

The background is a solid blue gradient. At the top, there are several wavy, horizontal lines in lighter shades of blue and cyan, creating a layered, water-like effect. The text is centered in the lower half of the image.

Roles & Responsibilities of EIA Coordinators and Functional Area Experts



EIA COORDINATORS



Responsibility

Prior to the receipt of the work order for tender preparation

1. Complete understanding about the project specification.
2. Having an understanding of the environmental settings in respect of topography, hydrology streams, habitations, vegetation, land use etc, based on spatial data.
3. Visiting the site with one or more FAEs,



Responsibility

4. Develop broad scoping of the EIA project taking into consideration site specific requirements.
5. Framing the methodology to be followed for preparing the EIA report on award of job.
6. Meeting the project proponent, preferably with key FAEs, for an in-depth understanding of the activities during construction, operation and phasing out/closure phases (if applicable).



Responsibility

On receipt of the work order:

7. Obtaining information like the Pre-Feasibility/Feasibility report that provides the essential project related information for the EIA purpose.
8. Explaining to the client the local environmental issues (physical, ecological, socioeconomic, cultural, historical, and aesthetical).
9. Selecting the team to be involved in the EIA.



Responsibility

10. Compiling Form I/IA of the EIA Notification, 2006 based on personal understanding and from inputs from project proponents/FAEs.
11. Developing the 'Terms of Reference' (TOR) and Form I as required by the MoEFCC Notification dated Sept 14, 2006 and its subsequent Amendments in consultation with the Project Proponent and attending the TOR presentation along with the client.
12. Coordinating the presentation to be made before the EAC/SEAC



Responsibility

13. Allocating specific TORs to each FAE and informing the accredited laboratory about baseline data collection for the project on receipt of the TOR from the MoEFCC/SEACs.
14. Interacting with EIA team members explaining the responsibility of each individual for the common objective of carrying out the EIA and preparing the EIA report including highlighting specific issues
15. Visiting the site for appropriate duration for the selection of sampling locations and deciding the type of samples in consultation with the FAEs.



Responsibility

16. Ensuring the quality of baseline data through FAEs by following standard procedures
17. Collating and reviewing the reports of the FAEs which must include analysis and interpretation of data, and identification of potential impacts and assessment of their significance.
18. Guiding the FAEs on the development of the Environment Management Plan (EMP) including its implementation the monitoring plan.



Responsibility

19. Reviewing the process write-up and mitigation costs in DPR for adaptation in the EIA.
20. Developing the draft EIA report and circulating the same amongst EIA team members for final feedback and ensuring coverage of the respective functional areas FA in report.
21. Developing the Executive Summary in English and the vernacular language.
22. Sending the draft EIA report to the project proponent for comments.



Responsibility

- 23. Providing necessary help to project proponents during the public hearing and briefing them on specific site and project related issues, if any.
- 24. Incorporating the outcome of Public Hearing (PH) in the final EIA report.
- 25. Presenting the EIA report to the EAC/SEAC along with project proponent for clearance.



FUNCTIONAL AREA EXPERTS



Responsibility

Prior to the receipt of work order

- a. Understanding of the overall project configuration with special reference to her/his concerned functional area/s
- b. Visiting the site with the EC.



Responsibility

On receipt of the work order

- a. Review and understanding the project from Pre-feasibility report (PFR)/ Feasibility report (FR).
- b. Interacting with the EC and other FAEs to get a holistic view of the EIA.
- c. Focused efforts on her/his specific functional area to identify the gaps and subsequently work towards addressing with other team members.



Responsibility

- d. Visiting sites and assisting the EC/s in the selection of sampling locations and deciding the type of samples by FAEs involved in bio-physical aspects such as air, water, soil, biodiversity, HG, Geo etc.
- e. Visiting the site and the laboratory periodically to ensure the quality and validity of baseline data (for FAEs dealing with bio-physical aspects, this includes assessing the quality of sampling, preservation, transportation and analysis of samples).
- f. Direct involvement of FAEs specially of the functional areas such as EB and SE - in the development of methodologies/formats to be adopted for the collection of baseline data or validation of secondary data.



Responsibility

- g. Analysing and interpreting the baseline data collected; identifying and assessing potential impacts arising due to various project activities, products and services during different stages of the project.
- h. Ensuring that all potential impacts including those under abnormal/accidental conditions for various stages of the project are addressed with quantification, where applicable.
- i. Interacting with other FAEs to make sure that potential impacts on the other functional areas



Responsibility

- j. Developing the EMP and post project monitoring plan and their associated costs in consultation with the EC.
- k. Ensuring compliance to all TOR issued by MoEFCC/SEIAA pertaining to her/his area of expertise.
- l. Discussing, developing and submitting the functional area report with supporting tables, figures and photographs to the EC.



Responsibility

- m. Addressing the issues raised during the public hearing in the specific functional area report.
- n. Suggesting alternatives of location and designs for the project, if required.
- o. Attending the review meeting to finalize the draft EIA report pertaining to her/his area of expertise



FAE Report

1. Project Context
2. Key Environmental aspects and hazards
3. Scope of base line data to be collected
4. Methodology and Resources used
5. Quality Assurance
6. Base line data along with Interpretation
7. Impact assessment (possibly quantified) and Specific Mitigation measures (complete with Budgeting)
8. References



THANKS