEU will support the renovation of central government and central-government affiliated buildings (i.e. public buildings under central line ministries, such as schools and hospitals). It is expected that such sub-projects will generate demonstrable energy cost savings and social co-benefits, which would form the basis for developing a national-level program for energy efficiency in public buildings. While there is no database of eligible buildings, a previous MENR study, supported under the IBRD/GEF SME Energy Efficiency Project estimated that there are about 175,000 public buildings in Turkey[1], of which at least 5% are likely to be central government or affiliated buildings, which would require at least US$1.8 billion of investment. It is estimated the project could renovate 300-500 buildings, depending on the building sizes and measures undertaken. The focus will be on larger buildings with high energy consumption.

Component 1a. Conventional EE investments in central government buildings: MoEU will renovate eligible building to improve EE performance. To implement this subcomponent, MoEU will select the buildings, hire consultants to conduct detailed energy audits, detailed designs and technical specifications/bills of quantity, construction supervision and issuance of a final building energy performance certificate and procure the firms for renovation works, and monitor and report results. CTF funds under this component would be limited to cover the costs associated with deeper renovations that offer substantial energy savings. For such investments, the main investment will be financed from the IBRD loan and the CTF concessional loan would cover the additional incremental investment only.

Component 1b. **Energy service company investments**: Under this component, MoEU will renovate eligible buildings using energy performance contracts. Unlike traditional audit-design/works contracts, these would involve an initial audit followed by a design-build contract based on energy savings with some payments based on verified energy savings. In order to defray the higher risks and uncertainties associated with ESCO contracts, the initial US$10 million worth of ESCO contracts will be financed by the CTF concessional loan and, once the model has been sufficiently tested and refined, remaining ESCO contracting would be financed and scaled-up by the IBRD loan.

Component 1c. Pilot near-zero energy buildings: Under this component, MoEU would seek to renovate 5-10 buildings with high demonstration value in the different climatic zones in Turkey in order to showcase the concept of NZEB integrated design and construction techniques (e.g., passive designs, cool/green roofs, water recycling/harvesting, advanced controls) and newer technologies (e.g., building-integrated solar PV, condensing boilers). Such technologies and approaches will be

[1] A study commissioned by MENR in 2016 concluded that the technical EE potential in public buildings is about 10,043 GWh annually requiring about TRY 64.5 billion (US$18 billion) in investment. Assuming 10% of the total investment represent central government or central government affiliated buildings, the market potential would be about TRY 9.4 billion (US$1.8 billion) which would lead to about 1,000 GWh per year and about TRY 960 million (US$184 million) in annual budgetary savings.

evaluated and assessed for possible inclusion as core measures for Component 1a in later years of the Project and the larger national program.

Component 2. Technical assistance and implementation support (US$3.8 million CTF grant, US$3-5 million in donor grants, US$3-5 million in-kind contributions from MoEU and MENR[2]).

While the Energy Efficiency Law and various regulations provide a strong basis for EE in the public sector in Turkey, additional efforts are required to refine secondary legislation and provide the necessary support for Project implementation to ensure its sustainability. This component would support various TA activities, to be managed by both MoEU and MENR.

Component 2(a): *TA to MoEU* The following indicative TA activities were discussed: (i) project development costs for early subprojects including communication and outreach, experts for energy audit reviews, energy savings monitoring (subproject's first year), monitoring software, etc.; (ii) support evaluations of early subprojects, developing case studies to document investment costs, measures implemented, actual energy savings and lessons; (iii) comprehensive training program for building renovations for design/construction firms, energy managers, MoEU staff, women in EE field, operations and maintenance for building administrators, etc. based on early experiences and demonstration subprojects; and (iv) support program management, including technical and fiduciary/safeguard capacities.

Component 2(b): *TA to MENR* The activities that could be implemented under its management include: (a) capacity building for ESCO market development through training, regulatory support and development of procedures and templates (e.g., audits, M&V plans, arbitration mechanisms); (b) training for ESCOs and energy auditing firms on experiences from MoEU on actual subproject results, case studies, lessons and demonstration subprojects with new technologies; (c) review of budgeting rules to allow for budget savings retention and external financing of public building renovations; (d) development of appropriate financing agreements, such as energy service agreements, consistent with Turkish Law for use with central and municipal buildings; (e) preparing of an investment plan for Iller Bank to join the program in 1-2 years; (f) development of case studies on early ESCO subprojects; (g) assessment of public procurement rules related to energy efficient equipment and services (e.g., ESCOs) and development of appropriate procurement guidelines, based on ESCO procurement lessons under Component 1b; (h) development of a national program plan for EE in the public sector, including central and municipal buildings, public lighting, water, etc., relying on sustainable and more commercial financing mechanisms.

[2] Project funds will not be used to pay MoEU and MENR staff, office space or operating expenses, so staffing and offices, etc. will be included as in-kind contributions from MoEU and MENR.

2. COMPLIANCE WITH WORLD BANK SAFEGUARDS POLICIES

The Environment Law (No. 2872), which was published in Turkish Official Gazette No. 18132 dated August 11, 1983 and revised in Turkish Official Gazette dated May 29, 2013 (Law No. 6486) is Turkey's primary framework for environmental legislation and is supported by a series of regulations. Article 10[3] of the Environment Law sets the framework for the Regulation on Environmental Impact Assessment (EIA), Official Gazette No. 29186 dated November 25, 2014, (henceforth "EIA Regulation"). The World Bank's environmental and social safeguards policies require that the borrower country perform an Environmental Assessment Study, integrated with the EIA Regulation and WB's Operational Policy for Environmental Assessment (OP 4.01).

Within the scope of the project, the design and supervision consultants to be hired by MoEU will prepare a full Environmental and Social Management Plan (ESMP) for each public building project they will be implementing. The ESMPs will include an ESMP checklist which is explained in detail in Section 3. This ESMPs will be an integral part of the works contract for each public building.

According to the EIA Regulation, renovation of buildings (including public buildings) does not fall into the Annex lists of EIA Regulation. Thus, the scope of the project is exempted from the EIA process. Moreover, during project preparation the exact list and location of the public buildings to be renovated will not be known. Therefore, this ESMF has been prepared to provide guidance to the project implementing entity for fulfilling the requirements of the national environmental law and WB Operational Policies on Environmental Assessment (OP 4.01) and Physical Cultural Resources (OP 4.11).

The projects which have potential of falling into Category A due to their significant impacts (i.e. projects with wide footprint areas, close to sensitive areas) will not be eligible. Besides, the green field activities which are on critical habitats or which may have significant impact on natural habitats will also be ineligible. Therefore, projects which will be conducted in the areas that are already in use, and/or impacted by anthropogenic activities and which are allocated/designated to governmental facilities will be considered eligible. The proposed projects should be eliminating land take and expropriation in order to be considered as eligible. The operational policies that are triggered within this project are given below. Any activity that could potentially impact the non-triggered OPs will not be eligible for financing. The main objective of this document is to assist the project management team in screening all sub-projects for their potential social and environmental impacts, identifying Environmental and Social (E&S) management requirements and prioritizing investments.

OP 4.01 Environmental Assessment:

The Turkish EIA Regulation classifies projects by environmental risk in a manner similar to WB Environmental Assessment. Within the scope of the WB Operational Policies (OP)/Bank Procedures (BP) requirements, simple construction works triggers OP 4.01 due to anticipated limited environmental and social impacts which will occur within close project boundaries on existing footprints and will be mostly of a temporary nature. The triggering of OP 4.01 necessitates the preparation of general E&S management and "good housekeeping" instruments. The proposed EEPB Project is classified as 'Category B' by considering its potential temporary, anticipated and limited environmental impacts. In case one of the projects will fall into Category A due to its significant environmental and social impacts, these projects will be excluded and considered as ineligible.

[3] *Article 10 states that "organizations, corporations, and enterprises whose planned activities have the potential of causing environmental problems shall prepare an Environmental Impact Assessment Report. By considering all possible effects on the environment, these reports shall specify the ways of treating residues and wastes which may pollute the environment as well as precautions envisaged for minimizing any negative environmental impact".*

The Project will support energy efficient renovation of public facilities of central government across Turkey. Since the renovation works will involve basic construction impacts, this ESMF will include some templates for preparation of the ESMPs. Besides, as there is a potential of public buildings to be registered as cultural asset each public building should be evaluated in detail regarding the relevant governmental correspondences.

Infrastructure projects are subject to varying levels of review that begin while projects are in the development and pre-operation phases. Additional regulations apply to facilities once they are in operation. As part of European Union (EU) accession process, several institutional and legislative reforms have been made by Turkey. Because of these reforms, environmental legislation and instruments for environmental protection have been aligned with international standards. Those that pertain to construction works include but not limited to the following:

- Waste Management Regulation, Official Gazette No. 29314 dated April 2, 2015;
- Hazardous Wastes Control Regulation, Official Gazette No. 25755 dated March 14, 2005 and lastly revised in Official Gazette No. 28812 dated November 5, 2013;
- Waste Oil Control Regulation, Official Gazette No. 26952 dated July 30, 2008 and revised in Official Gazette No. 28812 dated November 5, 2013;
- Vegetable Waste Oil Control Regulation, Official Gazette No. 29378 dated June 6, 2015;
- Packaging Waste Control Regulation, Official Gazette No. 28035 dated August 24, 2011;
- Waste Batteries and Accumulators Control Regulation, Official Gazette No. 25569 dated August 31, 2004 and lastly revised in Official Gazette No. 28812 dated November 5, 2013;
- Medical Waste Control Regulation, Official Gazette No. 25883 dated July 22, 2005 and lastly revised in Official Gazette No. 28948 dated March 21, 2014;
- Excavation, Construction and Demolition Waste Control Regulation, Official Gazette No. 25406 dated March 18, 2004 and revised in Official Gazette No.27533 dated March 26, 2010;
- Waste Tires Control Regulation, Official Gazette No. 26357 dated November 25, 2006 and lastly revised in Official Gazette No. 29292 and dated March 11, 2015;
- Landfill Regulation, Official Gazette No.27533 dated March 26, 2010 and lastly revised in Official Gazette No.29292 dated March 11, 2015;
- Communique on Recovery of Some Non-Hazardous Wastes, Official Gazette No. 27967 dated June 17, 2011 and revised in Official Gazette No. 29292 dated March 11, 2015;
- Regulation on Control of Electrical and Electronic Equipment, Official Gazette No. 28300 dated May 22, 2012;
- Regulation on Soil Pollution Control and Contaminated Sites by Point Source, Official Gazette No. 27605 dated June 8, 2010 and revised in Official Gazette No. 28704 dated June 7, 2013;
- Water Pollution Control Regulation, Official Gazette No. 25687 dated December 31, 2014;
- Regulation on Monitoring of Surface Water and Groundwater, Official Gazette No. 28910 dated February 11, 2014;
- Regulation on Protection of Groundwater against Pollution and Deterioration, Official Gazette No: 28257 dated April 07, 2012;

- Regulation on Control of Pollution Caused by Hazardous Substances in the Aquatic Environment and Its Surroundings, Official Gazette No. 26005 dated November 26, 2005;
- Regulation on Water Intended for Human Consumption, Official Gazette No. 25730 dated February 17, 2005;
- Regulation on Urban Wastewater Treatment, Official Gazette No. 26047 dated January 01, 2006;
- Regulation on Assessment and Management of Air Quality, Official Gazette No: 26898 dated June 06, 2008;
- Regulation on Minimization of Ozone-Depleting Substances, Official Gazette No. 27052 dated November 12, 2008;
- Regulation on Assessment and Management of Environmental Noise, Official Gazette No. 27601 dated June 04, 2010;
- Regulation Related to Noise Emissions by Equipment for Outdoor Use, Official Gazette No. 26392 dated December 30, 2006.
- The Project will comply with the 6331 numbered Law on Occupational Health and Safety, Official Gazette No.28339, dated June 30, 2012 and its regulations
- The Project will comply with the 4857 numbered Law on Labor, Official Gazette No. 25134 dated June 10, 2003.

In addition to the Environmental Law and its associated regulations, there are several other laws that directly or indirectly include environmental review, and thus, are applicable to the Project. These can be listed as follows:

- Energy Efficiency Law (Law No: 5627), Official Gazette No. 26510 dated May 2, 2007;
- Regulation on Energy Performance Regulation in Buildings, Official Gazette No. 27075 dated December 5, 2008;
- Regulation on Heating and Sanitation Hot Water Expenditures in Central Heating and Sanitary Water Systems, Official Gazette No. 26847 dated April 14, 2008
- Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, Official Gazette No. 28097 dated October 27, 2011
- Regulation on Building Materials, Official Gazette No. 28703 dated July 10, 2013,
- Regulation on Fire Protection of Buildings, Official Gazette No: 26735 dated December 19, 2007
- Notification for The External Fire Performance Of Building Materials, Fire Residential, Building Structure Of Building Components, Roof And Roof Coverings Under The Construction Materials Regulation (305/2011 / Eu) (Mhg / 2017-13), Official Gazette No. 30057 dated May 5, 2017
- Groundwater Law (Law No: 167), Official Gazette No. 10688 dated December 23, 1960;
- Law on Protection of Cultural and Natural Properties (Law No: 2863), Official Gazette No. 18113 dated July 23, 1983;
- Regulation on Work Place Establishment and Operating Licenses, Official Gazette No. 25902 dated August 10, 2005;

- Regulation on Structures in Disaster Areas, Official Gazette No. 26582 dated July 14, 2007;
- Regulation on Buildings Constructions in Earthquake Zones, Official Gazette No. 26454 dated March 06, 2007;
- Regulation of the Control of Excavation Soil and **Construction** and **Demolition Waste**, Official Gazette No. 25406 dated March 18, 2004;
- Regulation on the Transportation of Hazardous Substances by Road, Official Gazette No. 28801 dated October 24, 2013;
- By-Law on Principles and Procedures Production, Importing, Transportation, Storage, Stocking, Selling, Usage, Assessment of Explosive Materials which are Monopolized, Official Gazette No. 19589 dated September 29, 1987;
- Regulation on the Septic Tanks to be installed where a Sewer System is not Available, Official Gazette No. 13783 dated March 19, 1971.

In Turkey, studies in the field of waste management have shown a very significant development in recent years, with increasing social and political sensitivity. The steps are being taken to implement the economic size of the waste with National Recycling Strategy Action Plan that is considered as an important point to reach Turkey's vision of 2023.

There are 37 companies in Turkey that are licensed for asbestos waste disposal facilities and 95 companies licensed for the disposal of the fluorescent lamps. These companies accept these hazardous materials. The disposal of the insulation materials containing asbestos and the fluorescent lambs containing mercury are done according to the Regulation on the Control of Hazardous Wastes.

MENR has conducted energy audits of some 166 public buildings among which have high energy consumption, top priority public buildings will be funded via this Project. Public building selection process will be carried out by MoEU and MENR. The project investments will focus primarily on the high energy consumption public buildings on the top of the investment package which are identified through application of a long list of technical, social and economic criteria jointly developed by the MoEU, MENR and the Bank and include, among others, public-specific structural specifications, functions of public buildings, and role of the public in emergency management systems. The list of public buildings to be included in the project will be determined according to the results of prioritization assessment and the full list is not available at this stage.

The prioritization methodology (Annex V of the PAD) for the selection of public buildings is jointly developed by the Bank and MoEU, and covers comprehensive, objective and scientific criteria that entail structural vulnerabilities and economic lifetime of specific public buildings, social, educational and other administrative considerations. It is independent from income and social level of households in districts where public buildings are located that enables eliminating/preventing the potential risk of exclusion or elite capture, and its associated social tension. Therefore, investments will include public buildings that have the highest energy consumption and potential savings.

Being located within residential areas brings additional advantages to proposed public buildings in terms of availability of infrastructure such as no need for additional access road or power connection line during the construction works. Existing sewerage systems will be used for wastewater discharges. By considering these characteristics of the sites no major environmental risk is anticipated from the project activities. In this respect, in order to mitigate and manage the potential impacts of the Project, a simple ESMP is assumed to be sufficient.

Occupational health and safety (OHS): Construction works can cause accidents that may threaten the health and safety of workers if measures are not taken properly. Thus, MoEU and the supervision consultants are obliged to provide safe and healthy work environment to the workers in accordance

with the Occupational Health and Safety Law numbered 6331 Law and the Labor Law numbered 4857. The workers shall be informed about job descriptions, responsibilities and risks about OHS. The workers will be provided with the necessary personal protective equipment and information on works and occupational safety through regular trainings. Before the construction works starts, a Risk Assessment Report shall be prepared for all works to be carried out and necessary measures shall be taken to avoid related risks. "Emergency Response Plans" shall be prepared for a possible accident and emergency and emergency teams shall be established and drills and training shall be carried out in line with the emergency scenarios.

A Risk Assessment Report Methodology for the Sub-Projects: The project will follow below steps and provide supporting documents (Plans, procedures, etc.). The projects H&S compliance status will be evaluated in two activities as indicated below:

- Desk Review - Preliminary document review: A preliminary desk review of the available project documents and information such as H&S Plan, Emergency Response Plan, Risk Assessments, etc. that were provided prior to the site visit.
- Site visit and physical site inspection: The activities during the visit will include:

Interviews – Meetings and interviews with the Managers and H&S Representatives – personnel of the Project Owner/Contractor; understanding of Projects' progress and ongoing works, planned H&S organization and management,
Site inspection – Site walk-over and inspection at different parts and components of the Projects in order to verify actual physical site conditions and working conditions, Occupational health & safety structures and planned measures– implementations (photographs are taken from various spots, particularly to indicate non-conformity cases),
Document collection - review – Collection and initial review of detailed H&S documents that are provided during the site visit, and initial review-understanding together with the Site Representatives (Occupational Health and Safety Expert, Site Chief, etc.)
Review of overall provided information and reporting: Review and assessment of the overall H&S aspects and preparation of Project H&S Monitoring Report.

Community health and safety (CHS): Since the sub-projects will be implemented in public buildings where the local people will have continuous access, the renovation activities to be implemented on site could have adverse impacts on the people utilizing the building. In this respect, the contractor will isolate the renovation works from public access. The construction areas shall be surrounded with fences and warning signs to prevent any potential accidents. Dust and noise might be other disturbances to the public and the impacts will be prevented by isolation of the renovation area where necessary. Continuous and safe entrance to the building under renovation shall be available to the public all the time, considering the vulnerable groups as well (e.g. disabled).

World Bank Group Environmental, Health and Safety (WBG EHS) Guidelines: As mentioned in previous paragraphs the project will be implemented in compliance with both Turkish laws and regulations and World Bank's Operational Policies. Therefore, in addition to Turkish Law on Occupational Health and Safety, Official Gazette No.28339, dated June 30, 2012 and its regulations the reconstruction and retrofitting activities will be conducted in compliance with the WBG General EHS Guidelines.

OP 4.11, Physical Cultural Resources (PCR): Proposed public buildings for renovation may be identified as a cultural asset that requires special protection. Turkish laws, notably Law No. 2863 dated 21.07.1983 on the Protection of Cultural and Natural Assets (revised through the amendment issued on 27.07.2004 dated Official Gazette) and practices are similar to the World Bank requirements. The law gives a definition for the movable and immovable cultural and natural assets that are regarded as Cultural Heritage; describes procedures and regulations regarding the

preservation of these assets; and identifies the conservation principles and roles and responsibilities of institutions that will be in charge of implementation decisions.

World Bank is very sensitive in preserving cultural resources and takes great care to ensure that Cultural Heritage assets will not be adversely affected by bank financed projects. The policy of WB regarding Cultural Heritage is clearly indicated under OP 4.11. In regard with this policy, the Bank requires certain measures to be taken during the preparation and implementation of Bank financed projects.

The proposed project has to address impacts on cultural resources as an integral part of the Environmental Assessment (EA) process and the details should be provided in the ESMP. The findings and recommendations of the EA including the Cultural Heritage Impact will determine whether the project provides adequate basis for processing the project for Bank financing. The cultural resources may not be known or visible, the local inventorying may be inadequate, or the cultural resources may not be listed, registered or declared as 'Protected Heritage' by the laws. It is important that the proposed project's potential impacts on 'all' cultural resources are considered at the earliest possible stages of project processing, regardless of being registered or protected by the local current legislation. However, it is also clear that the Bank also requires consideration of the National Legislation and local procedures regarding the preservation of Cultural Heritage.

The policy will be triggered in case of following situations that may occur: (i) renovation works in certain public buildings depending on historical/cultural values of these public buildings; (ii) renovation works are conducted in close proximity to such historical/cultural properties.

MoEU is responsible to avoid or mitigate impacts on physical or cultural resources of the financed projects. Therefore, MoEU will not proceed with project funding until all requirements of the Turkish legislation are met. Since the national regulations on the conservation of cultural properties are strict, it is not anticipated that any additional requirements would arise WB safeguards policies.

Additionally, all relevant official letters will be annexed to the ESMPs. Furthermore, depending on the requirement, a detailed evaluation report on archaeological or cultural asset will be included in the ESMPs.

Irreversible impacts are not anticipated given strong local ordinances and practices regarding cultural heritage protection. Relevant mitigation and monitoring measures related to conservation of cultural heritage will be integrated into the ESMP document.

OP 4.04, Natural Habitats is not triggered for this project since all renovation works will be conducted in areas which do not qualify as "natural habitats" since public buildings are already built and will be built close to residential areas. However, projects which have impact on any Natural Habitats will be defined as ineligible.

OP 4.12, Involuntary Resettlement: The Project is anticipated not to require any involuntary resettlement or land acquisition activity as all the existing public plots are designated to central government. These selected land/plots are expected to have no title deed or ownership issues. Further land acquisition or expropriation is no**t foreseen under this project.**

In some of the existing public buildings, especially schools that will be renovated might need to transport the students to other nearby public buildings. All the efforts will be spent for implementation of the renovation activities during the school breaks (e.g. summer break, winter break etc.), however in case transportation of the students will be inevitable, MoEU will collaborate with the Ministry of National Education.

MoEU will have a grievance mechanism in place to resolve and administer the grievances that could be encountered during renovation of public buildings as well as to address other social issues once the public buildings are operational. The mechanism will allow overall public communities to express their concerns and requests. Grievances will be addressed at multiple levels: (a) contractor level; (b) provincial level at MoEU; and (c) national level at the Project Implementation Unit (PIU) of MoEU.

Implementation details about the grievance mechanism will be specified in the Project Operational Manual (POM). During the preparation and implementation phases of the project, due diligence will be carried out by the World Bank on the selected public buildings and public plots (for reconstruction) to ensure that there are no incompliance issues with the World Bank's OP 4.12. As a part of its due diligence, the World Bank will request that the borrower fills out an E&S screening checklist4 (in **Hata! Başvuru kaynağı bulunamadı.**) for each subject plot to justify that there are no prevailing conditions to trigger OP 4.12, all plots are public land and allocated for MoEU. Any land (designated for building public buildings) that involves involuntary land acquisition that will trigger OP 4.12 will not be eligible for financing.

[4] The checklist will provide general information such as ownership details and physical status of the plot.

3. GUIDELINES FOR PREPARATION OF THE ENVIRONMENTAL AND SOCIAL MANAGEMENT PLANS

This ESMF was prepared by MoEU to describe the implementation arrangements for safeguarding full compliance of the project with WB environment and social safeguards requirements and national laws and regulations. The ESMF will be disclosed by MoEU and WB on their websites both in Turkish and English.

This ESMF includes guidance to construction contractors and construction supervision consultants who will be responsible for preparing ESMPs before any renovation works begin. The ESMPs will be prepared based on the bidding structure of the MoEU. If the bidding will be conducted on provincial basis (i.e. covering all the buildings to be renovated within a province), the site specific ESMP will be a comprehensive one responding to potential environmental and social impacts in all kinds of buildings to be renovated, and the mitigation measures will be applied and monitored respecting to the corresponding impacts specific to that building. The monitoring and progress reports for implementation of the ESMPs will cover all the buildings to be renovated, where necessary (e.g. monitoring of waste management). If the structure of the bidding will change, the basis of the ESMPs will be modified accordingly. The ESMPs will make use of the ESMP Checklist (please see **Hata! Başvuru kaynağı bulunamadı.**), which covers information such as project description, institutional arrangements, mitigation measures and monitoring plan for simple construction works.

The ESMP checklist, which will be a section of the ESMPs, has three parts:

- **Part 1** includes a descriptive part that characterizes the project and specifies in terms the institutional and legislative aspects, the technical project content, the potential need for capacity building program and description of the public consultation process. This section could be up to two pages long. Attachments for additional information can be supplemented when needed.
- **Part 2** includes an environmental and social screening checklist, where activities and potential environmental issues can be checked in a simple Yes/No format. If any given activity/issue is triggered by checking “yes”, a reference is made to the appropriate section in the following table, which contains clearly formulated management and mitigation measures.
- **Part 3** represents the monitoring plan for activities during project construction and implementation. It retains the same format required for ESMP proposed under normal Bank requirements for Category B projects. It is the intent of this check-list that Part 2 and Part 3 be included into the bidding documents for contractors, priced during the bidding process and diligent implementation supervised during works execution.

The checklist-type format has been developed to ensure that basic good practice measures are recognized and implemented, while designed to be both user friendly and compatible with the World Bank’s safeguards requirements. The intention of this checklist is that it offers practical, concrete and implementable guidance to contractors and supervising engineers for their civil works contracts. It should be completed during the final design phase and, either freestanding or in combination with any environmental documentation produced under national law (e.g. EIA reports), constitute an integral part of the bidding documents and eventually the works contracts.

The ESMP attempts to cover typical core mitigation approaches to civil works contracts with small, localized impacts. It is accepted that this format provides the key elements of the ESMP to meet World Bank Environmental Assessment requirements under OP 4.01. An ESMP will be prepared by MoEU’s contractor with guidance from World Bank in order to be used as an example to be included in the construction bidding documents.

The PIU will provide the construction supervisor with detailed public designs that consider gender friendly spaces, safe bathroom and sanitary facilities and spaces for community activities and considering the special needs of disabled. Additionally, during civil works, the PIU and the construction supervisor will ensure that contractors take required health and safety measures.

4. SITE ALTERNATIVES

As mentioned in previous sections, the first set of priority public buildings to be intervened by the project will be identified by MoEU through application of a prioritization methodology and criteria developed jointly by the MoEU and the Bank. Investments will be then scaled up to a national level which would inform MoEU's long term planning for reducing energy consumption in existing public buildings and serve as building block for future investment planning.

During the due-diligence on the selected public buildings (for renovation) which will be conducted during the preparation and implementation phases of the project, the WB will ensure that there are no incompliance issues with the WB's safeguard policies. In case any incompliance is determined during the due diligence studies MoEU will be responsible to find alternative public buildings in full compliance with WB policies.

5. ENVIRONMENTAL AND SOCIAL MONITORING AND GRIEVANCE MECHANISM

Environmental and Social Monitoring

Although the environmental and social impacts of the Project are expected to be quite low; an environmental and social monitoring system, which will be active from the implementation phase to operational phase of the Project, will prevent negative impacts of the Project and monitor the effectiveness of the mitigation measures. This system helps the WB and MoEU to evaluate the success of mitigation as part of project supervision and allows taking an action when needed. Both the environmental and social issues covered within the mitigation measures will be monitored and supervised by the appointed specialists through MoEU.

The monitoring system provides,

- Technical assistance and supervision when needed,
- Early detection of conditions related to mitigation measures,
- Follow up on mitigation results, and
- Provide information of the project progress.

The PIU will regularly collect data for results indicators from the field through its provincial directorates and by making routine site visits. The PIU will also be responsible of monitoring the quality of data collected and will evaluate the achieved outputs/outcomes vis-à-vis those set by the Project's Results Framework.

Grievance Redress Mechanism

The Grievance Redress Mechanism (GRM) is a process that enables any stakeholder to submit a complaint or a suggestion about how the project is being planned, constructed or implemented.

MoEU has a hotline `Alo181` which is both accessible via phone and website. Since this hotline covers all issues related with the Ministry, the PIU will establish a transparent and comprehensive project level GRM before Project implementation phase with the aim of resolving and administering the grievances that could be encountered during renovation of public buildings as well as to address other social issues pertaining to transfer of staff and relocation once the public buildings are operational if needed. Public communities may have concerns regarding the actual benefits of renovation. In this respect, the mechanism will allow overall public communities to express their concerns and requests. Grievances will be addressed at multiple levels:

a. **Contractor Level,** will administer grievances received during renovation of government facilities. Each contractor appointed for conducting the civil works will have a designated person to receive, record and resolve grievances lodged due to civil works by host community or beneficiaries;

b. **Provincial Level, at MoEU;** grievances and concerns that cannot be resolved through the first level will be dealt by the provincial directorates of MoEU in each province; and

c. **National Level, at the PIU of MoEU;** grievances of higher importance will be escalated to the national level to be resolved by PIU and when necessary will seek additional assistance from other service providers. The contact details of PIU are given below:

   Telephone: + 90 312 480 08 10

   E-mail: yigmenerji@csb.gov.tr

Any project related grievances or inquiries coming through national grievance mechanisms such as the Presidential Public Communications Center (CIMER) or through the Ministry's own call center Alo181 will also be logged and addressed at the PIU level. The contact information for local-level grievances will be included in ESMPs during implementation.

To avoid any negative feedback or misunderstanding from the public communities, it will be important to have a comprehensive set of communications tools in place targeting the government staff, public administrations and citizens. As a good practice, MoEU can provide leaflets or other means of information (notice boards, official website of MoEU, etc.) to inform the communities about the renovation of the public buildings.

Although there is no obligation, a Public Grievance Form has been prepared for convenience. All the received complaints, concerns and suggestions should be archived and solved within 30 days. A database for all kind of received grievances will be logged and kept by the contractor. The statistics of the grievances should be reported to the WB regularly. A sample of grievance form and a grievance closeout form are provided respectively in Annex – 2 and Annex – 3 to be prepared by the PIU.

6. IMPLEMENTATION ARRANGEMENTS AND RESPONSIBILITIES

The project will be implemented by MoEU through its GDCA. The department has qualified technical staff who have experience in managing design, construction, and retrofitting contracts (see Figure 1).

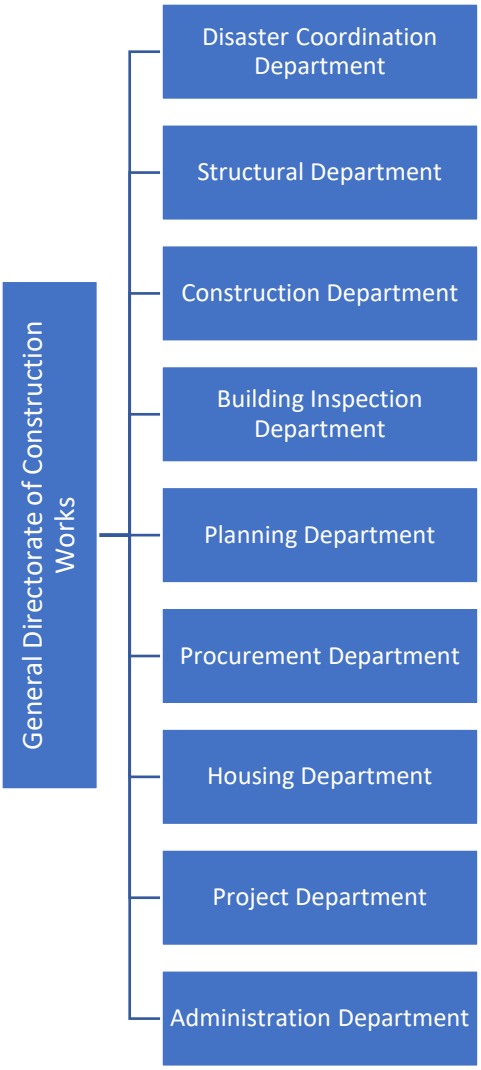

Figure 1: Organogram of General Directorate of Construction Affairs

A project implementation unit (PIU) would be established to manage the Component 1 and Component 2a, which consists of TA activities related to the public building sector and Project implementation. In the scope of the Project, the PIU, which should include a minimum of 10 staff and 4-5 short and longer term consultants, would be responsible for: (i) raising awareness about the Project; (ii) building selection; (iii) procurement for the energy audit, detailed designs and technical specifications, renovation works, construction supervision, energy savings verification/energy performance certificates, and TA consultancies; (iv) financial management; (v) safeguards compliance; and (vi) Project monitoring and reporting. The hired experts will strengthen the PIU in the areas of procurement, FM, and environment and social issues. The PIU will collaborate with the relevant ministries or central government institutions for the selection of buildings to be renovated and to coordinate implementation of the renovation works with the

subproject beneficiaries. The PIU will liaise closely with MENR on any issues within MENR's expertise and may have consultations with relevant agencies (e.g., NGOs, municipal association). **Hata! Başvuru kaynağı bulunamadı.** show the organigram of the PIU.

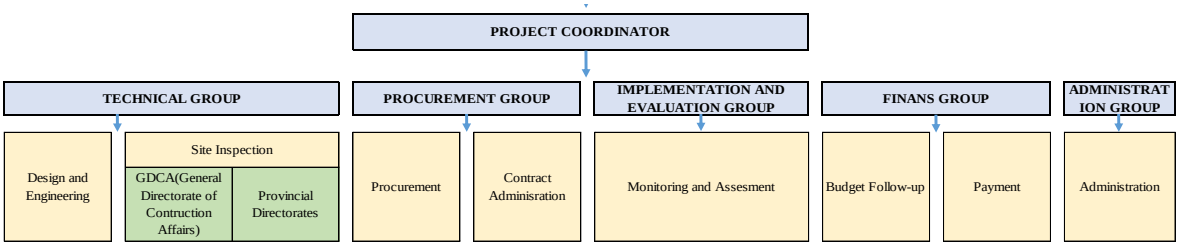

Figure 2: Organogram of the PIU

PIU will make site specific evaluation for each of proposed projects in accordance to national legislation as well as WB Safeguard Policies and integrate them into the ESMPs. Moreover, PIU will guide the construction contractors as well as the supervision engineering consultants for the preparation of ESMPs and assist them during the implementation of the roles and responsibilities listed in Table 1.

Table 1 also includes responsibility distribution of all parties involved in the Project.

The awarded contractors will be responsible for the implementation of the ESMPs and setting up and ensure the sustainability of the Grievance Mechanism. PIU will guide and assist the energy service companies, construction contractors and supervision engineering consultants for the preparation of ESMPs. The preparation and implementation of ESMPs is expected to cost only a small fraction of design and construction cost, as most mitigation measures will be very generic, off-the-shelf, and implementable without specialized skills, experience or equipment. Moreover, it is assumed that the cost is covered in the bid proposals.

MoEU will be responsible for the review of all documents and the quality of each ESMP. MoEU will submit ESMPs to WB for prior review and when the WB is confident that MoEU has demonstrated that the process is accurate, WB will transfer this prior review to post review.

Since the energy efficiency renovation activities are exempt under the Turkish laws from the requirements of Environmental Impact Assessment, the implementation of ESMF would require extra efforts from MoEU. MoEU will assign dedicated staff as safeguards contact point. The safeguards staff in the PIU will be responsible for continuous monitoring of construction works to assure compliance with the ESMF and site-specific ESMPs, and will inform WB on regular basis. The PIU safeguards staff will prepare inputs for the 6-monthly progress reports and submitted to World Bank for review.

The details of the tasks to be implemented will be given in the Operational Manual of the Energy Efficiency in Public Buildings Project.

Table 1: Roles and Responsibilities

Responsible Party	Responsibilities
World Bank	• To review the ESMPs and provide no objections to MoEU • To conduct implementation support missions in order to ensure that the project is in compliance with WB OPs • To disclose the ESMF on WB's official website • To disclose the financial audit reports excluding the management letter publicly, in a manner acceptable to the World Bank
Contractors	• To implement ESMPs on site, if required can revise the ESMP together with the construction supervision consultant • To welcome and apply the relevant laws and regulations that are introduced by MoEU, in discussion with WB and included in the tender documents • To disclose ESMPs before any civil works begin • To develop "chance find procedure", if required • To ensure health and safety measures are taken on site • To ensure that construction related grievances are received and addressed • To ensure the sustainability of the grievance mechanism • To monitor site activities on regular (daily, weekly monthly etc.) basis as defined in ESMPs • To prepare the ESMPs' progress reports for the review of MoEU
Construction Supervision Consultants	• To conduct the initial project site assessment • To develop the ESMPs • To monitor/assess the contractor's activities in compliance with the ESMP at the completion of the renovation works • To give feedback and notice to the MoEU
Financial Management (FM)Specialist	• To review all financial management reports and audits and take necessary follow-up actions according to World Bank procedures • To advice the task team on all financial management issues
Monitoring Specialist(s) (appointed by the MoEU)	• To monitor and supervise both the environmental and social issues covered within the mitigation measures by the appointed specialist(s) through MoEU
MOEU/GDCA/PIU	• Project implementation and utilization of the funds • To ensure that funds are used to finance eligible expenditures in accordance with the applicable policies and procedures stipulated in the loan agreement. • To collect data for results indicators from the field through its M&E unit, and by outsourcing as needed, monitor the quality of data collection, and evaluate results. • To follow the project progress and to report to the government and WB management on implementation progress, results, potential issues, and proposed solutions • To realise and follow the required correspondences with governmental authorities • To tailor the financial management system according to the novelties introduced by the project at hand. • To maintain at least one financial management and Environmental and Social staff member throughout the implementation and payment period of the project. • To review and verify the data and evaluate results before including these results in reports to be sent to the World Bank • To identify the first set of priority public buildings to be intervened • To maintain a separate accounting system to follow up the fund flows on a cash basis • To produce data necessary to prepare regular project reports requested from the stakeholders • To handle the procurement activities through PIU • To develop a project operational manual in consultation with the WB • Ensuring that the public buildings do not have issues that may trigger OP 4.12 • To establish the grievance redress mechanism and resolve the complaints both at provincial and national level. • Awarding the construction contractors • To develop and disclose the ESMF both in Turkish and English • To disclose the financial audit reports excluding the management letter publicly, in a manner acceptable to the World Bank • To report to the WB on compliance with the triggered environmental and social and health and safeguards policies • To notify the World Bank about any significant incident (accidents, spills, fatalities, etc.) in 3 business days, and send an incident investigation report together with the corrective action plan in 30 business days to the World Bank.
Treasury Controllers	• To audit the project financial statements on terms of the international standards on auditing and reference acceptable to the World Bank, which will also be attached to the minutes of negotiation • To communicate the audits to the World Bank

In addition to the responsibilities listed above, each party will prepare monthly and/or weekly reports to their relevant different authorities. The PIU will also be responsible for summarizing the environmental, social and health and safety issues related to project implementation to WB in regular project progress reports. The detailed list of all reporting requirements is presented in

Table **2**.

Table 2: Summary of Reporting Requirements

Responsible Party	Reporting Requirement
PIU	• Preparation of the project progress reports (PPR) quarterly to demonstrate the progress made during the reporting period against the results framework developed and target values identified in a clear and tangible manner. • Preparation of the Interim Unaudited Financial Reports (IUFRs) for the project on a quarterly basis and submit these to the world bank no later than 45 days after the end of each quarter. • The annual audited statements of the project will be provided to the World Bank within six months of the end of each fiscal year.
Treasury Controllers	• Preparation of the annual audit reports of the project, including a management letter providing recommendations for improving implementation, to the World Bank within six months of the end of each fiscal year.
MoEU/PIU	• Summarizing the environmental, social and health and safety issues related to project implementation to WB in regular progress reports. • Preparation of monitoring reports to the WB every six months before WB task team site visits. • Reporting to the government as well as to the World Bank management on implementation progress, results, potential issues, and proposed solutions.
World Bank	• To draft the implementation completion and results report (ICR) in order to satisfy accountability needs and provide lessons from completed operations, within six months of project completion.
Construction Contractor Supervision Engineering Consultants	• Preparation of ESMPs' completion reports for the review of MoEU.

7. SCHEDULE

The preparation of the ESMPs would require an estimated time period of about 1 month for each site. This period also includes MoEU's review (and WB's review and approval for the projects subject to prior approval) and disclosure. All ESMPs should be developed, completed and disclosed by MoEU on their website, before any civil works begin.

8. PUBLIC CONSULTATION

This draft ESMF was presented and discussed with public and relevant government/non-government institutions via a consultation meeting. MoEU organized the consultation meeting on May 3rd, 2019 in Ankara, in the premises of the GDCA. All the line ministries of the government including the Ministry of Energy and Natural Resources, Ministry of Health, Ministry of Education, Ministry of Justice, and also the Council of Higher Education, General Directorate of Land Registry, Presidency of Religious Affairs are invited to the meeting. 33 participants (participant list attached as Annex 4) were attended to the meeting from line ministries and public principals. The meeting was headed by the General Director of GDCA. The General Directorate gave a short information about the project and the expected outputs. The General Directorate told that there are nearly 967.000 public buildings in Turkey. General Directorate mentioned that the Expression of Interest about the project would be send to all the ministries and the governmental institutions. After that the project coordinator made a presentation giving a brief description of the project, the objective, the components, the responsibilities of MoEU and other line ministries. Also the environmental and social aspects of the project were presented to the participants including the grievance mechanism with a presentation that is published on the GDCA's web pag, The aim, content, scope and the function of the environmental and social management framework were described and the responsibilities of MoEU and the line ministries.

The participants were interested about the project and their responds were positive. The participants asked questions about the implementation process and the timing of the project. The participant from the Ministry of Culture and Tourism asked if the historic buildings are within the project. The representative of the Ministry of Health commented that the mechanical systems, especially the co-generation systems are established in the hospitals but the hospital's technical staff don't know how to operate. In general the participants requested a simple training to the technical staff who are responsible from the operation of the technical systems.

The ESMF will be disclosed as final version to the public via MoEU's and WB's websites. Besides, each of the ESMPs will be made publicly available on MoEU's website and the physical copies will be accessible to the public at the offices in the construction yard during the construction activities. In this manner, all stakeholders will have full access to the ESMPs which provides information regarding the potential environmental and social impact and the details of the mitigation measures to be taken.

During the life of the project different level of stakeholder engagement activities with different scopes will be applied by means of varied visual and event-oriented stakeholder engagement tools: meetings organized with the Provincial Directorates of MoEU, brochures, social media, videography, etc. Within the scope of the engagement activities the government staff and citizens will be informed about the project objectives, characteristics of the public buildings to be renovated and the targeted social impacts of the project.

Annex- 1: ESMP CHECKLISTS[5] (to be used while preparing ESMPs)

PART 1: General Project and Site Information

INSTITUTIONAL & ADMINISTRATIVE		
Country	**Turkey**	
Project title		
Scope of project and activity		
OP Criteria		
Environmental Assessment OP/BP 4.01	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Natural Habitats OP/BP 4.04	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Forests OP/BP 4.36	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Pest Management OP 4.09	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Physical Cultural Resources OP/BP 4.11	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Indigenous Peoples OP/BP 4.10	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Involuntary Resettlement OP/BP 4.12	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Safety of Dams OP/BP 4.37	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Projects on International Waterways OP/BP 7.50	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
Projects in Disputed Areas OP/BP 7.60	[ ] Triggered [ ] Not Triggered	[ ]Eligible [ ] Ineligible
SITE DESCRIPTION		
Name of site		
Describe site location		Attachment 1: Site Map [ ]Y [ ] N
Ownership of the land		
Description of geographic, physical, biological, geological, hydrographic and socio-economic context		
Locations and distance to nearest sensitive receptors such as hospitals, health care units, public buildings, houses?		
Locations and distance for material sourcing, especially aggregates, water, stones?		
LEGISLATION		
Identify the infrastructures used by the project such as sewer system, electricity, water network etc.		

[5] The checklists contained in this annex point out main impacts and mitigation measures, but are not meant to be exhaustive in their coverage. Impact assessment and mitigation planning must be tailored to each individual subproject. Furthermore, not all of the issues identified in this Annex may apply to all projects. In particular, rehabilitation subprojects may entail only some of the issues.

Identify national & local legislation & permits that apply to project activity (i.e. 1/1000 or 1/5000 scaled master plan arrangements, construction permit building permit etc.)		
STAKEHOLDER CONSULTATION		
Identify when / where the stakeholder consultation process took place	*ESMP Checklist document will be made publicly available at the construction site offices and the site manager will be responsible for recording and answering any questions/comments raised by public.*	
Brief summary of the issues and concerns raised by the stakeholders		
INSTITUTIONAL CAPACITY BUILDING		
Will there be any capacity building?	[ ] YES	[ ] NO

PART 2: SAFEGUARDS INFORMATION

ENVIRONMENTAL /SOCIAL SCREENING			
	Activity	**Status**	**Triggered Actions**
Will the site activity include/involve any of the following?	A. Building rehabilitation and minor new construction	[ ] Yes [ ] No	See Section A below
	B. Individual wastewater treatment system	[ ] Yes [ ] No	See Section C below
	C. Historic building(s) and districts	[ ] Yes [ ] No	See Section D below
	D. Acquisition of land[6]	[ ] Yes [ ] No	See Section E below
	E. Hazardous or toxic materials[7]	[ ] Yes [ ] No	See Section F below
	F. Impacts on natural habitats, forests and/or protected areas[8]	[ ] Yes [ ] No	See Section G below
	G. Handling / management of medical waste	[ ] Yes [ ] No	See Section H below
	H. Traffic and Pedestrian Safety	[ ] Yes [ ] No	See Section I below

[6] Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired.

[7] Toxic / hazardous material includes but is not limited to asbestos, toxic paints, noxious solvents, removal of lead paint, etc.

[8] Any project which may have significant impact on natural habitats, forest any impact on critical habitats, which are within the borders of nationally or internationally protected areas will NOT be eligible for financing.

PART 3: MITIGATION MEASURES

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General Conditions	Notification and Worker Safety	(a) The local construction and environment inspectorates and communities have been notified of upcoming activities (b) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works) (c) If public building entrances (e.g. schools, hospital etc.) will be diverted to other entrances of the building during the renovation works, it will be ensured that appropriate structures will be established for disabled users. (d) While renovation (energy efficiency) designs are being prepared the fire and safety standards will also be improved to the extent possible (without significant architectural changes). The national and international standards should be used for fire safety precautions. (e) All legally required permits have been acquired for construction and/or rehabilitation (f) All activities will be implemented in line with the both Law on Occupational Health and Safety (Official Gazette No.28339, dated June 30, 2012) and its relevant regulations and also with the World Bank Group EHS Guidelines. (g) The Contractor formally agrees that all work will be carried out in a safe and disciplined manner designed to minimize impacts on neighboring residents and environment. (h) The Contractor will ensure a safe working environment for the workers and supply appropriate personal protective equipment (PPE) in line with international best practice and Turkish Legislation (always hardhats, as needed masks and safety glasses, harnesses and safety boots, etc.) (i) The Contractor assigns a personnel with relevant certification and experience in charge of occupational health and safety (j) Before the construction works start, a Risk Assessment study will be implemented for all works to be carried out. Relevant procedures and plans (including "Emergency Plans") will be put in place. (k) Appropriate signposting of the sites will inform workers of key rules and regulations to follow. (l) Occupational Health and Safety (OHS) trainings and toolbox talks will be provided to the employees indicating the possible risks regarding the work site and works to be carried out. (m) Both trainings and incidents (fatalities, lost time incidents, any significant events including spills, fire, etc.) will be recorded. (n) The contractor notifies MoEU immediately in case of any significant event occurs. MoEU will notify the World Bank about any significant incident (accidents, spills, fatalities, etc.) in 3 business days, and will send an incident investigation report together with the corrective action plan in 30 business days to the World Bank.
B. General Rehabilitation and /or Construction Activities	Air Quality	(a) In case demolition, debris-chutes shall be used above the first floor (b) Demolition debris shall be kept in controlled area and sprayed with water mist to reduce debris dust (c) In case pneumatic drilling during excavation dust shall be suppressed by ongoing water spraying and/or installing dust screen enclosures at site (d) The surrounding environment (sidewalks, roads) shall be kept free of debris to minimize dust (e) There will be no open burning of construction / waste material at the site (f) There will be no excessive idling of construction vehicles at sites
	Noise	(a) Noise during demolishing and construction will be limited to restricted times agreed to in the permit (b) During operations, the engine covers of generators, air compressors and other powered mechanical equipment shall be closed, and equipment placed as far away from residential areas as possible
	Water Quality	(a) The site will establish appropriate erosion and sediment control measures such as e.g. hay bales and / or silt fences to prevent sediment from moving off site and causing excessive turbidity in nearby streams and rivers.
	Waste management	(a) Waste collection and disposal pathways and sites will be identified for all major waste types expected from demolition and construction activities. (b) Mineral construction wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers. (c) Construction waste will be collected and disposed properly by licensed collectors (d) The records of waste disposal will be maintained as proof for proper management as designed. (e) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos)
C. Individual wastewater treatment system	Water Quality	(a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the local authorities (b) Before being discharged into receiving waters, effluents from individual wastewater systems must be treated in order to meet the minimal quality criteria set out by national guidelines on effluent quality and wastewater treatment (c) Monitoring of new wastewater systems (before/after) will be carried out (d) Construction vehicles and machinery will be washed only in designated areas where runoff will not pollute natural surface water bodies.
D. Historic building(s)	Cultural Heritage	(a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notification shall be made and approvals/permits be obtained from local authorities and all construction activities planned and carried out in line with local and national legislation. (b) It shall be ensured that provisions are put in place so that artifacts or other possible “chance finds” encountered in excavation or construction are noted and registered, responsible officials contacted, and works activities delayed or modified to account for such finds.
E. Acquisition of Land	Land take, expropriation	(a) Within the scope of this project, any land acquisition, expropriation will be avoided. Annex 1 (E&S screening checklist) will be used to evaluate the land status of the proposed site.

F. Toxic Materials	Asbestos management	(a) If asbestos is located on the project site, it shall be marked clearly as hazardous material (b) When possible the asbestos will be appropriately contained and sealed to minimize exposure (c) The asbestos prior to removal (if removal is necessary) will be treated with a wetting agent to minimize asbestos dust (d) Asbestos will be handled and disposed by skilled & experienced professionals (e) If asbestos material is being stored temporarily, the wastes should be securely enclosed inside closed containments and marked appropriately. Security measures will be taken against unauthorized removal from the site. (f) The removed asbestos will not be reused and will be disposed according to national regulations and will be sent to licensed facilities. Necessary documentation for transport of the material and its disposal will be kept at the construction site and will be presented to MoEU and WB if requested.
	Toxic / hazardous waste management (including used fluorescent lamps)	(a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information (b) The containers of hazardous substances shall be placed in a leak-proof container to prevent spillage and leaching (c) The wastes shall be transported by specially licensed carriers and disposed in a licensed facility. (d) Paints with toxic ingredients or solvents or lead-based paints will not be used (e) The used fluorescent lamps removed during the renovation/construction works will be disposed at licensed facilities. Necessary documentation for transport of the material and its disposal will be kept at the construction site and will be presented to MoEU and WB if requested.
G. Impacts on natural habitats, forests and/or protected areas	Habitats	(a) All protected areas (national and international), natural habitats and critical natural habitats, and wetlands will be avoided during site selection. (b) A survey and an inventory shall be made of large trees near the construction activity, large trees shall be marked and cordoned off with fencing, their root system protected, and any damage to the trees avoided (c) Adjacent wetlands and streams shall be protected from construction site run-off with appropriate erosion and sediment control feature to include by not limited to hay bales and silt fences (d) All borrow pits to be used should be licensed pits and these pits should not be located in any site which can be classified as a natural habitat.
H. Disposal of medical waste	Infrastructure for medical waste management	(a) In compliance with national regulations the contractor will insure that health care facilities include sufficient infrastructure for medical waste handling and disposal; this includes and not limited to: • Special facilities for segregated healthcare waste (including soiled instruments “sharps”, and human tissue or fluids) from another waste disposal; and • Appropriate storage facilities for medical waste are in place; and • If the activity includes facility-based treatment, appropriate disposal options are in place and operational
İ. Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	(a) In compliance with national regulations the contractor will insure that the construction site is properly secured and construction related traffic regulated. This includes but is not limited to • Signposting, warning signs, barriers and traffic diversions: site will be clearly visible and the public warned of all potential hazards • Traffic management system and staff training, especially for site access and near-site heavy traffic. Provision of safe passages and crossings for pedestrians where construction traffic interferes. • Adjustment of working hours to local traffic patterns, e.g. avoiding major transport activities during rush hours or times of livestock movement • Active traffic management by trained and visible staff at the site, if required for safe and convenient passage for the public.

PART 4: Monitoring Plan

Phase	**What** *is the parameter to be monitored?*	**Where** *is the parameter to be monitored?*	**How** *is the parameter to be monitored?*	**When** *define the frequency / or continuous?*	**Why** *is the parameter being monitored?*	**Cost** *if not included in project budget*	**Who** *is responsible for monitoring?*
During activity completion *(post-construction)*							

Annex- 2: SAMPLE OF GRIEVANCE FORM

Reference No	
Full Name	
Please mark how you wish to be contacted (mail, telephone, e-mail).	
Province/Town/Settlement	
Date	

Category of the Grievance	
1. On abandonment (public housing)	
2. On assets/properties impacted by the project	
3. On infrastructure	
4. On decrease or complete loss of sources of income	
5. On environmental issues (ex. pollution)	
6. On employment	
7. On traffic, transportation and other risks	
9-Other (Please specify):	

Description of the Grievance What did happen? When did it happen? Where did it happen? What is the result of the problem?
What would you like to see happen to resolve the problem?
Although giving name and address is not compulsory, it should be kept in mind that during the feedback process regarding the grievance some problems may occur due to lack of information.

Signature: **Date:**

Annex- 3: SAMPLE OF GRIEVANCE CLOSEOUT FORM

Grievance closeout number:		
Define immediate action required:		
Define long term action required (if necessary):		
Compensation Required?	[ ] YES	[ ] NO
CONTROL OF THE REMEDIATE ACTION AND THE DECISION		
Stages of the Remediate Action		Deadline and Responsible Institutions
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

COMPENSATION AND FINAL STAGES

This part will be filled and signed by the complainant after s/he receives the compensation fees and his/her complaint has been remediated.

Notes:

[Name-Surname and Signature]

Date: ___ / ___ / _____

Of the Complainant:

Representative of the Responsible Institution/Company
[Title-Name-Surname and Signature]

Annex- 4: CONSULTATION MEETING PARTICIPANT LIST

T.C.
ÇEVRE VE ŞEHİRCİLİK BAKANLIĞI

T.C.
ÇEVRE VE ŞEHİRCİLİK BAKANLIĞI
YAPI İŞLERİ GENEL MÜDÜRLÜĞÜ

KATILIMCI İMZA LİSTESİ

KONU	TARİH	YER	SAAT
DB Kamu Binalarında Enerji Verimliliği Projesi - ÇSYP	03.05.2019	YİGM Toplantı Salonu	14:00

ADI VE SOYADI	KURULUŞU	UNVANI	TELEFON/FAKS NO	E-MAİL ADRESİ	İMZA
Turgut DEMİRÖĞREN	YÖK Başkanlığı	Elektrik Mühendisi	298 7313	turgut.demiroegren@yok.gov.tr	
HAFA ALTUNTAŞ	TKGM	Şube Müdürü/Mimar	551 4040	saltuntas@tkgm.gov.tr	
Erkan ÖZTEP	Sivaş Belediyesi	Elektrik Müh.	2015019	erkan.oztep@sivas.bel.tr	
HATİCE GÜNER	TKGM	Mimar	551 4782	hguner@tkgm.gov.tr	
Sercan KARATAŞ	Dışişleri Bakanlığı	Elektrik Mühendisi	292 1500	sercan.karatas@mfa.gov.tr	
Mehmet Bedirler	Devlet Bakanlığı	Elektrik Teknikeri	292 13 19	mehmet.bedirler@mb.gov.tr	
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YAPI İŞLERİ GENEL MÜDÜRLÜĞÜ

KATILIMCI İMZA LİSTESİ

KONU	TARİH	YER	SAAT
DB Kamu Binalarında Enerji Verimliliği Projesi - ÇSYP	03.05.2019	YİGM Toplantı Salonu	14:00

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KONU	TARİH	YER	SAAT
DB Kamu Binalarında Enerji Verimliliği Projesi - CSYP-	03.05.2019	YİGM Toplantı Salonu	14:00

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