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*Systemic number:* JFW/418/1/DD/20

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*Date of creation:* March 2020

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#### EMPLOYER

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*Name:* Contino Omikron Sp. z o.o.  
*Address:* 02-681 Warszawa  
*Street:* Aleja Wyścigowa 6

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## Stakeholders engagement plan Grajewo wind farm

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#### INVESTOR

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*Name:* Contino Omikron Sp. z o.o. (Project Grajewo)  
*Address:* 02-681 Warszawa  
*Street:* Aleja Wyścigowa 6

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#### PROJECT

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*Facility type:* Wind farm  
*Facility name:* Grajewo WF  
*Address:* Grajewo Municipality, Grajewo County, Podlaskie Province

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#### CONTRACTOR

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*Name:* Ambiens Sp. z o.o.  
*Address:* 04-915 Warszawa  
*Street:* Kędzierzyńska 9 apt. 21

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#### AUTHORS

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*Approved by:* Michał **Kaczerowski** / Head of Authors team  
*Reviewed by:* Paulina **Potyra-Kaczerowska** / Supervision  
*Prepared by the Team:* Justyna **Fronc-Wronowska** / OOS (environmental impact assessment) Coordinator  
Monika **Gąsior** / GIS

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## REVISIONS

Version	Date	Prepared by	Reviewed by	Approved by	
V00	04.03.2020	Justyna Fronc-Wronowska	Paulina Potyra-Kaczerowska	Michał Kaczerowski	Ambiens Sp. z o.o.
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FINAL	16.03.202	Justyna Fronc-Wronowska	Michał Kaczerowski	Michał Kaczerowski	Ambiens Sp. z o.o.

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## VOCABULARY

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Project owner	CONTINO OMIKRON Sp. z o.o.
Investor	CONTINO OMIKRON Sp. z o.o.
Developer	GEO Renewables S.A
EBOR	European Bank for Reconstruction and Development
Project	Grajewo wind farm (Grajewo WF)
OOŚ Act	Act of 3 October 2008 on the provision of information on the environment and its protection, public participation in environmental protection and environmental impact assessments
MPZP	Local Spatial Development Plan
DŚU	Environmental permit

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# 1. INTRODUCTION

GEO Renewables, acting on behalf of CONTINO OMIKRON, is developing the Grajewo Wind Farm Project located in Podlaskie Province, Grajewo County, Grajewo Municipality. This project includes construction of 7 wind turbines with accompanying infrastructure. The turbines implemented within Grajewo WF marked as G13, G14, G15, G16, G17, G18, G24 were part of a larger project consisting of 25 wind turbines, for which the Grajewo Municipality Mayor on 28.09.2010 issued an environmental permit (decision mark R-RG 7624-19/10). According to the developer's declaration, 2 MW Vestas V110 2.0 turbines will be used at Grajewo WF. Apart from the above-mentioned turbines, the Project includes internal access roads, underground medium voltage cable connections connecting power plants with GPZ (power substation), maneuvering yards and assembly and storage yards. According to the developer's declaration and obtained connection conditions, Grajewo WF will be connected to the power grid by means of two GPZ stations - Grajewo 1 and Grajewo 2. The total power of Grajewo WF will be 14 MW.

The project has 5 decisions issued by the Starost of Grajewo for CONTINO OMIKRON approving the construction project and granting the building permit.

The Project will be implemented in the area covered by the Local Spatial Development Plan approved by the Resolution No. 98/XVIII/12 of the Grajewo Municipality Council of September 7, 2012 on the adoption of the Local Spatial Development Plan for a part of the Grajewo Municipality, within the Boczki - Świdrowo, Elżbiecin, Łękowo, Kurejewka, Flesze, Popowo, Uścianki, Wierzbowo and Wojewodzin villages. The plan was adopted after the environmental permit for the Project, but before the building permits were issued. The content of the building permits indicates that the Building Permit Design considers the conditions contained in the aforementioned LSDP.

The Stakeholders engagement plan aims to identify the Project's stakeholders and establish rules for managing the exchange of information between GEO Renewables and its stakeholders. It should be noted that GEO Renewables has been responsible for the development of the Project since October 2018. Previously, CONTINO POLAND was responsible for Project-related activities, including stakeholder contact.

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## 2. LEGAL REQUIREMENTS AND STANDARDS FOR PUBLIC CONSULTATION

According to the regulations in force in Poland, social consultations may be required as part of the investment process. These issues are regulated by the Act of 3 October 2008 on the provision of information on the environment and its protection, public participation in environmental protection and environmental impact assessments, which is an implementation of European Union legislation - Directive 2011/92/EU of the European Parliament and of the Council of 13 December 2011 on the assessment of the effects of certain public and private projects on the environment (EIA). Public consultations are obligatory for projects which require an environmental impact assessment procedure (EIA procedure) before issuing an environmental permit, i.e. if they are classified as one of the following:

- projects that can always have a significant impact on the environment,
- projects which are likely to have a significant effect on the environment (if the obligation to carry out an assessment procedure is imposed by the competent authority).

The Grajewo WF project consisting in the construction of 7 turbines in the Grajewo municipality is among the projects that may potentially significantly affect the environment. For this project, the authority issuing the environmental permit, following consultations the consulting bodies, imposed by decision of 16 June 2010 (letter no. R-RG 7624-19/10) the obligation to carry out an EIA procedure.

The scope of information disclosed under the EIA procedure includes, inter alia, general presentation of the project, presentation of its environmental and social effects and description of measures necessary to mitigate the afore-mentioned effects. Disclosure of such information and ensuring public participation in the EIA procedure is the responsibility of the authority responsible for conducting the procedure, i.e. the authority competent to issue environmental permit. In the case of Grajewo WF it was the Mayor of Grajewo Municipality. Such body is obliged to make available to the public the opinions, resolutions and decisions issued during the procedure, as well as to make available the environmental documentation produced during the procedure (Project Information Sheet and Environmental Impact Report). It is also obliged to accept and consider comments and complaints submitted by the interested parties. The assessment procedure is carried out at least once - before the environmental permit is issued. In special circumstances, it is possible that the environmental impact

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assessment may have to be reassessed - before the building permit is issued. For the discussed Project, the EIA procedure was carried out once - before issuing the environmental permit.


The Project was also subject to formal public consultations as part of the procedure of adopting the local spatial development plan for the area covered by the investment in question. Both, consultations and the process of passing the LSDP were conducted by the Mayor of Grajewo Municipality. The issue of public participation in the administrative procedure aimed at the adoption of spatial plans at the national, regional and local level is regulated in Poland by the Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programs on the environment (SEA). This Directive is transposed by the EIA Act.

According to the information provided above, the process of public consultation during the development of the Project is subject to requirements related to national legal conditions. Additional, specific consultation requirements exist for projects to be financed by the European Bank for Reconstruction and Development. These requirements include: identification by the EBRD's client of the project's stakeholders, development of a Stakeholder Engagement Plan and definition of how to communicate with the interested parties. The information provided should be consistent with the facts, and its level of detail should be appropriate to the development stage of the Project. The EBRD Client is required to implement a Stakeholder Communication Manual within its company structure and to appoint personnel responsible for implementing the planned communication activities and monitoring the Project. The description of activities that have been implemented so far in the Grajewo WF Project can be found in Chapter 3; reference is made to the planned communication activities in the following chapters.

### **3. SUMMARY OF ACTIVITIES RELATED TO STAKEHOLDER ENGAGEMENT TO DATE**

Stakeholder engagement activities undertaken so far in the Project have focused on the following areas:

- communication with landowners, which started in 2008. Negotiations of lease agreements have been conducted since 2010, signing of lease agreements was carried out in the years 2010-2013, and signing of easement agreements - in the years

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2010-2016. Currently, talks are being held with the owners of the land intended for roads and temporary yards;

- communication with the local administration body - the Mayor of Grajewo Municipality and with the public during the environmental impact procedure aimed at issuing an environmental permit - the procedure was launched in May 2010, the decision was issued in September 2010;
- communication with the local administration body - the Grajewo Starost during the procedure to issue a building permit - the procedure started in February 2014, the decisions for individual turbines included in the Project were issued between 2015 and 2016;
- communication with local administration bodies and the public during the procedure to adopt the Local Spatial Development Plan for the project area. The LSDP was adopted in September 2012;
- formal contacts with the Distribution System Operator during the negotiations of the conditions for connecting the wind farm to the distribution network and during the negotiations of connection agreements. The connection conditions were obtained in November 2012 (for Grajewo substation 1) and August 2018 (for Grajewo substation 2).

According to the information contained in the environmental permit issued for the Project (decision mark R-RG 7624-19/10), as part of the environmental impact assessment procedure, the leading body, i.e. the Mayor of Grajewo Municipality, guaranteed the participation of the public in the process aimed at obtaining the above mentioned information. In the above mentioned permit it was indicated that current information about the Project was placed on a notice board in the seat of the Grajewo Municipality Office, on the BIP (Public Information Bulletin) website of the Grajewo Municipality Office and on notice boards in Boczki - Świdrowo, Wojewodzin, Kurejwa, Wierzbowo, Popowo. According to the provisions of the environmental permit issued for the Project during the conducted EIA proceedings, no comments and objections concerning the investment were received.

Apart from the formal public consultations referred to above, the then owner/developer of the Project - the Company CONTINO POLSKA, was involved in informing the public in an informal way. The investor took part in the municipal harvest festival in the years 2010 - 2016, which enabled him to present the Project at information points and reach a wide audience in the municipality of Grajewo.

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According to the developer's knowledge, at the current stage of Project development no social conflicts related to its implementation have been identified. During the aforementioned previous activities related to stakeholder engagement, no comments or objections to the Project were received.

## **4. STAKEHOLDER IDENTIFICATION AND ANALYSIS**

### **4.1. IDENTIFICATION OF STAKEHOLDERS**

The following stakeholders of the Grajewo WF Project have been identified:

1. Communities and individuals:
  - Residents of Grajewo Municipality,
  - Owners of land intended for investment:
    - a) Owners of land designated for wind turbines,
    - b) Owners of land intended for road infrastructure,
    - c) Owners of land intended for cable connection.
  - GEO Renewables employees.
2. Supply chain:
  - Service providers,
  - Earthworks and roadworks contractors,
  - Electrical contractors,
  - Manufacturer, supplier of wind turbines,
  - Operators, service technicians,
  - Other contractors.
3. Distribution System Operator:
  - PGE Dystrybucja S.A.
4. Administrative stakeholders:
  - Ministry of Development,
  - Ministry of Environment,
  - Podlaskie Province Office in Białystok,



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- Energy Regulatory Office,
- General Directorate for Environment Protection,
- Regional Directorate for Environmental Protection,
- National Labour Inspectorate,
- Construction Supervision Inspectorate,
- Provincial and county Sanitary and Epidemiological Station,
- Province Marshal,
- Local government administration,
- Road administration in the municipality, county, province and at the national level,
- Police,
- Fire department.

5. NGOs:

- Local and national environmental organizations and organizations working to protect avifauna and chiropteroфаuna.

6. Lenders:

- International Financial Institutions financing the Project,
- Commercial bank.

## 4.2. STAKEHOLDERS' CHARACTERISTICS

The characteristics of the stakeholders are presented in the table below:

**Table 1 Stakeholders' Characteristics**

Communities and individuals	
Residents of Grajewo Municipality	The project is being implemented in Grajewo municipality, in the area of Popowo, Boczki Świdrowo, Wierzbowo and Wojewodzin. The area of Grajewo municipality was inhabited by 21 935 people in 2018.
The owners of land designated for the investment, i.e. owners of land designated for wind turbines, owners of land	

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designated for road infrastructure, owners of land designated for cable connection.	
GEO Renewables Company employees	The investment will be managed by the Company Management Board with the support of the Project Manager and the Investment Specialist.
<b>Supply chain</b>	
<ul style="list-style-type: none"> <li>- Service providers,</li> <li>- Earthworks and roadworks contractors</li> <li>- Electrical contractors,</li> <li>- Manufacturer, supplier of wind turbines,</li> <li>- Operators, service technicians,</li> <li>- Other contractors.</li> </ul>	The supply chain will be carried out by external entities. The works will be carried out in accordance with the conditions contained in the contracts concluded with the above-mentioned entities.
<b>Distribution System Operator</b>	
Distribution System Operator	<b>PGE Dystrybucja S.A</b> Białystok Branch Department of Development Department of Development and Network Connections ul. Elektryczna 13, 15-950 Białystok, Phone: (85) 740 55 16, fax: (55)740 55 19 <a href="https://pgedystrybucja.pl/">https://pgedystrybucja.pl/</a>
<b>Administrative users</b>	
Ministry of Development	<b>Ministry of Development</b> Pl. Trzech Krzyży 3/5, 00-507 Warszawa e-mail: <a href="mailto:kancelaria@mr.gov.pl">kancelaria@mr.gov.pl</a> Phone.: +48 222 500 123 <a href="https://www.gov.pl/web/rozwoj">https://www.gov.pl/web/rozwoj</a>
Ministry of Environment	<b>Ministry of Environment</b> ul. Wawelska 52/54, 00-922 Warszawa E-mail: <a href="mailto:info@klimat.gov.pl">info@klimat.gov.pl</a> Citizen's hotline: (+48) 222-500-136 The Ministry of Environment hotline: (+48 22) 36-92-900 <a href="https://www.gov.pl/web/klimat">https://www.gov.pl/web/klimat</a>
Podlaskie Province Office in Białystok	<b>Podlaskie Province Office in Białystok</b> ul. Mickiewicza 3, 15-213 Białystok phone: 857439315 e-mail: <a href="mailto:bok@bialystok.uw.gov.pl">bok@bialystok.uw.gov.pl</a> <a href="https://puw.bip.gov.pl/">https://puw.bip.gov.pl/</a>

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Energy Regulatory Office	<b>Energy Regulatory Office</b> Al. Jerozolimskie 181, 02-222 Warszawa phone: +48 22 487 55 70 E-mail: <a href="mailto:ure@ure.gov.pl">ure@ure.gov.pl</a> electronic inbox on the ePUAP platform: <a href="https://www.ure.gov.pl/URE/SkrytkaESP">/URE/SkrytkaESP</a> <a href="https://www.ure.gov.pl">www.ure.gov.pl</a>
General Directorate for Environmental Protection	<b>General Directorate for Environmental Protection</b> ul. Wawelska 52/54, 00-922 Warszawa phone: 22 369-29-00 e-mail: kancelaria@gdos.gov.pl <a href="https://www.gdos.gov.pl/">https://www.gdos.gov.pl/</a>
Regional Directorate for Environmental Protection	<b>Regional Directorate for Environmental Protection in Białystok</b> ul. Dojlidy Fabryczne 23, 15-554 Białystok phone: 85 74-06-981 ext. 10, 85 74-03-380 ext. 10 e-mail: sekretariat.bialystok@rdos.gov.pl <a href="http://bialystok.rdos.gov.pl/">http://bialystok.rdos.gov.pl/</a>
National Labour Inspectorate	<b>National Labour Inspectorate</b> <b>Chief Labour Inspectorate</b> ul. Barska 28/30 , 02-315 Warszawa phone. 22 391 82 15 e-mail: kancelaria@gip.pip.gov.pl <a href="https://www.pip.gov.pl/pl">https://www.pip.gov.pl/pl</a>
Construction Supervision Inspectorate	<b>Chief Office of Construction Supervision</b> ul. Krucza 38/42, 00-926 Warszawa Fax: (22) 661 81 42 <a href="https://www.gunb.gov.pl/">https://www.gunb.gov.pl/</a> <b>District Construction Supervision Inspectorate in Grajewo</b> ul. Wojska Polskiego 74c, 19-200 Grajewo, phone. (86) 261 90 58 e-mail: <a href="mailto:pinbgrajewo@interia.pl">pinbgrajewo@interia.pl</a>
Provincial and county Sanitary and Epidemiological Station	<b>Provincial Sanitary and Epidemiological Station in Białystok</b> ul. Legionowa 8, 15-099 Białystok Phone: 857408540 e-mail: kancelaria@wsse.bialystok.pl <a href="https://wssebialystok.bip.gov.pl/">https://wssebialystok.bip.gov.pl/</a> <b>County Sanitary and Epidemiological Station in Grajewo</b> Plac Niepodległości 12, 19-200 Grajewo,

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County Sanitary and Epidemiological Station	phone. (86) 272 26 00 e-mail: <a href="mailto:psse_gw@op.pl">psse_gw@op.pl</a>
Province Marshal	<b>Marshal's Office of Podlaskie Province</b> ul. Kardynała Stefana Wyszyńskiego 1, 15-888 Białystok Phone. 85 66 54 549 e-mail: kancelaria@wrotapodlasia.pl <a href="http://bip.umwp.wrotapodlasia.pl/">http://bip.umwp.wrotapodlasia.pl/</a>
Local government administration	<b>Office of the Municipality of Grajewo</b> ul. Komunalna 6, 19-200 Grajewo Phone 86 272 30 00 e-mail sekretariat@uggrajewo.pl <a href="http://bip.ug.grajewo.wrotapodlasia.pl/">http://bip.ug.grajewo.wrotapodlasia.pl/</a>  <b>Grajewo County Council</b> Grajewo, Ul. Strażacka 6B, 19-200 Grajewo Phone. (86) 273-84-63 e-mail: powiat@starostwograjewo.pl <a href="https://www.starostwograjewo.pl/">https://www.starostwograjewo.pl/</a>
Road managements	<b>General Directorate for National Roads and Motorways</b> ul. Wronia 53, 00 - 874 Warszawa phone. +48 22 375 88 88 <a href="https://www.gddkia.gov.pl/">https://www.gddkia.gov.pl/</a>  <b>Podlaskie Province Roads Administration in Białystok</b> ul. Elewatorska 6, 15-620 Białystok phone 85 67 67 130 e-mail: sekretariat@pzdw.wrotapodlasia.pl <a href="http://www.pzdw.bialystok.pl/">http://www.pzdw.bialystok.pl/</a>  <b>District Roads Administration in Grajewo</b> ul. Fabryczna 4, 19-200 Grajewo, phone. (86) 272 88 58 e-mail: <a href="mailto:zdpgraj27@o2.pl">zdpgraj27@o2.pl</a>
Police	<b>Grajewo County Police Headquarters</b> ul. Wojska Polskiego 74A, 19-200 Grajewo Phone contact: Emergency number: 997 or 112 CPH officer on duty: 86 4741800 e-mail: kpp@grajewo.bk.policja.gov.pl <a href="http://bip.grajewo.kpp.policja.gov.pl/">http://bip.grajewo.kpp.policja.gov.pl/</a>
Fire Department	<b>District Headquarters of the State Fire Service in Grajewo</b> ulica Wojska Polskiego 74, 19-203 Grajewo, phone: (86) 272-02-32

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	e-mail: <a href="mailto:kppspgr@straz.bialystok.pl">kppspgr@straz.bialystok.pl</a> <a href="http://www.grajewo.straz.bialystok.pl/">http://www.grajewo.straz.bialystok.pl/</a>
<b>NGOs</b>	
Local and national environmental organizations and organizations working to protect avifauna and chiroptero fauna	<p><b>National organizations:</b></p> <p><b>OTOP - National Society for the Protection of Birds</b> ul. Odrowąża 24 05-270 Marki near Warszawa phone. +48 22 761 82 05 +48 22 188 50 81 e-mail: <a href="mailto:biuro(at)otop.org.pl">biuro(at)otop.org.pl</a> <a href="https://otop.org.pl/">https://otop.org.pl/</a></p> <p><b>OTON - National Society for the Protection of Bats</b> Poznań University of Life Sciences ul. Wojska Polskiego 28, 60-637 Poznań e-mail: <a href="mailto:oton@op.pl">oton@op.pl</a></p> <p><b>WWF Poland</b> Usypiskowa 11, 02-386 Warszawa phone. 22 660 44 33 e-mail: <a href="mailto:kontakt@wwf.pl">kontakt@wwf.pl</a> <a href="https://www.wwf.pl/">https://www.wwf.pl/</a></p> <p><b>Local organizations:</b> Not identified.</p>
<b>Lenders</b>	
International Financial Institutions	<p><b>European Bank for Reconstruction and Development</b> Office in Warsaw Warsaw Financial Center ul. Emilii Plater 53, 00-113 Warszawa phone: 22 520 57 00</p>

## 5. MAKING INFORMATION AVAILABLE

The purpose of providing information about the Project is to support communication between stakeholders and the developer/investor and to increase the level of knowledge about the Project, its impacts and benefits. At the same time, it includes implementation of tools allowing stakeholders for an effective dialogue with those responsible for Project implementation.

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Disclosure of information will take place based on legal requirements binding for the developer as well as on the basis of requirements of the Project's lender. The nature of disclosed information will depend on the stage of Project development.

As declared by the developer during the construction and operation stages, GEO Renewables will disseminate information related to the Project on its website. The Project presentation will include a summary of the Project's objectives in non-specialist language (NTS) and a Stakeholder Engagement Plan (SEP). The website will also include a complaint form. The website will be updated on a regular basis. In addition, GEO Renewables will, at its discretion, carry out communication activities in the local media in the context of the Project and nationwide in relation to the Group, whose Project is one of the assets and part of a broader strategy.

In addition, stakeholders will have access to the following information: environmental impact report, environmental permit. The above-mentioned documents and permits will be available in the administrative units responsible for their issuance, i.e. the Grajewo Municipality Office and the County Starost Office in Grajewo and will be made available at the request of the interested party in accordance with the provisions of the EIA Act.


Communication with administrative stakeholders will take place on the basis of formal correspondence, meetings summarized by notes and e-mail and telephone communication. The Developer will also provide environmental information by submitting Reports in accordance with legal requirements.

The provision of information to NGOs will take place in response to their direct inquiry about the Project.

Transfer of information on Project implementation to the lender will be carried out through an annual report.

## **6. STAKEHOLDER ENGAGEMENT PROGRAM**

Communication with stakeholders was conducted at the design stage and will continue during the construction and operation of Grajewo WF. The consultation method and its nature depend on the target group and the Project stage at which it is conducted. Consultation activities will be the responsibility of the Company Management Board, Project Manager or Investment Specialist.

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The following is an indication of the consultation activities that GEO Renewables will undertake as part of its stakeholder engagement plan.

**Table 2 Stakeholder engagement program**

Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
<b>Communities and individuals</b>			
Residents of Grajewo Municipality.	The website of GEO Renewables.	Before starting construction works.  During construction works and during operation.	Project Manager.  Municipal authorities.
The owners of land designated for the investment, i.e. owners of land designated for wind turbines, owners of land designated for road infrastructure, owners of land designated for cable connection.	Complaint form.  Direct contacts initiated by residents.		
GEO Renewables employees.	Meetings, e-mail and telephone correspondence.	Before starting construction works.  During construction works and during operation.	Project Manager.
<b>Supply chain</b>			
Service providers,  Earthworks and roadworks contractors,  Electrical contractors,  Manufacturer, supplier of wind turbines,	Meetings, e-mail and telephone correspondence in accordance with the agreements concluded between the entities involved in the supply chain.	Before starting construction works.  During construction works and during operation.	Project Manager.

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Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
Operators, service technicians,  Other contractors.			
Distribution System Operator			
PGE Dystrybucja S.A.	E-mail and telephone correspondence.  Meetings.	At the stage of design works.  Before starting construction works.  During construction works and during operation.	Management Board of the Company.  Project Manager.
Administrative users			
Ministry of Development	Keeping formal correspondence.  Exchange of documentation and correspondence related to the Project.	As required by administrative procedures.	Management Board of the Company.
Ministry of Environment.			Project Manager.
Podlasie Province Office in Białystok.			
Energy Regulatory Office.			Management Board of the Company.
General Directorate for Environmental Protection.	Reporting on monitoring.  E-mail and telephone correspondence.	After completion of construction works, during the operation of the investment.	Management Board of the Company.
Regional Directorate for Environmental Protection.	Meetings.		Investment specialist.



<i>Title of the study:</i>	<i>Facility name:</i>	<i>Facility type:</i>
Stakeholder engagement plan	Grajewo WF	Wind farm

Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities	
National Labour Inspectorate.	Consultations, exchange of documentation and correspondence related to the Project.	During construction works and during operation.	Management Board of the Company.	
Construction Supervision Inspectorate.	Consultations, exchange of documentation and correspondence related to the Project.	During the construction works and during the acceptance of the investment.	Project Manager.  Investment specialist.	
Provincial Sanitary and Epidemiological Station.  County Sanitary and Epidemiological Station.	Exchange of documentation and correspondence related to the Project.	Continuous process - in accordance with administrative procedures and legal requirements.	Project Manager.  Investment specialist.	
Province Marshal.				
Local government administration.	Consultations - exchange of information, documentation and correspondence related to the Project.	Continuous process - according to administrative procedures.		
Road managements.		During construction work.		
Police.		Continuous process - according to administrative procedures.		
Fire Department.				
NGOs				
Local and national environmental organizations and organizations working to	GEO Renewables website, answers to direct questions or complaints.	During construction works and during operation.		Project Manager.  Investment specialist.

Facility type:	Facility name:	Title of the study:
Wind farm	Grajewo WF	Stakeholder engagement plan

Stakeholder	Consultation method	Consultation period	Responsibility for carrying out the activities
protect avifauna and chiropteroфаuna.			
<b>Lenders</b>			
International Financial Institutions.	Consultations - exchange of information, documentation and correspondence related to the Project.	Continuous process - according to the Contract provisions.	Management Board of the Company.

## 7. COMPLAINT SUBMISSION MECHANISM

According to the developer's declaration, GEO Renewables will launch a complaint mechanism for the Project stakeholders. For the purpose of achieving the above objective, an instruction will be set out with a timeframe. Each time, if additional time is needed to respond to the case, the stakeholder will be informed about the planned time, reason and the form of case handling. Submission of complaints shall be possible through the form (developed both in Polish and English), which will be available on the developer's website, in the section concerning the presentation of the Project and in the Grajewo Municipality Office. Specimen of the form is presented below.

**Table 3 Complaint form**

Case number (to be completed by the administrator):	
Name and surname	
<b>Contact information</b>  <b>Please select the method of contact with you</b>	<input type="checkbox"/> By letter ..... ..... ..... <input type="checkbox"/> By phone ..... ..... <input type="checkbox"/> E-mail: ..... .....

<i>Title of the study:</i>	<i>Facility name:</i>	<i>Facility type:</i>
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<b>Preferred correspondence language</b>	<input type="checkbox"/> Polish <input type="checkbox"/> English <input type="checkbox"/> other (please state which).....
<b>Description of the subject matter of the case or complaint</b>  <b>What is the subject matter of the case/complaint, when the case happened, location of the case, people involved in the case, what are the consequences of this situation.</b>	
<b>Date of the event/occurrence of the subject matter the complaint/manifestation of the case</b>	<input type="checkbox"/> One time event (date.....) <input type="checkbox"/> The event happened more than once. (How many times...) <input type="checkbox"/> An ongoing event (problem currently being experienced)
<b>What actions would provide a solution to the problem?</b>	

GEO Renewables will inform the municipality of Grajewo about the mechanism and place of complaint submission. All complaints will be addressed to the person coordinating the cooperation with the stakeholders:

**Ms Sylwia Jaruga-Bialaś**

Investment specialist,

tel: +48 728 88 22 38

E-mail address: sylwia.jaruga@georenewables.pl

Facility type:	Facility name:	Title of the study:
Wind farm	Grajewo WF	Stakeholder engagement plan

## 8. MONITORING

The stakeholder engagement plan will be monitored by Project Management at GEO Renewables. This monitoring will be carried out through the following activities:

- keeping a record of complaints received. The records will include summary information on the timing and nature of the complaint, how it was submitted and how and when it was investigated;
- keeping records of meetings with the Project stakeholders. The records will contain information about the purpose and place of the meeting, number of participants, course of the meeting and arrangements made during the meeting;
- keeping records of the developer's activities in the local press, radio and television and in the national information media.

## 9. RESOURCES AND RESPONSIBILITY

The Stakeholder Engagement Plan will be implemented by the employees of GEO Renewables using its resources or with the help of external consultants. Responsibility for the implementation plan lies with the Investment Specialist - Mrs. Sylwia Jaruga-Białaś.

## 10. SCHEDULE

The following table provides a framework for the implementation of the Stakeholder Engagement Plan.

**Table 4 Framework schedule for implementation of the Stakeholder Engagement Plan**

Task	Deadline
Launching the Project section on the GEO Renewables' website and placing the Complaints Form on the afore-mentioned website.	Third quarter of 2020.
Commencement of construction works.	Third quarter of 2020.
Completion of construction works.	Fourth quarter of 2021.
Obtaining a permit for use	Second quarter of 2022.

<i>Title of the study:</i>	<i>Facility name:</i>	<i>Facility type:</i>
Stakeholder engagement plan	Grajewo WF	Wind farm

Submission of post-implementation monitoring reports to Grajewo Municipality authorities.	According to the BP, the data on bird mortality on the farm collected as part of post-implementation monitoring should be collected during the first 2-4 years of operation of the farm.
Annual reports on the use of the environment should be submitted to the competent authorities.	Once a year.
Submission of environmental protection reports to lenders.	During construction - every six months, during the operation period - once a year.