



ESAP Implementation and ESHS Reporting

LLF ESMS Annex R

ACRONYMS AND ABBREVIATIONS

Name	Description
E&S	Environmental and Social
ESDD	Environmental and Social Due Diligence
ESHS	Environmental, Social, Health and Safety
ESMS	Environmental and Social Management System
ESS	Environmental and Social Safeguard
LL	Legacy Landscape
LLF	Legacy Landscapes Fund

DOCUMENT HISTORY

Version	Revision	Prepared by	Reviewed by	Approved by	Date	Comments

1. INTRODUCTION

This document summarizes the environmental and social action plan (ESAP) implementation and environmental, social, health and safety (ESHS) reporting requirements for the grantee receiving the grant from LLF. It is the grantee's responsibility to provide LLF with the recent and accurate information regarding the legacy landscape (LL) program on a timely manner. The LLF's environmental and social safeguard (ESS) managers will collect all needed information and control that all data collected is reliable, accurate and complete. Where necessary, the reports will be supplemented with additional information or attachments to provide needed details, especially for the ESAP items with highest risks and impacts.

The grantee is required to regularly provide reports to LLF about the LL program as per agreed terms (refer to the grant agreement) and to keep a record of these for audit purposes. From environmental and social (E&S) perspective, all grantees are subject to:

- ESAP implementation reporting;
- Progress reporting:
 - Semi-annual interim report;
 - Annual report;
- Milestone reporting.

The **Grant Implementation Guide** provides further information on progress and milestone reporting and how the mentioned above reports are connected to other reporting requirements (e.g., financial reporting, funding advance request etc.). The information on how the reporting requirements is placed within the LL program lifecycle is provided in LLF's ESMS manual and respective documentation. The requirements and templates for the serious incidents reporting are provided in LLF ESMS documents, **Annex S – Serious Incident Reporting Format**.

2. ESAP IMPLEMENTATION REPORTING

Grantees are expected to submit the ESAP implementation progress report to LLF on a quarterly basis (i.e., every three months) during the first two years of the grant program or until the ESAP is implemented.

Based on the ESAP developed after the ESDD assessment, the respective ESS manager and program manager will track the implementation of the action items and follow up with the grantee to ensure issues are addressed within the defined timeframes.

The grantee is responsible for implementation of assigned items listed under the ESAP for the corresponding LL program and program activities. The grantee must provide regular reporting regarding the stage of each assigned item mentioned in the program ESAP. The report should also provide supporting documents/evidence to support the claims, which can be included as annexes. Progress made in the ESAP implementation will be monitored every three months during program implementation till all ESAP items assigned to the grantee are completed (within the first two years).

Appendix A provides a template for the ESAP implementation reporting. The template should be adopted by the grantee for the LL program specific ESAP that was agreed with LLF (i.e., part of the grant agreement).

APPENDIX A ESAP IMPLEMENTATION REPORTING TEMPLATE