***Insert Company Name***

**Biodiversity Management Procedure**

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| ***General Instructions***   1. *Insert company logo in the header* 2. *Insert company name where indicated (“[insert company name]”)* 3. *Consider the guidance / follow the instructions given in the instruction boxes* 4. *Review the Biodiversity Management Procedure and customise accordingly, if required* 5. *Delete the instruction boxes throughout when the document is completed, including this box* |

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| **Document No.:** | XX |
| **Type of Document:** | Procedure |

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| **Version No.** | **Issue Date** | **REVIEWED by (Team Members)** | **Reviewed by**  **(Relevant Manager)** | **Approved** | **Signature** |
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NOTE:

This document is controlled whilst it remains on the system. Printed copies created from this document are deemed to be uncontrolled unless specifically identified as being controlled from the day of printing.

**Amendments**

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| **Version No.** | **Issue Date** | **description** |
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| --- |
| *Instruction Box – Delete when complete*  General Instructions for Customisation and Compliance |
| This document provides a template from which your company can develop a Biodiversity Management Procedure (BMPr), if required by your Company. A BMPr is typically required when there’s a need to identify, assess and manage the impacts of a project or activity on sensitive ecosystems and biodiversity. This often occurs during the planning stages of development projects, land use changes, or conservation initiatives when there is a regulatory requirement to perform an environmental review as part of an Environmental and Social Impact Assessment (ESIA).  Other scenarios for developing and implementing a BMPr are given below:   * Implementation of a Biodiversity Management Plan (BMP): When a BMP has been developed, procedures are needed to operationalise the strategies and actions outlined in the plan. * Complex Projects: For large-scale developments or projects with multiple phases, a procedure ensures consistent application of biodiversity management practices across various teams and stakeholders. * Monitoring and Reporting Needs: When ongoing monitoring, assessment, or reporting of biodiversity impacts is required, procedures help standardize these processes. * Organizational Policies: In organizations that prioritize sustainability, procedures may be established to align with environmental management systems or corporate responsibility initiatives.   This document provides a template from which your company can develop a BMPr (if required) to provide your employees and contractors with a systematic approach for managing biodiversity, preventing harm to ecosystems, and promoting conservation efforts. The BMPr shall include identification, assessment, protection, and enhancement of biodiversity within your company’s operational areas.  The purpose of the BMPr is to minimise the impacts on local biodiversity, ensure regulatory compliance, and support the protection and enhancement of natural habitats and species. The BMPr will typically be used and applied by employees and contractors, who shall be encouraged to implement practices aligned with the requirements of this BMPr. Your Environmental, Social and Governance (ESG) or Sustainability Manager shall use this BMPr as a guide on what the contractor should implement to ensure responsible and sustainable management of biodiversity.  The BMPr shall be developed to ensure compliance with relevant national legislation and to align with recognised international best practices, specifically International Finance Corporation (IFC) Performance Standard (PS) 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources.  To ensure the BMPr is practical and meets both regulatory and operational needs, please consider the following:   * Regulatory Compliance: Ensure the BMPr complies with local, national, and international laws governing biodiversity and aligns with recognised industry standards (e.g., IFC Performance Standards, Convention on Biological Diversity). * Specificity: Customise the BMPr to address the specific biodiversity considerations relevant to your operations as well as the unique ecological conditions of your site. * Operational Integration: The BMPr must be integrated into daily operations and involve collaboration between departments (e.g., environmental, procurement, operations) to ensure a cohesive approach to biodiversity management. * Detailed Procedures and Roles: Define specific roles and responsibilities for implementing the BMPr and assign clear roles for monitoring, reporting, and responding to biodiversity-related issues. * Resource Allocation: Commit to allocating sufficient resources, including funding, personnel, and equipment, to effectively implement and maintain the BMPr. * Documentation and Record Keeping: Maintain detailed records of all biodiversity assessments, procedures, incidents, and training. Ensure all documents are up-to-date, accessible, and secure, with clear version control. * Continuous Improvement: Establish a process for regularly reviewing and updating the BMPr to reflect changes in operations, regulations, and best practices.   Below is a list of useful resources to consider when drafting your environmental or H&S management procedure:   * [IFC Performance Standards on E&S Sustainability (2012)](https://www.ifc.org/content/dam/ifc/doc/2010/2012-ifc-performance-standards-en.pdf) * [IFC General Environmental, Health and Safety (EHS) Guidelines (2007)](https://www.ifc.org/content/dam/ifc/doc/2000/2007-general-ehs-guidelines-en.pdf) * [IFC EHS Guidelines for Annual Crop Production (2016)](https://www.ifc.org/content/dam/ifc/doc/mgrt/annual-crop-production-ehs-guidelines-2016-final.pdf) * [IFC EHS Guidelines for Food and Beverage Processing (2016)](https://www.ifc.org/content/dam/ifc/doc/2010/2016-annual-crop-production-ehs-guidelines-en.pdf) * [IFC EHS Guidelines for Perennial Crop Production (2015)](https://www.ifc.org/content/dam/ifc/doc/mgrt/final-perennial-crop-production-november-2015.pdf) * [IFC ESMS Toolkit and Case Studies – Crop Production](https://documents1.worldbank.org/curated/en/414331491570397072/pdf/114083-WP-IFC-ESMS-Toolkit-Crop-Production-PUBLIC.pdf) * [IFC ESMS Implementation Handbook – General (2015)](https://www.ifc.org/content/dam/ifc/doc/mgrt/esms-handbook-general-v21.pdf) * [ESMS Self-Assessment and Improvement Guide](https://www.ifc.org/content/dam/ifc/doc/2010/esms-self-assessment-en.xlsx) * [BII Sector Profiles](file:///C:/Users/Liaan.Van-der-Spuy/Downloads/•%09British%20International%20Investment%20(BII)%20–%20Fund%20E%26S%20Management%20Systems) including [Agriculture and Aquaculture](https://toolkit.bii.co.uk/sector-profiles/agriculture-and-aquaculture/), [Food and Beverages](https://toolkit.bii.co.uk/sector-profiles/food-and-beverages/) and [Forestry and Plantations](https://toolkit.bii.co.uk/sector-profiles/forestry-and-plantations/) |

# Purpose and Scope

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| --- |
| *Instruction Box – Delete when complete*   * *Insert the company name where indicated throughout the document.* * *Describe the purpose of the management procedure. It should describe why the Biodiversity Management Procedure (BMPr) is required (e.g. compliance with other internal procedures and guidelines, alignment with international standards and guidelines, e.g. International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability (2012)).* * *Define the scope of application of the management procedure and whom it applies to.* * *If there are any areas in which the management procedure specifically does NOT apply, these should also be mentioned.* * *The section below is generic. Review and modify as required for your company.* |

The purpose of the Biodiversity Management Procedure (BMP) is to provide a framework for the management of risks and/or impacts on fauna and flora during [insert company name]’s operations, by promoting the sustainable management of living natural resources through the adoption of practices that integrate conservation needs and development priorities.

Furthermore, it provides [insert company name] with the necessary guidance to ensure compliance with local laws, good international industry practices (GIIP), any relevant international covenants and standards (e.g. International Finance Corporation (IFC) Performance Standards) and the Company’s Environmental and Social Management System (ESMS). This BMP assists [insert company name] in meeting the requirements of the International Finance Corporation (IFC) Performance Standards regarding environmental protection, as follows: Performance Standard 6 – Biodiversity Conservation and Sustainable Management of Living Natural Resources as well as the International Union for Conservation of Nature (IUCN) Guidelines for the Prevention of Biodiversity Loss Caused by Alien Invasive Species (IUCN, 2000).

Implementation of the BMP is applicable to all employees and contractors. Contractors shall be responsible for ensuring that any sub-contractor working on the sites adhere to the requirements of this BMP.

# Objectives

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| *Procedure Guidance – Delete when complete*   * *Define what the BMP aims to achieve.* * *The section below is generic. Review and modify as required for your company.* |

The objectives of the BMP are designed to guide [Insert company name] in effectively managing and enhancing biodiversity throughout its operations. The broad objectives of biodiversity management include:

* Minimising removal of significant vegetation within operational sites;
* Protecting rare, endangered and threatened vegetation and fauna located within operational sites and surrounding areas;
* Re-vegetating within operational sites to enhance biodiversity conservation;
* Recovering and reusing existing natural resources such as cleared vegetation and topsoil;
* Avoiding the introduction of invasive species and removing existing invasive species; and
* Conserving ecosystem services provided by the natural environment.

# Legal and International Requirements

## National Laws and Regulations

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| --- |
| *Procedure Guidance – Delete when complete*   * *Review country and local legislation relating to biodiversity management and incorporate as may be required into this section.* * *List all relevant biodiversity management-related laws and regulations below.* |

The BMP has been developed to conform to the following national laws and regulations:

* *[Example of the types of names for such laws and regulations, include*
  + *National Environmental Management Act;*
  + *Water Resources Act; and*
  + *National Biodiversity Act].*

## International Standards and Guidelines

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *List all relevant international standards, guidelines and delete any below that are not applicable.* |

The BMP has been developed to conform to the following international standards and guidelines:

* IFC PS on Environmental and Social (E&S) Sustainability (2012):
  + Performance Standard 6 – Biodiversity Conservation and Sustainable Management of Living Natural Resources: Recognises that protecting and serving biodiversity, maintaining ecosystem services, and sustainably managing living natural resources are fundamental to sustainable development. The requirements are guided by the Convention on Biological Diversity, which defines biodiversity as “the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are a part; this includes diversity within species, between species, and of ecosystems.”
* IFC General Environmental, Health and Safety (EHS) Guidelines (2007);
* IFC EHS Guidelines for Annual Crop Production (2016);
* IFC EHS Guidelines for Food and Beverage Processing (2016):
* IFC EHS Guidelines for Perennial Crop Production (2015);
* IUCN Guidelines for the Prevention of Biodiversity Loss Caused by Alien Invasive Species (IUCN, 2000);
* European Union (EU) Deforestation Regulation Requirements;
* African Convention on the Conservation of Nature and Natural Resources (1981); and
* Convention on Biological Diversity (1994).

# Other Relevant References

|  |
| --- |
| *Instruction Box – Delete when complete*   * *List all relevant documents which are referred to in this document and / or which supported the drafting of this document.* * *Modify/delete/add to the list as required.* |

This BMPr should be read together with the following documents:

* [insert company name] Environment and Social Impact Assessment (ESIA);
* [insert company name] xxx Procedure; and
* etc

# Definitions

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| *Procedure Guidance – Delete when complete*   * *The table below includes a list of definitions of terms used in the document. Modify/delete/add to as required.* |

| **Term** | **Definition** |
| --- | --- |
| Biodiversity Management Plan | Strategic document that outlines goals and objectives for managing biodiversity. |
| Biodiversity Management Procedure | Operational document that specifies the steps and methods for implementing actions outlined in the BMP. |
| Convention on Biological Diversity | CBD refers to an international treaty aimed at promoting sustainable development through the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of benefits arising from genetic resources. |
| Critical Habitat | Critical habitat is a subset of both natural and modified habitat that deserves particular attention. Critical habitat includes areas with high biodiversity value, including habitat required for the survival of critically endangered or endangered species; areas having special significance for endemic or restricted-range species; sites that are critical for the survival of migratory species; areas supporting globally significant concentrations or numbers of individuals of congregatory species; areas with unique assemblages of species or which are associated with key evolutionary processes or provide key ecosystem services; and areas having biodiversity of significant social, economic or cultural importance to local communities. |
| Ecosystem Services | The benefits (and occasionally disbenefits or losses) that people obtain from ecosystems. These include provisioning services such as food and water; regulating services such as flood and disease control; and cultural services such as recreation, ethical and spiritual, educational and sense of place. |
| EU Deforestation Regulation Requirements | Refer to legislation which requires that commodities placed on, or exported to, the EU market that are covered under the regulation such as cattle, cocoa, coffee, palm oil, soy, timber and rubber, as well as derived products such as beef, furniture and chocolate do not come from land deforested or degraded after December 31, 2020. |
| Key Biodiversity Area | Sites contributing significantly to the global persistence of biodiversity, in terrestrial, freshwater and marine ecosystems. |
| Modified Habitat | Where there has been apparent alteration of the natural habitat, often with the introduction of alien species of plants and animals, such as agricultural areas. |
| Natural Habitat | Land and water areas where the biological communities are formed largely by native plant and animal species, and where human activity has not essentially modified the area’s primary ecological functions. |
| Invasive Species | Intentional or accidental introduction of alien, or non-native, species of flora and fauna into areas where they are not normally found can be a significant threat to biodiversity, since some alien species can become invasive, spreading rapidly and out-competing native species. |
| Protected Area (PA) | A clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long term conservation of nature with associated ecosystem services and cultural values. |
| Rare, Endangered and Threatened Species | The International Union for Conservation of Nature’s (IUCN) Red List of Threatened Species classifies species at high risk of global extinction. It divides species into nine categories: Not Evaluated, Data Deficient, Least Concern, Near Threatened, Vulnerable, Endangered, Critically Endangered, Extinct in the Wild and Extinct. It is a critical indicator of the health of the world’s biodiversity. It is a powerful tool to inform and catalyze action for biodiversity conservation and policy change, critical to protecting the natural resources needed to survive. It provides information about range, population size, habitat and ecology, use and/or trade, threats, and conservation actions that will help inform necessary conservation decisions. |

# Abbreviations and Acronyms

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| --- |
| *Procedure Guidance – Delete when complete*   * *The table below includes a list of abbreviations and acronyms which are referred to in the document. Modify/delete/add to as required.* |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
| BMP | Biodiversity Management Plan |
| BMPr | Biodiversity Management Procedure |
| CBD | Convention on Biological Diversity |
| ECO | Environmental Control Officer |
| EHS | Environmental, Health and Safety |
| ESIA | Environmental and Social Impact Assessment |
| ESMS | Environmental and Social Management System |
| GIIP | Good International Industry Practice |
| IFC | International Finance Corporation |
| IUCN | International Union for Conservation of Nature |
| KBA | Key Biodiversity Area |
| KPI | Key Performance Indicator |
| O&M | Operation and Maintenance |
| PS | Performance Standard |
| RTE | Rare, Endangered and Threatened |

# Legal compliance:

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| --- |
| *Procedure Guidance – Delete when complete*   * *Review country and local legislation relating to biodiversity management to identify biodiversity licencing and registration requirements, and include in this section.* * *Provide a description of what management systems you have in place to ensure that you stay up-to-date and comply with relevant environmental legislation. For example: Do you get notified through your local farmers association or extension officers of any public participatory processes that would be relevant, and do you have copies of the necessary laws as evidence of awareness. Remember to add your monitoring intervals and what actions are taken when legislation on environmental aspects changed.* * *The section below is generic. Review and modify as required for your company.* |

[Insert company name] maintains a robust system for tracking and updating environmental legislation across [geographical region(s) of operations]. The team monitors local, regional, and national regulations in each respective region/location of operation to ensure that [insert company name] is aware of any changes that could impact its operations.

The company utilise multiple channels to stay informed of regulatory updates including:

* Working closely with local agricultural associations and environmental groups to receive timely notifications about relevant legislation and public participatory processes;
* Subscribing to updates from federal and state environmental agencies and industry associations; and
* Acquiring the requisite biodiversity related permits/ licenses where required in line with the local regulations.

# Procedure

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| *Instruction Box – Delete when complete*   * *This section should state the principles your company have defined with respect to conserving protected areas or critical habitats, management of alien invasive species and how to ensure legal compliance with regulatory requirements.* * *Describe the processes and actions your company have implemented to identify biodiversity impacts and risks, and how to conserve, protect, and manage biological diversity within your operational footprint.* * *The section below is generic. Review and modify as required for your company.* |

## Principles

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| *Instruction Box – Delete when complete*   * *Define the principles your company have defined with respect to conserving protected areas or critical habitats, ensuring legal compliance with regulatory requirements. Also state activities your company will not support or engage in.* * *The section below is generic. Review and modify as required for your company.* |

*Principle 1: Location*

* In a legally Protected Area (PA) or an internationally recognized PA [insert company name] will:
* Act in a manner consistent with defined protected area management plans;
* Consult PA sponsors and managers, local communities, and other key stakeholders on the proposed project; and
* Implement additional programs, as appropriate, to promote and enhance the conservation aims of the PA.
* [insert company name] will not implement any project in areas of critical habitat unless the following requirements are met:
* There are no measurable adverse impacts on the ability of the critical habitat to support the established population of species described in the “critical habitat” definition in Section 5 or the functions of the critical habitat described in Section 5;
* There is no reduction in the population of any recognized critically endangered or endangered species; and
* Any lesser impacts are mitigated in accordance with the mitigation measures outlined below.
* [insert company name] will not convert or degrade natural habitats. Where environmental approvals are in place to convert or degrade natural habitats, these should only proceed if:
* There are no technically and financially feasible alternatives;
* Overall benefits of the project outweigh the costs, including those to the environment and biodiversity, as confirmed by a third party expert; or
* Any conversion or degradation is appropriately mitigated.
* [insert company name] will ensure all vehicles travelling to and from site, as well as within the operational areas, remain on designated access roads.
* [insert company name] will ensure that no indigenous flora or fauna are removed, disturbed or harmed as far as reasonably practical. Fauna (mammals, birds, reptiles or frogs) found on potential undeveloped project sites that present a risk to people, operations or to themselves will be captured and transferred to suitable safe locations off site (unharmed). Indigenous flora, especially trees, should be retained where possible.
* [insert company name] will ensure no areas outside of designated construction and operational areas are disturbed.
* [insert company name] will manage renewable natural resources in a sustainable manner.

*Principle 2: Permits*

* [insert company name] will ensure that all necessary permits are valid and in place in terms of the relevant local legislation/ regulations.

*Principle 3: Alien Species*

* [insert company name] will not intentionally introduce any new alien species (not currently established in [insert country name]) unless this is carried out in accordance with the existing regulatory framework for such introduction, if such framework is present, or is subject to a risk assessment to determine the potential for invasive behaviour.
* [insert company name] will not deliberately introduce any alien species with a high risk of invasive behaviour or any known invasive species and will exercise diligence to prevent accidental or unintended introductions.

## Process

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| *Instruction Box – Delete when complete*   * *Describe the steps your company should implement to identify biodiversity impacts, and how to conserve, and protect biological diversity within your operational footprint.* * *Define management measures to protect biological diversity and state how management measures should be applied.* * *State the need to educate and train employees on biodiversity conservation goals and management objectives, including a requirement to establish a monitoring program to assess the effectiveness of biodiversity conservation measures.* * *The section below is generic. Review and modify as required for your company.* |

*Step 1: Define the following:*

* Define boundaries of legally PAs and/or key biodiversity areas (KBA) in the project’s area of influence and define the conservation values being protected in those areas.
* Define the areas of modified habitat, natural habitat and critical habitat in the project’s area of influence, and define the important biodiversity values (e.g. threatened and endangered species) present in the critical habitat areas.
* Define ecosystems or processes within the project’s area of influence that may or do provide cultural or ecosystem services.

*Step 2: Identify the impacts or risks from past and proposed company activities, including risks and impacts to:*

* Protected areas;
* Species – fauna and flora;
* Ecosystem services; and
* Invasive alien species.

*Step 3: Assess potentially significant identified direct, indirect and cumulative impacts and risks on biodiversity, ecosystem services and conservation:*

* An Environmental and Social Impact Assessment (ESIA) must be performed whenever local legislation requires it, including a baseline for local fauna, flora and ecosystems. Especially rare, endangered and threatened species (RTE) listed in the IUCN Red List should be identified[[1]](#footnote-2); and
* In the absence of regulatory requirements, evaluate the potential impacts of operations on local ecosystems, species, and habitats. Involve local communities, environmental organizations, and other stakeholders in discussions about biodiversity impacts and management strategies.

*Step 4: Establish measures:*

* Define biodiversity objectives: (i) mitigation measures should deliver no net loss and (ii) rehabilitation targets.
* Establish management and mitigation measures.
* Site clearance:
* Topsoil stockpile and management (for re-use); and
* Removal of vegetation.
* Rehabilitation:
* Implement plans for restoring disturbed areas to their original state or to a state that supports biodiversity and ecosystem services.
* Permits for removal:
* Obtain necessary permits for the removal of any protected species or their habitats as required by local regulations.
* Removal of fauna:
* Develop protocols for the safe removal of fauna from project areas, particularly focusing on the protection of endangered or threatened species.
* In the case of dangerous animals such as snakes, inform the Environmental Control Officer (ECO) and/or call out trained professionals. Alternatively, ensure that someone on site is trained to handle such situations.
* Record all instances of fauna removal and management activities.
* Removal and management of invasive species:
* Develop strategies for identifying and controlling invasive alien species within project areas to prevent them from impacting native biodiversity.

*Step 5: Apply mitigation measures that follow the mitigation hierarchy of:*

* Prioritise avoidance of impacts (in particular for PAs) as according to the mitigation hierarchy;
* Minimise impacts to the extent possible;
* Restoring biodiversity, ecosystem services and the ecological processes and habitats that support them; and
* Offset the residual impacts.

*Step 6: If required by an ESIA, develop and implement a BMP (refer to Section 8.3). The BMP should be updated based on new information or new measures.*

*Step 7: Communication, education and training:*

* Ensure that all employees, contractors, and visitors receive appropriate training on biodiversity conservation goals and objectives, identification and management of potential impacts to biodiversity, and proper implementation of mitigation measures outlined in the BMP.

*Step 8: Monitoring:*

* Establish a monitoring program to assess the effectiveness of biodiversity conservation measures and the overall impact of the project on biodiversity.
* Monitoring activities should be conducted by qualified ECO or trained personnel and include regular surveys of flora and fauna populations, assessment of habitat quality, monitoring of ecosystem services, and detection and management of invasive alien species.

## Common Management Measures

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| *Instruction Box – Delete when complete*   * *Based on a biodiversity assessment and risk analysis, develop specific management actions to conserve and protect biodiversity within your operational footprint.* * *The section below is generic. Review and modify as required for your company.* |

[Insert company name] shall design mitigation measures to achieve no net loss of biodiversity, (including vertebrate fauna or avifauna species), damage to vegetation cover, flora disturbance/destruction, where feasible, and may include a combination of actions, such as:

* Undertaking common measures during operation and maintenance (O&M):
* Developing a clearing activities plan/map;
* Grouping of linear infrastructure[[2]](#footnote-3) where possible;
* Avoiding disruption of natural drainage systems;
* Integrate biodiversity importance into induction programmes for employees and contractors;
* Implementing an internal biodiversity protection statement and awareness programmes (site specific); and
* Ensuring invasive species management.
* Offsetting of losses through the creation of ecologically comparable area(s) that are managed for biodiversity;
* Compensating to direct users of biodiversity; and
* Post-operation restoration or rehabilitation of habitats.

*Flora specific measures include:*

* Maintaining an inventory of flora species;
* Revegetation management and monitoring; and
* Implementing flora protection measures (e.g. fire breaks, species relocation, nurseries, restrictions on firewood use).

*Fauna specific measures include:*

* Allowing for continued movement of livestock and wildlife outside of high risk areas;
* Limiting the use of lighting;
* Implementing an animal rescue/relocation plan (if required) and rules preventing hunting and poaching;
* Implementing avian fauna protection safeguards (e.g. on infrastructure) and monitoring in a BMP;
* Ensuring vertebrate fauna protection and monitoring in a BMP; and
* Terrestrial fauna recording, patrolling and monitoring in a BMP.

## Biodiversity Management Plan

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| *Instruction Box – Delete when complete*   * *A Biodiversity Management Plan is a strategic process that aims to conserve and enhance biodiversity while managing human activities that may impact biodiversity.* * *The section below is generic. Review and modify as required for your company.* |

If required by an ESIA, a BMP may be compiled internally (with the use of specialist reports) or with the assistance of an expert/specialist biodiversity consultant.

A BMP will incorporate the necessary steps and mitigation measures discussed above (in Section 8.2 and 8.3) and can be set out as:

* A social setting of the company footprint;
* A biodiversity baseline (including vegetation communities, species of concern, invasive species, aquatic species etc.);
* Drivers of change relevant to the company (climate change, population influx);
* Management objectives (including measures, responsibilities, timeframe, offsets) for conserving and protecting biodiversity;
* Implementation plan defining who will be responsible for each action, including staff, stakeholders and partners; and
* Inspection and monitoring of biodiversity indicators, such as species populations, habitat quality, and ecosystem health and the overall effectiveness of the BMP over time (refer to Section 9).

# Monitoring and Review

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| --- |
| *Procedure Guidance – Delete when complete*   * *Include measures for regular monitoring of the effectiveness of the BMP.* * *Give a description on how the BMP shall be reviewed and updated annually.* * *The section below is generic. Review and modify as required for your company.* |

## Monitoring

[insert company name] shall conduct monitoring activities throughout the different phases to control potential issues that may negatively impact fauna and flora within the operational area and evaluate the effectiveness of the BMP.

Visual inspections will include the following:

* Rehabilitated areas;
* Activities conducted outside of designated operational sites; and
* Resurgence of alien invasive species.

[insert company name] shall keep internal records of rescued species within the operational area in order to have a control of every animal encountered (photographs of each animal as well as form in **Annex A**). These records will include information related to person/s involved in the rescue, date and time, conditions of the animal encountered, and protection level according to national legislation.

## Review

Performance against the requirements of this BMPr will be assessed periodically, documented and reported to [Senior Management]. The assessment of performance will include setting and reporting on key performance indicators (KPIs).

# Training and Awareness

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| *Procedure Guidance – Delete when complete*   * *Specify training that is provided to employees and contractors on the requirements of the BMPr, including risk mitigation measures.* * *The section below is generic. Review and modify as required for your company.* |

[insert company name] recognises the need for staff and contractors to be appropriately trained in the tasks that they are to undertake to manage biodiversity impacts.

All personnel and contractors that conduct activities that potentially impact biodiversity shall be provided with training and awareness in respect of the company’s biodiversity management procedures and plans, to ensure biodiversity is managed appropriately in line with requirements of this procedure.

Relevant staff involved in the management of biodiversity should be provided with more specific training including relevant regulatory requirements. Details of the frequency, structure etc. of the training are provided in the [insert company name] training manual.

# Review and Continuous Improvement

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| *Procedure Guidance – Delete when complete*   * *Include measures for regular monitoring of the effectiveness of the BMP.* * *State the frequency of the review and update of the BMPr to ensure that it reflects and caters for any emerging biodiversity issues and/or that it aligns with changes in regulations.* * *The section below is generic. Review and modify as required for your company.* |

[insert company name] shall undertake regular assessments of the BMPr’s effectiveness to ensure ongoing success and seek feedback from employees, stakeholders, or biodiversity management professionals to make any necessary adjustments and updates to the BMPr.

This BMPr is a live document that will need to be reviewed on an annual basis to incorporate lessons learned, address any gaps, and adapt to changes in the regulatory environment and to assess its relevance and coverage of biodiversity management issues and objectives. As part of the annual ESMS compliance audit, undertake a compliance review of the BMPr to identify areas for improvement. The assessment of performance will include setting and reporting on KPIs set by [insert company name].

# Roles and Responsibilities

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| *Procedure Guidance – Delete when complete*   * *Assign roles and responsibilities for the implementation of this BMPr, i.e. comprising of personnel responsible for different aspects of biodiversity management in your company, for example biodiversity assessments, ecosystem restoration activities, protected area monitoring, etc. Give a brief description of the roles and responsibilities of each identified person and provide the environmental responsibilities of subcontractors at your company.* * *The section below is generic. Review and modify as required for your company.* |

The key roles and responsibilities for the implementation of this Procedure are described in **Table 12‑1** *[modify as required].*

Table 12‑1 : Key Roles and Responsibilities

| **Role** | **Responsibility** |
| --- | --- |
| **Environmental, Social and Governance (ESG) or Sustainability Manager** | * Overall responsibility for the implementation and compliance of the BMPr; * Confirm any local regulatory requirements and update internal requirements accordingly; * Provide/ request the necessary resources to implement this procedure; * Supervise the process of tree felling, transfer and clearing of vegetation; * Ensure that this procedure is communicated to employees upon onboarding; * Monitor the implementation of this procedure and implement any corrective measures identified; and * Assign an individual with the responsibility of conducting inspections on the implementation and compliance with this procedure. |
| **Operations / Facility Manager** | * Implement management measures in conjunction with the ESG or Sustainability Manager. |
| **All employees** | * Immediately notify the [ESG/Sustainability Manager] or a person designated by the [ESG/Sustainability Manager] of any wildlife spotted at the operational site; * Adhere to and follow all guidelines outlined in this plan during daily operations; and * Attend all required training sessions on biodiversity management and emergency response. |
| **Contractors** | * Implement management measures as set out in the BMP. |

# Annex A: Fauna and Flora Register

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| **Wildlife Register** | | | | | |
| **Project name:** | |  | | **Region:** |  |
| **Month:** | |  | | | |
| **Principal Contractor Manager:** | |  | | | |
| **Date** | **Time** | **Specie** | | **Rescuers name, position and company** | **Construction/ O&M activity during encounter** |
| **Scientific name** | **Common name** |
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| **General Observations and Findings** | | | | | |
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| **Actions to be Implemented** | | | | | |
| **Action** | | | | **Responsibility** | **Date** |
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| **Principal Contractor Manager’s Signature:** | | | |  | |

1. [IUCN Red List of Threatened Species](https://www.iucnredlist.org/) [↑](#footnote-ref-2)
2. Man-made linear infrastructure such as roads and highways, electric power lines, railway lines, canals, pipelines, firebreaks, and fences. [↑](#footnote-ref-3)