

**Environmental Impact Assessment Ordinance, Cap.499
Guidance Note**

**Implementation Schedule for Mitigation Measures arising from
the Environmental Impact Assessment Process**

(This guidance note supersedes EIAO Guidance Note No. 5/2010 with immediate effect)

Important Note :

The guidance note is intended for general reference only. You are advised to refer to and follow the requirements in the Environmental Impact Assessment Ordinance (Cap 499) and the Technical Memorandum on the Environmental Impact Assessment (EIA) Process. Each case has to be considered on individual merits. This guidance note serves to provide some good practices on EIA and was developed in consultation with the EIA Ordinance Users Liaison Groups and the Advisory Council on the Environment. This guidance note may be subject to revision without prior notice. You are advised to make reference to the guidance note current to the date. Any enquiry on this guidance note should be directed to the EIA Ordinance Register Office of EPD on 27th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong. (Telephone: 2835-1835, Faxline: 2147-0894), or through the EIA Ordinance web site (www.epd.gov.hk/eia)

Purpose

This guidance note aims at outlining requirements in the preparation of an Implementation Schedule as a part of an Environmental Impact Assessment (EIA) Report and experience sharing with EIA practitioners.

Application of the Implementation Schedule

2. In many EIA studies, a project proponent will prepare an Implementation Schedule containing the key EIA study recommendations and mitigation measures with reference to implementation programme of a project and associated works. If an EIA covers more than one Schedule 2 designated projects, a stand-alone Implementation Schedule shall be prepared for each of the individual Schedule 2 project. An Implementation Schedule will, summarize the key recommended environmental mitigation measures with the implementation timing clearly being stated. The measures include those being identified for implementation at the detailed design, contract preparation, construction, operation stages of a project.
3. Since operation of the EIAO in 1998, our experience has shown that an Implementation Schedule is one of the key parts in an EIA report. In an organized manner, an Implementation Schedule lists out the key recommendations, implementation roles and timing. This enables the public and non-specialists to understand the commitments being made in an EIA report.
4. Some typical information in an Implementation Schedule might include:
 - a). recommended mitigation measures (What)
 - b). relevant section in an EIA report of which recommendations were made
 - c). objectives of mitigation measures and main concern to address (Why)
 - d). the responsible party for implementation (Who)
 - e). location of mitigation measures (Where)
 - f). implementation timing of mitigation measures (When)

g). environmental performance of mitigation measures (What standards)

5. As a summary of the key recommendations in an EIA Report, an Implementation Schedule possesses multiple roles. They include, among others:

- a). to identify a project proponent's commitment in the implementation of mitigation measures
- b). to identify roles of different parties in the implementation and/or maintenance of mitigation measures.
- c). to provide effective communication channels in addressing main concerns being raised for a project
- d). to provide a summary of the recommended mitigation measures, relevant objectives and their expected environmental performance.

Format of an Implementation Schedule

6. **Appendix A** shows the format of an Implementation Schedule to present and summarize mitigation measures.

7. In some case, an Implementation Schedule needs to list out a third party, such as a maintenance agent who is responsible for the long term maintenance. A project proponent has to secure commitments from the named parties in advance whenever possible. In the event that an implementation agent cannot be identified during the preparation of an EIA, a project proponent should take up the role until such an agent is identified in follow-up stages.

8. Given an EIA is a planning tool, changes are sometimes invariable as a result of unforeseeable site constraints during project implementation. The EIAO has provisions to enable flexible project implementation without material changes to the environmental performance of a project. In the event that changes to mitigation measures are considered to be necessary and justifiable, the well presented information in an Implementation Schedule can be used as a basis for communication and follow-up.

Suggestions

9. An Implementation Schedule is a summary of the key mitigation measures in an EIA report. A summary of the committed measures is important in both the communication process and project implementation. Stakeholders in the EIA process are advised to closely scrutinize the recommendations in an Implementation Schedule.

Environmental Protection Department

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Implementation Schedule
[Project Title]

EIA Ref.	EM&A Ref.	Recommended Mitigation Measures	Objectives of the Recommended Measure & Main Concerns to address	Who to implement /maintain the measure ?	Location of the measure	When to implement the measure ? (Pre-construction/co nstruction/operation & maintenance /decommissioning)	What requirements or standards for the measure to achieve ?