

WORK PROFILE OF GREEN RATING NETWORK PERSONNEL

The Green Rating Network (GRN) is an opportunity to volunteer with CSE and conduct a survey of thermal power plants and the various stakeholders that are impacted by the plants. A volunteer may be assigned one or more plants in his/her region for this purpose. This is a training & education programme and should not be considered as a professional assignment. **GRN volunteer will be primarily involved in:**

1. *Identifying possible sources of information related to the plant;*
2. *Collecting information (documents, complaints, notices, letters etc.) from and perception of the following stakeholder groups of the plant about its environmental performance and related issues:*
 - *Regional officer or inspection authority from SPCB*
 - *Local communities – villagers, doctors*
 - *Local NGOs*
 - *Local media personnel ;*
3. *Collecting clippings/reports/complaints about industry's social & environmental impact;*
4. *Photo-documenting during survey effluent outlets from plant, air emissions from chimneys/stacks, plant machinery, housekeeping, community people during interview and other impact of plant's activities;*
5. *Compiling the collected data in a prescribed format.*

BRIEFING PAPER FOR GRN

To simplify GRN volunteer's data collection exercise, CSE will provide a dossier containing guidelines for the survey including description of the environmental issues pertaining to the industry, sources of data collection and a format to compile the information. The GRN volunteer would need to prepare a report based on the survey, whose format will be given to the volunteer. The volunteer's report will be used by the CSE for rating the company and assessing the sector's overall environmental performance. All necessary authorization letters will be provided to the GRN volunteer by CSE.

In case of any questions, volunteers may contact Sanjeev K. Kanchan (sanjeev@cseindia.org or 8800855090).

TIME FRAME

This whole exercise must be completed within 15 days of the date of receiving the details from CSE.

The dates for undertaking the plant survey shall be finalized by CSE staff in consultation with the plant's officials and the volunteer. CSE's staff will be in touch with the volunteer to finalise the GRN survey schedule.

PAYMENTS/ receivables/ compensation/ benefits:

Please remember GRN is a voluntary program. A nominal amount will be paid as honorarium in appreciation of the time taken by the volunteers to help us in this exercise. In addition, approved expenditures will be reimbursed against bills submitted to CSE. The details of payment are as follows:

1. **HONORARIUM** – Rs. 3,000/- will be paid on completion and submission of the survey report to CSE.
2. **REIMBURSEMENTS** will be made as per actual, covering all expenses incurred during the survey. This includes expenses incurred on accommodation, food, travel, telephone calls to CSE, camera films (if applicable), report preparation expenses, courier expenses etc.

LETTER OF APPRECIATION will be awarded to the volunteer upon satisfactory completion and submission of the report to CSE.

Note: Payment will be made only on the basis of original bills provided by GRN. In case obtaining a bill is impractical (e.g. rickshaw, auto-rickshaw conveyance), payment may be considered if the bill amount is small. However, we strongly advise GRNs to collect all original bills which are required to clear reimbursements. The permitted expenditures are based on city classification (details are below).

RULES FOR REIMBURSEMENT OF EXPENSES

| ITEM | ENTITLEMENT | MAXIMUM COST PERMITTED |
|--|----------------------------------|---|
| Food and lodging | Hotel | Rs. 1,500/- per day (receipts required) |
| | Self arranged accommodation/food | Rs. 1,000/- per day (no receipt required) |
| Inter-city Travel | 1. Auto, bus etc. | Actual |
| | 2. By III AC in Train | Actual |
| Local Travel | auto, rickshaw, bus etc. | Rs 500/- per day |
| Photocopying, phone, fax, stationery, courier etc. | If required | As per actual. |

NOTE: *We advise the surveyor to take a bus/train for travelling long distances. Taxis are not allowed, especially over long distances. If there is a need to take a taxi – for e.g. if the plant is located in a remote village the surveyor is requested to contact CSE’s representative and take prior clearance. Any expenditure on taxis without CSE’s prior approval will not be reimbursed.*