

**Table 3: Checklist for the Conduct of SEA**

	<b>SEA Checklist</b>	
<b>STEPS</b>	<b>ISSUES FOR CONSIDERATION</b>	<b>CHECK OFF</b>
<b>A. Preliminary Scan</b>	<p>What is the content of the proposal?</p> <p>Given the area or sector targeted in the proposal, are environmental effects likely?</p> <p>What environmental considerations are raised by the proposal?</p>	
<p><b>Outcome of Preliminary Scan</b></p> <ul style="list-style-type: none"> <li>- No important environmental effects identified</li> <li>- Important environmental effects identified</li> </ul>	<p>Document the results of the preliminary scan and proceed to Step D.</p> <p>Proceed with Steps B to D on this checklist.</p>	
<p><b>B. Conduct SEA</b></p> <p><b>SEA Questions</b></p> <p>1. What is the existing situation (in a particular sector or region)?</p>	<p>Describe the reasons why the new policy, plan or program is being developed.</p> <p>Describe the relevant characteristics that may include information about populations, development patterns, state of the environment, institutions, etc.</p>	
<p>2. What are the goals and objectives of the policy, plan, or program? Do these support relevant CIDA and Government of Canada policies (particularly those related to the environment and sustainable development)?</p>	<p>Describe how it relates to CIDA's Policy for Environmental Sustainability.</p> <p>Describe how it relates to the Agency's Sustainable Development Strategy.</p> <p>Describe how the policy, plan, or program relates to other Agency or Government of Canada policies (gender, aid effectiveness, trade, etc)</p>	
<p>3. What are the different feasible options for delivering the policy, plan, or program?</p>	<p>Describe a few of the most feasible options for the policy, plan or program.</p>	
<p>4. What are the most pronounced environmental issues (positive and negative) associated with each of the preferred options?</p>	<p>Describe the most pronounced environmental effects at the local, regional, and international levels.</p>	

## Annex 2b

STEPS	ISSUES FOR CONSIDERATION	CHECK OFF
5. How significant are these environmental effects?	Assess the potential environmental effects when weighed against various criteria.	
6. What can be done to avoid or lessen negative effects and to enhance positive ones?	Describe any possible mitigation measures or ways of enhancing positive effects.	
7. What is the best feasible policy, plan, or program?	Describe the analysis that was undertaken to arrive at the chosen policy, plan, or program?	
8. How do I measure, monitor, and report on the environmental effects? • Consultations	Identify a framework for measuring, monitoring and reporting on the environmental effects of the policy, plan, or program.  Consult with Agency environment specialists and environment policy-makers, as well as external stakeholders (e.g. NGOs & industry).	
C. Prepare SEA Report • Executive Summary	Provide a summary of the following: - Goal of the policy, plan, or program - Consultation process and key findings - Key findings of the SEA - How the SEA influenced the final product	
• The Report	Address the questions in Step B of this checklist (elaborated in Section 4 of SEA handbook).  Describe the process and outcomes of any internal or external consultation process that were integrated in the SEA.  State how the findings of the SEA influenced the final product.  Identify how the environmental effects associated with the policy, plan, or program will be measured, monitored, & reported upon.	
D. Approval of the Policy, Plan or Program	The SEA applicability form and the preliminary scan/SEA report must accompany the policy, plan or program proposal as it proceeds through the Agency's approval process.  Ensure that a copy of the preliminary scan/SEA report is sent to the Environmental Assessment and Compliance Unit, Environmental Division, Policy Branch.	

Source: SEA of Policy, Plan and Program Proposals: CIDA Handbook, 2004, p.14-15.