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**REPUBLIC OF CROATIA
MINISTRY OF JUSTICE
AND
STATE GEODETIC ADMINISTRATION**

**INTEGRATED LAND ADMINISTRATION SYSTEM PROJECT AND ADDITIONAL
FINANCING
(Loan HR – 8086 and Loan HR - 8900)**

ENVIRONMENTAL MANAGEMENT FRAMEWORK

Zagreb, December 2019

List of Abbreviations

AF	Additional financing
Bank	International Bank for Reconstruction and Development
EA	Environmental Assessment
EMP	Environmental Management Plan
EMF	Environmental Management Framework
SGA	State Geodetic Administration
EU	European Union
IBRD	International Bank for Reconstruction and Development
ILAS Project	Integrated Land Administration System Project
PMU	Project Management Unit
PSC	Project Steering Committee
MEPPPC	Ministry of Environmental Protection, Physical Planning and Construction
MoJ	Ministry of Justice
NSDI	National Spatial Data Infrastructure
PPA	Project Preparation Advance
RoC	Republic of Croatia
RCO	Regional Cadastral Office
LRMS	Land Registration Management Sector
JIS	Joint Information System
LR	Land registry
LRO	Land Registry Office

LIST OF ABBREVIATIONS	2
BACKGROUND	4
ENVIRONMENTAL MANAGEMENT FRAMEWORK	8
OBJECTIVE.....	8
MAJOR INVESTMENT COMPONENTS.....	8
ENVIRONMENTAL PROTECTION CATEGORY.....	12
SITE SPECIFIC ENVIRONMENTAL SCREENING	12
INSTITUTIONAL AND IMPLEMENTATION LEGISLATIVE FRAMEWORK	16
INSTITUTIONAL ORGANISATION	19
DISCLOSURE AND CONSULTATIONS	22
ENVIRONMENTAL GUIDELINES.....	24
BACKGROUND	24
LOCATION	24
ENERGY EFFICIENCY, INSULATION AND VENTILATION.....	26
CABINETRY AND WOOD	26
FINISHES	26
DEMOLITION WORK	26
SELECTION OF CONSTRUCTION MATERIALS AND CONSTRUCTION METHODS.....	27
MONITORING, REPORTING AND DEVELOPMENTAL COMMUNICATION	27
<i>Monitoring reports</i>	27
ANNEX 1. ENVIRONMENTAL MANAGEMENT PLAN	28
A. MITIGATION PLAN.....	29
B. MONITORING PLAN DEVELOPMENT TEMPLATE	30
ANNEX 2. EMP-A CHECKLIST (EMPLATE).....	31
ANNEX 3. LEGAL FRAMEWORK FOR ENVIRONMENTAL MANAGEMENT	37
ANNEX 4. ROLES AND RESPONSIBILITIES OF STATE AUTHORITIES	39

Background

After a successful cooperation in the implementation of the Real Property Registration and Cadastre Project (2003 to 30 June 2010), recognised also as the backbone of the “Organised Land” National Land Administration Reform Program, the International Bank for Reconstruction and Development (Bank) granted to the Republic of Croatia (RoC) the Integrated Land Administration System Project (ILAS Project) whose first tranche of financing through the HR-8086 Loan ended on 31 December 2018.

Given further needs to achieve the goal of modernising the land administration system by improving civil services in terms of efficiency, transparency and cost, the International Bank for Reconstruction and Development (Bank) has granted to the Republic of Croatia (RoC) the funds for Integrated Land Administration System Project Additional Financing (ILAS AF Project), Loan HR-8900 that was ratified on 19 December 2018 (OG IA 1/2019).

The Project is co-managed by the Croatian Ministry of Justice (MoJ) and State Geodetic Administration (SGA) that are jointly responsible for its implementation. In accordance with the Loan Agreement, the Project Implementation Unit (hereinafter: PIU) is responsible for procurement, financial management, disbursements, monitoring and evaluation and compliance of the World Bank as well as national protective mechanisms under the ILAS Project.

Additional financing (AF) is the primary financing mechanism capitalising on the successful implementation agreements established under the ILAS Project and keeps up the good progress of results achieved this far. It has been conceived so as to strengthen the priority sector activities that need to be expedited and to boost the positive effect of the ILAS Project on the investment climate and efficiency of the public sector in Croatia. It will support continuous automation of land registry services, shorten registration times, increase the number of e-service users, improve land registry data quality and boost integration of cadastral and land registry services.

The Integrated Land Administration System Project Additional Financing (ILAS AF Project) development objective remains the same: to modernise the land administration system in the Republic of Croatia so as to improve the civil services from the point of view of efficiency, transparency and cost.

This is proposed to be achieved through the four project components:

- A. *Land Registry Automation* was aimed at services provided within the LRMS active as part of the MoJ, through 108 LROs. During the ILAS Project, the speed and quality of services improved significantly and the average time required for registration through the LROs decreased from 46 to 12.7 days. The JIS has been rolled out and is operational in all offices, electronic services are rendered and data digitisation also progresses well. There are certain discrepancies between the LROs that have been unable to sufficiently reduce the registration time which affect the overall average time. Therefore, during the AF, targeted interventions are needed for such specific LROs. For this purpose, the new subcomponent A6 has been devised. The AF shall continue with digitising new applications so that even more services could be offered in a paperless environment or rather for more services to be available electronically. The central archives are being established by adapting the existing premises in Gospić. It will provide storage for paper documents from all LROs in order to free the space in LROs. Thus, an

opportunity will be created for developing a more fitting spatial and workflow structure and, in the long run, for reducing backlogs and improving slow case processing in Zagreb LRO. The main LRO in Zagreb has already been relocated as the existing premises are being refurbished for the needs of the Croatian presidency of the EU Council at the expense of the Croatian Government. The MoJ bore the cost of moving the Zagreb LRO to rented premises at Robert Frangeš Mihanović Street 9, 10000 Zagreb. The renovation of the old premises as well as the temporary ones will not be funded by the loan and is not part of the ILAS Project.

- B. *Spatial Information and Cadastre System Modernisation* was aimed at improving quality and display of spatial and cadastral data managed and kept by the SGA as well as the NSDI program implementation. As part of the original loan, this component supported the SGA in its restructuring by investing in space improvements at several COs and supporting the SGA in establishing the digital archives and scanning of cadastral documents. As part of the AF, this component will continue supporting the cadastral system, upgrade the spatial data infrastructure and complete the construction started under the ILAS Project at Sisak CO. This component currently consists of four sub-components and no new subcomponents are planned for AF.
- C. *Digital Services Improvement* should support additional JIS development and its implementation at the national level. A permanent organisational structure has been established for long-time JIS management operations and it includes the investment in the data quality improvement: increase in geometric accuracy of the cadastral map (homogenisation), harmonisation of land registry and cadastral data and increase in the number of records containing personal identification numbers (for individuals and legal entities). As stated, the plan is to develop a joint strategy for the cadastre and land registry. The JIS is operational in all COs and LROs. It is a completely centralised network system that is interoperable with the personal data register, address register, company register and tax authority register. The JIS offers support to all processes of harmonised and non-harmonised data, each local office can technically offer services for any part of the country or they can be provided online. The digital archives of LROs, COs and Zagreb CO are interoperable with the JIS. The main data centre uses the government cloud services at the Information Systems and Information Technologies Support Agency (APIS IT Ltd.) as a backup system and a plan has been developed to include disaster recovery procedures and ensure business continuity. The AF shall offer support to the implementation of the proposed cadastre and land registry joint strategy, JIS upgrade to offer support in simplifying business processes and JIS interoperability with the land registry public use and renewal systems. As part of this component, technical assistance, software development and technical services to improve data quality shall be funded. New e-services will be used and interoperability will be established with other State systems. This component will enlarge the ILAS Project scope of activities to include data quality improvement. Support to the required training and awareness campaigns will be offered as part of Component D. EU structural funds will be used to develop additional e-services. A new subcomponent for implementing the joint cadastral and land registry strategy will be added.
- D. *Project Management, M&E and Training*. This component will support the Project Implementation Unit (PIU), Subcomponents "D2. Training and Education for MOJ ,,

and “D3. Training and Education for SGA“ are merged into one component „D2. Training and Education“ to support implementation of annual training plans for the LRMS and SGA. More details on Project components and activities can be found in World Bank Report no. PAD2734 - Project Paper on additional loan amounting to EUR 19.7 million (USD 24.07 million) to the Republic of Croatia for the Integrated Land Administration System Project and AF Procurement Plan.

The Croatian land administration system has changed significantly over the last decade. However, major investments are needed to achieve a step forward towards a more efficient paperless system.

As stated in the 2017 National Reform Program (NRP), the land administration system modernisation remains a priority in order to boost economic competitiveness of Croatia and improve public sector efficiency. The 2017 NRP further details that efforts should be streamlined towards adjusting the legislation in order to simplify processes and introduce the electronic communication, digitise cadastral and land registry records, implement cadastral surveys and create/renew land registers in order to improve cadastral and land registry data efficiency and continue with the cadastral and land registry integration.

Investments should also target specific areas. For example, Zagreb LRO, bearing the heaviest workload nationwide, has been requested to leave its present location and the MoJ plans to move it to the Justice Square building complex. The move presents an opportunity for space to be planned so as to fit it to the operational efficiency and become client-oriented. Furthermore Zagreb LRO and LROs in some other cities with dynamic real property market (Dubrovnik, Rijeka, Šibenik, Split, Varaždin and Zadar) have failed to meet reasonable performance benchmarks when processing transactions so targeted interventions are needed in order for these LROs to meet the standards of other LROs.

Croatia, as an EU member State, has access to EU structural funds. Through these funds, the SGA has provided funds for staff training and support to the utility cadastre establishment. The implementation agencies also work on proposals regarding digital data exchange on real properties by scanning 29 million land registry pages, training the staff and private surveyors about online submission of standardised digital geodetic reports (DGR), cadastral map homogenisation, replacement of the equipment required for continuous operation of the Croatian Positioning System (CROPOS) and raising awareness about the National Spatial Data Infrastructure (NSDI).

Although implementing agencies have access to EU structural funds, the Bank funds are still required as complementary financing where EU funds are not yet available or cannot be used. Additional financing (AF) has been conceived with these restrictions in mind and its aim is to act as financial leverage towards EU funds, offer complementary financing and ensure that the implementing agencies are fully prepared to absorb the EU funds once the AF ends. Furthermore, additional financing has been designed in the context of the e-services governmental agenda according to which all digital services should be rolled out, unify and made available.

The review of existing documents concluded that the construction proposed under the AF would trigger a full environmental assessment neither under the Croatian laws nor the World Bank policies. The expected environmental effects reviewed are of localised nature and more suitable to be resolved through ecological permits, construction contracts, construction site engineer expert supervision, local, regional and municipal requirements, supervision by the PMU and good construction practices or, in case of World Bank policies, by implementing the ESMF or ESMF

checklists for certain locations (depending on the corresponding scope of works or characteristics of the location/object).

The environmental issues to be addressed through these instruments include ensuring that sites are safe and suitable for construction, proper waste management and disposal of construction debris (including asbestos), proper waste water treatment, dust and noise control, sensitivity of designs to cultural settings, and cultural heritage/chance findings procedures. An **Environmental Management Framework** for the Project has been prepared as part of the operational procedures. It provides environmental screening procedures, the nature of Environmental Assessment (EA) or EMP checklist which must be prepared for office construction or extension, and an example of the environmental issues that will be addressed through the permitting, construction, contracting, and operations of the new and/or rehabilitated facilities (See *Annex 2. EMP checklist*). The Project does not envisage new constructions but only reconstruction and extension of existing structures. These environmental issues will be addressed and ensured through a series of local permits, through constructor contracts, through site supervising engineer expert supervision, through the local municipality requirements, and through the supervision conducted by a team in the Ministry of Justice, and will be designated for the issues of the project environmental compliance.

Environmental Management Framework

Objective

The Environmental Management Framework (EMF) has been prepared in order to integrate environmental concerns into the design and implementation of the ILAS Project. The EMF defines guidelines and framework for:

- (a) inclusion of environmental screening procedures and sequent environmental due diligence documents for individual sub project sites concerning all ILAS Project-supported office rehabilitation, adaptation, extension and construction activities;
- (b) definition of site-specific environmental mitigation measures and monitoring requirements of activities commonly associated with the rehabilitation of buildings and construction;
- (c) determination of further responsibilities for the EMP in the Terms of Reference for the appointed MoJ staff;
- (d) training of designated staff from the MoJ involved in the implementation of Project activities;
- (e) guidelines and requirements on retrofitting buildings that may have historic or cultural property value and provisions associated with "chance finds".

Major Investment Components

The main physical investment activities of the proposed ILAS Project continuation are integrated under Component A: Land Registration System Development aimed at services offered within the LRMS acting within the MoJ through 108 LROs. As part of subcomponent A1. Digital Archives, new premises are being created, that will host paper documents from all LROs in order to free space at LROs, in subcomponent A5. Zagreb LRO Relocation, it is expected that also the main LRO in Zagreb will be moved because the existing premises must be returned to the City of Zagreb. In the meantime, the Zagreb LRO has been moved to a temporary location. Thus, an opportunity will be created for more appropriate spatial and workflow structures and also, in the long run, for reducing backlogs and improving slow case processing at the Zagreb LRO.

The preliminary list of sub- projects is shown in Table 1.

Activities would consist of:

- a) works of reconstruction and extension for the manege building of the Zagreb Municipal Court LRO,
- b) works of reconstruction of the building of the former „Matras“ military depot in Gospić for establishing the land registry central archives of the Republic of Croatia.

Table Error! No sequence specified. 1. List of offices and associated type of works

Office name	Location	Intended civil works	Nature or Cultural Protection Zone/Protected Object	Real Property Ownership	Environmental assessment documents required
Central Land Registry Archives of the Republic of Croatia	Gospić, Kaniška bb	Reconstruction of the main (2,000 m ²) and auxiliary buildings (50 m ² - 60 m ²) of the former „MATRAS“ military depot in Gospić. It is planned to carry out civil, craft and installation works.	No	LR file no. 2291 Right to build on parcel no. 3506 of Gospić CM, registered in LR file no. 2291 for the benefit of: Republic of Croatia	EMP Checklist or EMP
LRO of the Municipal Civil Court in Zagreb	JUSTICE SQUARE, Zagreb, Prilaz baruna Filipovića 22	Reconstruction of the manege building for the LRO of the Municipal Civil Court in Zagreb. The building reconstruction includes also the extension of part of the eastern wing of the existing building. The building has been recorded as "HALA, Prilaz baruna Filipovića 22B" surface area of 1,404 m ² .	The location where the manege building is located is part of the protected cultural good – Zagreb City cultural and historic area recorded in the RoC Cultural Goods Register, register no. Z-1525, and is located on a section of the afore-mentioned cultural good.	LR file no. 80019 Right to build on parcel, 3149/1 cpn, Črnomerec CM at Prilaz baruna Filipovića 22, registered in LR file no. 80019 for the benefit of:	EMP Checklist or EMP

		It is planned to carry out civil, craft and installation works.		Republic of Croatia	
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Table 2. List of completed civil works (during the basic/parent project)

Location	The Bank approved the checklist	Checklist public announcement	Checklist status	Civil works' status
The SGA Data Conversion Centre in Vinkovci	5 June 2013	11-26 June 2013 <i>There were no comments</i>	Approved	Completed
SGA Central Archives in Glina	5 June 2013	11-26 June 2013 <i>There were no comments</i>	Approved	Completed
RCO Šibenik building, Šibenik , Ulica kralja Zvonimira 12	10 March 2014	14-28 March 2014 <i>There were no comments</i>	Approved	Completed
RCO Bjelovar building, Bjelovar , Trg hrvatskog sokola 6	2 October 2014	6-21 October 2014 <i>There were no comments</i>	Approved	Completed
RCO Sisak building, Trg hrvatskih branitelja 9	2 June 2017	16-30 June 2017 <i>There were no comments</i>	Approved	Completed

The civil works were carried out in accordance with the Environmental Management Plan (EMP), created and publicised for this location in line with the safeguards defined by the Bank. The application of safeguards was monitored by the consultant contracted for construction site expert supervision. The projects were completed without major discrepancies. In July 2013, the Bank environmental specialist presented to the representatives of the Client and Contractor as well as to the specialist supervising the environmental management documents as well as obligations of monitoring and reporting regarding the protection mechanisms. The Bank specialist

inspected the location in Vinkovci in September 2013 and January 2014, and assessed the location to be well maintained and to be an example of good construction practice.

During the May 2015 supervision mission, the Bank team visited the potential future building for RCO Sisak and the SGA Central Archives in Glina. There were no ongoing civil works on the site, but neither the building nor its surroundings were finished. Construction waste on the site was uncovered and unsorted, and could not be removed earlier as the ground works related to development of the Glina heating network blocked access to the area. The fault was removed. The Glina Central Archives building has been in function since 2 January 2017.

The Project supported the rehabilitation of the existing RCO Sisak building. The Main Design and Execution Design were prepared. Following the Bank's no-objection, the Checklist was publicly disclosed and there were no comments. Contracts for works on building rehabilitation and expert building supervision were completed in September 2018. The Bank specialist conducted supervision on site in November 2018 and determined that the conditions regarding cultural heritage (stipulated by the Ministry of Culture and County Spatial Planning and Environmental Protection Department fulfilled during the preparation and project design phase) were adhered to also during the implementation phase (e.g. completion of preservation and renewal research, original staircase preservation, production of replicas of the building parts that could not be repaired etc.).

During the excavations, a grave was discovered in the period of works on Sisak cadastre building rehabilitation (from February to August 2018). Preliminary, it was determined that it dated from the Roman Empire period. A cultural heritage specialist (appointed by the Ministry of Culture), who supervised the works, confirmed that the procedures defined by national laws had been followed to the letter during the site management of the chance finding. The site was well documented, an archaeological report was issued (which is also a requirement under the national legislation), and it was conserved in accordance with the instructions and requests received from the Ministry of Culture and covered with earth. The grave was discovered about a meter away from the south-western wall, which was not in the way of the works, so, therefore, the rehabilitation project needed no further adjustments. The discovered site was not unexpected since the location is in the first archeologically protected zone. No asbestos was found on the site and no objections or negative findings of the inspection were received during or after the works. The building was technically surveyed in October 2018 and usage permit was issued.

Environmental Protection Category

The ILAS Project has activated and implemented two policies of World Bank protective measures: Operational policy/Bank procedure (OP/BP) 4.01 on environmental assessment, and OP/BP 4.11 on physical cultural resources. The Project has been classified as Category B, in accordance with OP/BP 4.01 on environmental assessment (OP/BP 4.01) due to the building rehabilitation and construction planned then, primarily with regards to COs and data facilities. One of these buildings was located in the historical centre of the town of Sisak so OP 4.11 on material cultural resources was initiated and special provisions were incorporated in the general Environmental Management Framework (EMF) and related ESMP checklists included special provisions.

The AF does not reach outside the ILAS Project scope of activities and, therefore, it remains to be classified as Category B. It does not instigate any additional WB policies regarding environmental protection measures but OP/BP 4.01 on environmental assessment, and OP/BP 4.11 on material cultural resources remain activated due to planned investments in the rehabilitation of buildings located in the area of protected cultural goods and possible minor works regarding the location of the equipment bought as part of AF. The AF envisages the works on reconstruction of the future Zagreb LRO building at Barun Filipović Street 22 and the central archives of LROs in Gospić, Kaniška Street bb.

As was the case with the ILAS Project, it is not expected that the civil works proposed under the AF will entail a full assessment of environmental impacts in accordance with the Croatian legislation or World Bank policies. The type of the expected environmental impact is of localised nature and more suitable to be resolved through ecological permits, construction contracts, construction site engineer expert supervision, local, regional and municipal requirements, supervision by the PMU and good construction practices or, in case of World Bank policies, by implementing the ESMF or ESMP check lists for certain locations (depending on the corresponding scope of works or characteristics of the location/object).

The ambiguities related to the environment shall be processed through the ILAS Project revised ESMF that will reflect changes in AF components and activities (as compared to the ILAS Project) while due diligence with regards to the environment for sub-projects/activities, as an assessment, shall be completed through comprehensive and abridged version of environmental and social management plans (ESMP) (ESMP checklists) for typical minor civil works during the Project implementation. The AF envisages that the effects would again be temporary, local, easily predictable and mitigated since they are linked to the general construction activities involving: a) dust and noise due to internal demolition and construction; b) waste management due to demolition and construction as well as accidental spilling of smaller quantities of machine, lubricating etc. oil; c) danger of inflicting damage to historic or cultural goods or unknown archaeological sites.

Site Specific Environmental Screening

As part of the EMF, the planned reconstruction activities supported by the ILAS AF Project, shall be subject to the screening procedure at locations planned for new LROs of the Zagreb Municipal Civil Court and RoC central land registry archives at Gospić.

As part of the ILAS Project, the procedure related to the ESMF and the ESMP check list for renovation sub-projects (Šibenik, Bjelovar, Vinkovci, Glina and Sisak) have been prepared and

reviewed on time. The completion of works on renovation of the Sisak CO building was contracted in December 2017 and will be part of the AF activities.

Since the investments planned under the project might have different magnitude of environmental impacts which depends mainly on the size and location of investment, the environmental assessment documents consultancy services of different scope for different type of sub projects have been envisaged.

The team in the MoJ will, together with the World Bank team, assess the sub-project and propose due diligence according to WB procedures as Croatian legislation does not require an environmental assessment for these type of projects. The required information for screening the sub-project is presented in the table below (Table 2). Before commencing the preparation of the documents, the MoJ will submit the recommendation to WB for no objection (in the form below). The Bank will issue its no objection to the proposed category¹.

Table 2. Environmental screening data form

Sub-project	<i>Name, location and type office renovation, office extension on the existing office site, or scan centre construction on new site)</i>
Description of present situation	
Description of location	<i>(maximum one page) Historic, current use and purpose of land – land use plan, neighbourhood, geographical position, basic hydrology, access to transport infrastructure, some info on nature – flora and fauna or protected areas, important cultural monuments; archaeological heritage A special attention should be given to the current ownership, occupation and/ or use of the land – the ownership should be described, in addition to that presence of any type of residence or economic type of activities should be noted.</i>
Relation to Physical Plan:	<i>Physical Plan exist/not exists / isn't needed; location already included as..., special requests from Physical Plans – if any</i>
State of environment:	<i>sewage system exist/not exist; solid waste disposal exist/no exist; air pollution; impact of other/existing industry/plants; state of transport facilities; potential soil pollution; existing on-site waste; Are there any asbestos-containing materials present? Is there a possibility of presence of radioactive materials? Does the project involve the reconstruction of the heating system and energy generating materials change? From which to which fuel?</i>
Location within the nature protection zone?	<i>Yes/No</i>

¹ Only B category sub-projects will be financed. Category A projects will not be financed under the ILAS Project.

Object within the archaeological protection zone?	<i>Yes/No</i>
Object is a protected cultural good or within the protection zone	<i>Yes/No</i> <i>Level of protection: _____</i>
Description of planned activities:	
Description of activities:	<i>(half page) What? Size? (new object, extension, reconstruction, rehabilitation, adaptation...)</i>
Environmental Impact	<i>Please describe briefly potentially significant environmental impacts related to the construction and operation of office (if any)</i>
Proposed category	
B 1 B 2	<i>Please elaborate (categories are explained in the EMF, Table 3)</i>
Person proposing the environmental protection category (MoJ)	
Date and place	

The filled form shall be sent to the WB for no-objection prior to the preparation of environmental due diligence reports for relevant sub-project.

All activities envisaged under the Project will fall under World Bank Category B related to environmental assessment. The category will depend on the environmental sensibility and suitability of the site. The construction of the land registry and/or cadastral office in general does not have significant environmental impacts.

The environmental screening table for Category B (Table 3) differentiates between two different types of activities: a) recovery, rehabilitation (B2); b) extension or construction on existing location (B1). Consequently, two different type of due diligence environmental assessment reports can be used.

Table 3. Environmental screening table

Types of Category B activities	Environmental management tool/Document required for environmental assessment	Type of public consultation	Applicable to:
B1	Stand-alone EMP for each location and, if applicable, Cultural Heritage Management Plan (as part of the EMP or independently)	Publication on the MoJ and Project websites as well as notice boards of the	New office or extensions on existing locations. Demolition,

		town/municipality, public consultations (meeting), minutes of the meeting with written comments of the public as an integral part of the EMF final version.	reconstruction and new construction.
B2	EMP Checklist.	Publication on the MoJ and Project websites as well as notice boards of the town/municipality, written comments of the public	Recovery, rehabilitation, adaptation of existing office on existing locations.
Works involving or affecting protected cultural goods	Cultural goods management plan as a separate document or EMP annex.	In accordance with B1 or B2.	All works

For the **extension or construction of offices at existing locations (B1)** and other moderate risk activities or activities in sensitive (e.g. protected) areas, the EMP tool is used with the accompanying plan for monitoring environmental components quality for the purpose of identifying environmental aspects and environmental assessment. The central part of the document is composed of the location description and characteristics, detailed description of works, measurement sketch adhering to the precautionary principle and hierarchy of prevention and control measures, and the monitoring plan. Apart from the table parameters, the monitoring plan presupposes monitoring the implementation of all measures that has been stipulated by the plan of measures for reducing the impact. If the object is within the protected zone (archaeological or cultural heritage) or is itself protected, the Cultural Heritage Management Plan is produced (as part of the EMP or independently).

For the civil works at **offices at existing locations (B2)** i.e. for low-risk topologies (e.g. recovery, rehabilitation, refurbishment etc. works) The ESA Bank region has developed a standard EMP checklist format. The goal of producing the EMP checklist is to provide a more streamlined approach to preparing EMPs for minor rehabilitation or small-scale civil works, especially in education, health and public service reconstruction sector. The standard checklist format stipulates standard approaches and measures to avoid and mitigate the impacts that are usual for civil works of lower intensity and smaller scope i.e. for civil work contracts with localised impact. The intent is that this checklist would be directly usable and applicable in bidding documents and as an integral part of contract documents for smaller civil works under Bank-financed projects. If the object is within the protected zone (archaeological or cultural heritage) or is itself protected, the Cultural Heritage Management Plan is produced (as part of the EMP checklist or independently).

The final EMP draft and EMP checklist draft (with the Cultural Heritage Management Plan, if the subproject requires the World Bank 4.04 Cultural Heritage policy to be applied), prior to public consultations, shall be approved by the Environmental Protection Officer at the World Bank.

The EMP checklist has three sections:

- a) Part 1 constitutes a descriptive part (“site passport”) that describes the project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process,
- b) Part 2 includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity,
- c) Part 3 is a monitoring plan for activities during project construction and implementation.

Special attention in EMPs should be put to:

- a) current environmental problems at the sites (soil erosion, water supply contamination, soil contamination, etc.);
- b) potential impacts on environment, community and people working on tasks caused by the project (construction debris depots, construction dust and noise, labour safety, traffic safety etc.)
- c) potential impacts on archaeological sites, culturally protected objects or historic sites as well as nature protection sites or sensitive zones (through part);
- d) potential requirements for land acquisition or involuntary resettlement / temporary relocation of a limited number of affected persons during the construction activities according to the procedures highlighted in the Resettlement / Land Acquisition Policy Framework

The selection of environmental assessment documents shall be based on the information from the Screening Template (table 2) and criteria stated in Table 3. The documents establish mitigation measures as well as responsibilities for the implementation.

In cooperation with the representatives of each cadastral office involved, the MoJ shall regularly monitor and supervise the implementation of the measures stated in the EMP, EMP checklist and Cultural Goods Management Plan, as well as prepare semi-annual reports describing the progress in implementing the EMP, conformity with the national legislation and measures defined by the EMP, EMP checklist and Cultural Goods Management Plan, underlining the environmental protection issues resulting from the Project-supported activities, status of mitigation measures and further steps, and shall forward them to the World Bank for review.

Institutional and implementation legislative framework

This section briefly describes existing environmental regulation and standards relevant to the Project and makes reference to institutions at the local and national levels responsible for issuing permits, licenses, and enforcing compliance of environmental standards. The section also determines the responsibility for the Project implementation on the part of the MoJ.

World Bank guidelines

As for the other projects proposed for World Bank financing, ILAS AF Project also requires categorisation and environmental assessment (EA) to help ensure that rehabilitation / construction of the space are based on environmental protection, labour protection and cultural heritage protection measures and are environmentally sound and sustainable and as well to improve decision making related to the Project. The Project Implementation Unit undertakes preliminary assessment and categorisation for each of the proposed sub-projects in order to determine the fitting scope and type of the EMP. While the Bank determines the umbrella Project category in accordance with the World Bank guidelines, the Project Implementation Unit, based on the guidelines provided in the EMF, classifies the proposed sub-projects under one of the four categories, depending on the Project type, location, sensibility and scope as well as the nature and size of its potential impact on the environment. The Bank confirms the sub-project category and the proposed EMP type. In this way risks associated with project actions can be effectively anticipated in advance before project implementation, and addressed by direct mitigation activities in the design, planning and construction expert supervision process as well as during the operation of the facilities.

The umbrella **Integrated Land Administration Project and Additional Financing** has been classified as a Category B project, meaning that the project might have potential adverse environmental impacts on human populations and/or environmentally important areas. For all Category B sub-projects, the Client (PIU) shall prepare the Environmental Management Plan (EMP). The Category A activities shall be prohibited from receiving financing from the Integrated Land Administration System Project and Additional Financing.

In accordance with the planned activities, the Integrated Land Administration System Project and Additional Financing activates two World Bank policies and procedures: OP/BP 4.01 Environmental Assessment and OP/BP 4.11 Protection of Cultural Goods so, therefore, all activities in all stages of the Project implementation shall be carried out in accordance with the provisions, conditions and requirements of these policies and procedures.

▪ **Environmental Management Plan and administrative procedures preceding construction**

The Environmental Management Plan (EMP) aimed at carrying out the investment project comprises procedures whose purpose is to recognize and control the quality of environment and to identify and implement measures, aiming at mitigation of negative environmental impacts and environmental protection.

The World Bank regulations define the obligation of producing and enforcing EMP. The EMP is not an obligatory document in the preparation of any investment projects, some elements usually found in EMP are prescribed in permits and documents preceding construction, whose supervision is under the jurisdiction of different ministries and agencies (*Annex 4.*)

National legislation/guidelines

The following Croatian Laws define a legal framework for environmental management (see Annex 3 for further details):

- Environmental Protection Act – OG 80/13, 153/13, 78/15, 12/18, 118/18

- Environmental Intervention Impact Assessment Regulation - OG 61/14, 3/17
- Physical Planning Act - OG 153/13, 65/17, 114/18, 39/19, 98/19
- Construction Act – OG 153/13, 20/17, 39/19
- Environmental Protection Act – OG 80/13, 15/18, 14/19
- Cultural Goods Protection and Preservation Act - OG 69/99, 151/03; 157/03, 87/09, 88/10, 61/11, 25/12, 136/12 , 157/13, 152/14, 98/15, 44/17, 90/18
- Rulebook on Simple and Other Constructions and Works - OG 112/17, 34/18, 36/19, 98/19

The Project also includes activities related to administrative procedures for procurement of documents proceeding construction works execution:

1. Reconstruction involving building rehabilitation and extension

Procedures preceding construction in Croatian legislation are: land acquisition, environmental assessment (EA), location permit procurement and construction permit procurement. The Croatian legislation regulating the field of application for the environmental assessment (Regulation on Environmental Assessment OG 61/14, 3/17) does not regulate the implementation/production of the EMP for the types of projects/activities envisaged under the ILAS Project. Therefore, the environmental assessment for this Project is conducted according to the World Bank policies.

After issuance of all relevant permits, completion of construction works, and before utilization of the object, it is necessary to obtain **Operation Permit**.

▪ Location permit

The location permit is an administrative document permit defined by the Physical Planning Act OG 153/13, 65/17, 114/18, 39/19, 98/19. It is issued on the basis of a physical planning documents and special related laws and regulations.

The location permit defines important characteristics of planned intervention like: form and size of construction lot, purpose, size (height, number of floors) and area of the constructed object, auxiliary objects on construction site (garages, storages, septic tanks, etc.), architectural form of the object (roof, materials and other factors depending on surroundings), site organization, methods and conditions of connection of the object to public traffic surface (including parking lots) and communal infrastructure, mitigation measures related to environment (if intervention notably effect environment by its operation) and other elements important for spatial intervention. Location permit needs to be issued for every spatial intervention, except for cases specially defined under regulations (Rulebook on Simple and Other Constructions and Works - OG 112/17, 34/18, 36/19, 98/19).

If construction works are performed on an object protected as cultural monument, prior to any kind of works (for spatial intervention that do not require location permit) it is necessary to obtain an official approval from the regional authorized body (Regional Office for Monument Protection).

▪ Construction permit

The construction permit is an administrative document defined by the Physical Planning Act OG 153/13, 65/17, 114/18, 39/19, 98/19. After the permit has been confirmed and issued, the construction may start. Construction permit confirms that the main project is in compliance with the location permit and all special conditions issued by authorized bodies and obtained in the

location permit procurement procedure. In addition, main project conformity to important construction regulations defined in the Physical Planning and Construction Act are evaluated. For instance: mechanical resistance, stability of building, fire protection, sanitary health and environmental conditions, operational safety, energy efficiency, thermal insulation, access and mobility in the object. The ownership and the construction rights on the parcel are also defined.

Construction permit needs to be issued for every construction, except for cases specially defined in regulations. For attaining a construction permit it is necessary to submit evidence that legal or physical entity submitting the request for permit has a right to build on the parcel.

▪ **Operational permit**

Operation permit is issued after the technical assessment of the constructed object, if proven that the object has been constructed in compliance with Construction permit requirements and the Main project.

Institutional organisation

The Project Implementation Unit (PIU) shall be responsible for:

- Implementing bidding procedures for:
 - works relating to the purchase/construction/rehabilitation/extension of the offices under the ILAS AF Project
 - offering the services of a site supervising engineer (and other experts as needed)
 - ensuring that all measures, guidelines and standards defined by EMP become part of the bidding documents and agreement with the contractor and site supervising engineer.
- Offering support during the bid evaluation
- Ensuring that the contracts are signed in accordance with the World Bank procedures and guidelines
- The PIU Training, Monitoring and Evaluation Specialist shall:
 - draft a training program and coordinate training related to environmental protection for the involved MoJ employees, designers and local contractors
- Ensuring correct and prompt payment of authorized invoices
- Monitoring that all required certificates, permits and conditions are issued on time, including the opinions of institutions responsible for cultural goods protection and before the start of work execution.
- Implementing environment impact assessment and develop the Environmental Management Plans (as well as EMP checklists) in accordance with the World Bank policies and EMF
- Ensuring conformity of the Project and sub-projects by phases of implementation with the national environmental legislation, World Bank policies, EMF and environmental management plans (including EMP checklists and Cultural Goods Management Plan).

- Regular semi-annual reporting to the World Bank on the successful implementation of environmental management plans (including EMP checklists and Cultural Goods Management Plan) and conformity with the legislature and policies related to the environmental and labour protection as well as impact on the community.

The Site Supervisory Engineer shall be responsible for:

- According to the contract for the civil works expert supervision, and in addition
- for the implementation of environmental measures and guidelines.

The activities of the Site Supervisory Engineer will involve:

- Regular monitoring and evaluation of the measures mitigating the negative environmental impact of the project and of the environmental protection in accordance with the EMP (including EMP checklists and Cultural Goods Management Plan) as well as the proposed monitoring
- Regular submissions of monthly reports on the conducted supervision to the Head of the Regional Cadastral Office
- Develop the environmental guidelines with regards to the issues not covered by the existing regulations.

The RCO Head will be responsible for:

- Developing individual EMP's for the location under his/her jurisdiction based on the Environmental Management Framework with the support of the PMU, Coordinator nominated at the SGA Head Office (hereinafter: Coordinator) and Site Supervisory Engineer
- General implementation of the investment project activities on the location
- Reporting to the Coordinator on the Project implementation and EMP (including EMP checklists and Cultural Goods Management Plan) on site
- Coordinate training with regards to the environmental site management

The **Coordinator appointed at MoJ** shall be responsible for coordinating investment projects (for the selected LRO of the Zagreb Municipal Civil Court and central archives for LROs at Gospić), including coordinating the production of separate EMPs (including EMP checklists and Cultural Heritage Management Plan) for each location, planning and implementing environmental management and reporting to the heads of the Civil, Commercial and Administrative Law Directorate and Directorate for Strategic Development, Infrastructure and Capital Investments in the justice sector on the EMP implementation. The Coordinator shall cooperate closely with the PMU that will be responsible for the Project procurement, finances and staff training and with the person at the MoJ responsible for controlling and verifying the invoices.

The activities of the Coordinator encompass:

- Preparation of the consolidated report based on the reports received from RCO heads and site supervisory engineers on the implementation of EMP's
- Coordination/inspection of environment for projects
- Periodic site visits to double-check and approve the plans and supervise their conformity and implementation.

After completing the construction, the main responsibility for monitoring shall be transferred onto the MoJ staff that will be responsible for waste management, safety and maintenance as well as onto the office maintenance staff responsible for communal waste.

In addition to structure in the MoJ, the Ministry of Environmental Protection, Physical Planning and Construction (MEPPPC) with its inspection unit can participate in the supervision of the individual sub project implementation.

Implementation of the EMP provisions will be regularly reported in the semi annual progress reports. The input for reports shall be provided by the site supervising engineer and coordinator appointed at the Judiciary Infrastructure Sector.

Table 4. Responsibilities for environment during construction and operation

<i>Responsibilities for mitigation and monitoring</i>	<i>Environmental information flow (reporting)</i>	<i>Decision making chain of command for environmental management (to take action, to authorize expenditures, to shut down, etc.)</i>	
		<i>Activities</i>	<i>Responsibility Institution or person</i>
<i>During Design:</i>			
Team in the MoJ: - Appointed Coordinator from the Judiciary Infrastructure Sector (Coordinator)	Project Designer to Coordinator, , Coordinator to the heads of the Civil, Commercial and Administrative Law Directorate and Directorate for Strategic Development, Infrastructure and Capital Investments in the judiciary and to the World Bank Environmental Protection Officer	Monitoring of the Implementation of the EMP and provisions of the EA	Design team Ministry of Justice Coordinator
<i>During Construction</i>			
Team in the MoJ: - Coordinator	Site Supervisory Engineer to Coordinator, Coordinator to the heads of the Civil, Commercial and Administrative Law Directorate and Directorate for Strategic Development, Infrastructure and Capital Investments in the judiciary and to the World Bank Environmental Protection Officer	Monitoring of the Implementation of the EMP and provisions of the EA	Site Supervisory Engineer Coordinator
<i>During Operation</i>			
Team in the MoJ: - Coordinator	Coordinator to the heads of the Civil, Commercial and Administrative Law Directorate and Directorate for Strategic Development, Infrastructure and Capital Investments in the Judiciary	Monitoring of the Implementation of the EMP and provisions of the EA	Appointed person from ROC State Inspectorate

Disclosure and Consultations

Public consultations or publication of the draft Environmental Management Framework shall be conducted so as to be announced on the websites of the MoJ (www.pravosudje.hr) and ILAS Project (www.uredjenazemlja.hr <<http://www.uredjenazemlja.hr/>>) on dd.mm,gggg. The document shall be available in analogue (paper) format at the Project Management Unit (reception). The invitation to public consultations with all contact and other relevant information

shall follow the EMF publication on the afore-mentioned websites. Written comments by the public shall be requested within 2 weeks from the document publication. The comments may be submitted in writing (by post, fax or e-mail) by dd.mm.gggg, and the details will be stated in the invitation for comments.

Answers shall be provided to all comments and the relevant ones shall be reflected in the EMF final draft (to be published after consultations and also on the Project website). The Environmental Management Framework shall be valid only if containing the minutes on the consultations held.

All documents mentioned in Table 3 will be prepared both in English and in Croatian. After obtaining a no-objection from the World Bank, all documents shall be publicly announced in the municipalities of the towns of Zagreb and Gospić (probably on the notice board or the reception) as well as the MoJ and ILAS Project (websites and paper documents on notice boards) where they will remain available to the public for at least 14 days. The announcement will be accompanied by the invitation to submit comments with the address for sending comments in electronic and paper format. All written comments shall be considered and replied to. Written comments will be integrated into the report while the summary will be attached to the final report as an enclosure.

Presentations of individual EMP's to the stakeholders will be given after the locations are selected and individual EMP's are developed and approved by the World Bank.

Environmental Guidelines

Background

The „Environmental Guidelines“ section details the specificities that require attention during the ecological/biological design, project design and planning stages of small-scale projects for upgrading the cadastral offices infrastructure, identifying environmental aspects and impacts as well as general measures to prevent and reduce the risk of adversely affecting environment, health and community. The guidelines and measures cover the handling of construction debris generated, selection of construction materials and construction methods with limited impact on the environment, energy saving methods as well as the handling of construction wastes under Project-supported activities. However, in selecting suitable construction methods and materials, great attention should be paid to locally available traditions, skills and resources at the Project location.

Location

The proposed locations of LROs of the Zagreb Municipal Civil Court and central land registry archives in the RoC have been selected after the situation has been analysed and locations have been defined in dire need of resolving the issue of business premises and availability of land owned by the State as well as physical fitness for construction and work of a land registry office and digital archives. Two locations have been shortlisted for being financed under the AF. Resources have been secured for both locations.

The premises of the central archives to store paper documents from all LROs in order to free the space in LROs have been established. By moving the Zagreb Municipal Civil Court, business premises shall be increased and better conditions for the work of the staff shall be created, thus increasing the services quality for users, citizens, economy and State by providing new procedures involving a much greater level of automation. Also conditions shall be created for further reforms of local jurisdiction of municipal courts, envisaging the capacities to be concentrated in order to increase efficiency and work quality of the system.

The site specific environmental and social screening will be done and the review shall carefully assess the following issues:

- History of land use at the site (particularly any industrial or other activity) which might have resulted in the presence of hazardous contaminants or sub-surface structures
- Presence of any important ground or surface water resources which could be negatively affected by the construction or operation of the office
- The closeness of the location to any historical or archaeological sites that the construction might damage directly or indirectly and whether the building itself is subject to a similar protection (and as such activates World Bank policies and procedures for preserving cultural goods 4.11)
- Present use of the land (presence of any residences or economic structures or activities, legal or otherwise)

Construction sites should be fenced off in order to prevent entry of public, and general safety measures would be imposed. Temporary inconveniences (traffic or other) due to construction works should be minimized through planning and coordination with contractors, neighbours and

authorities. After completion of works the site should be restored as planned in the design. All waste and machinery should be removed from the location. In densely populated areas, noisy or vibration generating activities should be strictly confined to the daytime. The Contractor should conduct its practice to assure safety of vehicles and pedestrians around the site.

Dust from transportation and handling of construction works will be minimized by water and other means such as enclosure of construction sites. To reduce noise, construction will be restricted during certain hours. In order to reduce noise, the construction will be restricted to certain hours. All debris, construction or wood waste will be stored at working premises. Open burning and illegal dumping will not be permitted. Open fires or illegal dumping shall be prohibited. Proper sites for earth/clay and sand disposal will be determined and prior approval from relevant authority for disposal will be obtained. Stockpiling of construction debris on site will be avoided and waste will be disposed of on a regular basis at the authorized government dumping ground. Debris chutes will be provided to transfer debris from higher floors to the ground.

It is necessary to arrange transport and make agreements with relevant organizations involved in waste and construction debris discharge including the inspection.

It is also required to create necessary conditions for safe removal (if necessary) and installation and connection to municipal infrastructure during the construction and rehabilitation activities and observe the ecological and sanitary regulations during the rehabilitation of sanitary and technical equipment, sewage pipes and purifying constructions.

Encroachment into neighbouring territory

Encroachment into neighbouring territory should be avoided if possible. In case where manoeuvring surface is too small, approval for the encroachment should be asked. Any accidental damages of the neighbouring properties should be recovered and brought in the condition as it was prior to the construction.

Archaeological and monuments finds

If encountering archaeological finds during preparation of the site for the construction, the contractor should stop the works, respond immediately and notify the municipal authorities, the Regional Institute for Protection of Cultural and Historical Heritage and MoJ.

Works on protected constructions

If a construction is protected or part of the protected cultural property registered in the Cultural Heritage Register of the Republic of Croatia, it is necessary, when implementing the project, to adhere to the expert opinion and conservation guidelines issued by the Cultural Heritage Protection Directorate of the Ministry of Culture:

- Before starting the ground works on the parcel in question, it is necessary to perform protective archaeological research which will, depending on its results, determine necessary protective measures
- It is necessary to develop a high-quality architectural solution for the expansion. Special attention should be paid to the design of the building expansion so as to avoid exaggerated dimensions as compared to the building being extended and, through its design, contributing to the high-quality compositional whole with the main building
- In order to obtain prior required conditions for extension and rehabilitation, the investor shall send the design project to the Ministry of Culture and, after obtaining valid special conditions, it is necessary to send two copies of the main project in order to obtain prior approval.

The selected contractors shall meet the criteria set forth by the rules and regulations on the conditions for obtaining a permission to perform the works related to the protection and preservation of cultural goods (OG 98/18).

Energy Efficiency, Insulation and Ventilation

Insulation should be tailored to the seasonal impacts of climate, internal thermal load, and characteristics of exposure. Vapour barriers (or other insulation agent) should prevent moisture intrusion in the roof insulation and outer wall cavities and using damp course.

Window location should be determined on view, ventilation, light, thermal gain, privacy control and interior space functions.

High-efficiency systems for heating domestic water (including solar systems) and for interior space heating should be selected with maintenance and long term running costs in mind. Plumbing should be coordinated to minimize plumbing and also water service to toilets, kitchen and utility rooms. Plumbing should be coordinated to minimize plumbing and also water service to toilets, kitchen and utility rooms. Water-saving faucets, ring mains and other devices also require consideration. All plumbing lines should preferably be copper, with waste lines in cast iron to avoid PVC outgassing. Exposed plumbing and pipe insulation should be of nontoxic material.

All materials and equipment (to be used) should have a security certificate.

Cabinetry and Wood

Selecting the least toxic finishes (water based sealers) should be used especially on easily accessible surfaces for people. This implies that varnishes should not be used. All materials should have appropriate permissions on quality and safety (appropriateness certificate and sanitary-epidemiologic conclusion).

Finishes

Water-based interior nontoxic, no allergenic paint for drywall or plaster surfaces is preferable to latex or oil-based paints from a respiratory standpoint. Any enamel coating for doors or other surfaces that require a more durable finish is advised to be applied away from interior spaces and be fully aired for over a month before installation. Indoor space should not be occupied until odour and toxins of the paint or finish has been adequately aired.

Demolition work

Existing building elements (walls, foundations, ground cement slabs etc.) should be carefully demolished and the debris should be sorted and removed as directed by Annex 1 (to be determined during the preparation phase of the project). All valuable materials (doors, windows, sanitary fixtures, etc) should be carefully dismantled and transported to the storage area assigned for the purpose. Valuable materials should be recycled within the project or sold.

Prior to rehabilitation or demolition, a building should be inspected to determine wheatear there are building material such as particleboard, plywood, urea-formaldehyde foam insulation and

various adhesives which emit formaldehyde, or whether there are asbestos insulation or roofing. If such material is found, special mitigation health and safety measures shall be prepared.

Selection of Construction Materials and Construction Methods

Priority should be given to products meeting international or national environmental standards. Both traditionally tested techniques and nationally or internationally accepted innovative techniques can be used.

Monitoring, reporting and developmental communication

Monitoring reports

The following monitoring reports will be produced:

1. **Monthly Progress Reports:** The site supervising engineer will prepare the monthly reports for the MoJ on implementation of EMP checklist. The appointed Coordinator from the Judiciary Infrastructure Sector shall develop action progress reports and summaries for the activities s/he is responsible for. These reports shall be sent to the heads of the Civil, Commercial and Administrative Law Directorate and Directorate for Strategic Development, Infrastructure and Capital Investments in the Judiciary **The monthly report will as well present the information from the supervision of the implementation of EMPs on individual sub project sites gathered from the site supervising engineers.**
2. **Semi-annual Progress Reports:** they shall be produced at the MoJ by combining monthly reports and the results of the review meetings. **The semi-annual report on EMP implementation shall be produced by the PIU and sent as an annex or part of the progress report. The semi-annual report details on the progress in EMP preparation, quality and success in implementation and highlighting environmental issues arising from Project-supported activities, the status of mitigation measures and next steps needed.** The MoJ shall prepare the status of mitigation measures and next steps and submitted for review to the World Bank. In case of noted discrepancies in the EMP implementation and policies, World Bank procedures, EMP measures and/or national legislation, the PIU shall order corrective measures. If the discrepancies are significant, it will inform about them also the World Bank Environmental Protection Officer. In case of major discrepancies, financial steps can be taken towards the Contractor including, in the worst-case scenario, also the termination of contract.

ANNEX 1. ENVIRONMENTAL MANAGEMENT PLAN

- The Environmental Management Plan (EMP) consists of a number of monitoring and supervision measures and institutional measures to be undertaken during the implementation and also in order to eliminate and neutralise negative environmental and social impacts or to reduce them to an acceptable level. The EMP also contains a list of activities to be undertaken in order to implement the measures.
- The EMPs make an essential element for environmental assessment in Category A projects. For many Category B projects, the environmental assessment process may result in the production of the EMP. For the purpose of producing the Plan, it is necessary for the Loan Beneficiary and its environmental assessment team to: (a) identify a series of answers to potentially negative impacts, (b) define the requirements that will ensure that the afore-mentioned answers or rather measures are implemented efficiently and timely, and (c) describe the ways in which these requirements will be met.

The EMP includes the following components:

- Detailed description of activities

Reduction of impact

- 1. The EMP recognises feasible and cost-effective measures that may reduce potentially significantly negative environmental impacts to an acceptable level. If environmental reduction measures are not feasible, sufficient or cost effective, the Plan may include also compensation measures. In particular, the EMP:
 - (a) identifies and briefly describes negative environmental impacts (including those regarding the indigenous population and forceful relocation).
 - (b) detailed technical descriptions of each measure including the type of impact it relates to and conditions under which the measure is requested (e.g. continually or in case of unforeseen events) together with the project design, equipment description and operational procedures; if necessary.
 - (c) assessment of all potential impacts of the stated measures
 - (d) provides a reference to other reduction plans (e.g. for forceful relocation, indigenous population or cultural goods) required by the project.

Monitoring

- 2. Monitoring the environmental situation during the project implementation offers information on key environmental project aspects, in particular the environmental project impacts and efficiency of preventing negative impacts. Such measures enable the

Client and the Bank to evaluate the success of the reduction measures as part of the supervision and allow corrective activities to be brought in, if necessary. Therefore, the EMP identifies the supervision goals and specifies the type of monitoring with a reference towards the environmental assessment report and measures described in the EMP. Part of the EMP regarding the monitoring offers (a) specific descriptions and technical details of the monitoring measures, including the parameters to be measured, methods to be used, sampling locations, measuring frequency, restrictions and definition of marginal values that mark the need for corrective action, (b) monitoring and reporting procedures in order to (i) ensure early detection of the conditions requiring certain impact reduction measures and (ii) offer information on monitoring progress and results.

A. Mitigation Plan

Construction Stage					
Activity	Expected environmental impact	Proposed monitoring measures	Responsibility for implementing environmental impact reduction measures	Period for implementing environmental impact reduction measures	Cost related to implementing environmental impact reduction measures
1.					
2.					
...					
Operational Stage					
1.					
2.					
...					

B. Monitoring Plan Development Template

Monitoring of construction is a part of procedure for obtaining Operation permit.

Construction Stage					
What/which <i>parameter is monitored?</i>	Where <i>is parameter monitored located?</i>	How <i>is parameter monitored?</i>	When <i>is parameter monitored (time and frequency)?</i>	Who <i>monitors the parameter (responsibility)?</i>	Cost <i>of monitoring parameter</i>
1.					
2.					
...					
Operational Stage					
1.					
2.					
...					

ANNEX 2. EMP-A CHECKLIST (template).

1. PART 2 INSTITUTIONAL & ADMINISTRATIVE DATA				
Country	Croatia			
Project Title				
Scope of project and activity				
Institutional arrangements (name and contacts)	Project management			
	WB, Republic of Croatia, (_____ name _____)	Implementing agency	<p style="text-align: center;">Local party and/or user Responsible for preparing the EMP checklist, public consultancy on EMP checklist and procurement of works and site expert supervision (contracts on works and supervision/appointments include table sections of EMP checklist)</p> <p style="text-align: center;">Contractor (name to be updated after contracting) Responsible for implementing environmental mitigation measures and monitoring according to sections 2 and 3 of EMP checklist</p>	
Implementation arrangements (name and contacts)	Supervision			
	Safeguards supervision	Local supervision Supervision engineer (enter name)	Responsible for contracted site; supervising engineer or responsible person appointed by the Borrower Work supervisor or Site engineer (name to be updated after contracting) Responsible for implementing the EMP checklist by Contractor	Contacts Contractor

SITE DESCRIPTION	
Name of site	
Describe site location	Annex 1: Site information <input type="checkbox"/> Yes <input type="checkbox"/> No
Who owns the land and the building?	
Geographic description	
LEGISLATIVE FRAMEWORK	
Identify national & local legislation & permits that apply to project activity	
PUBLIC CONSULTATION	
Identify when / where the public consultation process took place	
INSTITUTIONAL CAPACITY BUILDING	
Will there be any capacity building?	<input type="checkbox"/> No or <input type="checkbox"/> Yes

2. PART 2 ENVIRONMENTAL AND SOCIAL SCREENING

Will the activity in question involve any of the following?	Activity	Status	Additional references
	A. General Conditions/Building Renovation	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section B below
	B. New construction	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section B below
	C. Individual wastewater treatment system	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section C below
	D. Historic building(s) and districts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly	See Section D below
	E. Land acquisition ²	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section E below
	F.		
	G. Hazardous or toxic materials ³	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section F below
	H.		
	I. Impacts on forests and/or protected areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section G below
	J. Handling / management of medical waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section H below
	K. Traffic and Pedestrian Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section I below

² The land acquisition involves the resettlement of the population, changes in their living standards related to the use of private property that is subject of the acquisition or illegal use of the land or objects that are subject to the expropriation. .

³ Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General Conditions	Notification and Worker Safety	<ul style="list-style-type: none"> (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) All legally required permits have been acquired for construction and/or rehabilitation. (d) All work will be carried out in a safe and disciplined manner designed to minimize impacts on neighbouring residents and environment. (e) Workers' PPE will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots). (f) Appropriate signposting of the sites will inform workers of key rules and regulations to follow.
Renovation general activities	Air quality	<ul style="list-style-type: none"> (a) During interior demolition use debris-chutes above the first floor. (b) Keep demolition debris in controlled area and spray with water mist to reduce debris dust (c) Suppress dust during pneumatic drilling/wall destruction by ongoing water spraying and/or installing dust screen enclosures at site. (d) Keep surrounding environment (side walks, roads) 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	<ul style="list-style-type: none"> (a) Construction noise 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 should be closed, and equipment placed as far away from residential areas as possible.
	Water quality	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (a) Waste collection and disposal pathways and sites will be identified for all waste types expected from demolition and construction activities. (b) Mineral construction and demolition 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. Disposal is done at licensed waste depots harmonised with the valid regulations of the Republic of Croatia. (d) The records of waste disposal will be maintained as proof for proper management as designed.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(e) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos).
Individual wastewater treatment system	Water quality	<p>(a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the local authorities.</p> <p>(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.</p> <p>(c) Monitoring of new wastewater systems (before/after) will be carried out.</p>
Historic building(s)	Cultural heritage	<p>(a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notify and obtain approval/permits from local authorities and address all construction activities in line with local and national legislation.</p> <p>(b) Ensure that provisions are put in place so that artefacts or other possible “chance finds” encountered in excavation or construction are noted, officials contacted, and works activities delayed or modified to account for such finds.</p> <p>(c) Provide archaeological supervision during earthworks.</p> <p>(d) Application of Special Conditions measures of the Ministry of Culture, Cultural Heritage Protection Directorate</p>
Acquisition of land	Land Acquisition Plan/Framework	<p>(a) If expropriation of land was not expected and is required, or if loss of access to income of legal or illegal users of land was not expected but may occur, that the bank task Team Leader is consulted.</p> <p>(b) The approved Land Acquisition Plan/Framework (if required by the project) will be implemented.</p>
F. Toxic Materials	Asbestos management	<p>(a) If asbestos is located on the project site, mark clearly as hazardous material.</p> <p>(b) When possible the asbestos will be appropriately contained and sealed to minimize exposure.</p> <p>(c) The asbestos prior to removal (if removal is necessary) will be treated with a wetting agent to minimize asbestos dust.</p> <p>(d) Asbestos will be handled and disposed by skilled & experienced professionals.</p> <p>(e) If asbestos material is stored temporarily, the wastes should be securely enclosed inside closed containments and marked appropriately. .</p> <p>(f) The removed asbestos will not be reused</p>
	Toxic / hazardous waste management	<p>(a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labelled with details of composition, properties and handling information.</p> <p>(b) The containers of hazardous substances should be placed in an leak-proof container to prevent spillage and leaking.</p> <p>(c) The wastes are transported by specially licensed carriers and disposed in a licensed facility.</p> <p>(d) Paints with toxic ingredients or solvents or lead-based paints will not be used.</p>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
Impacts on forests and/or protected areas	Protection	(a) All recognized natural habitats and protected areas in the immediate vicinity of the activity will not be damaged or exploited, all staff will be strictly prohibited from hunting, foraging, logging or other damaging activities. (b) For large trees in the vicinity of the activity, mark and cordon off with a fence large trees and protect root system and avoid any damage to the trees. (c) Adjacent wetlands and streams will be protected, from construction site run-off, with appropriate erosion and sediment control feature to include by not limited to hay bales, silt fences. (d) There will be no unlicensed borrow pits, quarries or waste dumps in adjacent areas, especially not in protected areas.
H. Disposal of medical waste (not applicable)	Infrastructure for medical waste management	(a) In compliance with national regulations the contractor will insure that newly constructed and/or rehabilitated health care facilities include sufficient infrastructure for medical waste handling and disposal; this includes and is not limited to: <ul style="list-style-type: none"> ▪ Special facilities for segregated healthcare waste (including soiled instruments “sharps”, and human tissue or fluids) from other 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.
Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	(b) 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: <ul style="list-style-type: none"> ▪ 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. 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. ▪ .Ensure safe and continuous access to nearby buildings, especially if this involves commercial entities. Ensuring safe and continuous access to office facilities, shops and residences during renovation activities, if the buildings stay open for the public.

ANNEX 3. LEGAL FRAMEWORK FOR ENVIRONMENTAL MANAGEMENT

THE LIST OF THE NATIONAL LEGISLATIVE AND BYLAWS REGULATING ENVIRONMENTAL PROTECTION

Environmental protection

- Environmental Protection Act (OG 80/13, 153/13.78, 78/15, 12/18, 118/18)
- Physical Planning Act OG 153/13, 65/17, 114/18, 39/19, 98/19
- Construction Act OG 153/13, 20/17, 39/19
- Environmental Protection Act – OG 80/13, 15/18, 14/19
- Cultural Goods Protection and Preservation Act, OG 69/99, 151/03; 157/03, 87/09, 88/10, 61/11, 25/12, 136/12, 157/13, 152/14, 98/15, 44/17 and 90/18
- Rulebook on the Environmental Pollution Register OG no. 87/15)
- Rulebook on Measures to Eliminate Environmental Damage and Rehabilitation Programs (OG 145/08)
- Environmental Assessment Regulation (OG 61/14, 3/17)
- Environmental Permit Regulation (OG 8/14, 5/18)
- Regulation on Avoiding Major Accidents involving Dangerous Goods (OG 44/14, 31/17)
- National Environmental Impact Plan (OG 46/02, 78/15)
- National Environmental Protection Strategy (OG 46/02)

Nature Protection

- Environmental Protection Act (OG 80/13, 15/18, 14/19)
- Rulebook Assessing Eligibility for the Environmental Network (OG 146/14)
- Rules and Regulations on Preservation Objectives and Basic Measures for Preserving Birds in the Ecological Network Area (OG 15/14)
- Rulebook on the List of Habitat Types, Habitat Map with Endangered and Rare Habitat Types (OG 88/14)
- Rulebook on the Manner of Developing and Implementing the Risk Assessment Study to Introduce, Re-Introduce and Breed Wild Species (OG 35/08)
- Rulebook on Strictly Protected Species (OG 144/13, 73/16)
- Environmental Network Regulation (OG 124/13, 105/15)
- Strategy and Action Plan of Protecting Bio and Landscape Diversity of the Republic of Croatia (OG 143/08)
- Environmental Protection Strategy and Action Plan of the Republic of Croatia for the 2017-2025 Period (OG 72/17)

Air protection

- Air Protection Act – OG 130/11, 14/14, 61/17, 118/18
- Regulation on Recommended and Limit Values of Air Quality - OG 133/05
- Air Quality Monitoring Rulebook (OG 79/17)
- Rulebook on Monitoring Pollutants' Air Emissions from Unmovable Sources (OG 129/13, 97/13)
- Rulebook on Monitoring Greenhouse Gas Emissions in the Republic of Croatia (OG 134/13)

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- Rulebook on Measures to Prevent the Emission of Gas Pollutants and Pollutants in the Form of Particles from Internal Combustion Motors that are Installed in Non-Road Movable Machinery tpv 401 (Edition 02) (OG 113/15)
 - Regulation on Emission Quotas for Certain Air Pollutants in the Republic of Croatia (OG 108/13, 19/17)
 - Regulation on Limits of Air Pollutant Emissions from Stagnant Sources (Official Gazette no. 87/17)
 - Regulation on the Levels of Air Pollutants (OG 117/12. 84/17)
 - Regulation on Ozone-Layer Pollutants and Fluorinated Greenhouse Gases (OG 90/14)
 - Regulation on Greenhouse Gas Emission Monitoring, Policies and Measures for their Reduction in the Republic of Croatia (OG 5/17)
 - Regulation on Determining List of Measured Sites for Monitoring Concentration of Respective Air Pollutants and Locations of Measuring Stations in the Stat Network for Permanent Monitoring of Air Quality (OG 65/16)
 - Regulation on Manner of Trading with Greenhouse Gas Emission Units (OG 69/12 and 154/14)
- Regulation on Manner of Trading with Greenhouse Gas Emission Units (OG 69/12 and 154/14)
 - Water Act (OG 66/19)
 - Rulebook for Determining the Source Sanitary Protection Zones (OG 66/11, 47/13)
 - Rulebook on Marginal Values of Waste Water Emissions (OG 80/13, 43/14, 27/15, 3/16)
 - Rulebook on Irrigation System Management and Regulation (OG 83/10, 76/14)
 - Rulebook on Borders of Watersheds, Smaller Watersheds and Sectors (OG 97/10, 31/13)
 - Rulebook on Technical Requirements for Constructions of Wastewater Drainage as well as the Mandatory Control Deadlines for Proper Functioning of Drainage and Wastewater Purification Constructions (OG 3/11)
 - Regulation on Water Quality Standard (OG 96/19)
 - Decision on Passing the 2016-2021 Water Areas Management Plan (OG 66/16)
 - Decision on Sensitive Area Determination (OG 81/10, 141/15)
 - Waste Management Strategy (OG 91/08)

Noise protection

- Noise Protection Act (OG 30/09, 55/13, 153/13, 41/16, 114/18)
- Rulebook on the Highest Permissible Noise Levels in the Environment where People are Working and Residing (OG 145/04)
- Rulebook on Open Area Source Noise Protection Measures (OG 156/08)

Waste management

- Sustainable Waste Management Act (OG 94/13, 73/17, 14/19, 98/19)
- Waste Catalogue Rulebook (OG 90/15)
- Waste Management Rulebook (OG 117/17)
- Used Oils Management Rulebook (OG 124/06, 121/08, 31/09, 156/09, 91/11, 45/12, 86/13, 95/15)
- Used Packaging and Packaging Rulebook (OG 88/15, 78/16, 116/17)

ANNEX 4. ROLES AND RESPONSIBILITIES OF STATE AUTHORITIES

MINISTRY OF CONSTRUCTION AND PHYSICAL PLANNING

The Ministry of Construction and Physical Planning performs administrative and other tasks related to the construction, physical planning and housing and takes part in the preparation and implementation of the programs from the EU funds and other forms of international assistance in these fields.

MINISTRY OF ENVIRONMENTAL PROTECTION AND ENERGY

The jurisdiction of the Ministry includes tasks related to the environmental and nature protection and preservation, in accordance with the sustainable development policies of the Republic of Croatia, tasks related to water management and administrative and other tasks related to the energy field.

MINISTRY OF HEALTH

The Ministry of Health works on improving, promoting and protecting the health of Croatian citizens, performs administrative and other tasks that, inter alia, relate to the supervision over persons and activities, constructions, premises, spaces, facilities and equipment that can, in any way, negatively affect the health of the people as well as sanitary supervision of the international transportation at the State border etc.

MINISTRY OF CULTURE

The Ministry of Culture performs administrative and other works related to: research, examination (analysis), updating, noting, documentation and promotion of cultural heritage; central information service; designation of protected cultural values; publishing special conditions of construction with the aim of cultural heritage protection; cultural heritage inspection works.

MINISTRY OF THE INTERIOR

Along administrative works, the Ministry of Interior also carries out other works related to: road traffic safety, motor vehicle registration; explosives; fire protection.

MINISTRY OF AGRICULTURE, FORESTRY AND WATER MANAGEMENT

The Ministry of Agriculture, Forestry and Water Management administers, inter alia, the activities related to: protection of agricultural land, transformation of agricultural land to building land, forest and forestland protection. 2020-11323-SV

Water protection is entirely under the jurisdictions of the Water Management Directorate, which performs administrative and other works related to water management, water resources and usage. Under its authority are also all inspection works on water protection, pollution prevention and water usage. The Directorate is administered through four units among which are: Water Management Unit and Inspection Unit.

CROATIAN WATERS

Among others, Croatian Waters activities includes: water protection – control and monitoring of water conditions, enforcement of the State Plan for Water Protection, general water management, record keeping, maintenance of integrated water information system, supervision of water related construction works.

ANNEX 5

**INTEGRATED LAND ADMINISTRATION
SYSTEM PROJECT
PROJECT IMPLEMENTATION UNIT
Ulica grada Vukovara 49, 10000 Zagreb
No.: 2020-11323-SV**

MINUTES ON CONSULTATIONS HELD

The public consultations on the Environmental and Social Management Framework were held between 20 January 2020 and 4 February 2020. The notification on the public consultation was published on the ILAS Project website as well as the Ministry of Justice website where the interested public could view, along with the invitation to the public consultation, also the draft Framework. The draft Framework in paper (analogue) format was available also at the ILAS Project Implementation Unit, Ulica grada Vukovara 49, 10000 Zagreb, The draft Environmental and Social Management Framework was offered both in Croatian and English. The comments could be submitted in writing by post to: ILAS Project Implementation Unit, Ulica grada Vukovara 49, 10000 Zagreb or by email to: office@zikprojekt.hr.

During the public consultations, no comments, proposals or written opinions were recorded.

These Minutes on the Consultations Held was produced after 4 February 2020, when the public consultations period had expired.