HOTEL TEATAR
www.hotelteatar.com

OMNIA Proekt LLC subsidiary Hotel Teatar Bitola
Address: 35 Stiv Naumov str, Bitola, Macedonia
Tel: +389 47 610 188 | m. +389 75 383 283 | email: info@hotelteatar.com

ОМНИА Проект доо подружница Хотел Театар Битола
Адреса: Стив Наумов 35, Битола, Македонија
Тел: +389 47 610 188 | m. +389 75 383 283 | email: info@hotelteatar.com

Local and Regional Competitiveness Project (LRCP)

Environmental & social management plan checklist

Sub-grants for local micro and small enterprises

Name of sub-project	**Consuls, city, cuisine and culture:** an early 20th century experience
applicant	**OMNIA PROEKT LLC** Bitola, subsidiary HOTEL THEATER

Bitola, April 2019

1. INTRODUCTION

The Local and Regional Competitiveness (LRCP) is a four-year investment operation financed by a grant from the European Union (IPA component 2) intended competitiveness and innovation in Macedonia. LRCP will be managed as a hybrid fund and consists of four components, and will be executed by the World Bank and the Government. The project will provide investment funding and capacity building to support the growth of the sector, investment in destinations and prosperity of a particular portion destinations. The regional and local level, the project will provide support to selected destinations in the country through a combination of technical assistance to improve the management of the destination, investment in infrastructure, investment and connectivity innovations.

Environmental and Social Management Plan Checklist (ESMP Checklist) refers to activities that will be implemented within the sub-project "Consuls, city, culture and our cuisine: experience from the early 20th century". The ESMP Checklist contains a description of the project, technical details, size, layout and location, based on which the assessment of environmental and social risks is performed. Implementation of mitigation measures relating to the identified risks and issues, and a monitoring plan defined ESMP checklist are required and should be in accordance with national environmental standards, other regulations and operational policies of the World Bank.

1.1. A brief description of the subproject

The Pelagonia region, the town of Bitola together with the Pelister National Park offer many unused natural and cultural tourism potentials. In Bitola, the current trend shows that tourists stay only for short breaks, because of the lack of existing offers of activities (few and insufficiently promoted) that will intrigue active tourists. Furthermore, the Pelagonia region lacks accommodation facilities that reflect the local culture and tradition.

The foreseen activities of the sub-project aim to increase the quality of tourism infrastructure in Bitola, increase the supply of products that are relevant for active tourists and promote quality of service.

In addition, the activities should open employment opportunities in tourism and improve the skills of tourism workers for innovative sharing stories associated with the tradition, food and culture.

The Sub-project aims to improve the comfort and facilities of Hotel Theater Bitola, through equipping additional accommodations in a traditional style, equipping the hotel courtyard with a show kitchen that enables inventive culinary experiences, interpreted in innovative ways, as well as furnishing the existing building of Hotel Theater.

The Subproject is divided into three components:

Component 1. Increasing accommodation through interior design and furnishing of an old townhouse in Bitola;

Component 2. Improving the quality of design and service in the existing accommodation capacity of Hotel Theater Bitola;

Component 3. Development of new product and experience some local culture and culinary traditions - Performance: City life Consul in Bitola in the early 20th century.

The main goal of the sub-project is to increase accommodation and tourist offer for active tourists in Bitola, with the development of innovative, culturally specific activities that will enhance employment opportunities in tourism, the skills of employees and the number of nights spent in Pelagonia.

Specific objectives:

1. Expand the available capacity of accommodation by adaptation of existing small, authentic object. The Subproject is targeting the lack of accommodation of small scale / traditional / special type. In the near proximity of the existing hotel, there is an old town house where the hotel is furnishing an accommodation in the Bitola Town House style from the early 20th century, as a hotel annex.

   Planned renovations are limited to the interior of the building (painting, varnishing, repairs, etc.), furnishing a bathroom in a part of a room on the upper floor. The purpose of the object remains the same - residential. Rooms are to be furnished with beds, sofas, nightstands. The kitchen is to be furnished with kitchen equipment.

   No interventions are foreseen on the exterior of the building other than maintenance.

2. Improving the quality of services in existing accommodations (Hotel Theater Bitola). The Sub-project activity is to improve the quality of existing accommodation capacity of Hotel Theater, by improving the interior design and the overall ambiance. The mattresses are to be replaced with new, higher quality mattresses (30 pieces) for all accommodations. In addition, the finalizing the furnishing of the multifunctional hall is foreseen, by cladding the walls and the ceiling with HPL, MDF or laminate, as well as installing new light fixtures, upon approval of design, methods and materials by the cultural heritage competent authorities.
3. Development of new products and experiences about local culture and culinary traditions. The Subproject will improve the supply of specific culinary experiences in Bitola, by creating new culinary experience in the form of performance

styled in the Consuls' Bitola theme from the early 20th century. In the courtyard of the hotel, a kitchen is going to be installed as well as special stations for preparing traditional recipes outdoors. Chairs in the traditional style will be procured that will complement the overall ambience. The kitchen will contain standard equipment for small scale kitchens: refrigerators, cooking elements, oven etc. The cooking stations are basically heating elements on carts, upon which a pot will be placed.

4. Developing and improving access to locally produced handicrafts, souvenirs and products that are linked to local traditions. Within the hotel courtyard, space stations are to be procured and placed for handmade souvenirs and handcrafts - station for making traditional soap making, jam making, small souvenirs and so on. The soap making station will contain a heating element with a pot into which soap ingredients will be poured, cooked, and then poured into molds by staff, or by tourists, overlooked by staff. This is very small-scale production, for exhibition/souvenir purposes only. The jam station also contains a heating element and a pot, into which ingredients are poured and then, after finishing, poured into small jars as souvenirs/gifts.
5. Improving the design of experiential activities, increasing the number and skills of staff in tourism. All workers will participate in the operation in yard space will be specially trained for specific catering service. Additionally, scenarios are to be prepared with emphasis on special training on storytelling and presentation of the activity / product. Each worker receives a special uniform / costume designed in francophone city style dress in Bitola in the early 20th century.
6. The activities in this sub-project are offering visitor to experience domestic ambience and culinary experience in Bitola in the early twentieth century, when the city was in the prime of development before being seriously destroyed and the population halved during World War I. This tourist product currently is not available on the market. Daily contact with tourists in the hotel Theater gives us the right to say that this product would be a great selling point. Likely beneficiaries would be overwhelmingly active foreign tourists, although the performance is interesting for domestic guests. Currently, the Bitola region, active tourists have the opportunity to taste local cuisine and experience rural ambience Pelister villages, but the city has no well-designed activities that capture the traditional urban setting.

Construction and craft work in the project include the following:

Component 1. Increasing accommodation through interior design and furnishing of an old townhouse in Bitola;

- renovation of the interior of the building (painting, varnishing, etc.)
- adaptation of part one of the rooms in a bathroom
- equipping the facility with furniture (beds, chairs, tables, furniture etc.)
- small plumbing and electrical works within the facility
- the façade is not altered in any way, besides maintenance works an existing canopy above the first-floor balcony, with an area of 6m2
- construction works are not to be executed; craft works only – therefore a large quantity of waste from craft works is not expected

Component 2. Improving the quality of design and service in the existing accommodation capacity of Hotel Theater Bitola;

- interior completion/finishing of the multipurpose hall by lining walls with HPL/MDF or laminate, and placing new energy efficient lighting fixtures with LED lights, upon approval of design, methods and materials by the cultural heritage competent authorities. The old fixtures and lights will be stored to be used elsewhere in hotel. Any broken items will be collected, separately stored until disposed of according to national legislation.

Component 3. Development of new product and experience some local culture and culinary traditions - Performance: City life Consul in Bitola in the early 20th century.

- Establishment/installation of a demonstration (show) kitchen in the existing covered area (existing closed terrace) within the courtyard of hotel Theater (new kitchen furniture, table tops, counters, refrigerators, oven, heating elements, sinks, faucets etc.)
- replacing the existing chairs with new ones, with appearance according to the overall ambiance and atmosphere
- construction works are not part of this project, and therefore production of large quantities of waste from craft works, as well as from the furnishing of the building, is not expected.

2. Environmental category

2.1. World Bank Safeguard Policies/Categorization

LRCP is supported by European Union grant and implemented jointly by Cabinet of the Deputy Prime Minister for Economic Affairs, as the implementing agency of funds, and the World Bank. LRCP has been classified as Category B project, meaning some level of adverse impact can be expected as a result of its implementation, but none of them significant, large-scale or long-term. As a result of this classification OP 4.01 Environmental Assessment is triggered. Subsequently, the CDPMEA prepared Environmental and Social Management Framework (ESMF) to guide environmental due diligence of sub-projects supported through the Component 3 grant scheme, define eligibility and procedures for screening and environmental assessment. All project (and sub-project) activities must be implemented adhering with the ESMF, WB operational policies and procedures and national regulation (the strictest one prevails).

This proposed sub-project is classified as Category B- due to the fact that its future environmental impacts are less adverse than those of Category A and B+ sub-projects considering their nature, size and location, as well as the characteristics of the potential environmental impacts. As the old house presents a protected cultural heritage, Cultural Heritage Management Plan is an integral part of this ESMP.

The category would require an EA to assess any potential environmental impacts associated with the proposed sub-project, identify potential environmental improvement opportunities and recommended any measures needed to prevent, minimize and mitigate adverse impacts. The scope and format of the EA will vary depending on the sub-project, but will typically be narrower than the scope of EIA, usually in form of ESMP. The scope of ESMP is defined in Annex D of the ESMF. For the sub-projects involving simple upgrades, rehabilitation or adaptation of the buildings, ESMP checklist would be used (template given in Annex F of the ESMF).

B- Category would include sub-projects that also: (a) involve working capital loans which include purchase and/or use of hazardous materials (e.g. petrol) or (b) process improvements that involve purchase of equipment/machinery presenting a significant potential health or safety risk. According to Macedonian laws, types of sub-projects that fall under category B- do not require EIA.

3. Overview of potential environmental impacts

The impact of the sub-project on the environment are expected to be driven, easily predictable, temporary and of local impact for both groups of activities in terms of:

a) Possible negative **safety and health risks** and impacts on the population, drivers and workers (local impacts limited to the location of renovation short term, present only in implementation phase) due to:

- Lack of occupational health and safety (OHS) measures during the renovation/adaptation works,
- Injury occurred on or near the site of works (e.g. due to lack of protection clothes or equipment, or other safety shortcomings),
- Non-compliance with safety standards and work procedures,
- Inadequate traffic management and pedestrian safety.

b) Possible impact on **air quality** and air emissions from vehicles transporting materials and equipment on sub-project location and transporting waste outside of the site (local impact, limited to the location of renovation/adaptation, occurring only in implementation phase) due to:

- emissions of dust from transport of materials, materials management and civil works,
- exhaust fumes from vehicles and traffic, as well as causing changes in the existing traffic circulation nearby.

c) Possible **vibrations emissions** and **noise disturbances** as a result of transport vehicles moving through the city to the renovation location as well as works themselves (local impacts limited to the location of renovation only in implementation phase).

d) Inadequate **waste management** and untimely collection and transport of waste. Possible side effects/impacts on the environment and adverse health effects may arise as a result of generation and management of different types of waste (primarily construction waste such as waste plywood, carpet, cloth, sponge, leftovers of gypsum boards as well as wood, metals, glass plastic, furniture, mattresses, hazardous waste, e.g. lighting fixtures, paint and glues residues and packaging. Packaging waste (cardboard and nylon) will also be created. These impacts are local. If proper waste management is not envisaged in operation phase, there is a possibility negative impacts to be long term with repetitive occurrence but limited to inadequate waste management and untimely collection and transport the communal waste.

e) **construction works** will not be executed in this project. In the foreseen **craft works**, there may be some small short-term localized negative impact such as:

- noise, dust and odors (varnishes, paints),

- very small quantities of inert wastes such as stone and concrete from installation of open kitchen within the closed terrace in the yard of Hotel Teatar
- small quantities of hazardous waste (packaging waste from paints and varnishes).However, the envisaged activities are expected to produce only temporary, local, short term and limited to the period of renovation/reconstruction/smaller construction adverse environmental impacts. Expected amounts of hazardous solids and liquids used or generated as waste in the course of sub-project implementation are small.

Component 1: Old Town House is located in the contact zone Zandan Kule of monumental entire old city core of Bitola established by law declaring the old city core of Bitola cultural heritage of great importance ("Official Gazette no. 169/15).

Component 2 and 3: Hotel Teatar is located in the records of the study on cultural - historical heritage of the city of Bitola The building is located within the monument zone - old city core, a cultural monument with Decision.no. 119 from 24.02.1977.

For both objects where sub-project activities are envisaged (Components 1 to 3), a separate document - Cultural Heritage Works Management Plan has been prepared, which identifies and deals with eventual negative impacts upon the identified cultural heritage by providing mandatory mitigation and monitoring measures.

f) The purchase and installation of **equipment** can produce certain quantities of non-hazardous waste (paper, cardboard, plastic and other synthetic waste) as a result of unpacking the equipment (waste packaging equipment).

g) Impacts during the use of the facility. In the phase of use, potential negative impacts of operations are as follows:

- Possible negative impacts due to the generation of waste from the operation of the facility (if in the phase of utilization of the facility, that the current operation is not carried out proper collection and treatment of waste, there is a possibility that these effects can be long term and repetitive).

4. Purpose of ESMP checklist, disclosure requirements

The World Bank requires an Environmental Assessment (EA) for projects proposed for funding by the World Bank in order to ensure that they are sustained and sustainable from the environmental point of view and thus improve decision-making. EA is a process whose breadth, depth and type of analysis depend on the nature, scope and potential environmental impacts of the proposed project. The EA assesses the possible environmental risks of the project, as well as their impacts in the area covered by the project.

According to the conducted screening of the Application for Expression of Interest this sub-project was categorized as B-. The subprojects are classified in category B- Potential impacts on the environment are less harmful than sub-projects in categories A and B + given their nature, size and location, as well as the characteristics of potential environmental impacts.

The scope of the environmental assessment for the sub-projects may be different for different sub-projects, but it is usually less than the scope of the Environmental Impact Assessment, most often in the form of an Environmental and Social Management Plan (ESMP). For sub-projects that envisage simple upgrades, renovations or adaptations of objects, the ESMP Checklist is used. The form of the ESMP Checklist is defined by the Environmental and Social Framework for the Local and Regional Competitiveness Project.

ESMP Checklist is applied for minor rehabilitation or small-scale building construction. It provides “pragmatic good practice” and it is designed to be user friendly and compatible with WB safeguard requirements. The checklist-type format attempts to cover typical mitigation approaches to common civil works contracts with localized impacts.

The checklist has one introduction section (Introduction part in which the project is described, part where environmental category is defined, identified impacts, and ESMP Checklist concept explained) and three main parts:

- Part 1 constitutes a descriptive part (“site passport”) that describes the project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process.
- Part 2 includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity.
- Part 3 is a monitoring plan for activities during project construction and implementation. It retains the same format required for standard World Bank ESMPs. It is the intention of this checklist that Part 2 and Part 3 be included as bidding documents for contractors.

4.1. Consultation and Disclosure

The procedure for publishing the ESMP Checklist is as follows: ESMP Checklist in Macedonian, Albanian and English language should be published on the website of the LRCP and the recipient as well as on the websites of the affected municipality and should be available to the public for at least 14 days. It should be available in hard copy in the premises of the LRCP and in the relevant municipalities and / or in the centers of the planning regions. When it is announced, the call for remarks on the documents should be issued along with the available electronic and postal address for sending the remarks. The record of the public hearing (collected comments and questions) contains the basic information about the place, list of present persons and summary of the received remarks and should be included in the final version of the published document.

4.2. Application of ESMP checklist

ESMP Checklist is a document prepared and owned by beneficiary. The design and implementation process for the envisaged in the subproject will be conducted in three phases:

1. General identification and scoping phase, in which the object for renovations/small construction/adaptation is selected and an approximate program for the potential work typologies elaborated. At this stage, Parts 1, 2 and 3 of the ESMP Checklist are drafted. Part 2 of the ESMP Checklist can be used to select typical activities from a "menu" and relate them to the typical environmental issues and mitigation measures. Public consultations take place, ESMP is finalized.
2. Detailed planning and tendering phase, including specifications and bills of quantities for construction works, equipment goods, marketing and other services related to the subproject. ESMP Checklist will be attached as integral part to the bidding documentation and works contract as well as supervision contract, analogous to all technical and commercial terms, has to be signed by the contract parties.
3. During the works implementation phase environmental compliance (with ESMP Checklist and environmental and health and safety (H&S) regulation) and other qualitative criteria are implemented on the respective site and application checked/supervised by the site supervisor, which include the site supervisory engineer or supervisor of the project appointed for ESMP Checklist implementation supervision. The mitigation measures in Part 2 and monitoring plan in Part 3 are the basis to verify the Contractor's compliance with the required environmental provisions.

Practical application of the ESMP Checklist will include the achievement of Part I for having and documenting all relevant site specifics. In the second part, the activities to be carried will be checked according to the envisaged activity type and in the third part the monitoring parameters (Part 3) will be identified and applied according to activities presented in Part 2.

The whole ESMP Checklist filled in table (Parts 1, 2 and 3) for each of the type of work should be attached as integral part of work contracts and as analogue with all technical and commercial conditions which should be signed by the contracting parties.

5. Mitigation measures

The measures to avoid and reduce/mitigate the identified impacts on the living environment, workers and communities, and social aspects of the subproject to be applied within the subproject are, but not limited to, the following:

a) Appropriate marking of the site for renovation/adaptation/small construction, marking the appropriate location for temporary storage of the construction material on the site, providing warning strips, fences and markings, prohibiting entry of unemployed persons into the warning strips, applying the safety measures to citizens, machines to be run only from experienced and trained personnel, constant presence of fire extinguishers in case of fire or other damage, wearing protective equipment and clothes at all times, fixing scaffolds, and other H&S measures, flammable liquids can be placed and stored exclusively in vessels designed for that purpose.

b) All workers must be aware of the dangers of fire and firefighting measures and must be trained to deal with fire extinguishers, hydrants and other devices used to extinguish fires that need to be functional.

c) The noise level should not exceed 55dB during the day and 45dB at night and the construction work will not be performed overnight (renovation hours 7.00h till 19.00h).

d) Identification, classification and separate temporary storage (in separate clearly marked waste bins/containers on separate pre-defined location on site and in sufficient number) of different types of waste that could be generated from renovation and proper waste treatment. Waste can be transported and landfilled/processed only by licensed companies.

e) Establish a special traffic regime for the vehicles of the contractor during the period of renovation, with appropriate signaling.

f) Signing a contract with the service company for regular maintenance, replacement of spare parts, preventive lubricant oil changes, proper maintenance (exhaustion fumes and safety e.g. breaks, tires, etc.) as one of the most important safety function, etc, regular washing of the vehicles and keep the parking site clean, forbidden replacement of motor oil at the parking site to avoid the oil and pollution of waters and soil, perform regular annual approval test during the annual

registration of the vehicles.

g) Mitigation measures described in this section are the general ones, detailed mandatory mitigation measures are provided in the table Mitigation Measures Checklist (Part 3). Mandatory mitigation measures regarding Cultural Heritage protection are given in Cultural Heritage Works Management Plan.

6. Monitoring and Reporting

For the monitoring of Contractor's ESMP Checklist implementation, the site supervisor or responsible person appointed by the Beneficiary (in the case of works that do not require engagement of supervising engineer; site supervisor in the further text) will work with Part 2 and 3 of the ESMP Checklist, i.e. the monitoring plan. Part 2 and 3 is developed in necessary detail, defining clear mitigation measures and monitoring which can be included in the works contracts, which reflect the status of environmental practice on the working site and which can be observed/measured/ quantified/verified by the supervisor during the works.

Part 3 practically reflects key monitoring criteria over provided mitigation measures which can be checked during and after works for compliance assurance and ultimately the Contractor's remuneration.

Such mitigation measures include, but are not limited to, the use of Personal Protective Equipment (PPE) by workers in site, dust generation and prevention, amount of water used and discharged in site, waste water treatment, presence of proper sanitary facilities for workers, waste collection of separate types (wood, metals, plastic, hazardous waste, e.g. glue and paint residues and packaging, lightbulbs), waste quantities, proper organization of disposal pathways and facilities, or reuse and recycling wherever possible. In addition to Part 3, the site supervisor should check whether the contractor complies with the mitigation measures in Part 2. Reporting on implementation of practices should be described in the regular report toward PIU.

An acceptable monitoring report from the contractor or site supervisor would be a condition for full payment of the contractually agreed remuneration, the same as technical quality criteria or quality surveys. The reporting on ESMP Checklist implementation will be quarterly (if not differently agreed with the PIU). To assure a degree of leverage on the Contractor's environmental performance an appropriate clause will be introduced in the works contracts, specifying penalties in case of noncompliance with the contractual environmental provisions, e.g. in the form of withholding a certain proportion of the payments until the corrective measures are applied and sub-project in compliance, its size depending on the severity of the breach of contract. For extreme cases a termination of the contract shall be contractually tied in.

Implementation of the ESMP Checklist defined measures will be monitored by the supervisor/supervising engineer, the authorized and/or state environmental and communal inspector as well as PIU environmental expert. The implementation of the measures will be followed before commencing work, during the renovation and after its completion.

The applicant (s) is obliged to regularly submit reports on the implementation and monitoring of environmental mitigation measures (ESMP Checklist implementation reports, e.g. in the form of a tabular overview (tables mitigation plan and monitoring plan) with an additional column giving the status of the measures, observations and comments, and Monitoring of the measure (implemented / not implemented, results, observations, comments, concerns, when, etc.).

PART 1: INSTITUTIONAL AND ADMINISTRATIVE DATA		
Country	Republic of Macedonia	
Sub-Project title	Consuls, city, cuisine and culture: an early 20th century experience	
Scope of sub-project and particular activities	Management and coordination of the sub-project; Component 1. Increasing accommodation capacity by equipping the interior of an old townhouse in Bitola Interior further regulation and equipping the kitchen, one bedroom, living room and one bathroom Component 2. Improving the quality of design and service in the existing accommodation capacity of Hotel Theater Bitola - Interior completion of existing space multifunctional conference hall in the hotel Theater (decorative cladding of the walls with HPL chipboard, making decorative drop ceiling of HPL chipboard, supply and installation with LED decorative lighting and work space.) Component 3. Development of new product and experience some local culture and culinary traditions - City life Consul in Bitola in the early 20th century - Research, training and performance of staff training - Supply and making furniture and equipment for yard space at Hotel Theater: o Procurement and fabrication of kitchen section (show kitchen) and equipment for preparing traditional recipes outdoors. o Acquisition and development of 3 stations for handmade souvenirs and handcrafts - station traditional soap making jam, small souvenirs. o Purchase of 30 newly traditional chairs for yard space hotel theater - Designing and publishing of electronic promotional materials - Online marketing - Register with online booking systems	
Institutional arrangements (Name and contacts)	Project Management *	
	Investor: OMNIA LLC Project Bitola subsidiary Hotel Theater Bitola	Tel: 047 610 188 E-mail: omniaproekt@gmail.com
	Project Coordinator; MA Ivana Skalidis, manager at reception	Tel: 047 610 188 E-mail: omniaproekt@gmail.com
	Contractor:	It will be determined after completion of project documentation and procurement process
Implementation Arrangements	Supervision / Representative from the Investor (After the procedure, the name and contacts of the supervising engineer will be added in the box below).	
(Name and contacts)	It will be determined after completion of project documentation and procurement process	/
SITE DESCRIPTION		
Name of site	Component 1 St. Stiv Naumov Num. 51, 7000 Bitola	

	Component 2 and 3 Hotel Theater Stiv Naumov Str. Num.35, 7000 Bitola	
Description of the site	The location for all components is in the central area of Bitola. Both locations are in an area with mixed residential and business/commercial purpose. Hotel Teatar (Component 2 and 3) consists of a) closed terrace in part of the hotel courtyard, in which an open – show kitchen is planned, and the rest of the component 3 takes place in the courtyard of the hotel Theater, and b) component 2 refers to the multifunctional hall which is located at the basement level of the hotel. The town house (Component 1) is located 100m from Hotel Teatar. Buildings are located within the monument zone - old city core, a cultural monument with Decision.no. 119 from 24.02.1977.	Annex 1 Information location (site photographs)
Who owns the land?	Component 1, 2 and 3: Jane Ristevski and Ristevska Stojna The facilities are rented to Omnia proekt doo. Permission are obtained for their renovation / furnishing.	
Geographic description	Country: Republic of Macedonia region: Southwest region Municipality: Bitola address: (C1) Stiv Naumov 51, (C2, C3) Stiv Naumov 35, Bitola Coordinates of the location: (C1) 41 ° 01'34.5 "N 21 ° 19'49.7" E (C2, C3) 41 ° 01'32.2 "N 21 ° 19'52.6" E	
LEGISLATION		
Identify national & local legislation & permits that apply to sub-project activity(s)	Law on Construction (""Official Gazette of the Republic of Macedonia"" No. 130/09, 124/10, 18/11, 36/11, 54/11, 59/11, 13/12, 144/12, 79/13, 137 / 13, 163/13, 27/14, 28/14, 42/14, 44/15, 129/15 and 39/16) Law on environment ("Official gazette of the RM" No. 53/05, 51/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10,51/11, 123/12, 93/13,187/13, 42/14, 44/15,129/15, 192/15 and 39/16) Rulebook on the manner of handling municipal and other type of non-hazard waste (Official gazette of RM" No.147/07); List of waste ("Official gazette of the RM" No. 100/05); Law on management of packaging and packaging waste ("Official gazette of the RM"No.161/09, 17/11, 47/11, 136/11, 6/12, 39/12 and 163/13); Law on protection against environmental noise ("Official gazette of the RM" No.79/07, 124/10 and 47/11); Law on occupational health and safety ("Official gazette of the RM" No 92/07, 136/11, 23/13 and 25/13)	

PUBLIC CONSULTATION	
Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders	The procedure for publicly consulting the ESMP Checklist) is following: The ESMP Check list has to be published on the LRCP web page, the Agency for promotion and support of tourism web page and the web page of the Municipality of Bitola, where the project will be realized. The document has to be published and available for the public at least 14 days. Also, the document has to be available in hard copy in the LRCP office and the hotel premises. When it is announced, the call for comments and remarks on the documents should be issued along with the available electronic and postal address for sending the notes. As the location and one of the building is protected cultural heritage, public consultation meeting will be organized for ESMP Checklist and CHMP by the end of the consultation period. The minutes of meeting from the public consultation (comments and questions, feedback) contains: basic information about the place of the public consultation, list of participants and short summary of the participants comments, that will be included in the final version of the document.
INSTITUTIONAL CAPACITY BUILDING	
Is a new building foreseen?	[X] No or [ ] Yes If YES, in Annex 2 gives information on the new building

PART 2: Environmental /Social Screening			
Will the site activity include/involve any of the following?	Activity	status	additional references
	A. General Requirements	[X] Yes [] No	See section A below
	B. Building renovation/adaptation	[X] Yes [] No	See section A, B, C below
	C. Small construction	[X] Yes [] No	See section A, B, C below
	D. Hazardous or toxic materials[1]	[X] Yes [] No	See Section D below
	E. Procurement of chemicals	[X] Yes [] No	See Section E below
	F. Cultural heritage	[X] Yes [] No	Please see separate document '*Cultural Heritage Works Management Plan*'

[1] Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General Requirements	Notification and Worker Safety	1. Providing information to local population about the scope and time of commencement and time of duration of construction activities by preparing Notification which will be placed on the municipality notice board and on the municipal web page and through other means, if needed, to ensure the local population is well informed; 2. Local construction and environmental/nature/cultural heritage protection inspectorates are informed of works before the start; 3. All needed permits/opinions/permissions are obtained before the commencement of works (including construction and other); 4. All work will be carried out in safe and disciplined manner; 5. Workers personal protective clothes and equipment are available in sufficient quantities and are worn/used at all times; 6. Workers must be adequately trained, certified and experienced for the work they are performing (e.g. for works in heights); 7. Open pits are covered and clearly marked when not worked on; 8. Ensure the appropriate marking and informational board of the reconstruction site 9. Marking out the site for temporal storage of the reconstruction material near the site 10. Providing warning tapes, fences and appropriate signage informing danger, key rules and procedures to follow. 11. Forbidden entrance of unemployed persons within the warning tapes and fences when/where deem needed. 12. The surrounding area should be kept clean 13. Machines should be handled only by experienced and appropriately trained personnel, thus reducing the risk of accidents; 14. All workers must be familiar with the fire hazards and fire protection measures and must be trained to handle fire extinguishers, hydrants and other devices used for extinguishing fires 15. Devices, equipment and fire extinguishers should be always functional, so in case of need they could be used rapidly and efficiently. First aid kits should be available on the site and personnel trained to use it. 16. Procedures for cases of emergency (including spills, accidents, fire, etc.) are available at the site. 17. Sanitary facilities (toilets) must be provided for workers. 18. Purchased equipment will be installed and used respecting all safety measures prescribed by the producer of equipment and best practices. 19. Develop safety procedures and measures for small.scale production of soap and jam prior to which all necessary permits will be obtained.

MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
	Chance Findings	1. The procedures will follow the national legislation for chance findings 2. In the case there would be chance findings works will be stopped and authorized competent authority (Ministry of Culture and regional museum and institute) informed within 24 hours; 3. The contractor will further follow competent authorities' instructions and the works will recommenced upon their approval; 4. Working area, site camp, etc. should be located away from the heritage and archeological sites.; 5. Adequate care and awareness rising shall be taken to enlighten construction workers on the possible unearthing of archeological relics;
	Air quality	1. Construction site, transportation routes and materials handling sites should be water sprayed on dry and windy days. 2. Construction materials should be stored in appropriate places covered to minimize dust 3. Vehicle loads likely to emit dust must be covered. 4. Restriction of the vehicle speed to the reconstruction location. 5. Roads are regularly swept and cleaned at critical points. 6. Keep the topsoil and stockpiles separate. Protect with sheets/fences in the case of windy weather. 7. Locate stockpiles away from drainage lines, natural waterways and places susceptible to land erosion. 8. All loads of soil are covered when being taken off the site for disposal. 9. Ensure all transportation vehicles and machinery have been equipped with appropriate emission control equipment, regularly maintained and attested. 10. Ensure all vehicles and machinery use petrol from official sources (licensed gas stations) and on fuel determined by the machinery and vehicles producer. There will be no excessive idling of construction vehicles at sites.
	Noise	1. As it is an urban residential area (driving through the town to the site) the level of noise should not exceed 55dB during the day and evening and 45dB during the night 2. The construction work will not be permitted during the nights, the operations on site shall be restricted from 7.00h to19.00h (agreed in the permit). 3. During the operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed, and equipment placed as far away from residential areas as possible. Pumps and other mechanical equipment should be effectively maintained.

MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
	Water and Soil Quality	1. Prevent hazardous spillage coming from waste (temporary waste storage should be leakage protected and those for hazardous or toxic waste equipped with secondary containment system, e.g. double walled or bunded containers). 2. If hazardous spillage occurs, curb and remove it, clean the site and follow procedures and measures for hazardous waste management. 3. In the case of any run-off coming from works area possibly contaminated by hazardous substances shall be collected on site to a temporary retention basin and transported to an adequate licensed waste water treatment plant. 4. Install/provide and maintain of proper sanitary facilities for workers. The wastewater from these sources should be transported to proper waste water treatment facilities. 5. Prevent hazardous spillage coming from tanks (mandatory secondary containment system, e.g. double walled or bunded containers), construction equipment and vehicles (regular maintenance and checkups of oil and gas tanks, machinery and vehicles can be parked (manipulated) only on asphalted or concrete surfaces with surface runoff water collecting system. 6. Working site run-offs with possible charge with suspended matter should be filtered before spillage to natural flows. Water, and other components, in concrete mixture shall be clean and free of harmful chemicals.
	Waste management	7. The good waste management practice will be applied including: 1. Identification of the different waste types that could be generated at the site and its classification according to Law on Waste) 2. Containers for each identified waste category are provided in sufficient quantities and positioned conveniently. 3. Waste collection and disposal pathways and licensed landfills/processing plants will be identified for all major waste types expected from demolition and construction activities. For management of hazardous wastes, instructions/guidelines from Ministry of Environmental Protection and Physical Planning will be sought and followed. 4. Mineral (natural) construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and temporarily stored in appropriate containers. Depending of its origin and content, mineral waste will be reapplied to its original location or reused. 5. All construction waste will be collected and disposed properly by licensed collectors and to the licensed landfills (or licensing processing plant). 6. The records of waste disposal will be regularly updated and kept as proof for proper management, as designed. 7. Whenever feasible the contractor will reuse and recycle appropriate and viable materials. Discarding any kind of waste (including organic waste) or waste water to the surrounding nature or water-bodies is strictly forbidden. 8. Collect, transport and final disposal/processing of the communal waste by a licensed company;

MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		9. The construction waste should be promptly removed from the site and re-used if possible; 10. The incineration of all waste at site or unlicensed plants and locations is prohibited. 11. Existing air-conditioning units are not to be refilled or emptied. If discarded, must be handled by specialized licensed companies. 12. Identification of different types of waste in the construction site (soil, sands, bottles, food, parts of pipes, paper, crushed concrete, etc.); The potentially hazardous waste (engine oils, fuel for a vehicle) should be collected separately and an agreement should be made with a subcontractor who will have authorization to collect and transport (and temporarily stored, if applicable) the hazardous waste. Hazardous waste will be processed or disposed only to processing plants/landfills with valid licenses;
	Safety of traffic	1. Traffic regulation plan is prepared and implemented in coordination with Municipality and competent authority (traffic police); 2. Traffic will be regulated in the safe manner. Safety of pedestrians will be ensured by use of safe-passages. 3. Safety and regulation notification, signage and signage will be used appropriately.
B. Building Renovation	Materials management	1. No new materials containing asbestos or lead-based paint will be used. 2. Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced. 3. Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&S measures and environmental management is in place.
	Community Safety	1. Ensure safety of building users e.g. provide safe passages and protection from falling objects. 2. Timely inform users of premises and neighboring communities of upcoming works. 3. In the case the traffic will be interrupted, organize alternative ruts in cooperation with the Municipality.
C. Small construction	Materials management	1. No new materials containing asbestos or lead-based paint will be used. 2. Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced. 3. Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&S measures and environmental management is in place. 4. Non-toxic varnishes and paints will be used.

MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
	Soil erosion	1. Vehicles and machinery can be parked, washed and maintained only at designated areas with impermeable surface with a collection and treatment system (oil and grease separator), 2. Protection of sediments spread by fences and barriers. 3. Strip soil only as necessary and store/replace reuse post construction. 4. Use of antifreeze and/or accelerator compounds is not allowed. 5. Protect and restore non-construction areas. Design slopes and retaining structures to minimize risk, provide appropriate drainage and vegetation cover. 6. Carry out surface drainage works to divert the rainwater that would erode the soil. 7. Apply storm water management to minimize erosion and offsite sediment delivery to receiving waters. 8. Parking site has to be respected following the defined place.
	Community Safety	1. Ensure safety of building users e.g. provide safe passages and protection from falling objects. 2. Timely inform users of premises and neighboring communities of upcoming works. 3. In the case the traffic will be interrupted, organize alternative routes in cooperation with the Municipality.
D. Hazardous materials	Asbestos waste management and waste lighting rods	1. If asbestos is found on the site, enviornmental inspection and other competent authorities (e.g. MESP) will be notified and instruction requested. The asbestos must be removed or properly incapsulated/bind. 2. Asbestos will be removed, managed, transported and disposed in line with the national regulation and best practices (breakage prevented, water sprayed agains dusting, waste asbestos packed in hermetically closed packages, temporary storage in closed facilities, properly marked in all three languages, etc.). 3. Workers handling asbestos will wear protective clothes, adequate respirators/masks (depending on a type of asbestos). 4. Only licensed companies for managing asbestos can be engaged on these works. 5. Removed asbestos cannot be reused. 6. In the case radioactive rods were identified on the site, a company liscensed for its removal will be engaged.
	Toxic and hazardous solids and liquids management (including waste)	1. Ensure proper handling of lubricants, fuel and solvents by secured storage and following MSDS. 2. Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information.

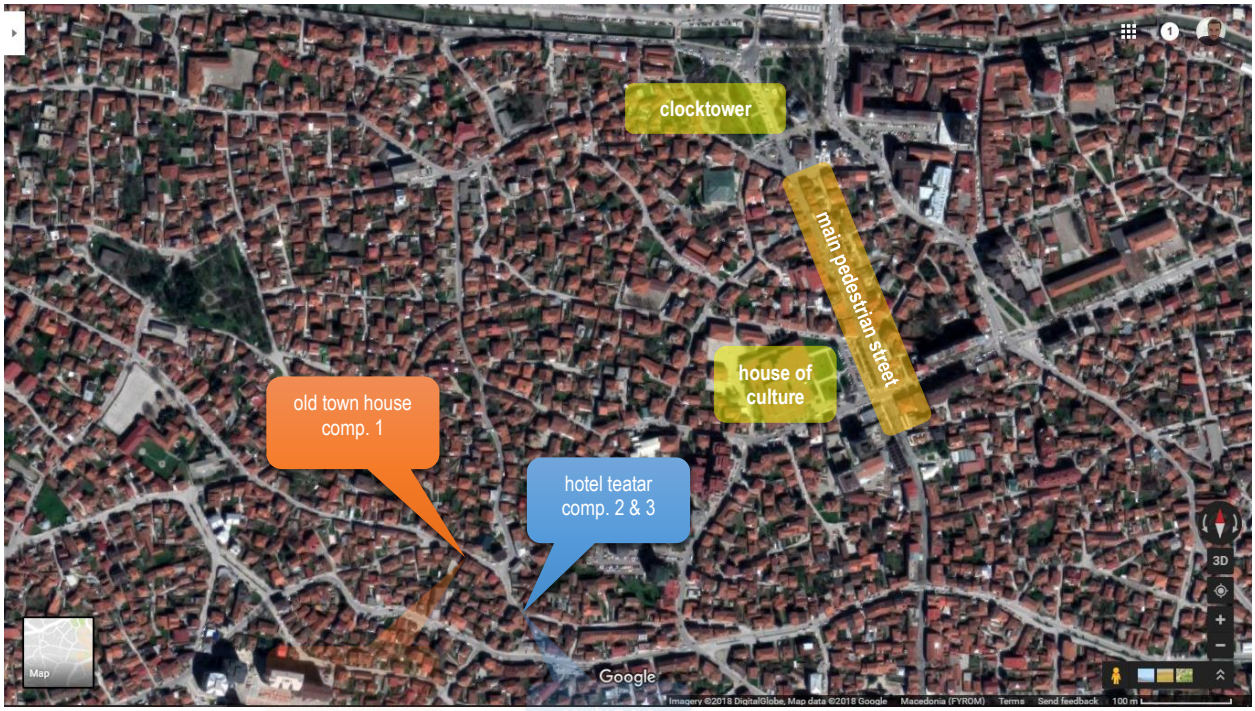
MITIGATION MEASURES CHECKLIST		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		3. All hazardous substances should be kept in a leak-proof container to prevent spillage and leaking. This container should have a secondary containment system, e.g. double walls, or similar. Secondary containment system must be free of cracks, able to contain the spill, and be emptied quickly. 4. The containers with hazardous substances must be kept closed, except when adding or removing materials/waste. They must not be handled, opened, or stored in a manner that may cause them to leak. 5. The containers holding ignitable, hazardous or reactive wastes must be located at least 15 meters from the facility's property line and at least 30 meters from the water line. 6. Hazardous waste will be collected, transported and disposed by a licensed company contracted by the Contractor of works. The wastes are transported by specially licensed carriers and disposed in a licensed facility. Containers for all types of envisaged (and occurring) hazardous wastes on the site have to be available and properly marked (name and assigned waste key-code). 7. No lead paint, asbestos or other materials hazardous to human health will be used.
E. Procurement of chemicals	Improper or lack of proper management could increase the environmental and occupational safety risks and health risks to all citizens	1. Chemicals are managed, handled and stored in accordance to Materials Safety Data Sheet (MSDS) 2. Chemicals are purchased from authorized dealer 3. Chemicals are managed and handled only by authorized and adequately trained and experienced personal/staff.

PART 3: MONITORING PLAN							
Phase	**What** *(Parameter will be monitored?)*	**Where** *(Is the parameter to be monitored?)*	**How** *(Is the parameter to be monitored?)*	**When** *(Define the frequency / or continuity?)*	**Why** *(Is the parameter being monitored?)*	**Cost** *(If not included in project budget)*	**Who** *(Is responsible for monitoring?)*
During activity **preparation**	All required permits are obtained before works start.	At the city administration	Inspection of all required documents	Before works start	To ensure the legal aspects of the rehabilitation activities	/	Contractor; Supervisor of the construction works; Construction inspector, LRCP PIU
	Public and relevant institutions are notified	Contractor's premises	Inspection of all necessary documents	Before works start	To ensure public awareness	/	Contractor; Supervisor of the construction works;
	Safety measures for workers, employees and visitors	On site	Visual checks and reporting	Before works start	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Contractor, Supervisor
During activity **implementation**	Safe traffic flow	On site	Visual checks and reporting	During equipment delivery	To ensure coordinated traffic flow	/	Contractor, Supervisor
	Work safety	On site	Visual checks and reporting Unannounced inspections during work	Unannounced controls during work	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Supervisor
	Site is well organized: fences, warnings, sign postage in place.	On site	Inspection	Unannounced controls during work	To prevent accidents /	/	Contractor, Supervisor
	Collection, transport and hazardous	At the safe temporary location on	Inspection of the transport lists and the conditions of the	Before the transportation of the hazardous waste	To improve the waste management at local and national level/ Hazardous waste do	/	Authorized company for collecting and transportation of

PART 3: MONITORING PLAN							
Phase	**What** *(Parameter will be monitored?)*	**Where** *(Is the parameter to be monitored?)*	**How** *(Is the parameter to be monitored?)*	**When** *(Define the frequency / or continuity?)*	**Why** *(Is the parameter being monitored?)*	**Cost** *(If not included in project budget)*	**Who** *(Is responsible for monitoring?)*
	waste (if any)	construction site in separate waste containers	storage space	(if any)	not to be dispose to any landfill		hazardous waste (if any), Authorized environmental inspector, Construction inspector, LRCP EE
	Collection, transport and final disposal of the solid waste	At and around the site	Visual monitoring and inspection of the transport lists of the contractor	Daily level after the collection and transportation of the solid waste	Do not leave the solid waste on the construction site and to avoid negative impact to the local environment and the local inhabitants' health	/	Contractor; Supervisor of the construction works; Authorized environmental inspector, Construction inspector, LRCP EE
	Air pollution parameters of dust, particulate matter	At and around the site	Sampling by authorized agency	Upon complaint or negative inspection finding	To ensure no excessive emission during works	/	Supervisor
	Level of noise and vibration	At and around the site	Monitoring on the level of noise dB (with suitable equipment)	Upon complaint or inspection finding	To determine whether the level of noise is above or below the permissible level of noise	/	Contractor; Accredited company for measuring the level of provided by the contractor; Authorized environmental inspector, Construction inspector, LRCP EE

PART 3: MONITORING PLAN							
Phase	**What** *(Parameter will be monitored?)*	**Where** *(Is the parameter to be monitored?)*	**How** *(Is the parameter to be monitored?)*	**When** *(Define the frequency / or continuity?)*	**Why** *(Is the parameter being monitored?)*	**Cost** *(If not included in project budget)*	**Who** *(Is responsible for monitoring?)*
During Operation phase	Waste management	At and around the site	Waste is properly collected, sorted and stored	Daily	To prevent accumulation of waste	Variable and not included in the project budged	Authorised waste collection company

7. Annex 1 of the ESMP Checklist: Location Information



macro location

micro location

8. Annex 2 of the ESMP Checklist: Site Photos

Component 1: Old Town House

street view

living room – first floor

bedroom – first floor

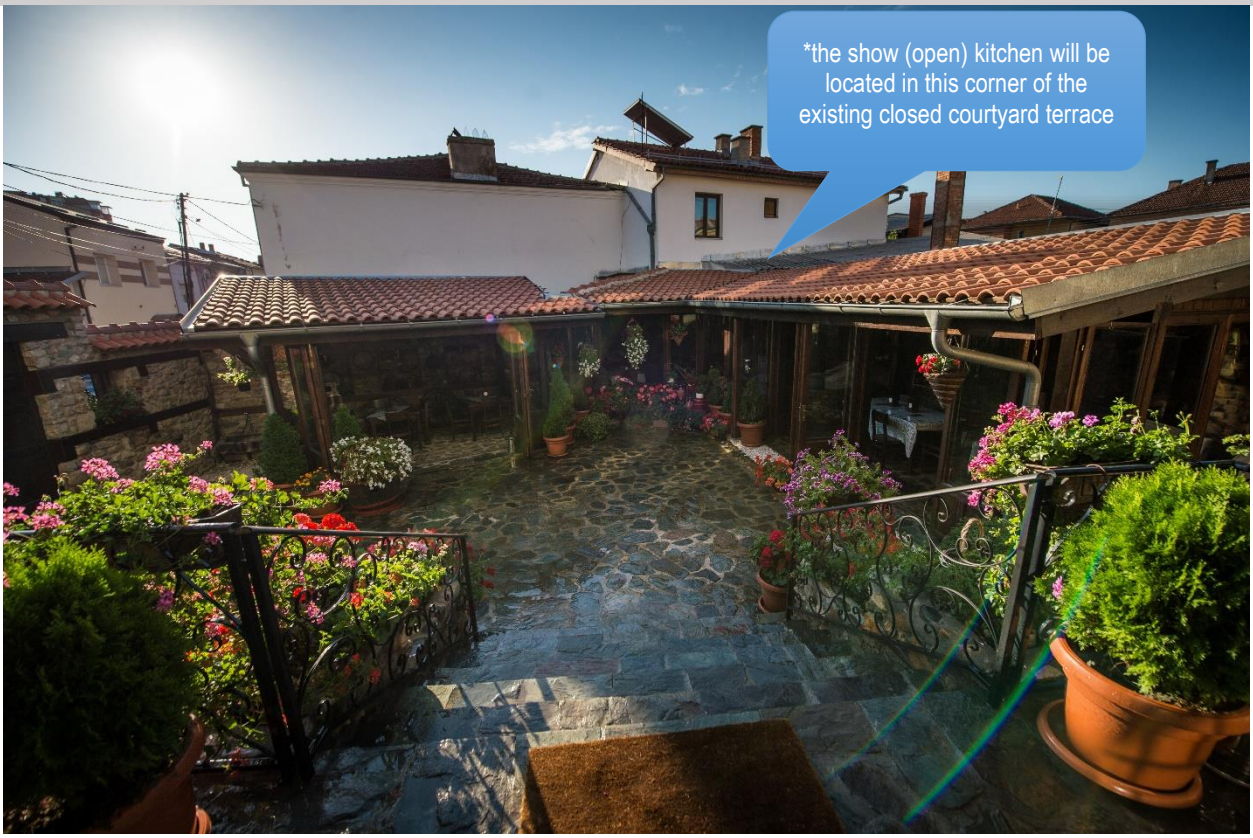
chardak odaja – first floor

Component 2: Hotel Teatar – Multifunctional Hall

auditorium view

auditorium and stage view

Component 3: Hotel Teatar - Courtyard



courtyard

courtyard

Component 3: Hotel Teatar - Courtyard

hotel Teatar - entrance