


ANNEX 4 STAKEHOLDER ENGAGEMENT IMPLEMENTATION GUIDELINE DURING COVID19 PANDEMIC			TNP-PLN-SOC-GEN-001
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	<p>TANAP TRANS ANATOLIAN NATURAL GAS PIPELINE PROJECT</p>
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<p>STAKEHOLDER ENGAGEMENT PLAN</p> <p>ANNEX 4 INTERIM STAKEHOLDER ENGAGEMENT IMPLEMENTATION GUIDELINE</p> <p>DURING COVID19 PANDEMIC</p>

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1. INTRODUCTION

TANAP has developed this interim annex to this SEP presenting recommendations and considerations for continuing effective information disclosure and stakeholder engagement during the COVID-19 pandemic. The guideline provides alternate information disclosure and stakeholder engagement measures considering existing short-term and long-term consultation methods. Key alternative measures for consultation activities have been included in this SEP (e.g. social media, Project leaflet, on-line campaign, telephone engagement, video presentation) where possible and doable.

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2. ENGAGEMENT METHODS TO BE USED DURING PANDEMICS

The details of the engagement methods are as follows:

- Virtual meetings (including telephone engagement, video presentation) – likely to be the primary form of on-going consultation during the pandemic with most of the stakeholders and will be held via phones and other platforms available.
- SMS and other messaging platforms -
- Small Group Meetings - In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings with limited participation and precautions defined by H&S Dept. as well as national regulations.
- Presentations – in appropriate languages and with appropriate level of detail for the audience.
- Correspondence & E- Correspondence – to be used as part of official procedures and on-going information updates.
- Project Brochure/Updates - Project Brochure will be updated to provide up to date progress info and will be used as on-going communication tool.
- Corporate website – publically available site for project announcements, documents, reports, etc.
- Contact phones (TANAP reception/SI Team) – available at any time for stakeholders to contact the Company for questions or concerns.
- Grievance mechanism – aimed particularly at directly affected stakeholders. Mechanism has been and will continue to be widely disclosed to affected public.

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3. STAKEHOLDER ENGAGEMENT IMPLEMENTATION

Table 1 outlines the following details, by stakeholder category during pandemic:

- Frequency of engagement
- Interim methods and materials to be used for engagement
- Lead responsibility and supporting responsibilities

As expected, the frequency of engagement will be minimized under the existing COVID-19 conditions and restrictions. Nevertheless, TANAP will continue stakeholder engagement activities compatible with regulations and requirements set by Ministry of Health in relation to consultation with communities living along the directly affected settlements of the Project. The consultation methods introduced as part of this interim annex to SEP will ensure effective consultation during the ongoing COVID-19 pandemic (as detailed in Table 1).

Stakeholder	Topics	Frequency and Start Date	Method and Materials	Lead and Supporting Responsibility
Red Category Stakeholders				
Lenders	Update of operation activities	Every six months, starting 1Q 2019	Virtual meetings Presentations/Reports	Lead : TANAP QHSSE Team Support : TANAP Operation Team
	Compliance with ESIA	Semi Annually, starting 3Q 2021	Virtual Meetings Third Party Reports	Lead : Third Party Monitoring Company Support: TANAP QHSSE Team
Ministry of Environment and Urbanisation	Update of operation activities	Yearly, starting 3Q 2018	Written Project brochures/ updates	Lead; TANAP QHSSE Team Support : TANAP Operation Team
	Compliance with ESMPs		Virtual Monitoring	
	Compliance with national legislation	Quarterly, for the facilities that have environmental permits	Third Party Reports	Lead : Third Party Monitoring Company of MoEU Support: TANAP QHSSE Team

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Stakeholder	Topics	Frequency and Start Date	Method and Materials	Lead and Supporting Responsibility
Ministry of Energy and Natural Resources	Update of operation activities	Yearly, starting 3Q 2018	Presentations/Reports Written Project brochures/updates	Lead : TANAP Management Team Support : TANAP Operation Team
Project Partners	Update of Project activities and progress	Monthly	Virtual Meetings Presentations/Reports	Lead : TANAP Management Team Support : TANAP Operation Team
AGI-affected communities	Community safety Grievance process Land Use Restrictions	Quarterly starting 3Q 2018	Virtual Meetings Small Group Meetings ¹ Written Project brochures/ updates Contact phones (TANAP reception/SI Team) Grievance mechanism	Lead : TANAP Social Impact Specialists Support : TANAP Operation Team
Governorships	Operation Activities Social and environmental investment activities RAP Fund Implementation Land Use Restrictions	Yearly, starting 1Q 2019	Written Project brochures/ updates Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP Social Impact Team Support : TANAP Management & SEIP Team TANAP Operation Team
Sub-governorships	Operation Activities	Yearly, starting 1Q 2019	Formally arranged face-to-face	Lead : TANAP Social Impact Team

¹ In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings. The following protocols will be followed for the small group meetings:

- All small group meetings will take place outside, in a shaded area;
- Face masks to be worn by all parties at all times;
- The number of attendees must not exceed 5 people per small group; and
- 2m social distancing to be maintained.

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Stakeholder	Topics	Frequency and Start Date	Method and Materials	Lead and Supporting Responsibility
	Social or environmental investment activities RAP Fund Implementation Land Use Restrictions		meetings where necessary Written Project brochures/updates Corporate website Contact phones (TANAP reception/SI Team)	Support : TANAP Management & SEIP Team TANAP Operation Team
Municipalities	Operation Activities Social or environmental investment activities RAP Fund Implementation Land Use Restrictions	Yearly, starting 1Q 2019	Formally arranged face-to-face meetings where necessary Written Project brochures/updates Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP Social Impact Team Support : TANAP Management & SEIP Team TANAP Operation Team
Project Employees – Other Employees	Operation Activities Working Conditions and Code of Conduct	As required, starting 1Q 2019	Virtual meetings E-correspondences Formally arranged face-to-face meetings with limited groups ² Written Project brochures/updates Corporate website	Lead : TANAP Corporate Communications Team Support : TANAP HR Team
Orange Category Stakeholders				
Relevant General Directorates (unless specifically named elsewhere)	Operation Activities Social and environmental	Every six months, starting 1Q 2019.	Written Project brochures/ updates Corporate website	Lead : TANAP Corporate Communications Team

² The protocols for meeting with limited groups will be kept under continual review and will be revised according to TANAP H&S COVID-19 requirements at the time of the activity-taking place.

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Stakeholder	Topics	Frequency and Start Date	Method and Materials	Lead and Supporting Responsibility
	investment activities		Contact phones (TANAP reception/SI Team)	Support : TANAP Operation Team
Pipeline-affected communities	Community safety Grievance process Land Use Restrictions	Every six months, starting 3Q 2018	Virtual Meetings Small Group Meetings ³ Written Project brochures/ updates Contact phones (TANAP reception/SI Team)Grievance mechanism	Lead : TANAP Social Impact Specialists Support : TANAP Operation Team
National & international media	Operation Activities Social and environmental investment activities RAP Fund Implementation Grievance process	Monthly starting 3Q 2018	Written Project brochures/updates Contact phones (TANAP reception/SI Team)Grievance mechanism	Lead : TANAP Social Impact Team Support : TANAP Operation Team
Green Category Stakeholders				
Relevant Regional Directorates (unless specifically named elsewhere) Relevant Provincial Directorates (unless specifically named elsewhere) Other provincial offices	Operation Activities Land Use Restrictions	Yearly, starting 1Q 2019	Corporate website Hotline	Lead : TANAP Permitting & Authority Liaison / Government Relations Team Support : TANAP Corporate Communications Team

³ In case of emergency or grievance-related inspections, face to face meetings can be held in an open environment in addition to the virtual meetings. The following protocols will be followed for the small group meetings:

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Stakeholder	Topics	Frequency and Start Date	Method and Materials	Lead and Supporting Responsibility
Local NGOs / National NGOs / International NGOs	Operation Activities Social or environmental investment activities RAP Fund Implementation	Yearly, starting 1Q 2019	Written Project brochures/updates Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP QHSSE Team Support : TANAP Corporate Communications Team
Business Associations / Chambers of Commerce / SMMSEs / Cooperatives	Operation Activities Local procurement data.	Yearly, starting 1Q 2019	Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP Corporate Communications Team
Universities and Scientific Community	Operation Activities	Yearly, starting 1Q 2019	Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP Corporate Communications Team
Local media	Operation Activities	Yearly, starting 1Q 2019	Corporate website Contact phones (TANAP reception/SI Team)	Lead : TANAP Corporate Communications Team

Table 1: Interim Stakeholder Engagement Plan for Covid19 Pandemic

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4. MONITORING AND REPORTING

TANAP's Social Impact Team is responsible for:

- Implementing some of the elements of the SEP
- Monitoring the progress of implementation of the SEP across all TANAP Teams
- Collating engagement information from multiple teams
- Entering engagement data into OSID
- Analysing the information per OSID functions
- Providing reports to TANAP management and other teams as required

TANAP Social Impact Team will review this plan semi-annually to determine the latest conditions and restrictions regarding the Covid19 pandemic. If any changes to stakeholder classification or engagement method are required, the plan will be updated and a new revision will be distributed.

TANAP Social Impact Team will continue to provide a monthly report summarising the key engagement activities with type of engagement.