



TOOL 1.3

INDICATIVE OUTLINE OF TERMS OF REFERENCE FOR THE STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE CAP STRATEGIC PLAN

THEMATIC WORKING GROUP No 7
'PREPARING FOR THE EX-ANTE EVALUATION OF THE CAP
STRATEGIC PLAN'

12 JUNE 2019

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Thematic Working Group: Preparing for the ex ante evaluation of the CAP Strategic Plan

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1. Working Package 1: Preparing the ex ante evaluation;

- Tool 1.1 - Indicative roadmap for the ex ante evaluation and Strategic Environmental Assessment of the CAP Strategic Plan;
- Tool 1.2 - Indicative outline of terms of reference for the ex ante evaluation of the CAP Strategic Plan;
- Tool 1.3 - Indicative outline of terms of reference for the Strategic Environmental Assessment of the CAP Strategic Plan;
- Tool 1.4 - Stakeholder mapping checklist.

2. Working Package 2: Appraisal of the SWOT and needs assessment;

- Tool 2.1 – Examples of guiding questions supporting the appraisal of the assessment of needs including the SWOT;
- Tool 2.2 – Analytical tables supporting the appraisal of the assessment of needs including the SWOT.

3. Working Package 3: Appraisal of the intervention strategy, targets and milestones;

- Tool 3.1 – Examples of guiding questions for the appraisal of the intervention strategy, targets and milestones;
- Tool 3.2 – Working steps for the appraisal of the intervention strategy of the CAP Strategic Plan;
- Tool 3.3 – Appraisal of quantified target values and milestones;
- Tool 3.4 – Working steps for supporting the appraisal of the rationale for the use of financial instruments.

4. Working Package 4: Appraisal of the planned monitoring, data collection and implementation arrangements of the CAP Strategic Plan.

- Tool 4.1 - Examples of guiding questions supporting the appraisal of the planned monitoring, data collection and implementation arrangements of the CAP Strategic Plan.

ACRONYMS

CAP	Common Agricultural Policy
CPR	Proposal for Common Provisions Regulation, COM/2018/375 final
CSP	CAP Strategic Plan
EAFRD	European Agricultural Fund for Rural Development
EAGF	European Agricultural Guarantee Fund
EC	European Commission
EU	European Union
SEA	Strategic Environmental Assessment
SPR	Proposal for CAP Strategic Plan Regulation, COM/2018/392 final
SWOT	Strengths Weaknesses Opportunities Threats Analysis
ToR	Terms of Reference

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1 INTRODUCTION

About this document

The present document aims to **build capacity on drafting Terms of Reference (ToR)** for the Strategic Environmental Assessment (SEA) of the CAP Strategic Plan (CSP) in the programming period 2021 – 2027. It also contains an indicative outline of possible Terms of Reference to further specify the tasks of the Strategic Environmental Assessment. The example has the purpose to

- Foster the discussion between actors involved in drafting the terms of reference
- Identify issues that need further consideration and/or clarification
- Share lessons on drafting the ToR in the current programming period
- Build capacity among stakeholders newly involved in the SEA in the context of the CAP.

Working process

This draft document has been prepared by evaluation experts by taking into account the SEA Directive (2001/42/EC) as well as the legal proposal for the CAP Strategic Plan *COM(2018) 392 final (hereafter referred to as SPR)*. The drafting has been carried out in the context of the Evaluation Helpdesk's Thematic Working Group no. 7. The suggestions and comments of evaluation stakeholders from the Member States have been collected through a written Sounding Board consultation in April 2019 and have been used to further refine the document.

A related tool supporting the preparation of Terms of References for the ex-ante evaluation of the CSP is available in a separate document (see Tool 1.2).

Terms of Reference for SEA

A Strategic Environmental Assessment (SEA) is a process for evaluating the environmental impacts of a proposed policy, plan or programme. The example of the Terms of Reference provided here are intended for the SEA to be prepared in the framework of the CSPs 2021-2027.

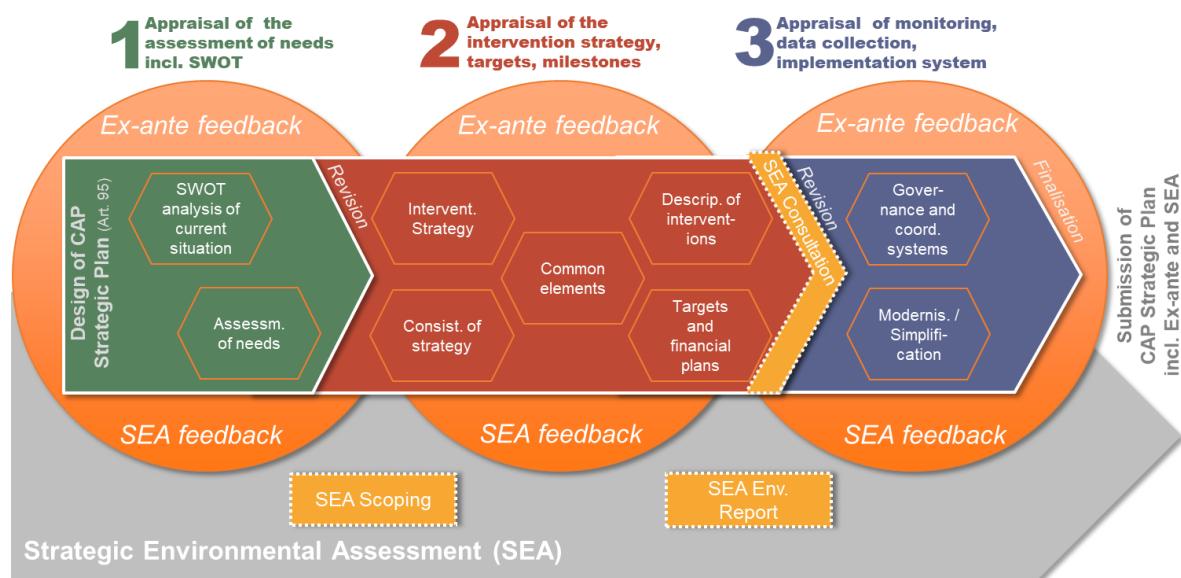
Relevant legislation

The legal basis for this exercise is the SEA Directive (2001/42/EC), which is to be further complemented with relevant national legislations. For the CSP the legal proposal COM(2018) 392 final has been taken into consideration.

How is the SEA linked to the ex-ante evaluation and programming of the CAP Strategic Plan?

The SEA is closely linked to the ex-ante evaluation and programming process of the CSP. This interlinkage can be organized in various possible ways: in the planning phase by coordinating the Terms of Reference and the time-tables of the ex-ante evaluation, the SEA and the CSP programming process, in the conducting phase by frequent meetings between the involved working teams or by providing a joint SEA and ex-ante evaluation feedback in an iterative exchange with the programming authority. In each case, the SEA should provide an **independent environmental assessment** of the CSP.

Box 1. The link of the SEA with the ex-ante evaluation and programming process (example)



The Figure above shows **one possible way** of organising the SEA process in close relation with programming and the ex-ante evaluation of the CSP. In this example, both the SEA and the ex-ante evaluation start early and accompany the CSP programming process by providing a step by step feedback to the single chapters of the CSP template (orange hexagons): to (1) the SWOT and assessment of needs, (2) to intervention strategy, targets, milestones and (3) to the monitoring-data-collection and implementation system. The SEA provides its iterative feedback from an environmental point of view, covering the various elements, reporting and consultation requirements included in the SEA directive¹ and its national transpositions.

Overall, the SEA is closely linked to the ex-ante evaluation and may, if the national SEA legislation allows for it, even be contractually integrated into to the ex-ante evaluation. In such a case the SEA feedback to the CSP can be provided as a joint feedback together with the ex-ante evaluation, however respecting the separate reporting, consultation and procedural requirements.

For a more detailed consideration of the various ex-ante evaluation stages please consult the separate Tool 1.2.

¹ It should be noted that national legislation may have additional requirements (e.g. requirement of consultation at the scoping stage).

2 INDICATIVE EXAMPLE OF TERMS OF REFERENCE FOR THE STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE CAP STRATEGIC PLAN 2021-2027

*The following example of Terms of Reference for the Strategic Environmental Assessment is **indicative and not prescriptive**. It is designed as a possible help and inspiration for actors concerned with tendering the SEA of the CSP. Due to state of play of the adoption of the legal proposals for the CSP and the different situations and SEA legislations in the Member States, various adaptations may be needed [as also highlighted in brackets]. Furthermore, the example also contains practical considerations and suggestions (in orange text boxes).*

Title:

Terms of Reference (ToR) for the Strategic Environmental Assessment (SEA) of the CAP Strategic Plan 2021-2027 of [Member State].

Call for tender:

The [contracting authority publishing the tender] in its function as [add role of the institution, e.g., designated Managing Authorities] invites interested parties to submit a written proposal for performing the SEA of the [name of the CSP 2021-2027] in [name of the Member State].

Box 2. Relation between SEA and ex-ante evaluation of the CSP in the tendering phase

- The SEA can be included in the ToR for ex-ante evaluation or contracted in a separate procedure depending on the Members States legal requirements.
- In both cases, the ToR should detail how and when the SEA will be integrated into the ex-ante evaluation and at what stages feedback to the programming process is to be provided.

2.1 Overall purpose of the contract

The Strategic Environmental Assessment Directive (2001/42/EC) (SEA Directive) requires Member States to assess the effects of certain plans and programmes on the environment. According to Article 3 of the SEA Directive, programmes co-financed by the European Union fall under the scope of the SEA Directive. The SEA is mandatory for all plans and programmes “which are prepared for agriculture, forestry (...) and which set the framework for future development consent for projects listed in Annexes I and II to Directive 2011/92/EU²”. According to Article 95 of SPR proposal on the content for the CSPs each CSP shall contain in Annex I the main results of the ex-ante evaluation and the **Strategic Environmental Assessment (SEA)**.

2.2 Context

According to Article 93 of the SPR proposal, [Member State] will establish a single CSP 2021 – 2027 for its entire territory. The main aim of the CAP 2021-2027 is to further improve the sustainable development of farming, food and rural areas and to contribute to achieving three **general objectives** (Article 5 of the SPR proposal): namely, (a) to foster a smart, resilient and diversified agricultural sector ensuring food security; (b) to bolster environmental care and climate action and to contribute to the environmental and climate related objectives of the Union; (c) to strengthen the socio-economic fabric of rural areas. Those objectives are to be complemented by the cross-cutting objective of modernising the sector by fostering and sharing of knowledge, innovation and digitalisation in agriculture and rural areas, and encouraging their uptake.

² Environmental Impact Assessment (EIA) Directive.

The achievement of the general objectives shall be pursued through the following **nine specific objectives** (Article 6 of SPR proposal):

1. support viable farm income and resilience across the Union to enhance food security;
2. enhance market orientation and increase competitiveness, including greater focus on research, technology and digitalisation;
3. improve the farmers' position in the value chain;
4. contribute to climate change mitigation and adaptation, as well as sustainable energy;
5. foster sustainable development and efficient management of natural resources such as water, soil and air;
6. contribute to the protection of biodiversity, enhance ecosystem services and preserve habitats and landscapes;
7. attract young farmers and facilitate business development in rural areas;
8. promote employment, growth, social inclusion and local development in rural areas, including bio-economy and sustainable forestry;
9. improve the response of EU agriculture to societal demands on food and health, including safe, nutritious and sustainable food, food waste, as well as animal welfare.

The '**new delivery model**', suggested in the SPR proposal, requires Member States to cover in their CSP interventions carried out under the European Agriculture Guarantee Fund (EAGF) and the European Agriculture Fund for Rural Development (EAFRD), also known as Pillar I and Pillar II funding.

According to Article 103 (1) of the SPR proposal, the Annex I to the CSP (..) shall include a summary of the main results of the ex-ante evaluation (...) and the Strategic Environmental Assessment (SEA) (...) and how they have been addressed or a justification of why they have not been taken into account, and a link to the complete ex-ante evaluation report and SEA report.

The CSP documents to consider are the [mention the main CSP documents including related situation and SWOT analysis documents and their status or stage of preparation].

[Mention other pertinent background information, such as key stakeholders, legal requirements, etc.].

[Mention any CSP alternatives (including zero alternative) and/or scenarios that have to be taken into account for the SEA; if no scenarios have been defined, state this as well].

2.3 Objectives of the SEA

The overall objective of the SEA is to provide for a high level of protection of the environment. Specifically, the SEA aims to contribute to the integration of environmental considerations into the preparation of plans and programmes with a view to promoting sustainable development (see SEA Directive, Article 1).

Against this background, the SEA will identify, describe and assess the likely significant effects on the environment of implementing the CSP, to be taken into account in its preparation. The SEA will provide relevant information to assess the environmental challenges and considerations with regard to the CSP [name of the Member State]. This information should help to ensure that environmental concerns are appropriately integrated in the decision-making and implementation processes.

2.4 Legal basis

The related legislations for the SEA of the CSP 2021-2017 include the SEA Directive (2001/42/EC) and [list relevant national legislations], as well as the legal proposal for the CSP, i.e. COM(2018) 392 final.

2.5 Specific tasks and scope of the SEA

The specific tasks of the SEA consist in providing an environmental assessment of the CSP and developing recommendations for the CSP formulation. In accordance with Article 4 of the SEA directive, the environmental assessment will be carried out during the preparation of the CSP and before its adoption. [For this purpose, the SEA will be organized as a process which is divided into several successive steps, allowing for iterative-adaptive feedback-loops between SEA, programming and ex-ante evaluation of the CSP].

The SEA documentation will be composed of [two parts]: [the **scoping report** and] the **SEA report**. The scoping [report] will define the issues that need to be addressed and further developed in the SEA report, considering the specific context in which the CSP is being developed and is likely to be implemented.

N.B. In some Member States the SEA scoping report is done by the environmental authority or is developed in another format. In this case the following part of the ToR template is not applicable.

2.5.1 Scoping [report]

The tenderer is expected to further specify in the proposal the rationale and approach which will be taken in developing the following elements of the scoping report.

Overview of the CSP and its institutional and legislative framework

The contractor must outline the CSP of [Member State] under assessment, including any (zero) alternatives or scenarios considered. If deemed necessary, the contractor may in the course of the SEA process suggest also variants to the alternatives, which must be justified.

A description must provide an overview of the plan's institutional and legislative framework, including the institutions responsible for the implementation of the CSP, for the management of its environmental impacts and for the SEA process, as well as the relevant environmental and climate policy and legislation.

The specific decisions and processes that are improved or modified by the SEA must be identified, especially for the aspects of the CSP formulation.

An overview must also be given of the wider policy framework related to the CSP in order to identify other planning or policy documents which will need to be considered in the SEA report.

Description of key stakeholders and their concerns

The involvement of stakeholders in the SEA process is a key success factor. The contractor should identify the key stakeholders (key groups and institutions, environmental agencies, NGOs, representatives of the public and others, including those groups potentially affected by the likely environmental impacts of implementing the CSP) in addition to those foreseen in the national legislation transposing the SEA Directive. These requirements are also in line with the CSP procedural requirements stated in Article 94 of the SPR proposal³.

The contractor must review records of any national public consultation processes that may already have taken place as part of the CSP preparation process. Based on this review and on additional consultations, the contractor should be able to identify key stakeholders' concerns and values with respect to the CSP under consideration. Provisions must be made, to keep records of all consultations and comments received.

³ COM(2018) 392 final

Box 3. Procedural requirements of the CSP (Article 94 of the SPR proposal)

1. Member States shall draw up the CSPs based on **transparent procedures**, in accordance with their institutional and legal framework.
2. The body of the Member State responsible for drawing up the CSP shall ensure that the **competent authorities for the environment and climate are effectively involved** in the preparation of the environmental and climate aspects of the plan.
3. Each Member State shall organise a **partnership with the competent regional and local authorities**. The partnership shall include at least the following partners:
 - (a) relevant public authorities;
 - (b) economic and social partners;
 - (c) relevant bodies representing civil society and where relevant bodies responsible for promoting social inclusion, fundamental rights, gender equality and non-discrimination.
 Member States shall involve those partners in the preparation of the CSPs.

Description of key environmental aspects to be addressed in the SEA report

On the basis of the policy, institutional and legislative framework analysis, as well as the participation of stakeholders, the contractor must identify key environmental aspects that should be addressed in the SEA report, i.e. the key CSP environment and climate interactions that need to be given special consideration, with emphasis to the EU legislation concerning the environment and climate change mentioned in the Annex XI of the SPR proposal.

Description of the scope of the environmental baseline to be prepared in the SEA report

Also, on basis of the information obtained above, the contractor must provide indications on the scope of the environmental baseline needed for the SEA report.

Recommendations on specific impact identification and evaluation methodologies to be used in the SEA report

The contractor should provide an indication of the possible impact identification methodologies and evaluation methodologies that will be used in the SEA report. Special attention should be given to identifying those environmental interactions that will merit quantitative analyses and those for which qualitative analyses should be carried out. This should be done based on an interaction with the team responsible for the ex-ante evaluation of the CSP.

2.5.2 SEA report (= SEA “Environmental report”)

The scope of the SEA report will be agreed with the Managing Authority and if needed with the Environmental Authority on the basis of the results of the scoping [study]. This may vary and depends on national legislation and regulations. According to the SEA Directive Article 5(1) Annex I requirements, the key elements of the SEA report may comprise the following elements: (see also Annex 2 of this template for an example of the SEA report):

1. Non-technical summary

A non-technical summary of the information provided under the SEA Report should be provided by summarizing the main information provided under the headings below.

2. Background and CAP Strategic Plan

This section contains the description of the CSP, the alternatives and scenarios (if considered), as well as the environmental and climate policy and legislation. Furthermore, the process of developing the CSP is summarized.

3. Approach and methodology

Already within the context of the SEA scoping process, recommendations will have been given by the contractor (or the environmental authority, if applicable) with regard to specific impact identification and evaluation methodologies to be used for the analysis in the context of the SEA report. The SEA report will contain a reflection on the recommended methodologies and those ones effectively used.

Furthermore, the environmental assumptions, uncertainties and constraints should be identified and described. The environmental factors and resources that can affect (positively or negatively) the environmental effectiveness, efficiency and sustainability of the CSP should be assessed for each alternative. These factors may include expected impacts from other sectors or policies. This part should also consider the environmental and climate issues that could potentially be addressed by the assessed plan. The SEA should assess if the CSP provides an adequate response to these opportunities and constraints.

4. Description of environmental baseline and likely evolution without CSP implementation

A description and appraisal must be made of the current state of the environment, focusing on those key environmental components identified in the scoping process. The trends for the various environmental components must be identified and a projection must be made of the state of the environment in the short, medium and long-term also under the assumption of no implementation of the CSP. External factors must be taken into account, including the influence of other sectorial policies. If the “no implementation” scenario is unrealistic, the most likely “business as usual” scenario should be assessed. The geographical (or mapping) units to be addressed should be described, if relevant.

5. Assessment of the expected environmental impact of the CSP including alternatives and mitigating measures

The potential environmental impacts and risks from implementing the CSP must be identified and described also for each alternative being studied, taking into account the views and concerns of the stakeholders. The significance of the impacts should be determined according to their characteristics (e.g. duration, probability, magnitude, mitigability, reversibility) and the sensitivity of the environment. Those impacts which are significant should be assessed in detail, taking into account:

- the views and concerns of stakeholders,
- the consistency with transboundary or international requirements if needed,
- the socio-economic consequences (especially on vulnerable groups),
- compliance with environmental regulations and standards,
- consistency with environmental objectives and policies, and
- their implications for sustainable development.

6. Monitoring measures

According to Article 10 of the SEA Directive, Member States shall monitor the significant environmental effects of the implementation of plans (...) The SEA report shall include a description of the measures envisaged concerning monitoring in accordance with Article 10.

The indicators proposed by the CSP and assessed during the ex-ante evaluation should also be assessed and revised from an environmental perspective, i.e. their relevance and completeness to identify and monitor the specific environmental effects (positive and negative) of the CSP implementation. The existing CSP monitoring arrangements may be used if appropriate and in case gaps are detected, proposals should be made for additional indicators to be devised.

7. Stakeholder engagement

All relevant stakeholders will be identified already in the scoping stage of the SEA (see for example tool 1.4 Stakeholder Mapping Checklist). After the identified stakeholders have been engaged throughout the elaboration of the SEA, this process as well as its outcomes should be summarized.

8. Conclusions and recommendations

This chapter of the SEA report will summarise the key environmental impacts and issues for the sector(s) involved, including policy and institutional constraints, challenges and main recommendations. Recommendations should be made on how to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan. They should suggest the selection of an alternative (if more than one alternative is envisaged, including “zero” alternative), potential changes in the plan design, implementation and monitoring modalities, or co-operation actions. If the assessed plan includes projects, recommendations should be made on the need to carry out Environmental Impact Assessments (EIAs) of those projects according to EIA Directive⁴.

The limitations of the SEA and its assumptions should be presented. The recommendations should take into account the views presented by the stakeholders.

2.6 Timing, work plan and interactive procedures

Timing

The overall SEA procedure envisages the following phases: (1) Screening, (2) Scoping, (3) Environmental Report/Study, (4) Information and consultation, (5) Decision and (6) Information on decision phase, (7) Monitoring of the significant environmental effects during the CSP implementation. The phases (2) to (6) run in parallel to the CSP programming process and the ex-ante evaluation of the CSP.

The alignment of the relevant steps of the SEA procedure with the programming process and the ex-ante evaluation are essential.

[Insert indicative SEA time schedule, ideally aligned with programming and ex-ante evaluation process, indicating for example the following due dates]

- [SEA Kick-off]
- [SEA feedback on draft CSP of [date] including SWOT analysis of current situation and assessment of needs]
- [SEA Scoping report]
- [SEA feedback on draft CSP of [date] including SWOT analysis of current situation and assessment of need, intervention strategy, targets and milestones.]
- [SEA feedback on draft CSP of [date] including SWOT analysis of current situation and assessment of need, intervention strategy, targets and milestones, monitoring measures.]
- [SEA report based on Draft CSP of [date].]
- [SEA Public Consultation on the draft CSP of [date] and environmental report of [date]]
- [Decision on consultation]
- [Information on decision (=end of SEA process)]

⁴ EIA Directive (85/337/EEC)

On the basis of this draft proposal and the time schedule outlined in the ToR, the contractor must suggest a detailed work plan to be agreed with contracting authority.

Box 4. Considerations on the timing of the SEA

The SEA is a process that accompanies the CSP programming (i.e. SEA experts should ideally be involved together with the ex-ante evaluators in programming meetings right from beginning). SEA experts can contact a number of organisations during the programming phase to collect information in advance. The types of organisations they contact depend on the topic (e.g. waste management, nature conservation, soil, etc.).

Some environmental authorities using a SEA 'scoping procedure' can have a 'scoping form' to be filled-in: In this form SEA experts have to list all environmental issues and aspects (water, air, soil, human health, etc.) based on the environmental and climate requirements pursuant for the plan.

Generally, the SEA process (screening, scoping, environmental reports, consultations, decision making, and information) should be launched in a timely manner in order to avoid delays in the submission of the CSP due to missing SEA requirements.

Publishing the SEA for public consultation:

Usually the national environmental authorities deal with these issues; often they have a webpage for online submission of documents. Consultation times varies from members state to member state.

The SEA and the CSP must be sent to relevant authorities in case of transboundary impacts in areas concerned by the plan to give them the opportunity to comment.

Work plan and interactive procedures

The contractor should submit a work plan according to the CSP contracting authority's timeframe. It is recommended to include the following activities:

- [Drafting of Scoping report]
 - Fact finding/data collection
 - Review of prior public consultations, identification of key stakeholders
 - Engagement of stakeholders
 - Analysis/preparation of recommendations and Scoping [Report]
- Drafting of SEA report
 - Fact finding/data collection
 - Engagement of stakeholders
 - Identification and detailed analysis of the potential environmental impacts
 - Preparation of recommendations to mitigate negative environmental effects (and constraints) and optimise positive effects (and opportunities)
 - Preparation of recommendations and draft SEA report
 - Preparation of the final SEA report
- Provision of iterative SEA feedback on draft CSP elements [in interaction with ex-ante evaluation of CSP] to be provided in [working meetings, written feedback]
 - SEA feedback on draft CSP with focus on SWOT analysis of current situation and assessment of needs
 - SEA feedback on CSP draft with focus on Intervention Strategy, targets and milestones
 - SEA feedback on CSP draft with focus on monitoring measures

2.7 Reporting

[SEA scoping report]

The scoping report must be presented in the format given [see possible structure in Annex 1].

The detailed identification of stakeholders must be presented [two] weeks after the kick-off.

The scoping report in [number] copies is to be presented to [names and organisations] for comments by [date]. Comments should be expected by [date]. The contractor will take account of those comments in preparing the final scoping report. [number] copies of the final scoping report in [language] are to be submitted by [date].

SEA report

The SEA report will deliver the following results:

- an environmental assessment of the CSP [name of the Member State], taking into account the potential environmental impacts of its implementation, taking into account the environment and climate change related risks, constraints and opportunities, and its consistency with EU legislation concerning the environment and climate change to whose objectives Member States CSPs should contribute pursuant to Articles 96, 97 and 103⁵ ;
- recommendations for CSP formulation taking in account the environmental and climate change objectives of the [name of the CSP 2021-2027].

The SEA report must be presented in the format given [see suggestion of a possible structure in Annex 1].

The draft SEA report in [number] copies is to be presented to [names and organisations] for comments by [date]. Within [number] weeks, comments will received from [list the authorities].

The contractor will take account of these comments in preparing the final report. [number] copies of the final report in [language] are to be submitted by [date].

2.8 Expertise required, presentation of the proposal

Expertise

The contractor must specify the qualifications and experience of each specialist to be assigned to the SEA report. The contractor should indicate if/how they intend to use experts and how they will contribute to the SEA process.

Experience in the Common Agricultural Policy (Pillar 1 and 2) will be an asset, as well as knowledge of programming and ex-ante evaluation procedures.

For each specialist proposed, a curriculum vitae must be provided of no more than [four] pages setting out the relevant qualifications and experience.

Presentation of the proposal

The proposal must include [the following chapters]: (1) understanding of the Terms of Reference and, (2) a description of the general approach to the SEA in accordance with these ToR, highlighting the following: the proposed methodology for the participation of stakeholders; the proposed approaches for the definition of the environmental baseline; and the proposed methodologies for impact identification and evaluation [...]

⁵ Annex XI of COM(2018) 392 final

3 ANNEXES

The following box presents an example of a possible structure for the SEA scoping report and environmental report. It must be considered, that this draft is a discussion basis and not prescriptive.

3.1 Annex 1. Suggested structure for the SEA scoping report⁶

Box 5. Indicative outline of SEA scoping report (example)

- 1) Overview of the CSP and its institutional and legislative framework
- 2) Description of key stakeholders and their concerns
- 3) Description of key environmental aspects to be addressed in the SEA report
- 4) Description of the scope of the environmental baseline to be prepared in the SEA report
- 5) Recommendations on specific impact identification and evaluation methodologies to be used in the SEA report
- 6) Annexes
 - List of stakeholders to be engaged or consulted
 - Records of stakeholder participation
 - List of documents consulted

⁶ The scoping (report) is done before the SEA report and the SEA report's legal obligatory consultation. If the Member State is legally obliged to have also a public consultation of a possible scoping report this needs to be well planned by the contracting authority and included in the ToR.

3.2 Annex 2. Suggested structure for the SEA report

Developed based on SEA directive Article 5(1) Annex I requirements.

Maximum length of the main report (without appendices): [number] pages.

Box 6. Indicative outline of SEA environmental report and statements (example)

I. SEA REPORT

1. Non-technical summary (of the information provided under the below headings)

2. Background and CSP

- Outline of content and main objectives of the CSP (see SEA Dir. Annex 1.a)
- Relationship of CSP with other relevant plans and programmes (see SEA Dir. Annex 1.a)
- Relevant environmental protection objectives, established at international, Community or Member State level, which are relevant to the plan or programme and the way those objectives and any environmental considerations have been taken into account during its preparation (see SEA Dir. Annex 1.e)

3. Approach and methodology

- General approach, geographical or environmental mapping units
- Assumptions, uncertainties and constraints
- An outline of the reasons for selecting the alternatives dealt with, and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information (see SEA Dir. Annex 1.h)

4. Description of environmental baseline and likely evolution without CSP implementation

- Relevant aspects of the current state of the environment and the likely evaluation without implementation of the CSP (see SEA Dir. Annex 1.b)
- The environmental characteristics of areas likely to be significantly affected (see SEA Dir. Annex 1.c)
- Any existing environmental problems which are relevant to the plan or programme including, in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Directives 79/409/EEC and 92/43/EEC (see SEA Dir. Annex 1.d)

5. Assessment of the expected environmental impact of the CSP including of alternatives and of mitigating measures

- The likely significant effects on the environment, including on issues such as biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors (see SEA Dir. Annex 1.f)
- The measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan or programme (see SEA Dir. Annex 1.g)

6. Monitoring measures of the CSP

- Review of indicators included in CSP from environmental perspective including suggestions for additional indicators to capture environmental effects

- A description of the measures envisaged concerning monitoring in accordance with Article 10 of the SEA Directive

7. Stakeholder engagement

8. Conclusions and recommendations

- General conclusions
- Recommendations for plan formulation
- Recommendations for plan enhancement

9. Annexes

- Maps and other illustrative information not incorporated into the main report
- Other technical information and data, as required
- Study methodology/work plan (2–4 pages)
- List of documentation consulted (1–2 pages)

II. STATEMENT

1. List of stakeholders consulted
2. Records of stakeholders' participation
3. Summary how environmental considerations have been integrated
4. How the SEA report and the public consultation have been taken into account
5. Reasons for choosing between alternative options

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