

Technical Appendix 7.3: Example Copies of Meeting Minutes

Stakeholder Consultation: Minutes of Meeting

1. Overview

Country:	Rwanda	Meeting Name:	ESIA Consultation Meeting	
Stakeholder Group(s):	Mwogo sector	Date & Time:	11-Sep-17	10.00 a.m
Place & Venue:	Mwogo sector	Brief Description:	Key comments/issues/concerns raised by Mwogo sector's representatives regarding the risks and impacts posed by the Proposed Airport/Expressway	
Note Taker:	Jerome Mugondi	<i>What are the key outcomes to convey?</i>		

**Note that a full attendance sheet is provided at the end of this document.

2. Keywords

<i>Social:</i>	<i>Environmental:</i>	<i>Other:</i>
1. Employment	10. Air & Climate	19. ESIA (Process & Documentation)
2. Business/ Procurement	11. Water Quality & Quantity	20. Technical and Design Aspects
3. Land Acquisition and Involuntary Resettlement	12. Landscape & Visual	21. Trans-Boundary Issues
4. Community Infrastructure & Services	13. Noise & Vibration	22. Community Development Projects
5. Livelihoods and Wellbeing	14. Geology & Terrain Stability	23. Unplanned Events
6. Cultural Heritage	15. Terrestrial Environment	
7. Traffic & Roads	16. Waste Management	
8. Stakeholder Engagement	17. Protected Areas /Sites	
9. Influx (unplanned in-migration)	18. Ecosystem Services	
10. Community Health and Safety		
11. Labour and Working Conditions		

4. Summary of the Discussion

No.	Summary of Consultation Meeting	By which Stakeholder (Name and Village) or Stakeholder Groups/ Organisations (as appropriate)
	<p>During the meeting, participants expressed their perceptions about the project, very happy but with some concerns as expropriation, noise, vibration, sexual abuse and drop-out rate from schools.</p>	
	<p>Introduction</p> <p>Key speakers introduced to the participants the objectives of BAC and the project. The project impacts on local people and mitigation measures were highlighted and the grievance mechanism. The objective of the meeting was to gather suggestions, concerns, ideas and perceptions towards the project.</p>	
1.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>The new road constitute a short cut way to Kigali. But who will be responsible for expropriation?</p>	

No.	Summary of Consultation Meeting During the meeting, participants expressed their perceptions about the project, very happy but with some concerns as expropriation, noise, vibration, sexual abuse and drop-out rate from schools.	By which Stakeholder (Name and Village) or Stakeholder Groups/ Organisations (as appropriate)
	<p>Response</p> <p>The government of Rwanda will be in charge of the expropriation and all procedures in place will be followed and regulations respected.</p>	
2.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>The project could have negative impact on the ecosystem as some trees could disappear.</p>	
	<p>Response</p> <p>A baseline study conducted in May-June 2017 revealed that there is no special species of conservation concern destroyed, the existing trees and plants can be found and planted elsewhere. Mitigating measures have also been thought of to reduce impact on ecosystems.</p>	
3.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>What about jobs for our local people?</p>	
	<p>Response</p> <p>During the construction, about 750 jobs will be available. For unskilled people, the project will hire local manpowers. For skilled jobs, specific qualifications will be required.</p>	
4.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>The project would negatively impact on children schooling. Drop-out rate would increase.</p>	
	<p>Response</p> <p>Local labour laws will be followed during recruitment and synergy of all stakeholders in education is to be encouraged. Company will not hire children aged below 18 years for any work.</p>	
5.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>To reduce drop-out rate, recruitment should also involve local leaders.</p>	
	<p>Response</p> <p>During recruitment, the age is considered. Minors are discouraged to apply for jobs only those fit for internship will be allowed.</p>	
6.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>The fuel from trucks is illegally sold and may be harmful to local population.</p>	

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	<p>Response</p> <p>Tight control is in place to avoid any kind of embezzlement but local leaders are encouraged to provide information.</p>	
7.	Comments/Issues/Concerns relating to Project Risks and Impacts What about vibration and noise caused by airplanes during landing?	
	<p>Response</p> <p>Airport has 2.500Ha and between the airport and the population there is enough space for special economic zone. The population will be very far from the airport.</p>	
8.	Comments/Issues/Concerns relating to Project Risks and Impacts What about the starting time of the road construction as it is a farming season?	
	<p>Response:</p> <p>The project is expected to start from February 2018. Between now and February it will be the RAP/expropriation period and the Government of Rwanda will be responsible</p>	
9.	Comments/Issues/Concerns relating to Project Risks and Impacts Is there any second alternative for replacing the road Nyamata-Ririma which is crossing the airport?	
	<p>Response</p> <p>Yes, the alternative is there but it is still the obligation of the government</p>	
10	Comments/Issues/Concerns relating to Project Risks and Impacts Is it possible to share the findings of the ESIA?	
	<p>Responses: of course. The report will be shared among all stakeholders. The ESIA is a public document which REMA can share with stakeholders.</p>	

5.General Observations

Please note any observations: <i>(e.g. on overall characteristic of meeting, stakeholder attitudes to the Proposed Airport/Expressway.)</i>	
During the meeting, participants expressed their views and perceptions on potential changes that will arise from the Bugesera Airport project. They were interested in receiving the information. They pledged to support the project.	

6. Leaflets

How many knew that this meeting was to be held today?...0

- ☐ Only yesterday?.....0
- ☐ 2 to 3 days ago.....0
- ☐ More than 3 days ago.....4

How many have seen the leaflet?.....4

How many have read the leaflet?.....4

Stakeholder Consultation: Minutes of Meeting

1. Overview

Country:	Rwanda	Meeting Name:	ESIA Consultation Meeting	
Stakeholder Group(s):	Kimaranzara Cell and villages of Kimaranzara, gasabo, Byimana, Amizero and Kivumu	Date & Time:	18-Sep-17	10:00
		Brief Description:	Key comments/issues/concerns raised by Kimaranzara cell and respective village representatives regarding the risks and impacts posed by the Proposed Airport/Expressway	
Place & Venue:	Rilima Sector office	<i>What are the key outcomes to convey?</i>		
Note Taker:	Jerome Mugondi			

**Note that a full attendance sheet is provided at the end of this document.

2. Keywords

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	Introduction Key speakers introduced to the participants the objectives of BAC and the project. The project impacts on local people and mitigation measures were highlighted and the grievance mechanism. The objective of the meeting was to gather suggestions, concerns, ideas and perceptions towards the project.	
1.	Comments/Issues/Concerns relating to Project Risks and Impacts We initially expected to find jobs. But we are surprised job opportunities are still scarce. In addition, we are now experiencing scarcity of food because our	

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	center is now overcrowded. Many are hired by you and are accommodated in our center.	
	<p>Response</p> <p>For any kind of problem, please report to us. About job you are advised to go to the airport site and submit your application letter freely. For unskilled jobs, local population will be preferred, for skilled jobs, qualification and competencies will prevail. Nobody under 18 will be hired and gender will be considered. We are now thinking how to involve local leaders or liaison officers for more advertisement of our job vacancies.</p>	
2.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>Grievance procedures are good for conflict resolution, but I wonder whether this procedure is replacing the existing ones we get used to through existing local channels.</p>	
	<p>Response</p> <p>No, this procedure is specific to the airport project related grievances. We are not coming to replace the mechanisms you are usually using for conflict resolution. The procedures we presented to you are used when the company has done something wrong to the population</p>	
3.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>Is there any customer care for those who are coming for job seeking</p>	
	<p>Response</p> <p>Application letters are submitted to the security guard who in turn submits them to the HR. Actually there are few vacancies but when the construction begins, liaison officer will engaged and will be in charge of orienting and specifying available vacancies.</p>	
4.	<p>Comments/Issues/Concerns relating to Project Risks and Impacts</p> <p>The airport construction will be an opportunity for many to get jobs. In addition, hotels and other kind of business will improve lives of people around the airport.</p>	
	<p>Response</p> <p>Yeah, you are right. You are encouraged to take advantage of all of these opportunities to improve your lives</p>	

5. General Observations

Please note any observations: (e.g. on overall characteristic of meeting, stakeholder attitudes to the Proposed Airport/Expressway.)

The participants were very keen to express their views and suggestions. They understand well the importance of the airport and are ready to cooperate so that everything goes smoothly.

6. Leaflets

- How many knew that this meeting was to be held today?...0
 - Only yesterday?.....0
 - 2 to 3 days ago?.....6
 - More than 3 days ago?.....31
- How many have seen the Leaflet?.....37
- How many have read the Leaflet?.....37

