# Executive Summary

SEPP stands for Social & Environmental Policy and Procedure. MSETCL has adapted SEPP with a view to address social and environmental aspects during its working. This is the manual on Social & Environmental Policy and Procedures adapted by MSETCL.

The SEPP Systems manual covers the Social, Environmental, Occupational Health and Safety (EHS) management systems requirements of Maharashtra State Electricity Transmission Company Limited (MSETCL) and is based on the international standards and industry good practices such as those recommended by international Finance Corporation (IFC) and World Bank (WB) and applicable legal requirements:

This SEPP Apex Manual describes the system procedures for the various activities and functions of the overall social and EHS Management System of MSETCL. This EHS Management Systems Manual is based on significant social and EHS impacts in line with our defined SEPP policy.

This SEPP Manual is strictly controlled for any form of circulation and amendment. The hard “controlled copies” of either the SEPP manual or the procedures shall be marked “Controlled copy”. The photocopies or the like of any of these controlled documents shall be treated as uncontrolled copies and shall not be covered under the documented management systems as defined in this SEPP manual. Only the latest revision number shall be valid for circulation and use. The SEMD shall control all amendments, revisions, issues and circulation of this SEPP manual. “Controlled copies” may also be accessible through the computer network or other electronic media.

All the procedures referred to in this SEPP manual have been approved by the Top Management or by the concerned authorized person for use and system implementation.

MSETCL’s S&E policy statement is provided in Section 2. In addition, the discussion in this section consists of scope of application of SEPP, the principles, signing authority and display.

Organizational structure of MSETCL is presented in Section 3. At the Corporate level, MSETCL has formed a Social and Environmental Management Department (SEMD) to coordinates all Social and Environmental activities related to a project from conceptualization to operation and maintenance. Apart from this, the SEMD interacts with various Multilateral Agencies and the MoEF for the environmental/forest clearance of all its projects. At its Zonal Office MSETCL has also formed a Social and Environmental Management cell (SEMC) to manage Social and Environmental issues and to interface between SEMD at the corporate level and the field offices. At the zonal level, (ZHQs) a Social and Environmental Management Cell (SEMC) has been created to provide a nodal point to manage Social and Environmental issues of projects under its jurisdiction and to coordinate between SEMD and the Field office. At the field level, MSETCL has assigned head/in-charge of the field office responsible for implementing the SEPP. They are given all relevant training and have formed the Social and Environmental Management Team (SEMT). Some of the above-mentioned responsibilities are assigned to and shared by the ZHQ teams.

MSETCL has also developed and Training needs identification has been carried out at Corporate, Zonal and Field office level, based on which focused training modules have been developed. Responsibility allocation framework for the social and environmental (S&E) assessment & management process is presented in Table 3.1.

MSETCL Project Cycle is presented in Section 4, presenting detailed information on key stages such as project conceptualization, project planning, project approvals, design and tendering, project implementation, operation and maintenance, project reviews, project decommissioning and project reviews.

Section 5 provides information on Indian environmental, social and health and safety related legal requirements applicable to the transmission line and substation project. The section broadly focuses on:

* Institutional Framework;
* Constitutional provisions safeguarding individual rights and the environment;
* Environmental Laws, Regulations and Policy
* Social Laws, Regulations and Policy
* Applicable Permits – Licences, approvals and Consents
* Applicable Standards; and
* MSETCL’s Environment Policy.

S&E impacts identification and associated control measures are provided in Section 6. Identification of S&E impacts and H&S hazards is undertaken by a cross section of employees from various departments encompassing all stages of the project cycle, including project conceptualization to decommissioning phase. Outcome of this process is a consolidated list of S&E impacts and H&S hazards associated with MSETCL activities.

Section 7 establishes considerations for identification of S&EHS objectives based on the results of Social Impacts, Environmental Aspects / OHS Risks Assessment at different level and functions of the organization. This section also provides information on establishing & maintaining S&EHS Management Programme(s) to achieve stated objectives and targets at relevant levels and functions. Objectives and targets may also be set from Environmental and Occupational Health and Safety policy commitments in the form of technology adoption / Physical improvement / feasibility study and quantitative reductions with specified time frame. It is ensured that the objectives & Target shall be specific, measurable & achievable. Possibility of elimination and/or reduction is considered at the first place, otherwise appropriate controls are exercised. On the basis of objectives and targets set, HODs prepare SEPP Management Programme in the prescribed format. SEPP management programme shall reflect SEPP action plan for associated activities along with the designated responsibility and completion date.

The significant social impacts, environmental aspects and significant OHS hazards (which were identified during evaluation Stage considering legal requirements, business concern & requirements of other interested parties) are prioritized for feasibility analysis and setting objectives and targets in consultation with MR.

Section 8 provides information on how MSETCL ensures that organization’s social impacts, environmental impacts and OHS hazards and risks are controlled in line with SEPP policy including S&E communication to suppliers/contractors and integration of S&E requirements at various stages of its operations. MSECL identifies activities, operation & services that can have social impacts, environmental impacts and OHS hazards and risks, assessed and evaluated to identify significant aspects/impacts & OHS hazards/risks where operational control is required to be established and implemented. Documented operational control procedures (OCP) have been prepared to cover the activities, operations & services where their absence could lead to deviation from SEPP Policy.

Key elements in Section 8 include:

* Operational Monitoring
* Local resourcing
* Local employment
* Community relation
* Grievance management
* Communication
* Emergency Preparedness and Response
* Monitoring activities, review and tools
* SEPP system documentation, documentation control and control of documents