



Potęgowo Wind Farm Stakeholder Engagement Plan (SEP) 2024

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Potęgowo Wind Farm

Stakeholder Engagement Plan (SEP) 2024

PROJECT:

Potęgowo Wind Farm

Poland, Zachodniopomorskie and Pomorskie Voivodships,
Sławieński and Słupski Counties, Malechowo, Potęgowo,
Redzikowo and Damnica Municipalities

EMPLOYER:

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TABLE OF CONTENTS

Glossary	9
1. Introduction	11
2. Legal requirements and standards for public consultation	12
3. Summary of activities related to stakeholder engagement to date	14
3.1 Activities in 2007-2021	14
3.2 Activities in 2021-2024	15
4. Stakeholder identification and analysis	16
5. Information disclosure	22
6. Stakeholder engagement program	24
7. Grievance Mechanism	28
8. Monitoring, resources and responsibility	28
9. Actions schedule	29
10. Bibliography	30

LIST OF TABLES

Table 4.1 Stakeholders' characteristics	16
Table 6.1 Stakeholder engagement program	24
Table 9.1 Framework schedule for the SEP implementation	29

Glossary

Company	Potęgowo Mashav
EBRD	European Bank for Reconstruction and Development
ED	Environmental Decision
EIA	Environmental Impact Assessment
ESAP	Environmental and Social Action Plan
GM	Grievance Mechanism
IOE	Independent Ornithological Expert
LSDP	Local Spatial Development Plan
NGO	Non-governmental organisation
NTS	Non-Technical Summary
PR	Performance Requirement
Project	Potęgowo Wind Farm
RDEP	Regional Directorate for Environmental Protection
SEP	Stakeholder Engagement Plan
WF	Wind farm



1. Introduction

This Stakeholder Engagement Plan (SEP) 2024 was developed to manage the impacts on local community occurring from the activity during the operational phase of the Potęgowo Wind Farm (Potęgowo WF, the Project). This is an updated version of the SEPs (Biernat and Szewczyk 2018, Antoł and Czajkowski 2021), that were originally prepared for the construction phases of Potęgowo West, Potęgowo East clusters and their extension – Potęgowo South, which were successfully completed in August 2020, July 2020 and March 2023 respectively.

The document is developed to ensure compliance with the provisions of Environmental and Social Action Plan (ESAP) prepared for the Project - Performance Requirement (PR) 10 - Information Disclosure and Stakeholder Engagement. It identifies the Project's stakeholders and establishes rules for managing the exchange of information between Potęgowo Mashav and its stakeholders. Also, responsibilities for implementation of actions concerning stakeholders are defined in SEP. This document will give focus i.a. on legal requirements for public consultation, undertaken and planned events related to stakeholder engagement, stakeholder identification and engagement program, and framework for stakeholder engagement actions.

This document is created based on the international guidelines ensuring Project's compliance with good international practices relating to sustainable development, social safety, and equality (EBRD 2023).

Potęgowo WF is situated in northern and north-western part of Poland. Potęgowo West cluster is situated in Zachodniopomorskie Voivodship, Sławieński County, Malechowo Municipality. Construction of this cluster begun in June 2019 and ended in August 2020 and became operational in the same month. It consists of a total of 43 turbines.

Potęgowo East and South clusters are situated in Pomorskie Voivodship, Słupski County, Potęgowo, Damnica and Redzikowo (until 31.12.2023 operated as Słupsk Municipality) Municipalities. Construction of the Potęgowo East begun in August 2018 and ended in July 2020. Potęgowo East became fully operational in July 2020 and consists of a total of 38 turbines. Construction of the Potęgowo South begun in June 2021 and ended in March 2023. It became operational in March 2023 and consists of a total of 17 turbines.

2. Legal requirements and standards for public consultation

According to current Polish legislation, public consultations may be required as part of the environmental impact assessment (EIA) procedure in the case of projects that may always have a significant impact on the environment and projects that may potentially have a significant impact on the environment (if the obligation to carry out an EIA procedure is imposed by the competent authority). These issues are regulated by the Act of 3 October 2008 on the provision of information on the environment and its protection, public participation in environmental protection and environmental impact assessments (EIA Act), which is the implementation of European Union legislation – Directive 2011/92/EU of the European Parliament and of the Council of 13 December 2011 on the assessment of the effects of certain public and private projects on the environment.

The Potęgowo WF was recognised as the project likely to have a potentially significant impact on the environment. The Environmental Decisions (EDs) were issued to the sub-projects, based on the EIA procedures carried out by the local authorities and Regional Directorate for Environmental Protection (RDEP) in Gdańsk.

The following ED for the Potęgowo West was granted:

- decision no. RR.I.6220.3.2012 issued on 6th of May 2013 by the Head of Malechowo Municipality.

The following EDs for the Potęgowo East were issued:

- decisions no. OS.7625/42/10/07/08 and OS.7625/42/11/07/08, both issued on 18th of July 2008 by the Head of Słupsk Municipality;
- decision no. ZP/7624-15/2010 issued on 30th of September 2011 by the Head of Potęgowo Municipality;
- decision no. IB.6220.7.2012 issued on 31st of October 2013 by the Head of Damnica Municipality.

The following ED for the Potęgowo South were issued:

- decision no. RDOŚ-Gd-WOO.4210.6.30.2011.ASP issued on 12th of January 2013 by RDEP in Gdańsk.

The scope of information disclosed in the course of the EIA procedure included, inter alia, a general presentation of the project, a presentation of its environmental and social effects and a description of the measures necessary to mitigate those effects. Disclosure of such information and ensuring public participation in the EIA procedure was the responsibility of the authority responsible for conducting the procedure. Such authority was obliged to make available to the public the opinions, resolutions and decisions issued in the course of the procedure, as well as to make available the environmental documentation produced in the course of the procedure. It was also obliged to receive and consider comments and complaints submitted by interested parties.

The Project was also subject to formal public consultations as part of the procedure for adopting the Local Spatial Development Plan (LSDP) for the area covered by the investment in question. The issue of public participation in the administrative procedure aimed at enacting spatial plans at the national, regional and local level is regulated in Poland by Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment. This directive is transposed by the EIA Act.

Apart from the national requirements with respect to the consultation process, for projects to be financed by European Bank for Reconstruction and Development (EBRD) specific requirements apply as specified by the PR 10 (EBRD 2023).

3. Summary of activities related to stakeholder engagement to date

3.1 Activities in 2007-2021

Activities conducted up to the development of the previous versions of SEP (Biernat and Szewczyk 2018; Antoń and Czajkowski 2021) included the following:

- communication with landowners at the sites, negotiations of land lease contracts and signing the contracts – first communication – mainly individual meetings - began in 2007;
- formal contacts with the municipalities and environmental authorities within the LSDP establishments and EIA procedures – started in Q1 of 2007;
- formal contacts with the Distribution System Operator while negotiating conditions of wind farm connection to the distribution networks and connection contracts – started in 2007;
- formal contacts with road, water management, aviation and other authorities and organizations while applying for acceptances or approvals necessary for wind farms and their infrastructure designing – started in 2007;
- regular quarterly meetings with municipalities and county authorities in the area of the investment to keep good relationship and update on the status of the Project. During that meetings the Company was constantly assured about positive local attitude towards the investment and that local authorities and residents expect the investment will be completed shortly;
- since 2015 the Company actively participated on annual harvest festival and other events in Malechowo Municipality as well in Potęgowo Municipality. Mashav representatives were invited for discussions with local stakeholders during those events. Information on Mashav and its investment plans was announced in front of local society and in local newspapers in Malechowo;
- in summer 2016 the Company representatives visited the municipality council meeting (as the easement on municipality plots was discussed) to discuss the investment in Damnica Municipality, Potęgowo Mashav's representatives reportedly met constructive reception;

- since 2014 the Company kept on developing the Project therefore there was a necessity to visit a variety of different inspectors in the authorities to receive consents/approvals. Reportedly, the Company always was encountered with sincere welcome and willingness to help;
- in July 2018, contact points were set up in the municipalities of Malechowo, Potęgowo, Słupsk and Damnica, where information materials in Polish and English were disclosed, including the Non-Technical Summary (NTS), SEP, ESAP and grievance form for communities;
- in summer 2018, during disclosure of the first package for Potęgowo West and Potęgowo East, prior to construction works, the Company organized meetings in all municipalities with local communities; information on the place and date of the meetings was posted on notice boards in the villages where the Project is located.

Residents of the involved municipalities and villages as well as other stakeholders had right to participate in the processes of establishing LSDP for all of the sub-projects and the public consultations were managed by the competent authorities as required by the spatial planning regulations. The LSDP were not questioned by any stakeholders and had not complained to the Voivodship authorities and became ultimately valid. As the spatial planning procedures are managed by the local authorities, the Company has not been directly involved in consultations but provide the authorities with information on desired location of the wind farms' infrastructure and technical parameters of the wind turbine generators.

3.2 Activities in 2021-2024

Activities carried out in the period between development of the previous (Biernat and Szewczyk 2018; Antoł and Czajkowski 2021) and current version of SEP included:

- annual support of communes harvest events;
- reconstruction of the roads in the vicinity of each cluster;
- support of Third Age University in Słupsk;
- annual support of table tennis team;
- annual support of Nordic walking team;
- annual support of football team;
- support of gifts to children for annual event.

4. Stakeholder identification and analysis

The stakeholder groups identified for the Project are grouped into 7 major categories, a full list of which is presented below (Table 4.1).

Table 4.1 Stakeholders' characteristics

No.	Stakeholder category	Stakeholder characteristic
1. Communities and individuals		
1.1	Residents of Malechowo, Potęgowo, Redzikowo (until 31.12.2023 operated as Słupsk Municipality) and Damnica Municipalities	According to Central Statistical Office (website 1), the municipalities in which the project is located had the following population in 2023: Malechowo – 5,935 residents; Potęgowo – 6,484 residents; Redzikowo – 19,571 residents; Damnica – 5,613 residents.
1.2	The landowners of the plots on which the project is located, i.e. owners of the land where wind turbines, road infrastructure or cable connection is located	Contact details are held by Potęgowo Mashav, which is also responsible for relations and contact with the landowners of the plots. Appropriate contracts were signed with all affected farmers for land lease or easement (approximately 311 agreements).
1.3	Employees of the Company and contractors of the civil works and wind farm operations	The operation of the WF is outsourced to external contractors. Potęgowo Mashav is holding management position.
2. Contractors		
2.1	ONDE JSC	40 Wapienna St., 87-100 Toruń, Poland phone: +48 56 612 25 10 e-mail: sekretariat@onde.pl
2.2	Electrum LLC	13 Watykańska St., 15-638 Białystok, Poland phone: +48 85 664 73 73 e-mail: electrum@electrum.pl
2.3	Vestas LLC	44 Niepodległości Av., 70-404 Szczecin, Poland phone: + 91 887 81 00 e-mail: Service-pl@vestas.com

No.	Stakeholder category	Stakeholder characteristic
2.4	General Electric Company	1 Neumann Way Cincinnati, OH 45215, USA phone: +001 407 378 6203
3. Distribution System Operator		
3.1	Distribution System Operator	Polskie Sieci Elektroenergetyczne S.A. 165 Warszawska St., 05-520 Konstancin-Jeziorna, Poland phone: +48 22 242 26 00 e-mail: pse@pse.pl https://www.pse.pl/
4. Administrative users		
4.1	Ministry of Economic Development and Technology	Ministry of Economic Development and Technology 3/5 Trzech Krzyży Sq., 00-507 Warsaw, Poland phone: +48 222 500 123 Citizen's Helpline: +48 222 500 115
4.2	Ministry of Climate and Environment	Ministry of Climate and Environment 52/54 Wawelska St., 00-922 Warsaw, Poland phone: +48 22 36-92-900 helpline: +48 222-500-136 e-mail: info@klimat.gov.pl
4.3	Voivodship Offices	Pomeranian Voivodship Office in Gdańsk 21/27 Okopowa St., 80-810 Gdańsk, Poland phone: +48 58 307 76 95 e-mail: zok@gdansk.uw.gov.pl https://www.gov.pl/web/uw-pomorski Western Pomeranian Voivodship Office in Szczecin 4 Wały Chrobrego St., 70-502 Szczecin, Poland phone: +48 91 43 03 500 https://www.gov.pl/web/uw-zachodniopomorski
4.4	Energy Regulatory Office	Energy Regulatory Office 25a Towarowa St., 00-869 Warsaw, Poland phone: +48 22 487 55 70 e-mail: ure@ure.gov.pl electronic mailbox on the ePUAP platform: /URE/SkrytkaESP

No.	Stakeholder category	Stakeholder characteristic
		https://www.ure.gov.pl/
4.5	General Directorate for Environmental Protection	General Directorate for Environmental Protection 136 Jerozolimskie Av., 02-305 Warsaw, Poland phone: +48 22 310-67-00 e-mail: kancelaria@gdos.gov.pl
4.6	Regional Directorates for Environmental Protection	Regional Directorate for Environmental Protection in Gdańsk 54/57 Chmielna St., 80-748 Gdańsk, Poland phone: +48 58 683 68 00 e-mail: sekretariat@gda.rdos.gov.pl Regional Directorate for Environmental Protection in Szczecin 20 Teofila Firlika St., 71-637 Szczecin, Poland phone: +48 91 43-05-200 e-mail: sekretariat.szczecin@rdos.gov.pl
4.7	National Labour Inspectorate	National Labour Inspectorate General Labour Inspectorate 28/30 Barska St., 02-315 Warsaw, Poland phone: +48 22 391 82 15 e-mail: kancelaria@gip.pip.gov.pl
4.8	Building Control Inspectorate	General Office of Construction Supervision 38/42 Krucza St., 00-926 Warsaw, Poland phone: +48 22 346 66 64 e-mail: kancelaria@gunb.gov.pl
4.9	District Building Inspector	District Building Inspector in Słupsk 14 Szarych Szeregów St., 76-200 Słupsk, Poland phone: +48 59 841 85 49
4.10	Regional Sanitary and Epidemiological Station	Regional Sanitary and Epidemiological Station in Gdańsk 4 Dębinki St., 80-211 Gdańsk, Poland phone: +48 58 344 73 00 e-mail: poczta@wsse.gda.pl
4.11	District Sanitary and Epidemiological Stations	District Sanitary and Epidemiological Station in Słupsk 8 Piotra Skargi St., 76-200 Słupsk, Poland

No.	Stakeholder category	Stakeholder characteristic
		<p>phone: +48 59 843 12 91 http://psseslupsk.pis.gov.pl/</p> <p>District Sanitary and Epidemiological Station in Sławno 2A Sempołowskiej St., 76-100 Sławno, Poland phone: +48 59 810-73-11 e-mail: psse.slawno@pis.gov.pl</p>
4.12	Voivodship Monuments Conservators	<p>Pomorskie Voivodship Office for Monument Protection Delegation in Słupsk 6 Jaracza St., 76-200 Słupsk, Poland phone: +48 59 842 64 34 extension 31 e-mail: slupsk@zabytki.mail.pl</p> <p>Zachodniopomorskie Voivodship Office for Monument Protection Delegation in Szczecin 4 Wały Chrobrego St., 70-502 Szczecin, Poland phone: +48 91 433-70-66</p>
4.13	Voivodship Marshall	<p>Marshal's Office of the Pomorskie Voivodship in Gdańsk 21/27 Okopowa St., 80-810 Gdańsk, Poland phone: +48 58 307 76 95 e-mail: zok@gdansk.uw.gov.pl https://www.gov.pl/web/uw-pomorski</p> <p>Marshal's Office of the Zachodniopomorskie Voivodship in Szczecin 34 Korsarzy St., 70-540 Szczecin, Poland phone: +48 91 480 72 43</p>
4.14	Local government administration	<p>Redzikowo (until 31.12.2023 operated as Słupsk Municipality) Municipal Office 34 Sportowa St., 76-200 Słupsk, Poland phone: +48 59 842 84 60 e-mail: info@gminaredzikowo.pl</p> <p>Potęgowo Municipal Office 5 Kościuszki St., 76-230 Potęgowo, Poland phone: +48 59 811 50 72 e-mail: sekretariat@potegowo.pl</p> <p>Damnica Municipal Office 1 Górna St., 76-231 Damnica, Poland</p>

No.	Stakeholder category	Stakeholder characteristic
		<p>phone: +48 59 848 44 31 e-mail: ug@damnica.pl</p> <p>Sławno Municipal Office 11 1. Pułku Ułanów St., 76-100 Sławno, Poland phone: +48 59 810 75 26 e-mail: sekretariat@gminaslawno.pl</p> <p>Malechowo Municipal Office 22A Malechowo, 76-142 Malechowo, Poland phone: +48 94 318 42 13 e-mail: urzad@malechowo.pl</p> <p>County Office in Słupsk 14 Szarych Szeregów St., 76-200 Słupsk, Poland phone: +48 59 841 85 00 e-mail: starostwo@powiat.slupsk.pl</p> <p>County Office in Sławno 2A Sempołowskiej St., 76-100 Sławno, Poland phone: +48 59 810 49 04 e-mail: starosta@powiatslawno.pl</p>
4.15	Police	<p>District Police Station in Słupsk 1 3. Maja Av., 76-200 Słupsk, Poland phone: +48 47 742 01 00 e-mail: e-mail: komenda.slupsk@gd.policja.gov.pl</p> <p>District Police Station in Sławno 45D Polanowska St., 76-100 Sławno, Poland phone: +48 477 843 511 e-mail: dyzurny.slawno@sc.policja.gov.pl</p>
4.16	Fire Department	<p>Volunteer fire brigade in Potęgowo</p> <p>2 Poczтовая St., 76-230 Potęgowo, Poland phone: +48 59 811 50 98</p> <p>Volunteer fire brigade in Damnica</p> <p>3C Witosa St., 76-231 Damnica, Poland phone: 998</p>

No.	Stakeholder category	Stakeholder characteristic
		<p>Volunteer fire brigade in Malechowo</p> <p>48A Malechowo, 76-142 Malechowo, Poland phone: 998</p>
5. Non-governmental organisations (NGOs)		
5.1	National environmental organizations and organizations working to protect avifauna and chiroptero fauna	<p>OTOP – The Polish Society for the Protection of Birds 24 Odrowąza St., 05-270 Marki near Warsaw, Poland phone: +48 22 761 82 05, +48 22 188 50 81 e-mail: biuro@otop.org.pl https://otop.org.pl/</p> <p>OTON – The Polish Society for the Protection of Bats 28 Wojska Polskiego St., 60-637 Poznań, Poland phone: +48 605 580 285 e-mail: oton@nietoperze.pl https://nietoperze.pl/</p> <p>WWF Poland 11 Usypiskowa St., 02-386 Warsaw, Poland phone: +48 22 660 44 33 e-mail: kontakt@wwf.pl https://www.wwf.pl/</p> <p>Polish Society for Nature Conservation “Salamandra” 7/3 Stolarska St., 60-788 Poznań, Poland phone: +48 61 843 21 60 phone (urgent matters relating to bats): +48 604 83 65 83 e-mail: biuro@salamandra.org.pl e-mail (urgent matters relating to bats): nietoperze@salamandra.org.pl https://www.salamandra.org.pl/home.html</p> <p>The Ecological Association EKO-UNIA 26 Białoskórnica St., 50-134 Wrocław, Poland phone: +48 71 344 22 64 e-mail: info-ekounia@eko.org.pl https://eko-unia.org.pl/</p>
6. Media		
6.1	Local media	<p>Głos Pomorza https://gp24.pl/tag/gmina-potegowo</p>

No.	Stakeholder category	Stakeholder characteristic
		<p>Słupsk Nasze Miasto https://slupsk.naszemiasto.pl/tag/potegowo</p> <p>Sławno Nasze Miasto https://slawno.naszemiasto.pl/</p> <p>TV Słupsk 3 Waryńskiego St., 76-200 Słupsk, Poland phone: 519 699 762 redakcja@tv-slupsk.pl https://www.tv-slupsk.pl/</p>
7. Lenders		
7.1	International Financial Institutions	<p>European Bank for Reconstruction and Development Warsaw Resident Office 53 Emilii Plater St., Warsaw Financial Center Suite 1300 00-113 Warsaw, Poland phone: +48 22 520 5700</p>

5. Information disclosure

Creating efficient information channels is crucial to maintain trustworthy and beneficial relationship with all influenced parties within the Project. Information disclosure creates the possibilities to cooperate with the local communities, exchange knowledge and maximise profit for all interested parties. At the same time, it includes implementation of tools allowing stakeholders for an effective dialogue with those responsible for Project development. Disclosure of information will take place based on legal requirements binding for the Project, on the provisions of ESAP, as well as on the basis of requirements of the Project's Lender(s).

Any materials related to the Potęgowo WF will be disseminated by Potęgowo Mashav on Project's website (website 2) which serves as the primary source of information about the Project. The disclosed information will include a NTS of the Project, latest version of the SEP

and the general information on the Independent Ornithological Expert (IOE) review. The website will also include a grievance mechanism. The website will be updated on a regular basis.

Based on ESAP requirements, a regular consultation on the Project details with local communities will be held by Potęgowo Mashav to provide information on operations and activities and to increase awareness on the operation, potential impacts, and availability of grievance procedure. Evidence of community meetings and information dissemination will be a part of annual reporting. In addition, Potęgowo Mashav will carry out communication activities in the local media, delivering reliable information and expert materials, if necessary. Furthermore, the documents such as the EIA reports and the EDs are available at the relevant Municipal and County Offices and will be made available at the request of an interested party in accordance with the provisions of Polish law.

Communication with administrative stakeholders will take place on the basis of formal correspondence, meetings summarized by notes and e-mail and telephone communication. The Project will also provide environmental information by submitting Reports on post-construction environmental monitoring in accordance with legal requirements.

The provision of information to NGOs will take place in response to their direct inquiry about the Project.

Transfer of information on Project implementation to the Lender(s) will be carried out through an annual report.

6. Stakeholder engagement program

Communication with stakeholders was carried out during previous stages of project development and will continue throughout the operation of the Potęgowo WF. The consultation method and its nature depend on the target group. Consultation activities will be the responsibility of the Project Manager and will be carried out on as-needed basis.

Below (Table 6.1) is an indication of the consultation activities that Potęgowo Mashav will undertake as part of its stakeholder engagement plan.

Table 6.1 Stakeholder engagement program

No.	Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
1. Communities and individuals				
1.1	Residents of Malechowo, Potęgowo, Redzikowo (until 31.12.2023 operated as Słupsk Municipality) and Damnica Municipalities	The Project's website Grievance Mechanism form	Continuously, during operation	Project Manager Municipal authorities
1.2	The landowners of the plots on which the project is located, i.e. owners of the land where wind turbines, road infrastructure or cable connection is located	Direct contacts initiated by residents		
1.3	Employees of the Company and contractors of the civil works and wind farm operations	Meetings, e-mail and information boards Grievance Mechanism form	Continuously, during operation	Project Manager
2. Contractors				
2.1	ONDE JSC			

No.	Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
2.2	Electrum LLC	In accordance with the agreements concluded between the entities	Continuously, during operation	Project Manager
2.3	Vestas LLC			
2.4	General Electric Company			
3. Distribution System Operator				
3.1	Distribution System Operator	E-mail and telephone correspondence Meetings	On as needed basis, during operation	Project Manager
4. Administrative users				
4.1	Ministry of Economic Development and Technology	Keeping formal correspondence Exchange of documentation and correspondence related to the Project	As required by administrative procedures	Project Manager
4.2	Ministry of Climate and Environment			
4.3	Voivodship Offices			
4.4	Energy Regulatory Office			
4.5	General Directorate for Environmental Protection	Monitoring reports	During operation	Project Manager
4.6	Regional Directorates for Environmental Protection	E-mail and telephone correspondence Meetings		Environmental Specialist
4.7	National Labour Inspectorate		During operation	Project Manager
4.8	Building Control Inspectorate			
4.9	District Building Inspector			

No.	Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
4.10	Regional Sanitary and Epidemiological Station	Consultations, exchange of documentation and correspondence related to the Project	Continuous process - in accordance with administrative procedures and legal requirements	
4.11	District Sanitary and Epidemiological Station			
4.12	Voivodship Monuments Conservators			
4.13	Province Marshal			
4.14	Local government administration			
4.15	Police			
4.16	Fire Department			
5. NGOs				
5.1	National and local environmental organisations and organisations working to protect avifauna and chiropterofauna	Website Answers to direct questions or Grievance Mechanism Forms	During operation	Project Manager Environmental Specialist
6. Media				
6.1	Local media	Ongoing contact with the media Media monitoring	On a regular basis during the operation In a crisis situation	Project Manager
7. Lender(s)				

No.	Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
7.1	International Financial Institutions	Consultations - exchange of information, documentation and correspondence related to the Project	Continuous process - according to the Contract provisions	Project Manager

7. Grievance Mechanism

A Grievance Mechanisms (GMs) for communities (in Polish and English) and for employees (in English) were developed for the Project as two separate documents (Dobosz 2024; Jerzak 2024).

8. Monitoring, resources and responsibility

Implementation of the SEP will be monitored by Project Management at Potęgowo Mashav. This monitoring will be carried out through the following activities:

- keeping a record of grievances received, their nature and response time as well as submission channel;
- keeping records of meetings with Project stakeholders. The records will include information on the purpose and location of the meeting, number of participants, proceedings of the meeting and arrangements made during the meeting;
- keeping records of the Project's activities in the local press, national news media, radio, television, and social media;
- media monitoring of press, radio and television stories relevant to the Project;
- other as relevant.

The gathered records will serve as a tool for analysing individual stakeholders, stakeholder engagement and as documentation for Lender(s). Trends in any stakeholder feedback will be analysed to determine if there are any re-occurring themes that might require additional management actions in order to address them. Regarding the GM, efficiency of the grievance process, i.e. total number of complaints received so far, number of complaints resolved, number of complaints unresolved, number of recurring complaints recorded, number of emerging issues, number of unresolved complaints currently under investigation, will be assessed.

SEP will be implemented by the Employers of Potęgowo Mashav using its resources or with the help of external consultants. Responsibility for the implementation of the plan lies with the Project Manager – Mr. Grzegorz Borowiecki.

9. Actions schedule

The following table (Table 9.1) provides a framework for the SEP implementation.

Table 9.1 Framework schedule for the SEP implementation

No.	Activity	Period	Responsibility	Reported to	Explanation
1.	Update the Project's website with updated SEP and GM disclosed	Q1 of 2025	The Company Resources	Lender(s)	Provision of original versions of the SEP and ESAP PR 10
2.	Publish on website general information on the IOE review	Within 3 years of operation	IOE, The Company Resources	Lender(s)	Provision of ESAP PR 6.2 and 10.1 regarding information disclosure and SEP implementation
3.	Ensure consultation on project details with local communities and provision of summary reports on operations	On as-needed basis during operation	The Company Resources	Lender(s)	Provision of ESAP PR 10.1 regarding information disclosure and SEP implementation
4.	Submission of reports on post-construction monitoring of birds and bats and the results of studies on bird and bat mortality to the relevant RDEP	In line with provisions of the respective EDs	IOE, The Company Resources	Relevant RDEP	In accordance with the EDs - the results of the monitoring should be presented annually to the RDEP in Gdańsk (Potęgowo East, Potęgowo South) and to RDEP in Szczecin (Potęgowo West)

No.	Activity	Period	Responsibility	Reported to	Explanation
5.	Submission of reports on Project's environmental and social performance	Once a year during operation	The Company Resources	Lender(s)	Provision of ESAP PR 1.1 and 10 regarding the reporting to the Lender(s) on the Environmental, Social, Health and Safety matters, implementation of ESAP and compliance

10. Bibliography

LEGAL ACTS

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