

INNOVATION FUND'S ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

February 03, 2021

OVERVIEW

This Environmental and Social Management Framework (ESMF) specifies environmental and social procedures for implemented projects to adhere to which are consistent with Serbian national legislation during the implementation of Innovation Fund's (IF) grant programs (**Mini Grants, Matching Grants, Collaborative Grant Scheme, Smart Start**). The purpose of ESMF is to outline IF policies and processes and to outline IF's beneficiaries' (implemented projects) obligations in screening and categorizing proposed activities according to their possible environmental impact, mitigating the risks, and defining the IF's monitoring activities, if and where required.

The ESMF specifies the procedures that the grant programs will have in place during implementation, with the objective that all implemented projects supported under these programs will be environmentally and socially sound and sustainable, and consistent with related Serbian national legislation.

BRIEF DESCRIPTION

Outline

The IF's core business is to design, organize, implement and monitor various grant programs whose general shared goal is to help create new, high-value-added products, services, technologies and technological processes with significant commercialization potential. The primary beneficiaries of IF's grant programs are private sector SMEs in Serbia, while some of the programs also emphasize the supporting and synergistic role of the public sector scientific research organizations.

The IF organizes regular calls for proposals with the goal of awarding grant financing for development of market-oriented products, services, technologies, processes as described above. In this process, the IF needs to ensure that projects which ultimately receive IF's financial support do not exhibit hazardous, harmful or threatening effects on the human environment. This is achieved through environmental screening of all projects which the IF considers to be quality prospects for financing, and this screening is performed on the basis of the procedures and requirements defined in this document.

Target groups

The key target group of IF's activities which are relevant for this framework is Serbian private SMEs.

ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

Due to the limited size of the grants and the scope of activities within the projects, there are no significant activities and associated environmental and social impacts envisaged through the IF's grant programs. The IF will not support environmentally-unfriendly technologies and practices.

The grant programs deployed by the IF will only support the Applicants which demonstrate that their proposed activities have no negative impact on environment, or that they have adequate plans to mitigate any possible environmental risks. Indication of environmental aspects, as well as impact assessment will be required when

applicable and will be performed by an external Independent environmental and social management expert (IESME).

The IF recognizes that corporate social responsibility (CSR) is important for the sustainability, competitiveness, and innovation of Serbian enterprises and Serbia's economy. Therefore, companies seeking IF's support should fit into the environmental, social and cultural niche within which they are functioning. To fully meet their corporate social responsibility, enterprises should have in place a process to integrate social, environmental, ethical, human rights and consumer concerns into their business operations and core strategy in close collaboration with their stakeholders.

The following relevant elements of corporate social responsibility will be taken into account:

- **Primary suppliers** relevant environmental and social performance ("primary suppliers" are those suppliers who, on an ongoing basis, provide directly to the grant beneficiaries goods or materials essential for the core functions of the project); the promotion of social and environmental responsibility through the supply-chain, and the disclosure of non-financial information, are recognized as important issues;
- **Associated facilities** relevant environmental and social performance ("associated facilities" means facilities or activities that are not funded as part of the implemented projects and, in the judgment are directly and significantly related to the implemented project).

IESME will be engaged to assure grant beneficiaries' projects are environmentally and socially sustainable (considering the corporate environmental and social responsibility elements), by implementing environmental screening and monitoring procedures explained below.

Exclusions

The IF will not finance:

Any activities which would have an irreversible and substantial environmental impact, or activities for which a Full Environmental Impact Assessment (EIA) is required/decided as per the Article 4 of national Law on Environmental Impact Assessment (Official Gazette of RS No. 135/2004 and amended in 2009 – 36/2009); by this law EU Directive 2011/92/EU is transposed in national legislation. A comprehensive exclusion list is given in Sub-law on the list of the projects needed EIA (Official Gazette RS 114/2008)¹ ; in accordance with the amended Directive 2014/52, Amendments to the Law on Impact Assessment and all secondary legislation, including the Regulation with List of projects, as this process is currently still in progress.

Also, the IF will not finance any activities that would e.g., affect natural habitats, forests, finance experiments or production of pesticides, or cause economic and social displacement, activities which involve land acquisition or any form of resettlement, as well as construction and rehabilitation activities, including very small, refurbishment

¹ Regulation on determining a List of projects for which impact assessment is mandatory and List of projects for which Environmental assessment can be requested (Official Gazette RS 114/2008)
https://www.paragraf.rs/propisi/uredba_o_utvrdjivanju_liste_projekata_za_koje_je_obavezna_procena_uticaja_i_liste_projekata_za_koje_se_moz_e_zah_tevati_procena_uticaja_na_zivotnu_sredinu.html

or renovation activities or any scope of civil works.

ENVIRONMENTAL REVIEW AND MONITORING PROCEDURE FOR IF'S GRANTS PROGRAMS

The Environmental review and monitoring procedure undertaken by IESME is made up of five steps listed below:

1. Screening
2. Disclosure and Public consultation
3. Review and approval
4. Conditionality
5. Monitoring and reporting

1. Screening

IESME will screen Applications that are preselected for financing (through the evaluation of Environmental Screening Questioners – ESQ and other documents from application, when needed), in order to assess the environmental impact of their proposed activities, with taking in account social responsibility. An Environmental Screening Questionnaire (ESQ) will be required for every Application submitted. Assessment of all assigned preselected Applications, including Project categorization, as well as verification of compliance of corresponding ESQs with the Environmental and Social Management Framework (ESMF) is performed during this step.

Categorization of preselected Applications will be categorized as following: applications with significant environmental risk (Category A, subject of exclusion; will not be financed by the IF as previously listed in Exclusions) or moderate environmental risk (Category B; Environmental Management Plan (EMP) needed) or very small environmental risk (Category C).

In regards to the Environmental Screening Questionnaire (ESQ) assessment, the preselected Applicants will be informed about the results of the ESQ evaluation only if the EMP is required. Independent environmental and social management expert evaluates the ESQs of the preselected Applicants. When the project requires the preparation of the EMP, it is the responsibility of the Applicant to prepare the EMP and submit it to the IF for approval as one of the prerequisites for signing the Financing Agreement. The guidance on the content of the EMP is provided in the Environmental and Social Management Framework² available online on the IF website³. In cases where the project requires an EMP and the Applicant does not prepare it, that Application would become ineligible for financing.

2. Disclosure and Public consultation

Any project which proposes activities corresponding to the category B will be required to have an Environmental Management Plan in place that would identify potential environmental and social impacts and provide adequate mitigation measures. The Independent environmental and social management expert will also coordinate design of the environmental management plans; the Applicant is responsible for preparing the EMP prior to signing the

² As per Environmental and Social Management Framework (ESMF) the Applicant is obliged to follow the environmental procedures.

³ www.innovationfund.rs

Financing Agreement. If the Applicant fails to prepare the EMP which receives IESME's approval, the Application would become ineligible for financing. IESME should check the EMP to ensure, as a minimum, consistency in terms of: (a) identifying the same priority environmental issues, mitigating and monitoring measures and implementing responsibility, (b) monitoring program and (c) institutional arrangements for environmental management.

Public consultation is considered as mandatory in the process of EMP preparation. The Applicant is responsible for disclosing the EMP (both the draft EMP used for consultations and the final EMP revised following comments received during consultations) in a public place (library, municipal or government building etc.), near the project site or on the enterprise's website. The EMP must be presented with a suitable feedback mechanism in place for comments or queries (both in person and/or on-line/e-mail). Information pertaining on where and how the EMP was disclosed needs to be a part of the final EMP. Taking into account the innovative nature of the projects and the sensitive issues in regards to disclosure of the processes and/or activities involved in the project, information disclosed during the Public discussion by the Applicant reserves the right to not give away any of the confidential information related to the innovative aspect of the project itself but will sufficiently explain how the financed activities will mitigate and monitor any of the associated environmental and social impacts.

3. Review and approval

Only preselected Applications which have fully satisfied the environmental requirements (ESQ and EMP, where applicable) by IESME are eligible for further evaluation (and ultimately for financing).

The output of the preselection phase is a table overview of the Environmental status of preselected projects (i.e. whether the preselected projects satisfy the Environmental conditions; specifically, this pertains to review and approval of ESQ), signed by IESME.

For the second phase which happens after the Investment Committee approves financing and before the Applicant signs the Financing Agreement with the IF, IESME's output is a table overview of EMP approval (for all Applications where EMPs were determined to be required), signed by IESME.

4. Conditionality

The IF will include the grant beneficiaries' commitment to obey requirements set forth in the EMP in the Financing Agreement signed between the IF and the grant beneficiary. The grant beneficiaries will be required to show best effort to ensure that the funded activity is carried out with attention to good environmental and social management practices. The grant beneficiaries will be held responsible for all mitigation and monitoring measures that have been listed in the EMP.

5. Monitoring and reporting

The grant beneficiary is required to carry out the project in accordance with the provisions of the Environmental and Social Management Framework and the Environmental Management Plan (where applicable) and to undertake in a timely manner all measures to enable the IF to monitor the provisions of the Environmental Management Plan.

IESME will also monitor the grant beneficiaries' adherence to the EMP during the implementation of the project, and will also perform environmental visits, where applicable. As part of normal quarterly monitoring activities, the Innovation Fund will check that the grant beneficiary is conducting all environment/social related actions and reporting in accordance with the EMP. Fulfillment of these requirements will be confirmed by IESME.

IESME will confirm that the grant beneficiaries' project is:

- in compliance with the Environmental and Social Management Framework (ESMF);
- in compliance with the approved Environmental Management Plan (EMP).

IESME will submit Environmental and Social Reports for Category B (EMP) implemented projects on a quarterly basis to confirm that the project implementation is conducted in compliance with EMP requirements. IESME will also confirm the compliance of the implemented project's environmental status through the IF's Quarterly Report Compliance Checklist.

At the beginning of project implementation for Category B projects, IESME and IF staff will conduct a preliminary Environmental monitoring visit during which the grant beneficiary's reporting obligations and timelines will be determined based on the EMP. Additional Environmental monitoring visits will be determined and conducted on a case-by-case basis, depending on the project's specific EMP requirements.

ESQ and EMP templates are presented in Annex A & B, along with C which is a sample of a filled out EMP part I & II template.

Public consultation details and meeting minutes of the environmental and social management framework are enclosed as Annex D.

The final version of the ESMF contains:

1. Manner in which notification of the consultation was announced: media(s) used, date(s), description or copy of the announcement
2. Date(s) consultation(s) was (were) held
3. Location(s) consultation(s) was (were) held
4. Who was specifically invited (Name, Organization or Occupation, Telephone/Fax/e-mail number/address (home and/or office), if applicable)
5. List of Attendees (Name, organization or occupation, contact details)
6. Meeting Agenda
7. Summary Meeting Minutes (Comments, Questions and Response by Presenters)
8. List of decisions reached, and any actions agreed upon with schedules and deadlines and responsibilities.

ANNEX A

ENVIRONMENTAL SCREENING QUESTIONNAIRE ESQ

Please see the Applicant Guidelines to Filling the ESQ for instructions and clarifications on completing this document. ESQ screenings are in detail described in the Environment and Social Management Framework (ESMF). Environmental and Social Management Framework specifies environmental and social procedures for implemented projects to adhere to, which are consistent with Serbian national legislation and safeguard policies.

Project IF ID:	[]
Name of Project:	[]
City/Municipality:	[]
Name of Applicant:	[]
Contact email address:	[]
ENVIRONMENTAL AND SOCIAL CHECKLIST QUESTIONNAIRE (must be filled out and filed for every application)	
CRITERIA	ANSWER YES or NO (unless otherwise stated)
Does the proposed activity require a FULL Environmental Impact Assessment as per the Serbian Law on Environmental Impact Assessment (list of projects for which full EIA is mandatory/decided)? If yes, this activity cannot be financed.	[]
Does the existing enterprise have valid operating permit, licenses, approvals etc.? If not, please explain. Permits to screen for include: construction permit, operational/use permit, urban permit, water management permit...	[]
<i>If not, will the grant financing be used to correct this condition?</i>	[]
Does the existing enterprise have a valid environmental permit (or is in the procedure of obtaining an environmental permit as per the Serbian laws) and does the proposed activity fall under those for which this permit was issued?	[]
Does the existing enterprise have a valid water management permit that calls for special investments or measures for the enterprise's wastewater releases (or is in the procedure of obtaining this permit as per the Serbian laws)?	[]

Does the existing enterprise need to follow specific Serbian environmental regulations regarding air emissions, water use or wastewater discharge and solid waste management?	[]
Are there any significant outstanding environmental fees, fines or penalties or any other environmental liabilities (e.g. pending legal proceedings involving environmental issues etc.)	[]
<i>If so, will the grant financing be used to correct this condition and please explain?</i>	[]
Have there been any complaints raised by local affected people or groups or NGOs regarding conditions at the facility?	[]
<i>If so, will the grant financing be used to remedy these complaints?</i>	[]
Does the existing enterprise take care about primary suppliers' environmental and social performance or practice Socially Responsible Public Procurement? <i>If possible, explain the answer</i>	[]
Does the existing enterprise take care about associated facilities (if applicable) relevant environmental and social performance? <i>If possible, explain the answer</i>	[]

Proposed Activity	
CRITERIA	ANSWER YES or NO (unless otherwise stated)
Will the activity generate water effluents (wastewater) that may require special treatment, control or the water management permit?	[]
Will the activity air emissions which would require special controls in order to ensure compliance with the Serbian standards?	[]
Will the activity generate noise levels that would require control measures to ensure compliance with the Serbian standards? Will the noise levels impact particularly sensitive receptors (natural habitats, hospitals, schools, local population centers)?	[]
Will the activity consume, use or store, produce hazardous materials that: <ul style="list-style-type: none"> • require special permits or licenses • require licensed or trained personnel • are outlawed or banned in EU or Western countries • are difficult, expensive, or hard to manage • are inconsistent with PPAH recommendations • may cause soil and water pollution or health hazards if adequate control measures are not in place 	[]

Will the activity generate solid waste that may be considered hazardous, difficult to manage, or may be beyond the scope of regular household waste? <i>(This may include, but not be limited too, animal carcasses, toxic materials, pesticides, medical waste, cleaning materials, flammables etc.)</i>	[]
Will the activity be located within or close to officially protected areas or areas under consideration by the Government for official protection status? And will the activity potentially impact areas of known significance to local, regional or national cultural heritage?	[]
Will the activity involve import of living organisms, e.g. saplings, insects, animals, etc. or works that can impact sensitive environmental receptors?	[]
Has the local population or any NGOs expressed concern about the proposed activity's environmental aspects or expressed opposition?	[]
Is there any other aspect of the activity that would – through normal operations or under special conditions – cause a risk or have an impact on the environment, the population or could be considered as a nuisance?	[]

The Applicant, in signing this form proves that the grant activity will not involve land acquisition, any form of construction, or will promote any activities on the exclusion list. In addition, the applicant is aware of the EIA requirements as per the Serbian Law and certifies that there are no Full Environmental Impact Assessment reports required.

Form filled out by (Applicant)	
Date	[]
Name	[]
Title	[]
Signature	[]

Form checked and reviewed by (Innovation Fund: Independent Environmental and Social Management Expert - IESME)	
Project category is: A____, B____, C____	
Date	[]
Name	[]
Title	[]
Signature	[]



ANNEX B

ENVIRONMENTAL MANAGEMENT PLAN EMP

EMP procedures are in detail described in the Environment and Social Management Framework (ESMF). Environmental and Social Management Framework specifies environmental and social procedures for implemented projects to adhere to, including Environmental Management Plan, which are consistent with Serbian national legislation and safeguard policies.

Project IF ID:

I. MITIGATION PLAN

No.	Phase	Issue	Mitigating Measure	Cost of Mitigation (If Substantial)	Responsibility*	Supervision observation and comments (to be filled out during supervision)
#	Construction	• • • • •				
#	Operation	• • • • •				

* Items indicated to be the responsibility of the contractor shall be specified in the bid documents



II. MONITORING PLAN

No.	Phase	What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored/ type of monitoring equipment?	When is the parameter to be monitored- frequency of measurement or continuous?	Monitoring Cost What is the cost of equipment or contractor charges to perform monitoring?	Responsibility	Supervision observation and comments (to be filled out during supervision with reference to adequate measuring reports)
#	Construction							
#	Operation							



III. PUBLIC CONSULTATION DETAILS AND MINUTES OF MEETING FOR THE ENVIRONMENTAL MANAGEMENT PLAN

In a separate document provide details on:

1. Manner in which notification of the consultation was announced: media(s) used, date(s), description or copy of the announcement
2. Date(s) consultation(s) was (were) held
3. Location(s) consultation(s) was (were) held
4. Who was specifically invited (Name, Organization or Occupation, Telephone/Fax/e-mail number/address (home and/or office)?)
5. List of Attendees (Name, organization or occupation, contact details)
6. Meeting Agenda
7. Summary Meeting Minutes (Comments, Questions and Response by Presenters)
8. List of decisions reached, and any actions agreed upon with schedules and deadlines and responsibilities.

INTERNAL USE:

Form reviewed and approved by: (Innovation Fund: Independent Environmental and Social Management Expert - IESME)	
Date	
Name	
Title	
Signature	



ANNEX C

SAMPLE OF A FILLED-OUT ENVIRONMENTAL MANAGEMENT PLAN part I & II EMP

EXAMPLE ONLY: USE OF SOLAR PANELS IN ELECTRICAL POWER PRODUCTION

Project IF ID: XXXX

I. MITIGATION PLAN

No.	Phase	Issue	Mitigating Measure	Cost of Mitigation (If Substantial)	Responsibility*	Supervision observation and comments (to be filled out during supervision)
1	Design phase	Certain solar cells may require more energy and raw materials to produce, or may use hazardous and harmful materials in their production	Obtain sufficient information from producer Look for certificates or statements how the panels are produced Select the more “environmentally friendly option”	Variation in costs of panels may be incurred	The Grant recipient	
2	Design phase	Placement of solar panels on rooftops or buildings in populated areas may have an aesthetic impact or may impact a monument or protected building	Careful sitting of the panels Ensure that the building is not a historical site, that there are no special instructions as to the façade and appearance, and ensure approvals are received by all designated and responsible local authorities	N/A	The Grant recipient	



No.	Phase	Issue	Mitigating Measure	Cost of Mitigation (If Substantial)	Responsibility*	Supervision observation and comments (to be filled out during supervision)
3	Design phase	Placement of solar panels in natural areas needs to be carefully designed in order to minimize the aesthetic impact and land disturbance, including impacts from high temperature or magnetic fields from the panels/wiring	Ensure the solar panels are placed in a remote area that is barren and not under use of any kind. In addition, ensure the site is not close to any protected areas, grazing lands or important habitats as well as sensitive recipients/groundwater, surface water	This may have an impact on the overall design of the Project and may therefore incur some additional costs	The Grant recipient	



No.	Phase	Issue	Mitigating Measure	Cost of Mitigation (If Substantial)	Responsibility*	Supervision observation and comments (to be filled out during supervision)
4	Construction	Dust, noise, emissions and vibrations generated during construction activities may be a nuisance to nearby human or animal populations	Ensure regulatory requirements to limit noise are followed and noise is kept to allowed working hours and intervals as per the relevant regulation Do not allow machinery to idle Water down working areas to limit dust generation	Minor Cost of water tank to come on site: 150-250 €	Contractor /Grant recipient	
5	Construction	Leaks or spills from machinery may negatively impact the soil and groundwater	Spill control mechanism will be in place Machinery used will not be serviced or repaired on site	Minor	Contractor /Grant recipient	
6	Construction	Improper waste management may pollute the environment and pose a threat to the animals in the vicinity of the site	Ensure rapid collection of wastes to avoid scattering All wastes generated will be disposed of at an authorized landfill site There will be no open burning of wastes	Disposal at an authorized site for 1 ton (with 50 km transport): 150€	Contractor /Grant recipient	
7	Operation	Use of pesticides or other hazardous chemicals to treat or to clean the solar panels will impact the surrounding environment	Ensure compounds are evaluated for their environmental impact and potential for illness or injury due to single acute exposure; Avoid hazardous compounds or replace with less hazardous substance, Ensure no leaks on the surrounding areas, Ensure proper storage of chemicals on leak-proof surfaces and use only by trained	May impose additional costs for more expensive eco solutions	Contractor /Grant recipient	
8	Operation	Use of pesticides or other hazardous chemicals to treat or to clean the solar panels will impact the occupation safety	Ensure occupation safety measures			



9	Decommissioning	Hazardous materials contained within the panels may be released into the nature and impact the environment (soil, ground and surface water) in case of breaks or decommissioning of the panels	Ensure workers are trained in adequate decommissioning procedures with spill control measures in place	Not significant	Contractor /Grant recipient	
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*Items indicated to be the responsibility of the contractor shall be specified in the bid documents



II. MONITORING PLAN

No.	Phase	What <i>parameter is to be monitored?</i>	Where <i>is the parameter to be monitored?</i>	How <i>is the parameter to be monitored/ type of monitoring equipment?</i>	When <i>is the parameter to be monitored- frequency of measurement or continuous?</i>	Monitoring Cost <i>What is the cost of equipment or contractor charges to perform monitoring?</i>	Responsibility	Supervision observation and comments (to be filled out during supervision with reference to adequate measuring reports)
1	Design phase	Environmentally friendly production process of panels	Through tech. specifications of panels	Through receiving and keeping all specifications	Prior to procurement	May have an overall cost increase effect	Grant recipient	



No.	Phase	What <i>parameter is to be monitored?</i>	Where <i>is the parameter to be monitored?</i>	How <i>is the parameter to be monitored/ type of monitoring equipment?</i>	When <i>is the parameter to be monitored- frequency of measurement or continuous?</i>	Monitoring Cost <i>What is the cost of equipment or contractor charges to perform monitoring?</i>	Responsibility	Supervision observation and comments (to be filled out during supervision with reference to adequate measuring reports)
2 & 3	Design phase	Placement of solar panels needs to be approved by the designated and responsible local authority	Through adequate supporting paperwork	Through receiving and keeping all of the necessary permits	Prior to construction works and preferably prior to application for grants	None	Grant recipient	
4	Construction	Dust, noise, emissions and vibrations	On Project site	Periodically check sound levels at the work site to ensure it is within legal limits and as per local permitting. Through complaints (if area is populated)	During construction works constantly	Minor – should be included in contract for works	Contractor /Supervisor	



No.	Phase	What <i>parameter is to be monitored?</i>	Where <i>is the parameter to be monitored?</i>	How <i>is the parameter to be monitored/ type of monitoring equipment?</i>	When <i>is the parameter to be monitored- frequency of measurement or continuous?</i>	Monitoring Cost <i>What is the cost of equipment or contractor charges to perform monitoring?</i>	Responsibility	Supervision observation and comments (to be filled out during supervision with reference to adequate measuring reports)
5	Construction	Leaks or spills from machinery	On Project site	Visually on surrounding areas, log of all accidents on site to be filled out	During construction works – constantly	Minor – should be included in contract for works	Contractor /Supervisor	
6	Proper waste collection and management	On Project site	Daily supervision of waste collection Ensure no open burning is taking place Keep receipts from authorized landfill	Daily	Minor – should be included in contract for works	Contractor/Supervisor	Proper waste collection and management	



No.	Phase	What <i>parameter is to be monitored?</i>	Where <i>is the parameter to be monitored?</i>	How <i>is the parameter to be monitored/ type of monitoring equipment?</i>	When <i>is the parameter to be monitored- frequency of measurement or continuous?</i>	Monitoring Cost <i>What is the cost of equipment or contractor charges to perform monitoring?</i>	Responsibility	Supervision observation and comments (to be filled out during supervision with reference to adequate measuring reports)
7	Operation	Use of less hazardous pesticides or other chemicals to treat or to clean the solar panels	On Project site	Visual inspection of work site to ensure adequate protection from chemicals to be used is in place, safety	Visual inspection of site after maintenance Records kept	May have an overall cost increase effect	Contractor/Supervisor (in addition to self-monitoring by Operator / grant applicant)	
8	Decommissioning	Hazardous materials contained within the panels may be released during decommissioning	On Project site	Ensure no breaks or spills In case of spills ensure spill management procedure is followed	Visual, log of all breaks and spills	Minor – should be included in contract for works	Contractor/Supervisor	

ANNEX D

PUBLIC CONSULTATION DETAILS AND MINUTES OF MEETINGS FOR THE ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

Enclosures:

1. Notification of the public discussion
2. Invite list
3. List of attendees
4. Presentation from the public discussion