

**Procedural steps of SEA scoping phase according to the EAC and their reflection within the Pilot SEA process**

Formal phase of Scoping	Exercised during the pilot SEA?	Lessons learned/Considerations for practice (when the EAC is in force)
<p>1. Planning authority</p> <ul style="list-style-type: none"> <li>▪ Applies to the Ministry of Environment and Natural Resources (MENR) and the Ministry of Labour, Health and Social Affairs (MLHSA) for scoping opinion</li> <li>▪ Informs public about the application</li> </ul>	No official application prepared	<p>The Ministry of Environment and Natural Resources Protection of Georgia (waste and chemicals management unit) is a planning authority in a sense of EAC.</p> <p>If it assumes this role again in the future, a formal application will have to be prepared and submitted to both ministries indicated in EAC, regardless it is within the same institution.</p>
2. MENR and MLHSA publish application and attached documents on their web sites	No publication of the application on the websites	<p>Joint procedure for publishing relevant documents needs to be developed.</p> <p>Suitable technical infrastructure (internet site section) needs to be developed and authorities for its administration delegated.</p>
3. MENR establishes expert commission	Not done	<p>Expert capacities (e.g. list of experts) needs to be prepared capable of mobilization within a limited time.</p> <p>An adequate expert mobilization mechanism to respond needs anticipated by the EAC needs to be established.</p>
4. Planning authority ensures organization of scoping public hearing	<p>The public consultation meeting took place on 22 September 2015.</p> <p>Representatives of all relevant ministries, including the Ministry of Health, NGOs and other relevant organization participated in the event.</p>	<p>Potential planning authorities (Ministries and others) need to consider timely allocation of resources (direct costs, staff) to fully assume this responsibility.</p> <p>While substantive content can be developed by the SEA experts and planners, the logistics and related matters will likely need to be carried by the responsible institution (e.g. Ministry) unless subcontracted to an external agent.</p>
5. MENR, MLHSA, and planning authority inform about time and place of public hearing	Partially performed	<p>Joint procedure for publishing relevant documents needs to be developed.</p> <p>Suitable technical infrastructure (e.g. dedicated internet site section) needs to be developed and authority for its administration assigned.</p>

6.	Expert commission provides conclusions on scoping report	Not done	See section 3
7.	Planning authority prepares protocol on public hearing and submits it to MENR and MLHSA	Partially performed	Minutes from the public hearing shall be systematically kept (the responsibility can be delegated to the SEA team) and comments raised included in the SEA documentation. The EAC however requires formal protocol to be prepared separately and submitted -
8.	MENR and MLHSA issue the scoping opinion	Not done	Mechanism for a joint position preparation shall be developed
9.	MENR and MLHSA send scoping opinion to planning authority	Not done	
10.	MENR, MLHSA, and planning authority publish scoping opinion on their official websites	Not done	See section 5