

Minutes of first Hydropower Sustainability Assessment Forum (HSAF) meeting – Final version 11.07.2008

Date: Friday, 07.03.2008 - Saturday 08.03.2008

Location: The World Bank, Washington DC, USA

Meeting Agenda

Day 1: Setting of work agenda, schedule, objectives

1. Opening by chair
2. Briefing on IHA Sustainability Initiative
3. Status Report on the HSAF
4. Introduction of Forum members
5. Discussion on issues raised in round of introductions
6. Presentation on possible way forward: Pathways to Certification
7. Proposed mode of operation for HSAF
8. International Social and Environmental Accreditation and Labelling Alliance (ISEAL)

Day 2: Setting priorities for work on the Sustainability Assessment Protocol

9. Presentation and discussion of HSAF member survey results
10. Reflection of survey results and implications for future work
11. Discussion of phased approach: Scoping to define relevant issues; work on measuring tool; defining thresholds
12. Development of HSAF work plan

Attendance

Forum Members

- Hans Olav Ibrek, Project Manger Environment, NORAD, Norway
- Gudni A Johannesson, Director General, National Energy Authority, Iceland
- Shi Lishan, Director, Renewable Energy, NDRC, PR China
- Israel Phiri, Manager PPI, Ministry of Energy and Water Development, Zambia
- Brian Richter, Co-leader, Freshwater Programme, The Nature Conservancy
- Joerg Hartmann, Lead, Dams Initiative, World Wildlife Fund
- Michael Simon, Lead, Development Banks/NRM, Oxfam
- Donal O'Leary, Water Sector Specialist, Transparency International
- Courtney Lowrance, Environmental Specialist, Citibank & Suellen Lambert Lazarus, Senior Banker, ABN Amro (first day only)
- Daryl Fields, Senior Water Resources Specialist, World Bank (observer) & Juan D Quintero, Senior Environmental Specialist, World Bank (observer, first day only)
- Refaat Abdel-Malek, President, International Hydropower Association (IHA)
- Andrew Scanlon, Business Sustainability Manager, Hydro Tasmania

Chair

- Andre Abadie, Sustainable Finance Ltd

HSAF Coordinators

- Michael Fink, Programme Director, IHA
- Aliya Hajee, Communications Officer, IHA

Resource persons

- Richard Taylor, Executive Director, IHA (first day only)

1 Opening by chair

After a brief welcome by Richard Taylor, Andre Abadie opened the first meeting of the Hydropower Sustainability Assessment Forum (HSAF) with an overview on the objectives and agenda of this first meeting.

2 Briefing on IHA Sustainability Initiative

Richard Taylor presented the history of IHA's sustainability work, giving an overview on the development of the Sustainability Guidelines (SG) and Sustainability Assessment Protocol (subsequently "Protocol").

3 Status Report on the HSAF

Richard Taylor reported on the preparatory work done to set up the HSAF and summarised the current status of the HSAF regarding objectives and targeted outcomes (as stated in the MoU), its structure and membership, its principles of operation, an overview on the budget and funding sources, and the proposed schedule of meetings. For more details, refer to slides 11-17 of the presentation prepared for the meeting, which are attached to these minutes.

4 Introduction of Forum members

All Forum members introduced themselves, elaborating on their interest in the Forum, their motivation to participate and relevant experiences they bring to the table.

Andre Abadie summarised a range of points:

- Interest to define consistent standards, advancing from a "battlefield of competing standards" to a "common language" – questions that remain are "what are the standards?" and "what is adequate?"
- Interest to arrive at tangible, constructive guidelines
- Strive for broad applicability of the improved Protocol, not a narrow "gold standard"
- Identify and address capacity building needs as there remain significant knowledge constraints in certain areas e.g. environmental flows
- There is a need to strive for better outcomes for project affected peoples.
- The chosen approach must be pragmatic, flexible and dynamic.

5 Discussion on issues raised in round of introductions

From the round of introductions, a range of issues to be addressed emerged. These points were discussed in an open exchange of opinion, mostly without coming to a final conclusion. Many of the issues were revisited later in the meeting: way forward to certification (agenda item 6), mode of operation (7), the phased work approach (11) and the overall work plan for the Forum (12). Agreements reached and relevant action points are captured under these headings in the minutes.

Issues discussed include:

- How broadly should the improved Protocol be applicable, what "market share" of all dams should it be applied to. There was general consensus to work towards broad applicability, focussing on practical improvements and not an "exclusive" standard.
- Identify a phased approach for the work of the Forum: First agree on the scope of issues that have to be covered by the Protocol, secondly improve the Protocol as a "neutral" measuring tool, and only then define thresholds of acceptability / compliance. This phased approach is further elaborated under agenda item 11.
- Discussion around the term "endorsement": Agreement was reached that the phased approach (scope – measuring tool – defining thresholds) reduces risks for all stakeholders as Forum members. All members felt comfortable to go ahead with the

first two phases and to allow all members to consider endorsement of the improved Protocol as an improved measuring tool before going into threshold definition.

- Different possible uses of the Protocol and incentives to use it: A wide range of applications were discussed, including demonstrating the bankability of planned projects; developers and operators using the Protocol as a vehicle for continuous improvement and to demonstrate being serious about sustainability; help regulators to assess hydro projects and schemes to give it access to closed markets such as the hydro carbon offset market, export credit guarantees etc; help developers and suppliers to assess in an early planning stage whether to go ahead with a project, thereby reducing risks by “weeding out” unsustainable projects; gaining access to green electricity markets. Several members pointed out that the need to define standards on access for hydro to the carbon market was a strong driver for their presence.

6 Presentation on possible way forward: Pathways to Certification

Richard Taylor informed the HSAF members of IHA's recent Strategy Workshop that was held on 11-12 February in London, UK whose purpose was to discuss and strategize the possibility of establishing of a hydropower certification system based on the IHA Sustainability Assessment Protocol. He made a short presentation on a possible certification structure but emphasized his agreement that the Forum should first focus on enhancing the current Protocol as a commonly accepted measuring tool.

After the presentation, Forum members agreed that using the Protocol as basis for a certification scheme was an interesting prospect. There was some discussion around the question whether and in which ways project-level certification could take aspects of options assessment / upstream planning into account. While there was wide agreement on the importance of appropriate sustainability-oriented upstream planning, views differed on the question of the role project developers (or operators) can play in this respect.

7 Proposed mode of operation for HSAF

Michael Fink presented a range of aspects to be agreed on concerning the mode of operation for the HSAF. The points raised were then discussed and resulted in several agreements and action points. NB: A range of mode of operation issues was revisited in a final discussion round on the second day. For the purpose of clarity of these minutes, all discussions and action points are presented under this heading.

Time frame and Forum representation: All participants understand that they have entered into an initial two-year time commitment, with meetings taking place four times each year. Each member institution is expected to nominate one representative to attend all Forum meetings as far as possible, and to nominate one alternate only to attend meetings where participation of the main representative is impossible. There was consensus on this issue.

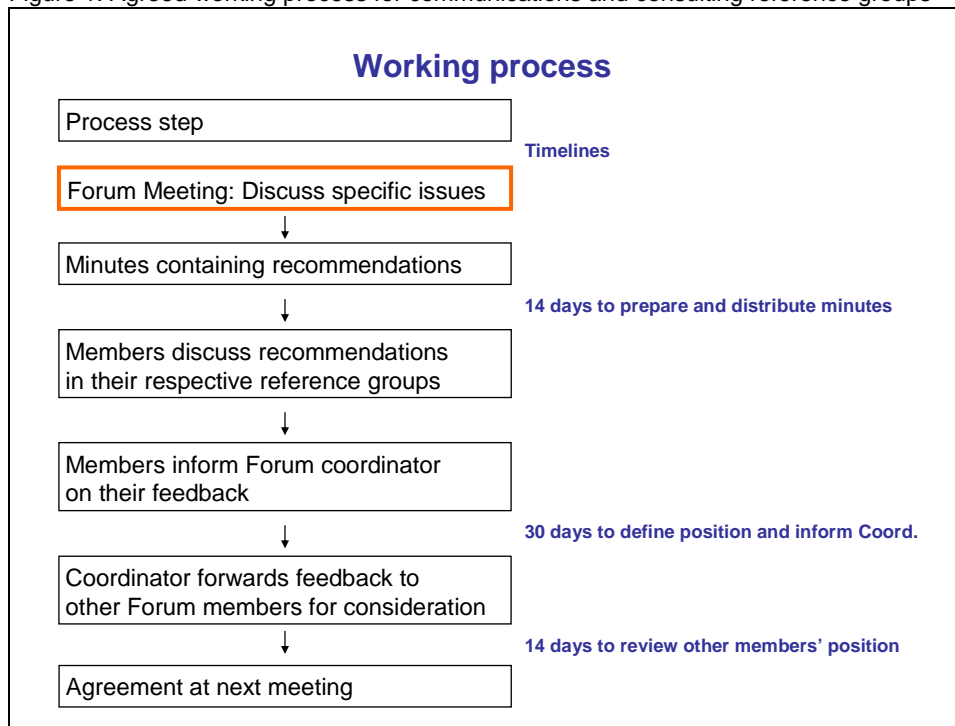
Agreement 1: Forum members agree to attend all Forum meetings in person as far as possible.

Action point 1: Each Forum member to identify one alternate and share the name with the coordinator.

Reference groups and working process: All stakeholders are invited to form reference groups as they see fit. Members will consult their reference groups on the

recommendations elaborated by the Forum and feed back their reactions into subsequent meetings of the Forum. Minimum periods for each of these communication steps were discussed and agreed upon as represented in figure 1:

Figure 1: Agreed working process for communications and consulting reference groups



Agreement 2: Forum members agree to the following process and timelines:

- a) maximum 14 days for minutes to be distributed after forum meetings,*
- b) minimum 30 days for forum members to consult with their reference groups and share their feedback with the coordinator,*
- c) minimum 14 days for Forum members to review feedback.*

External and internal communication: Forum members discussed the need for clear rules for communicating the HSAF and its activities to the outside world. Consensus was reached that all members can freely communicate about the Forum, including aspects such as membership composition, only to use other member's brands and logos after obtaining their express permission. The Forum also discussed the need to systematically publicise the Forum and its work in order to maximise its impact.

Agreement 3: The Forum will only use the name and brand of members in public communication after obtaining their express permission.

Action point 2: The coordinator to draft a communications strategy on external communication about the HSAF.

Disclosure of working material: Several Forum members raised the point that the Forum will benefit from using working materials that are not in the public domain, for example reports on already existing Protocol assessments that might only be obtained from developers and operators under a confidentiality agreement. There is consensus that working materials will only be disclosed after reaching agreement on this in the Forum; this includes disclosure to the reference groups.

Members propose to use a secure website to facilitate the distribution of working materials. Agreement is reached that this should be implemented on the IHA website.

Agreement 4: Forum members agree to disclose any working materials only after express agreement. This includes disclosure of materials to the reference groups.

Action point 3: The coordinator to investigate setting up a secure website on the IHA website for HSAF communications and working materials.

Budget: Michael Fink presents the breakdown of the budget in terms of funding sources and planned expenditures. The coordinator will manage the budget within the framework set by the funding institutions. Forum activities such as expert consultations, workshops, field trials of the Protocol etc. will be organised by the coordinator as instructed by the Forum. If funds are insufficient to support activities deemed desirable by the Forum, the coordinator will inform the Forum and work towards reaching agreement to reduce the scope of activities and/or raise additional funding.

Conflict resolution: Forum members request to develop conflict resolution mechanisms now, so that they are in place before actual conflicts of interest come up. Agreement is reached that the coordinator will prepare a proposition for consideration by the Forum.

Action point 4: Coordinator to prepare a proposition on conflict resolution mechanisms for the HSAF working and decision making process.

Signing of Memorandum of Understanding (MoU): On request by Forum members, Michael Fink gives an update on the current status of members signing the MoU. Agreement is reached that the coordinator should follow up on not yet signed MoUs.

Action point 5: Coordinator to follow up for signed MoUs.

8 International Social and Environmental Accreditation and Labelling Alliance (ISEAL)

Following requests from several Forum members, Aliya Hajee investigated the possibilities and benefits of becoming a member of the ISEAL, an association of leading voluntary international standard-setting organizations. She made a short presentation on ISEAL and its current membership and outlined the benefits for the HSAF to investigate membership of such an organization. The main membership benefits identified were to strengthen the credibility and transparency of the HSAF process, to collaborate and learn from other standard setting organisations, and to follow ISEAL's Code of Good Practice, which is recognized as an international reference for setting environmental and social standards.

In a subsequent discussion, several Forum members expressed their interest to learn more about ISEAL before making a decision on the Forum being affiliated to ISEAL. Questions included whether ISEAL is also applicable to fora with government participation. Agreement is reached to make additional information on ISEAL available to Forum members and to address this question again in the next Forum meeting.

Action point 6: Coordinator to distribute information on ISEAL membership and code of conduct for further consideration in the next Forum meeting.

9 Presentation and discussion of HSAF member survey results

Comment: The information presented in these final minutes includes two survey responses that were received and included in the analysis after the meeting.

Aliya Hajee and Michael Fink presented a preliminary analysis of the responses to a questionnaire on the Protocol which was distributed to Forum members on 25th February 2008. The analysis was based on seven responses received until 7th March.

Main results presented include: A majority of Forum members see all three sections (A, B, C) of the Protocol as equally important. In addition, the survey served to identify aspects with special importance, as well as aspects where the current measuring scale needs further improvement (see figures 2 to 4).

Figure 2: Importance of aspects and quality of measurement, sorted by aspect in Protocol section B

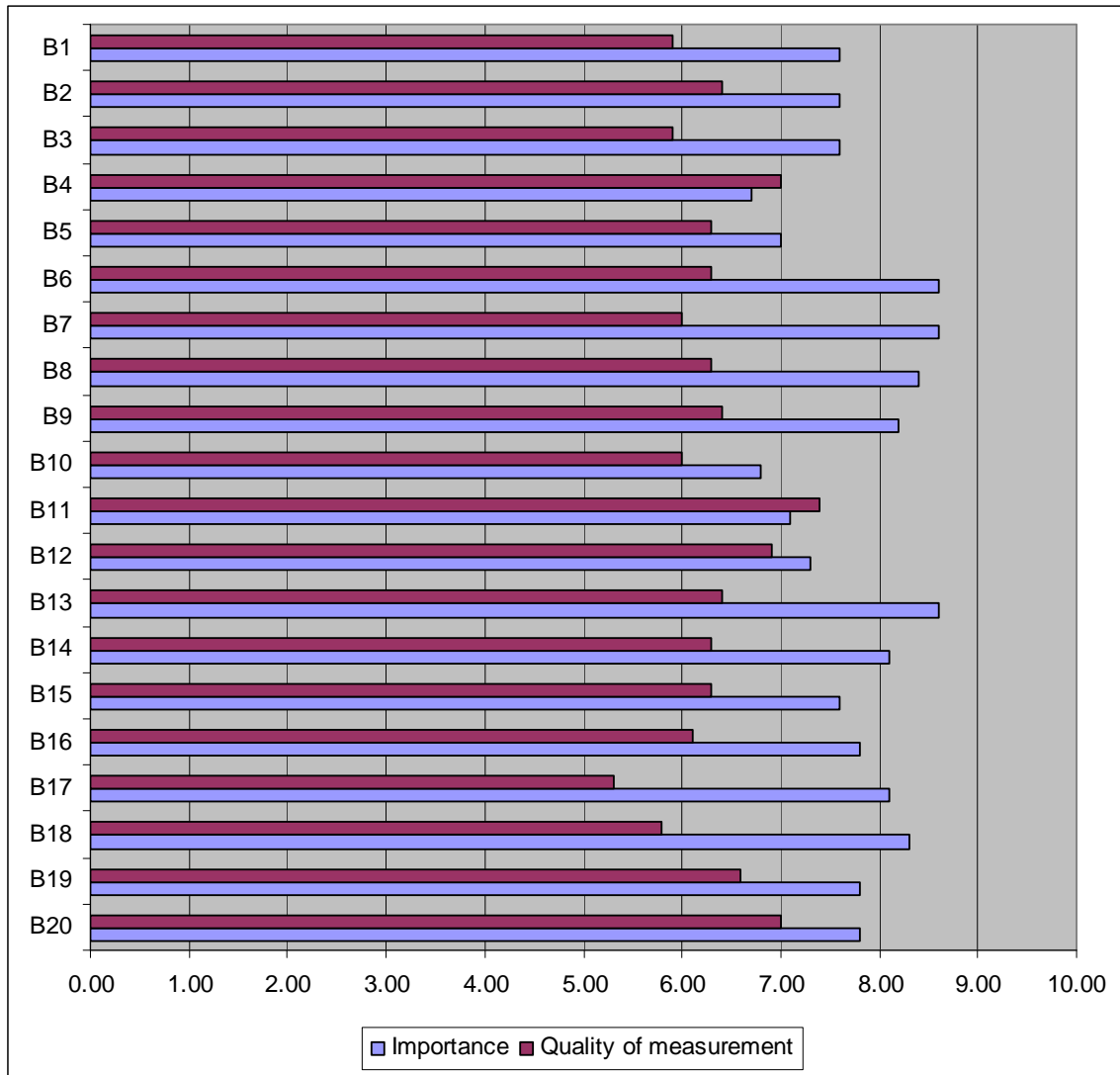
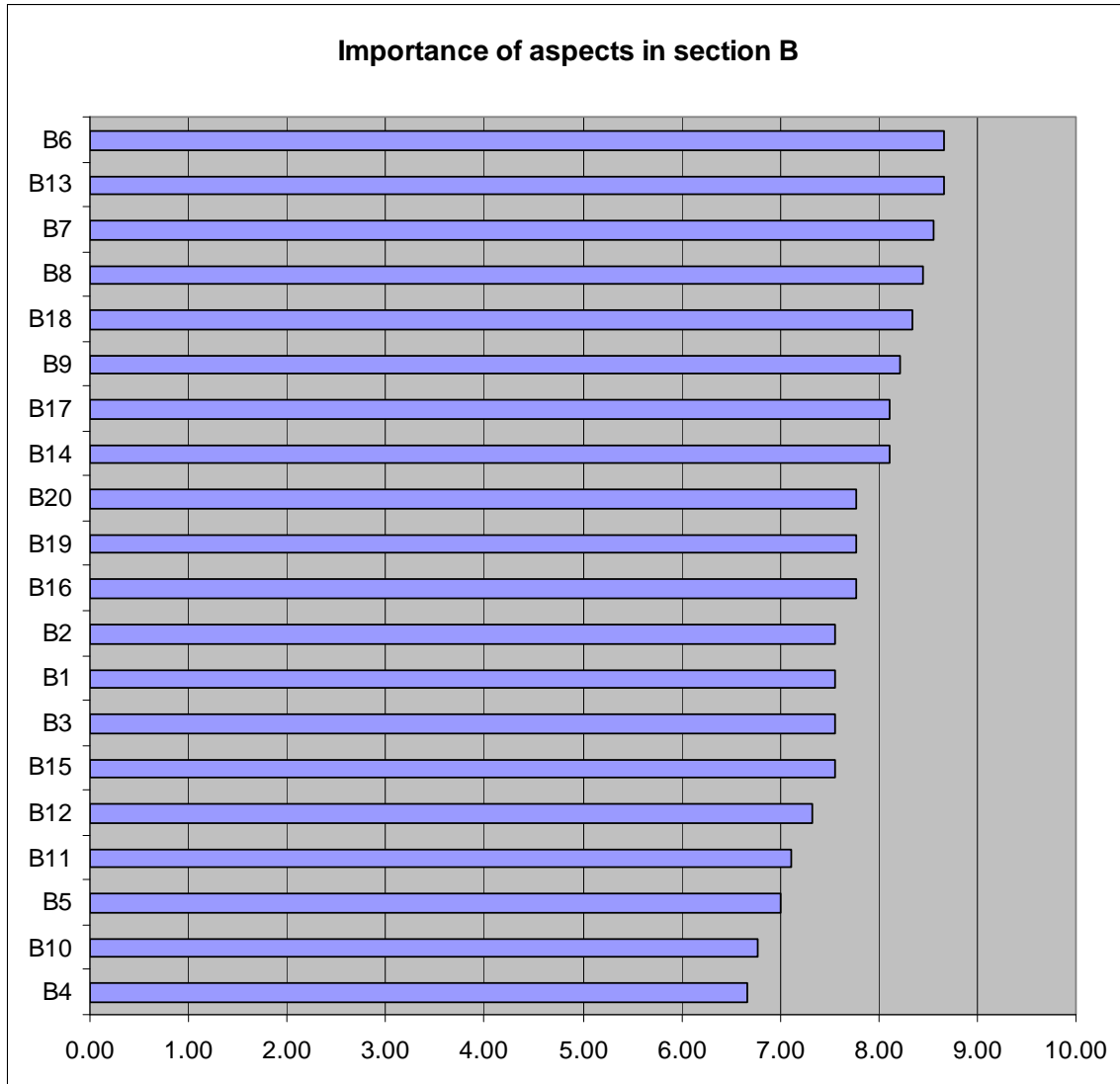
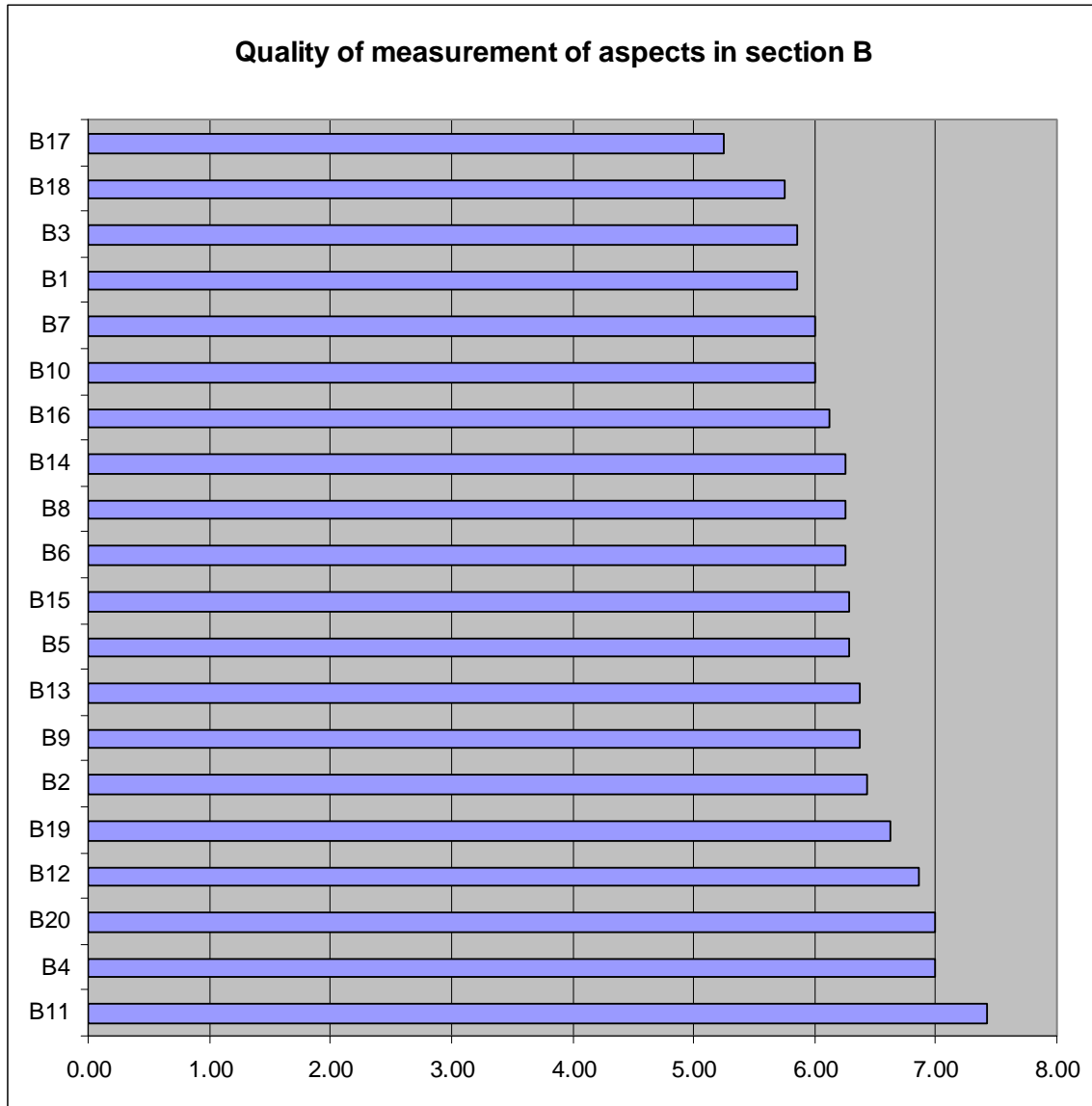


Figure 3: Survey results on relative importance of aspects in Protocol section B



One observation on the importance of aspects is that while there is a difference in average score running from 6.7 to 8.7, no aspects were identified to be irrelevant. This was confirmed in the discussion. It was also noted that each individual stakeholder would identify certain aspects more important than others due their specific expertise.

Figure 4: Survey results on quality of measurement of aspects in Protocol section B



The survey also served to identify a range of issues Forum members wanted to be included into the scope of the Protocol:

- Greenhouse gas emissions, climate change risks, carbon footprint, cost of carbon
- Linkages with comprehensive planning
- Transboundary issues
- Increased voice for project affected peoples in all stages of planning process
- More attention to downstream effects and communities
- Indigenous peoples
- Governance, corruption
- Transparency; revenue transparency
- Poverty
- Communications
- Conflict analysis
- Gender
- HIV/AIDS
- Financial and economic viability

The survey also yielded additional comments which will be useful material for the further work of the Forum. The detailed analysis is presented in slides 36 to 50 of the accompanying presentation.

Several Forum members expressed their interest in submitting their responses to the survey or in elaborating on the comments they had already made. It was agreed that the questionnaire will be resent to all Forum members and that the coordinator will update the analysis to include additional and elaborated responses.

Action point 7: Coordinator to re-send the survey to all Forum members to give them the opportunity to have their position included in the analysis or to complement comments already made. Coordinator to produce analysis based on wider scope of responses and to communicate results to the Forum.

10 Reflection of survey results and implications for future work

As an input into the discussion on how the work of the Forum can be structured, Michael Fink presented an analysis of the structure of the current Protocol. Many issues are addressed as aspects in all three sections A, B and C, while other issues are only included in one or two of the sections. An analysis of where issues are addressed in the Protocol was presented in a word format (attached to these minutes as annex 1). In the subsequent discussion, consensus was reached to structure the work of the Forum by thematic areas (economic – environmental – social aspects) rather than by sections (A, B, C). Details on the work plan are presented in agenda item 12.

From the subsequent discussion, several issues emerged:

- There is general consensus that all sections of the Protocol and all issues covered are relevant.
- Forum members were interested in reviewing existing assessments that have been done using the Protocol, especially referring to sections B and C. The possible need for entering into confidentiality agreements with assessors and project developers and operators was discussed and agreed by the Forum.
- Forum members expressed strong interest to themselves conduct a real-life Protocol assessment (“field trial”) as early in the working process as possible to be able to gain first-hand experience. Preference was expressed to conduct this assessment in a developing country context. Zambia was proposed as one possible option for a section B and / or section C assessment.
- There was an interest to obtain feedback from past Protocol users (both from industry and beyond) on how they perceived the scope and applicability of the Protocol.
- Forum members requested to be informed the evolution of the Protocol to better understand its current structure and scope. It was agreed that this will be addressed through a presentation in the next meeting by Andrew Scanlon, the coordinating author of the current Protocol.
- Finally, Forum members requested that the Protocol be made available to them in MS Word format to enable members to produce proposals and drafts on a voluntary basis.

Action point 8: Coordinator to

- a) *Identify previous Protocol assessments and share them with Forum members, if necessary under confidentiality agreement.*
- b) *Identify potential sites for field testing the Protocol, especially in the developing world, inviting active support and proposals from Forum members.*
- c) *Identify stakeholders both within and beyond industry who have experience with the protocol and to obtain their feedback on its scope and applicability.*
- d) *Make available the Protocol in MS Word format to Forum members.*

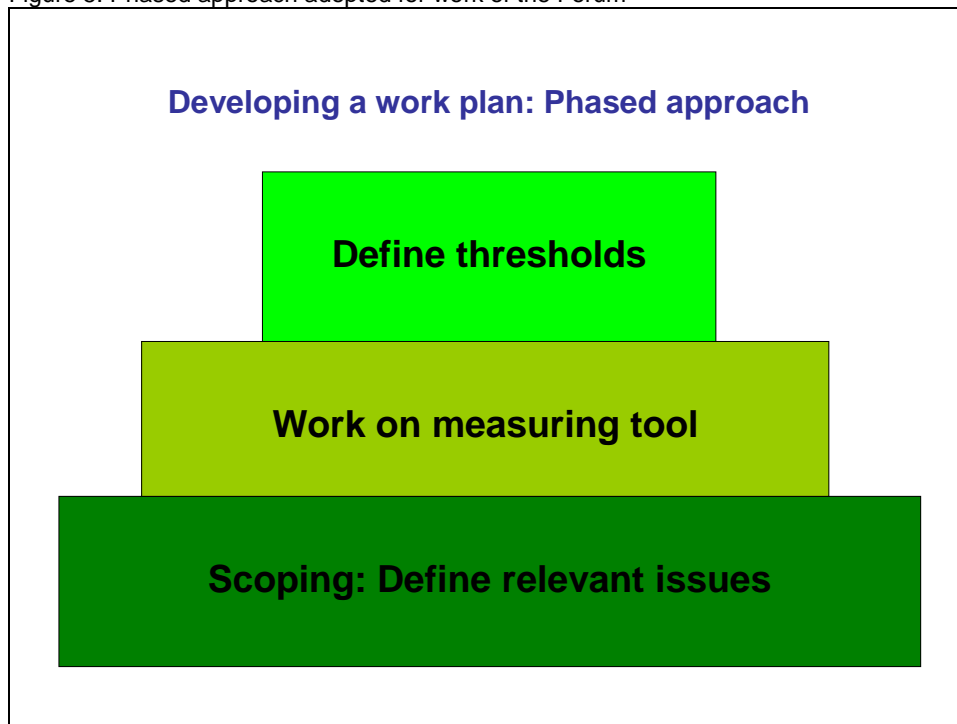
Action point 9: Andrew Scanlon to deliver a presentation on the history and evolution of the Protocol document.

11 Discussion of phased approach: Scoping to define relevant issues; work on measuring tool; defining thresholds

Michael Fink summarised the discussions of the Forum up to this point. Consensus was reached to work on the Protocol in three phases:

1. Scoping the relevant issues to be included in the improved Protocol.
2. Refining the measurement instructions for each issue.
3. Define thresholds / standards that to be met; discuss incentives to use the Protocol; and discuss pathways towards a certification scheme.

Figure 5: Phased approach adopted for work of the Forum



For each phase, points to be dealt with and deliverables to be produced were identified. These included:

- Phase 1: Identify missing issues and overlaps between different sections of the current Protocol; find practical ways of including upstream planning / options assessment issues into the improved Protocol; define the target / user group for the Protocol. Deliverable: Comprehensive, agreed upon list of aspects.

- Phase 2: Refine and agree on measurement scales; introduce maximum objectivity into measurement instructions and documentation; discuss weighing and question of minimum score requirement. Deliverable: Improved Protocol.
- Phase 3: Identify incentives for different users to apply the improved Protocol, such as improved access to financing, to carbon markets / CDM, to document their strive for continuous improvement, etc. Discuss possible pathways towards certification. Deliverables: Identified spectrum of Protocol applications, one or possibly a spectrum of standards or bands against which to interpret a Protocol measurement, recommendations for setting up a certification scheme based on the Protocol.

For a detailed graphic on issues and deliverables see slide 56 of the presentation.

Overall, this phased approach was seen by Forum members to reduce their risk in participating in the Forum, as endorsement of the improved Protocol (product after phase 2) is separated from endorsement of a prescriptive standard or certification scheme.

12 Development of HSAF work plan

Summarising on the discussions up to this point, the Forum agreed on the following principles for the further work plan.

Agreement 5: Principles for work plan of the Forum:

- a) Initially focus on phases 1 and 2, i.e. scoping the issues to be covered by the Protocol and working on the measuring tool, postponing the discussion of thresholds (phase 3) to a later stage.*
- b) Integrate aspects of upstream planning / options assessment into the assessment of new hydro projects, i.e. tackle sections A and B of the Protocol together.*
- c) First review aspects A and B, followed by a separate review of section C.*
- d) Cluster the issues to be covered by the Protocol (both those already contained and those newly proposed by the Forum) into three thematic areas for the review of A&B:*
 - o Economic, technical and governance aspects*
 - o Environmental aspects*
 - o Social aspects*

There was general agreement that working on phases 1 & 2 will constitute the major output of the first two-year phase of the Forum.

Based on these principles, the coordinator proposed the following work plan, providing a more detailed breakdown for the Forum meetings 2, 3 and 4. The following tables have been constructed by the coordinator for the purpose of the minutes.

Action point 10: Forum members to review work plans and to communicate any concerns or proposals for change to the coordinator.

Work plan – overview Forum meetings 1-8

1	Define mode of operation and work programme	
2	Phase 1 & 2	Economic, technical and governance issues
3	Sections A and B	Environmental issues
4		Social issues
5	Phase 1 & 2 Section C	All issues (quicker as some overlap with sections A & B)
6	Complete Phases 1 & 2	Deliver improved Protocol
7	Phase 3 : Defining thresholds	Report to IHA Congress
8	Phase 3 : Pathways to certification	

Detailed work plan – Forum meetings 2-4

No.	Scoping & measuring tool; sections A and B	
2	<p>Economic, technical and governance issues (13)</p> <ul style="list-style-type: none"> • Political risk and regulatory approval (B1, A3) • Economic / financial viability (B2, A6, A7) • Reliability & efficiency (B 4, A10, A11) • Project management plan (B5) • Safety (B11, A15) • Government and proponent policies (A2) • Design, construction and operational risks, and sustainability performance of suppliers (A5) • Markets, innovation and research (A8) • Demonstrated need for project (A1) / Linkages with comprehensive planning / Strategic Impact Assessment (new proposal) • Governance, corruption, accountability, transparency; revenue transparency (new proposal) • Communications (new proposal) • Transboundary issues (new proposal) • Conflict analysis / national security (new proposal) • Operational risks (new proposal) 	
3	<p>Environmental issues (13)</p> <ul style="list-style-type: none"> • Site selection & design optimization (B6, A4) • Environmental impact assessment and management plan (B13, A17) • Threshold and cumulative impacts (B14) • Construction and associated infrastructure impacts (B15) • Land management and rehabilitation (B16) • Aquatic biodiversity (B17) • Environmental flows and reservoir management (B18) • Sedimentation and erosion (B19) • Water quality (B20) • Extent and severity of environmental impacts (A18) • Air, water & soil emissions + waste management (A19) • Greenhouse gas emissions, climate change risks, carbon footprint, cost of carbon (A20, new proposal) • Strategic Impact Assessment (new proposal) 	

4	<p>Social issues (13)</p> <ul style="list-style-type: none"> • Additional benefits and capacity building (B3, A9) • Community and stakeholder consultation and support (B7, A12) • Increased voice for project affected peoples in all stages of planning process / grievance mechanisms (new proposal) • Social impact assessment and management planning (B8, A13) • Extent and severity of economic and social impacts B9, A14) • Public health (B10) • Employee safety (A15) • Cultural heritage (B12, A16) • Dispute resolution / complaints mechanisms (new proposal) • More attention to downstream effects and communities (new proposal) • Indigenous peoples (new proposal) • Poverty (new proposal) • Gender (new proposal) • HIV/AIDS (new proposal)
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Next meeting

Forum members decided to keep date and venue for the next Forum meeting as initially proposed by IHA. Instead of organising a field trip, members expressed their preference to do a one day desktop audit on a new hydropower project to get familiar with the Protocol and to gain first-hand experience in its application. As outlined above, the focus of the second meeting will be economic, technical and governance issues.

Forum members agreed to an approach under which “experts” for defined issues or aspects will make overview presentations on one or more of the focal topics of the upcoming working meetings. This will inform Forum members less familiar with certain issues and will stimulate the ensuing discussion.

In addition, the Coordinator explained that on selected issues, external experts could be consulted on specific issues where necessary. This can take the form of studies / working papers commissioned and / or of these experts taking part in meetings in a consultative role.

Agreement 6: Forum members with specific expertise on selected aspects will be invited to make overview presentations on selected topics to inform other Forum members and to stimulate discussion. These presentations should include specific recommendations on the issues addressed.

Agreement 7: External experts will be consulted on specific aspects where necessary. On request of the Forum, the Coordinator will make arrangements for expert studies to be prepared and / or for external experts to take part in segments of Forum meetings in a consultative role.

Several Forum members offered their assistance in preparing input towards the topics of the next meeting in Sacramento.

Action point 11: Coordinator to make arrangements for second HSAF meeting to take place in Sacramento on July 11-13.

Action point 12: Coordinator to make arrangements for a one day desktop audit on a new hydropower project.

Action point 13: Courtney Lowrance and Andrew Scanlon to work with coordinator to provide an initial presentation on current debate around economic and technical issues.
Action point 14: Donal O'Leary to work with coordinator to provide an initial presentation on current debate around governance issues.

Further meetings

Following the discussions on the need for first-hand experience in Protocol application, Forum members proposed to couple the next meetings with field assessments of both planned and existing projects / schemes. Time allocation for these field trials should be at least 2 days, the Forum meeting itself should last at least another 2 days. There was also some discussion about using regional events to invite local stakeholders to share their views on a proposed/operating project.

Several members supported to consider Zambia as the location for the third Forum meeting. The coordinator was also tasked to coordinate the dates for the third meeting, as there might be a need for changing them.

Action point 15: Coordinator to propose a revised schedule of HSAF meetings 3-8.

Summary of Agreements

- Agreement 1: Forum members agree to attend all Forum meetings in person as far as possible.
- Agreement 2: Forum members agree to the following process and timelines:
 - a) maximum 14 days for minutes to be distributed after forum meetings,
 - b) minimum 30 days for forum members to consult with their reference groups and share their feedback with the coordinator,
 - c) minimum 14 days for Forum members to review feedback.
- Agreement 3: The Forum will only use the name and brand of members in public communication after obtaining their express permission.
- Agreement 4: Forum members agree to disclose any working materials only after express agreement. This includes disclosure of materials to the reference groups.
- Agreement 5: Principles for work plan of the Forum:
 - a) Initially focus on phases 1 and 2, i.e. scoping the issues to be covered by the Protocol and working on the measuring tool, postponing the discussion of thresholds (phase 3) to a later stage.
 - b) Integrate aspects of upstream planning / options assessment into the assessment of new hydro projects, i.e. tackle sections A and B of the Protocol together.
 - c) First review aspects A and B, followed by a separate review of section C.
 - d) Cluster the issues to be covered by the Protocol (both those already contained and those newly proposed by the Forum) into three thematic areas for the review of A&B:
 - Economic, technical and governance aspects
 - Environmental aspects
 - Social aspects

There was general agreement that working on phases 1 & 2 will constitute the major output of the first two-year phase of the Forum.
- Agreement 6: Forum members with specific expertise on selected aspects will be invited to make overview presentations on selected topics to inform other Forum members and to stimulate discussion. These presentations should include specific recommendations on the issues addressed.
- Agreement 7: External experts will be consulted on specific aspects where necessary. On request of the Forum, the Coordinator will make arrangements for expert studies to be prepared and / or for external experts to take part in segments of Forum meetings in a consultative role.

Summary of Action Points for Next Meeting- HSAF Members

- Action point 1: Each Forum member to identify one alternate and share the name with the coordinator.
- Action point 9: Andrew Scanlon to deliver a presentation on the history and evolution of the Protocol.
- Action point 10: Forum members to review work plans and to communicate any concerns or proposals for change to the coordinator.
- Action point 13: Courtney Lowrance and Andrew Scanlon to work with coordinator to provide an initial presentation on current debate around economic and technical issues.
- Action point 14: Donal O'Leary to work with coordinator to provide an initial presentation on current debate around governance issues.

Summary of Action Points for Next Meeting - Coordinator

- Action point 2: Coordinator to draft a communications strategy on external communication about the HSAF.
- Action point 3: Coordinator to investigate setting up a secure website on the IHA website for HSAF communications and working materials.
- Action point 4: Coordinator to prepare a proposition on conflict resolution mechanisms for the HSAF working and decision making process.
- Action point 5: Coordinator to follow up for signed MoUs.
- Action point 6: Coordinator to distribute information on ISEAL membership and code of conduct for further consideration in the next Forum meeting.
- Action point 7: Coordinator to re-send the survey to all Forum members to give them the opportunity to have their position included in the analysis or to complement the comments they have already made. Coordinator to produce analysis based on wider scope of responses and to communicate results to the Forum.
- Action point 8: Coordinator to
 - a) Identify previous Protocol assessments and share them with Forum members, if necessary under confidentiality agreement.
 - b) Identify potential sites for field testing the Protocol, especially in the developing world, inviting active support and proposals from Forum members.
 - c) identify stakeholders both within and beyond industry who have experience with the protocol and to obtain their feedback on its scope and applicability.
 - d) Make available the Protocol in MS Word format to Forum members.
- Action point 11: Coordinator to make arrangements for second HSAF meeting to take place in Sacramento on July 11-13.
- Action point 12: Coordinator to make arrangements for a one day desktop audit on a new hydropower project.
- Action point 15: Coordinator to propose a revised schedule of HSAF meetings 3-8.

Annex 1: Analysis of overlaps in IHA PROTOCOL sections A, B and C

Issues covered in section B

Issue	A	B	C
political risk and regulatory approval	A 3 political risk and regulatory approval	B 1 political risk and regulatory approval	
Economic / financial viability	A 6 project finance risk A 7 economic viability and service delivery	B 2 Economic viability	C 2 economic viability
Benefit sharing	A9 Additional benefits and capacity building	B 3 Additional benefits	C 3 Additional economic benefits
Reliability & Efficiency	A 10 short and long term reliability A 11 planned operational efficiency	B 4 Planned operational efficiency and reliability	C 5 operational efficiency C 6 operational long-term efficiency and reliability
Project management plan		B 5 Project management plan	
Site selection & design optimization	A4 site selection and design optimization	B 6 site selection and design optimization	
Participation & public acceptance	A 12 community acceptance	B 7 community and stakeholder consultation and support	C 7 community acceptance
Social impact consideration	A13 social impact assessment and management planning	B 8 social impact assessment and management plan	C 13 social commitments
Extent and severity of economic and social impacts	A 14 extent and severity of economic and social impacts	B 9 extent and severity of economic and social impacts	C 14 directly affected stakeholders
public health		B 10 public health	
Safety	A 15 safety	B 11 safety	C 8 dam safety C 9 employee safety
Cultural heritage	A 16 cultural heritage	B 12 cultural heritage	C 12 cultural heritage
Environmental impact consideration	A 17 environmental impact assessment and management plan	B 13 environmental impact assessment and management plan	C 15 environmental commitment and management
Environmental aspects	A 18 extent and severity of environmental impacts A 19 air, water & soil emissions + waste management	B 14 threshold and cumulative impacts	
		B 15 construction and associated infrastructure impacts	
		B 16 land management and rehabilitation	
		B 17 aquatic biodiversity	C 18 biodiversity and pest species
		B 18 environmental flows and reservoir management	C 16 reservoir management C 17 environmental flows
		B 19 sedimentation and erosion	C 20 sedimentation and erosion
	B 20 water quality	C 19 water quality	

Issues in addition to section B

Issue	A	B	C
	A 1 demonstrated need for project		
	A 2 government and proponent policies		
	A 5 design, construction and operational risks, and sustainability performance of suppliers		C 11 suppliers and service providers
	A 8 markets, innovation and research		C 4 markets, innovation and research
	A 20 greenhouse gases		
			C 1 Governance
			C 10 employee opportunity, equity, diversity

Additional issues proposed in survey

- Greenhouse gas emissions, climate change risks, carbon footprint, cost of carbon
- Linkages with comprehensive planning
- Transboundary issues
- Increased voice for project affected peoples in all stages of planning process
- More attention to downstream effects and communities
- Indigenous peoples
- Governance, corruption
- Transparency; revenue transparency
- Poverty
- Communications
- Conflict analysis
- Gender
- HIV/AIDS
- Financial and economic viability