



NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL

POLICY

NILE BASIN SUSTAINABILITY FRAMEWORK
NBI INTERIM PROCEDURE FOR THE DISCLOSURE OF
INFORMATION ABOUT INVESTMENT PROJECTS UNDERTAKEN
THROUGH THE NILE BASIN INITIATIVE INVESTMENT PROGRAMS

NBI Interim Procedures Disclosure on Investment Programmes

Document Control Sheet

Title	NBI Interim Procedures for Information Disclosure on Investment Programmes
Document type	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Guidelines <input type="checkbox"/> Legal and Foundational Document
Prepared by	<input checked="" type="checkbox"/> Nile-SEC <input type="checkbox"/> ENTRO <input type="checkbox"/> NELSAP-CU <input type="checkbox"/> Other: _____
Status	<input checked="" type="checkbox"/> New Policy/Strategy/Guideline/Legal and Foundational Document <input type="checkbox"/> Revision of existing Policy/Strategy/Guideline/Legal and Foundational Document
Revision Date	
Effective Date	12 th October 2017

Consideration by Nile-COM/ EN-COM / NEL-COM (cross out whichever body is not applicable)	
Date of submission for consideration	12 th October 2017
Action by Council of Ministers	Under Minute 6.7 of the 25 th Nile-COM Meeting held on 12 th October 2017 in Entebbe, Uganda, Nile-COM considered the recommendation of Nile-TAC and approved the NBI Interim Procedures for Information Disclosure on Investment Programmes.
Comments satisfactorily addressed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

Consideration by Nile-TAC/ ENSAPT / NEL-TAC (cross out whichever body is not applicable)	
Date of submission for consideration	9 th October 2017
Action by the Technical Advisory Committee:	Under Minute 6.8 of the 48 th Nile-TAC Meeting held on 9 th October 2017 in Entebbe, Uganda, Nile-TAC considered the draft NBI Interim Procedures for Information Disclosure on Investment Programmes, was satisfied with the way comments on the draft had been addressed, endorsed the Interim Procedures, and recommended it for approval by Nile-COM.
Comments satisfactorily addressed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable



NBI Interim Procedure for the disclosure of information about investment projects undertaken through the Nile Basin Initiative investment programs

1. Preamble

The NILE-COM,

Considering that, under the umbrella of the Nile Basin Initiative (NBI), the NBI Member Countries have developed a Shared Vision Objective (the 'Shared Vision') to achieve sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources;

Recognizing that this Shared Vision can be preserved and nurtured primarily through joint cooperative efforts;

Desirous to maintain and enhance their cooperative relations and achieve mutual benefit from their Shared Vision through the realization of the NBI investment programs;

Recognizing that the systematic disclosure of information about investment projects under the NBI investment programs at specified stages during the project cycle will further strengthen cooperation and trust between the NBI Member Countries and their populations by promoting transparency and avoiding misconceptions;

Further noting that strengthened cooperation between NBI Member Countries on the basis of project information disclosure will facilitate the timely and successful realization of such projects;

Hereby agrees to this interim procedure (Interim Procedure) as follows:

2. Acronyms and definitions

ACRONYMS

- **ENTRO**: the Eastern Nile Technical Regional Office;
- **ESIA**: environmental & social impact assessment;
- **NBI**: Nile Basin Initiative;
- **NELSAP-CU**: the Nile Equatorial Lake Subsidiary Action Program Coordination Unit;
- **NFPI**: NBI National Focal Point Institution;
- **NILE-COM**: Nile Council of Ministers for Water Affairs;
- **NILE-SEC**: NBI Secretariat;
- **NILE-TAC**: Nile Technical Advisory Committee

DEFINITIONS

- **Investment project** means a project that involves the construction of physical infrastructure and which may have impacts on water resources ;
- **Project cycle** means the process of identifying, preparing, evaluating, approving, mobilizing, implementing and operating an investment project ;
- **NBI Investment Project** means an investment project, or a proposed investment project, for which NBI through its centers, ENTRO and/or NELSAP-CU, has been mandate by the NBI Member Countries to prepare and/or implement at the time when project disclosure takes place in accordance with this Procedure and which is either a multi-country project or a project that may have transboundary effects within the Nile Basin;
- **Multi-country project** means an investment project that is implemented on the territories of two or more NBI Member Countries ;
- **Project information disclosure** means the formal disclosure of information relating to an NBI Investment Project in an agreed format at specified stages during the project cycle in accordance with this procedure;
- **Project information** means the information about an NBI Investment Project that is disclosed in accordance with this procedure;
- **Project preparation** involves the study of the technical, institutional, social, economic, environmental and financial aspects of a proposed investment project and other measures necessary for the assessment or appraisal of such a project and which result in the project preparation documents;
- **Project preparation documents** mean a detailed feasibility study, an ESIA report and a preliminary design;
- **Project implementation** includes the measures taken, after the necessary financing is secured, to construct an investment project including the preparation of specifications and tenders, the undertaking of physical construction works, as well as related measures to prevent or mitigate environmental and social impacts;
- **NBI National Focal Point Institution** means the Ministry responsible for water affairs in an NBI Member Country;
- **Mandated regional centre** means ENTRO in the case of an NBI Investment Project that involves ENTRO and NELSAP-CU in the case of an NBI Investment Project that involves NELSAP-CU.

3. Objective

The objective of this procedure is to ensure the formal disclosure of information about NBI Investment Projects at specific stages of the project cycle in order to promote cooperation and trust between NBI Member Countries thereby facilitating the timely and successful realisation of such projects.

4. Scope

- 4.1. This procedure applies to all NBI Investment Projects.
- 4.2. The primary recipients of project information disclosure are the NFPIs of NBI Member Countries but certain project information shall also be disclosed to the general public through publication on the website of the mandated regional centre.

5. Triggers for project information disclosure

- 5.1. Information that the preparation of a proposed NBI Investment Project has been approved in accordance with the internal procedure of the relevant regional mandated center shall be disclosed in the form attached as Form A for information purposes at the next meeting of the NILE-COM following that approval.
- 5.2. Detailed information about an NBI Investment Project, in the form attached as Form B, shall be disclosed following the finalization of the project preparation documents relating to that project.
- 5.3. Information that an NBI Member Country has formally approved an NBI Investment Project within its territory, in accordance with its own procedures, shall be disclosed using the form attached as Form C for information purposes at the next meeting of the NILE-COM following that approval
- 5.4. In the event that an NBI center is given the mandate to implement an NBI investment project, information that the implementation of an NBI Investment Project has begun, shall be disclosed in the form attached as Form D together with any update to the detailed information on the project using the form attached as Form B.

6. Project information disclosure procedure

- 6.1. In connection with project information disclosure pursuant to paragraphs 1 to 4 of article 5 of this interim procedure, the procedure shall be as follows:
 - 6.1.1. the relevant mandated regional centre shall prepare draft project information in the specified format and shall transmit that draft information to the NFPI of the NBI Member Country in which the NBI Investment Project is located for comment and approval. In the case of a multi-country project, the draft project information shall be sent to the NFPI of each relevant NBI country;
 - 6.1.2. on receipt of the draft project information the NFPI shall notify the mandated regional centre of its approval of the draft project information or shall request any amendments to the project documentation which the mandated regional centre shall make;
 - 6.1.3. the mandated regional centre shall transmit the approved project information to the NILE-SEC;
 - 6.1.4. the NILE-SEC shall verify the NFPI's approval and
 - 6.1.5. In connection with project information disclosure pursuant to paragraphs 2 and 4 of article 5, the Executive Director of the NILE-SEC shall transmit the project information by electronic means to the NFPI of each other NBI Member Country and shall also forward a copy of such information to every member of the NILE TAC.
 - 6.1.6. In connection with project information disclosure pursuant to paragraphs 1 and 3 of article 5, NILE-SEC shall include the project information as an agenda item at the next meeting of the NILE-COM.

7. Disclosure of project information to the general public

- 7.1. A summary of the characteristics of an NBI Investment Project shall be published on the website of the NILE-SEC in the format attached as Form E following the preparation of the final project preparation documents relating to that project.

- 7.2. Information that the implementation of NBI Investment Project has started shall be published on the website of the NILE-SEC in the format attached as Form F.

8. Implementation arrangements

8.1. Roles and responsibilities of the NFPIs

The roles and responsibilities of the NFPIs in implementing this Interim Procedure shall include:

- 8.1.1. reviewing and approving draft project information transmitted by a mandated regional centre relating to an NBI investment project that is wholly or partly in the NBI Member Country concerned;
- 8.1.2. receiving project disclosure information sent by the NILE-SEC regarding NBI Investment Projects in other NBI Member Countries.

8.2. Roles and responsibilities of the NILE TAC

The roles and responsibilities of the NILE TAC in implementing this Interim Procedure shall include:

- 8.2.1. supervise the implementation of this Interim Procedure;
- 8.2.2. review the status of implementation of this Interim Procedure and providing guidance for improvement.

8.3. Roles and responsibilities of the NILE-SEC

The roles and responsibilities of the NILE-SEC in implementing this Interim Procedure shall include:

- 8.3.1. forwarding project information received pursuant to this Interim Procedure to the NILE-COM and, as appropriate, to the NFPI of each other NBI Member Country and the members of the NILE TAC;
- 8.3.2. undertaking due diligence so as to ensure that project information is approved by the relevant NBI Member Country (ies) before the information is disclosed in accordance with this Interim Procedure;
- 8.3.3. undertaking due diligence on draft project information for disclosure to the general public submitted by the mandated regional centres and publishing that information on the NILE-SEC website;
- 8.3.4. acting as the depository (archiving and storing) of project information disclosed in accordance with this Interim Procedure;
- 8.3.5. any other such additional matters the NILE TAC shall consider appropriate.

8.4. Roles and responsibilities of the mandated regional centres

The roles and responsibilities of the mandated regional centres in implementing this Interim Procedure shall include:

- 8.4.1. preparing the project information specified in this Interim Procedure and submitting the relevant forms to the NFPIs of the NBI Member Countries concerned for approval;
- 8.4.2. transmitting approved project information to the NILE SEC;

- 8.4.3. preparing project information for disclosure to the public and transmitting this to the NILE-SEC for publication;

9. Final clauses

- 9.1. This Interim Procedure shall be effective immediately upon being confirmed by a minute of Nile-COM.
- 9.2. This Interim Procedure shall remain effective until further notice from the Nile-COM.
- 9.3. This Interim Procedure shall be reviewed by the NILE TAC on a periodic basis, as required.



NBI Interim Procedure for the disclosure of information about investment projects

undertaken through the Nile Basin Initiative investment programs

ANNEXES

NBI Secretariat (Nile-SEC)
P.O. Box 192
Entebbe, Uganda
Tel: +256 (414) 321 329 / 321 424
Fax: +256 (414) 320 971
E-mail: nbisec@nilebasin.org



Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

NBI PROJECT INFORMATION DISCLOSURE FORM A:

APPROVAL OF THE PREPARATION OF AN NBI INVESTMENT PROJECT

At a meeting on _____ [insert date] at _____ [insert location]
EN-COM/NEL-COM [*delete as appropriate*] approved the preparation of the following NBI
Investment Project:

1	Name of NBI Investment Project	
2	Location of NBI Investment Project	<i>NBI Member Country, sub-basin, administrative district, coordinates</i>
3	Project type	<i>[Simple description of the project e.g. hydropower project, irrigation project etc.]</i>
4	Estimated total costs of the NBI Investment Project	
5	Estimated date of commencement of project preparation activities	
6	Estimated budget for project preparation activities	
7	Estimated date for completion of project preparation documents	

This form is submitted pursuant to article 5.1 of the Interim Procedure for the Disclosure of Information about Investment Projects undertaken through the Nile Basin Initiative Investment Programs.

Date:

Signature:

Executive Director Nile-Sec

NBI Secretariat (Nile-SEC)
P.O. Box 192
Entebbe, Uganda
Tel: +256 (414) 321 329 / 321 424
Fax: +256 (414) 320 971
E-mail: nbisec@nilebasin.org



Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

NBI PROJECT INFORMATION DISCLOSURE FORM B: DETAILED PROJECT INFORMATION

Identification	
1. Name of the NBI Investment Project	
2. NBI Member Country / Countries	<i>[Insert name of NBI Member Country/Countries where the NBI Investment]</i>
3. Sponsoring Ministry(ies) / Agency(ies)	
4. Contact Person	<i>[including contact details]</i>
5. Mandated NBI regional centre	
6. Contact Person	<i>[including contact details]</i>
Project description	
7. Location of the NBI Investment Project	<i>[Sub-basin, administrative district, coordinates include a map showing the location of the project in the Nile Region showing sub-basins, and a local map showing the location of the project in the lowest relevant administrative level, name of the locality/tributary/sub-basin]</i>
8. Project type	<i>[Simple description of the project e.g. hydropower project, irrigation project etc.]</i>
9. Executing agency	
10. Purpose and description of the proposed project	<i>[Detailed description of the project and its anticipated characteristics, including key features, depending on the available data]</i>
Qualification of costs, benefits and potential impacts	
11. Estimated construction costs	
12. Anticipated benefits and beneficiaries	<i>[Location, quantification and value of the expected benefits]</i>
13. Description and timing of identified potential impacts and affected resources	<u>Impacts on water resources (Quantitative and qualitative)</u>
	<u>Impacts on the environment</u>
	<u>Social and cultural impacts</u>
	<u>Economic impacts</u>
14. Proposed prevention/mitigation/compensation measures	<i>[Type of measures (location, extent, target stakeholders), and quantification of the reduction of impacts if any or valuation of the compensation,</i>

	<i>responsible stakeholders for implementation, frequency of reporting]</i>
15. Proposed monitoring measures	<i>[Indicators, data needed and data collection method, responsible stakeholder and person for monitoring, frequency of reporting]</i>
Project schedule	
16. Expected schedule of implementation	<i>[Estimated schedule of further stages of the project]</i>
17. Institutional arrangements	<i>[Owner, mandated institution, line Ministry, cooperation mechanisms]</i>
Additional information (optional)	
18. Other comments/remarks about the project	
19. Attachments: project preparation documents	<i>[enter the titles of the project preparation documents attached]</i>
<p>This form is submitted pursuant to article 5.2 of the Interim Procedure for the Disclosure of Information about Investment Projects undertaken through the Nile Basin Initiative Investment Programs or any required updates pursuant to article 5.4.</p> <p>Date:</p> <p>Signature:</p> <p>Executive Director NILE-SEC</p>	

NBI Secretariat (Nile-SEC)
P.O. Box 192
Entebbe, Uganda
Tel: +256 (414) 321 329 / 321 424
Fax: +256 (414) 320 971
E-mail: nbisec@nilebasin.org



Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

NBI PROJECT INFORMATION DISCLOSURE FORM C: PROJECT APPROVAL

1.	Name of NBI Investment Project	
2.	Location of NBI Investment Project	<i>NBI Member Country, sub-basin, administrative district, coordinates</i>
3.	Project type	<i>[Simple description of the project e.g. hydropower project, irrigation project etc.]</i>
4.	The above mentioned NBI Investment Project received formal approval from the Government of _____ on _____ 20XX.	
5.	Have their been any amendments to the NBI Investment Project?	YES/NO <i>[Delete as appropriate]</i> If yes please attach revised FORM B: DETAILED PROJECT INFORMATION
<p>This form is submitted pursuant to article 5.3 of the Interim Procedure for the Disclosure of Information about Investment Projects undertaken through the Nile Basin Initiative Investment Programs.</p> <p>Date:</p> <p>Signature:</p> <p>Executive Director NILE-SEC</p>		

NBI Secretariat (Nile-SEC)
P.O. Box 192
Entebbe, Uganda
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Fax: +256 (414) 320 971
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Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

NBI PROJECT INFORMATION DISCLOSURE FORM D: START OF PROJECT IMPLEMENTATION

1.	Name of NBI Investment Project	
2.	Location of NBI Investment Project	<i>NBI Member Country, sub-basin, administrative district, coordinates</i>
3.	Project type	<i>[Simple description of the project e.g. hydropower project, irrigation project etc.]</i>
4.	The implementation of the above mentioned NBI Investment Project started on on _____ 20XX.	
5.	Have their been any amendments to the NBI Investment Project?	YES/NO <i>[Delete as appropriate]</i> If yes please attach revised FORM B: DETAILED PROJECT INFORMATION
<p>This form is submitted pursuant to article 5.4 of the Interim Procedure for the Disclosure of Information about Investment Projects undertaken through the Nile Basin Initiative Investment Programs.</p> <p>Date:</p> <p>Signature:</p> <p>Executive Director NILE-SEC</p>		

NBI Secretariat (Nile-SEC)
 P.O. Box 192
 Entebbe, Uganda
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 E-mail: nbisec@nilebasin.org



Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

NBI PROJECT INFORMATION DISCLOSURE FORM E (PUBLIC): PROJECT SUMMARY

Name of NBI Investment Project	
Location of NBI Investment Project	[including location map]
Type of Project	
Project description	[objectives, key features, benefits]
Impacts and mitigation measures	[summary]
Indicative budget	
Contact information	<i>[Mandated regional centre]</i>

NBI Secretariat (Nile-SEC)
P.O. Box 192
Entebbe, Uganda
Tel: +256 (414) 321 329 / 321 424
Fax: +256 (414) 320 971
E-mail: nbisec@nilebasin.org



Reference: NBI/IDP/_____

NBI submission date: _ / _ / _

**NBI PROJECT INFORMATION DISCLOSURE FORM F (PUBLIC):
PROJECT COMMENCEMENT**

Name of NBI Investment Project	
Location of NBI Investment Project	
Type of Project	
Project duration	
Date of project commencement	
Contact information	<i>[Mandated regional centre]</i>

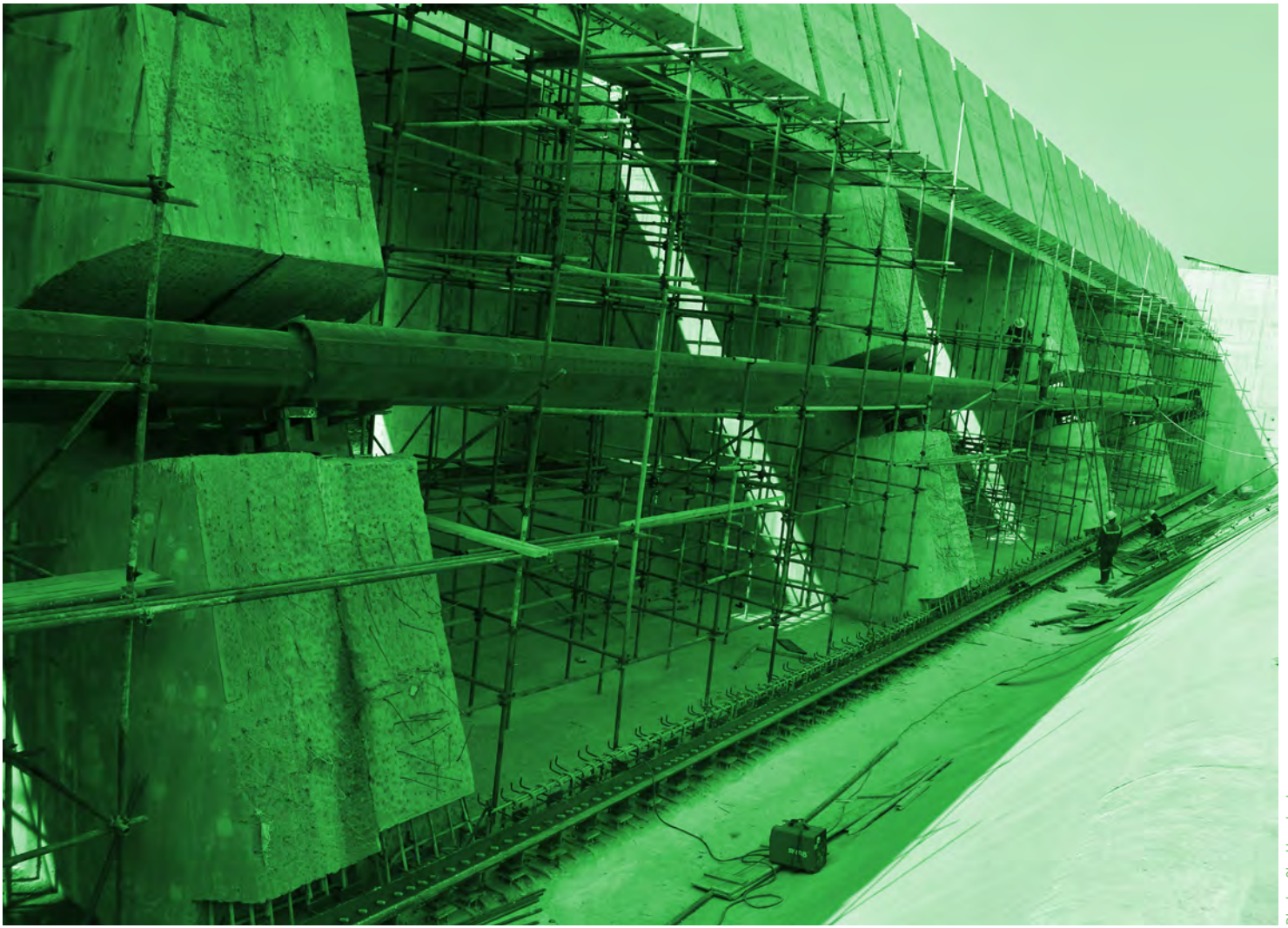


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ONE RIVER ONE PEOPLE ONE VISION



NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL

Nile Basin Initiative Secretariat

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Eastern Nile Technical Regional Office

Dessie Road
P.O. Box 27173-1000
Addis Ababa - Ethiopia
Tel: +251 116 461 130/32
Fax: +251 116 459 407
Email: entro@nilebasin.org
Website: <http://ensap.nilebasin.org>

Nile Equatorial Lakes Subsidiary Action

Programme Coordination Unit
Kigali City Tower
KCT, KN 2 St, Kigali
P.O. Box 6759, Kigali Rwanda
Tel: +250 788 307 334
Fax: +250 252 580 100
Email: nelsapcu@nilebasin.org
Website: <http://nelsap.nilebasin.org>

NBI MEMBER STATES



Burundi



DR Congo



Egypt



Ethiopia



Kenya



Rwanda



South Sudan



The Sudan



Tanzania



Uganda



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