**TIP SHEET ON HOW TO PREPARE SEPS ACCORDING TO RISK LEVELS**

**Environment and Social Standard 10: Stakeholder Engagement and Information Disclosure**

**November 2023**

ESS10 emphasizes the importance of open and transparent engagement between the Borrower and stakeholders. In consultation with the Bank, the Borrower will develop a Stakeholder Engagement Plan (SEP) proportionate to the nature and scale of the project and its potential risks and impacts. The SEP will set out how communications with stakeholders including project affected people will be handled throughout project preparation and implementation.

Whether or not to prepare a stand-alone SEP depends upon the nature, scope and scale of the project and its potential risks and impacts.

* **For High and Substantial Risk Projects** where E&S risks may be more complex and therefore the stakeholder engagement process could be more involved, it may be appropriate to prepare a stand-alone SEP that describes in greater detail the stakeholder analysis, the consultation process and feedback received. For example, in high risk operations where there may be different types of stakeholders in multiple sites, a stand-alone SEP is likely needed. Also, there may be country contexts such as in Fragile, Conflict and Violence (FCV) circumstances where consultations and access are difficult and special provisions need to be made to ensure meaningful consultations from a variety of actors. A SEP should be clear and concise (maximum of 40 pages is recommended). It should include all key information on stakeholder engagement and public disclosure of information relevant to the project.
* **For Moderate Risk Projects**, whereby E&S risks may be less complex than High or Substantial Risk projects, the simplified SEP template may be used. Again, a SEP should be clear and concise (not more than 20 pages including annex).
* **For Low Risk Projects**
1. Footnote 3 in paragraph 13 of ESS10 states: “*Depending on the nature and the scale of the risks and impacts of the project, the elements of a SEP may be included as part of the ESCP, and preparation of a stand-alone SEP may not be necessary.*”
2. **Examples of SEPs being incorporated into ESCPs:** Generally, SEPs can be incorporated into ESCPs in projects with low environmental and social risks. A description of stakeholder engagement, information disclosure and the grievance mechanism can be included in the ESS10 section of the ESCP. See examples: [P174707](https://documents1.worldbank.org/curated/en/383871624411115754/pdf/Environmental-and-Social-Commitment-Plan-ESCP-Promoting-an-Efficient-Education-System-in-Haiti-P174707.pdf) and [P174564](https://documents1.worldbank.org/curated/en/102351623838827502/pdf/Environmental-and-Social-Commitment-Plan-ESCP-West-Bengal-Building-State-Capability-for-Inclusive-Social-Protection-PforR-P174564.pdf)
3. Examples of such low risk projects may include but are not limited to:
* Small Recipient-Executed Trust Fund (RE) operations primarily related to studies and capacity building
* Financial or credit guarantees
* IT systems, e-government support
* Public administration reform programs
* Strengthening education systems (where new training materials, hiring and training of teachers, or building or refurbishment of schools are not involved)
* Monitoring and evaluation capacity building projects
* Certain types of technical assistance
* Certain types of Project Preparation Assistance (PPA)
* Projects with no or limited direct beneficiaries.