



Subject: Preparation to the Sub-regional conference on SEA and the Training of Trainers workshop, 3-6 November 2015, Lopota Lake Resort, Kakheti, Georgia

Dear participants,

As the Sub-regional conference on legal implementation of SEA and Training of Trainers workshop on practical implementation of SEA (ToT) to be organized in November 2 – 6, 2015, in Kakheti, Georgia, are getting closer, let us hereby provide you with essential substantive information about the event, including background documents:

- The Sub-regional Overview of legislative and administrative reforms for implementing strategic environmental assessment in Eastern Europe and the Caucasus (will be sent to the participants on Monday, 26 October 2015) - for the sub-regional conference (2 November)
- Manual on Strategic Environmental Assessment for Trainers - for the training of trainers workshop (3-6 November).

The documents will be available in English and Russian at the UNECE website following the link <http://www.unece.org/index.php?id=40656#/>

The logistical information will be sent to you by our partners from GEO on Friday this week i.e. 23 October 2015.

In preparation to the ToT we kindly ask you – as the participants of the event – to complete a home assignment consisting of three tasks described below.

First, in order to allow the trainers and the experts to better target the discussions within the sub-regional conference and the ToT, please indicate any specific SEA topic or issue you would like to address within the ToT and the conference on legal aspects of SEA. It can be based on your experience from the practical application of SEA in your country, it can reflect existing challenges and problems related to the national system for environmental appraisal of projects and/or plans and programs, or it can consider aspects related to development of the legal framework for SEA. It is very important for the trainers and the experts facilitating the events to know in advance your ideas and suggestions to be able to properly integrate it in the design of the events. Therefore, we would like to ask you to **complete a short Training Needs Assessment questionnaire** (see separate annex to this letter) and send it back to us (by email to Elena.Santer@unece.org with copy to martin.smutny@integracons.com) **by Wednesday October 28, 2015, at the latest.**

The **second task** is in fact the follow up of the first one: Since the ToT agenda includes the initial session (Day 1, from 9.30am) to discuss the conclusions of the sub-regional conference (to be organized before the ToT) and the participants' views on the main SEA-related challenges to be addressed at the ToT. Thus, **please prepare a short session (up to 5 minutes) on behalf of your country** to introduce an overview of the main challenges and specific issues which would be the most important for further SEA development in your and which you would suggest to be addressed during the ToT. There is no specific format prescribed for this – you can use any method or approach to deliver you session.

Third, as obvious from the agenda, a large part of the ToT will be dedicated to the 'mock training' i.e. the training will be a highly interactive and practical: with the support from the international trainers you will have a chance to prepare and deliver (in the safe learning environment) presentations, facilitate group work and discussions etc. Since proper preparation for that can be very demanding



during the training itself, we would like you to provide some time ahead the event to get ready'. The training manual (see the link above) provides an extensive background regarding SEA topics (i.e. screening, scoping, baseline analysis etc.) as well as describes training techniques and tools.

In principle, each SEA topic shall be taught through four training elements i.e. introductory presentation, group exercise or case example, and concluding discussion. The introductory presentation shall describe basic principles as well as tools and methods to be used for a given SEA topic, an exercise is supposed to apply the theory on selected case, while the case example should illustrate practical application of a given SEA topic on the real SEA case carried out. The concluding discussion should highlight the key messages related to a given SEA topic as well as to identify potential challenges regarding practical application.

Thus, we would like to ask you – together with other participants from your country – to prepare two training sessions. The topics and relevant training element is indicated in the table below. Although there will be time provided to finalize your sessions during the ToT, you should prepare it in advance to a large extent. Please also note that all country representatives should be involved in preparing and delivering your sessions at the ToT, therefore we kindly ask you to coordinate among yourselves. **For further information please contact your national contact point for the ToT.**

Country	Topic 1	Topic 2
Armenia	Introductory presentation on 'Introduction to SEA'	Facilitated discussion on 'Stakeholders consultations'
Azerbaijan	Group exercise on 'Scoping'	Case example on 'Analysis of impacts and mitigation measures'
Belarus	Introductory presentation on 'Analysis of impacts and mitigation measures'	Facilitated discussion on 'SEA and decision-making'
Georgia	Group exercise on 'Screening'	Case example on 'Scoping'
Kazakhstan	Introductory presentation on 'SEA report'	Facilitated discussion on 'Introduction to SEA'
Moldova	Case example on 'SEA report'	Group exercise on 'Stakeholders consultations'
Russian Federation	Introductory presentation on 'Stakeholders consultations'	Facilitated discussion on 'SEA report'
Ukraine	Introductory presentation on 'Quality control'	Group exercise on 'Introduction to SEA'



In addition to preparing your lecture on the two topics above, we would like to highly encourage you to get familiar with entire training manual, since it will make your participation at the ToT more efficient.

We would also like to ask you to make sure that there will at least one laptop within your country group to be used during the ToT. Please note that only two printouts of the training manual will be available for each country group. Similarly, please make sure that you have your SEA legislation with you printed or in electronic format to facilitate your work during the sub-regional conference.

We remain available for any questions or comments – do not hesitate to approach us and/or send us your inputs on email martin.smutny@integracons.com in copy to the UNECE Secretariat on email Elena.Santer@unece.org. Should you consider it useful, you can send the draft presentations, group work assignment etc., during next week to get a preliminary feedback before the workshop.

We look forward to meeting you in Georgia

On behalf of the trainers and experts

Elena Santer and Martin Smutny

The team of trainers and experts to facilitate the events consists of:

Ms. Maia Gachechiladze-Bozhesku

Ms. Marina Khotuleva

Ms. Olena Borysova

Ms. Olena Pometun

Mr. Dima Skrylnikov

Mr. Jerzy Jendrośka

Mr. Michal Musil