

# Sistema de Gestão Integrado

PLA.SUS.001 Stakeholder Engagement Plan - SEP

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	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA 1/16	
	GNA	ÁREA SUSTENTABILIDADE				
	GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT	PLAN - SEP			

#### **1 INTRODUCTION**

The present document offers a complete description of the Stakeholder Engagement Plan (SEP) for the Construction Phase of the Gas Natural Açu (GNA) project (the Project) in alignment with the International Finance Corporation (IFC) and its Sustainability Framework.

The starting point for all of GNA's Social Management Plans (SMPs) for construction is the following list of Key Project Needs that are directly linked to Project Social Risks. To various degrees, the present SEP addresses these Needs/Risks.

Project Needs / Social Risks (in no particular order):

- 1. Guarantee Access to Water Sources
- 2. Guarantee Access to Marine Areas
- 3. Find an Available and Capable Workforce
- 4. Secure Permits in Time and Convey their Significance
- 5. Aim to Close Community Liabilities/Legacy Issues
- 6. Build and Keep Good Community Relations
- 7. Create GNA's Own Sustainability Identity
- 8. Maintain Safety Excellence Inside and Outside the Site
- 9. Ensure EPC Sustainability Contractor Performance
- 10. Safeguard Public Health Conditions

## **2 PROJECT DESCRIPTION**

Prumo Logística S.A. (Prumo), BP Global Investments PLC (BP), and Siemens AG (Siemens) are the sponsors of the Gas Natural Açu (GNA) project (the Project), a greenfield gas-fired combined cycle thermal power plant located at the Port of Açu, a brownfield port and industrial complex located in São João da Barra, on the northern coast of the state of Rio de Janeiro, Brazil.

The Project consists of three main components. The first is the actual thermal power plant, a 1,298 MW gasfired combined-cycle facility using four Siemens turbines (3 gas, 1 steam). It will be constructed on a 400,000  $m^2$  site inside the Port of Açu complex.

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>2/16</b>	
GNA	ÂREA SUSTENTABILIDADE					
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP				

The second component is the plant's electric interconnection. GNA will be linked to the grid via a 52-km double circuit 345-kV transmission line (TL) between the Port of Açu and the Campos dos Goytacazes substation. The 345-kV TL will have a 55m wide right-of-way and 123 towers. The line will cross the municipalities of São João da Barra and Campos dos Goytacazes in Rio de Janeiro/RJ.

Finally, the project includes a liquefied natural gas (LNG) marine import terminal to be built on the north pier of the Port of Açu, with a fully dedicated chartered Floating Storage and Regasification Unit (FSRU) of up to 21 million m<sup>3</sup>/day capacity, ship-to-ship LNG transfer systems from LNG carriers to the FSRU to be offloaded by fixed unloading arms, and a 12-inch diameter high pressure natural gas pipeline to transfer the regasified LNG from the FSRU to the plant.

The Project has a fully-wrapped, turn-key engineering, procurement, and construction (EPC) contract with a Siemens-Andrade Gutierrez consortium for the plant. Alubar is the EPC contractor for the 345-kV TL component. Acciona is the EPC contractor for the LNG terminal. The construction phase will be concluded by the end of 2020 and the commercial operation date will commence on January 1<sup>st</sup>, 2021.

#### 3 MAIN SOCIOENVIRONMENTAL IMPACTS

GNA has prepared three separate Environmental and Social Impact Assessments (ESIAs) for the project, including: a) for the plant ("Usina Termelétrica UTE Novo Tempo e de suas Estruturas Extramuros"); b) for the marine terminal ("Terminal de Regaseificação do Açu"); and c) for the transmission line (T-Line, "Linha de Transmissão 345 kV Porto do Açu – SE Campos"). These studies identify socially-related impacts in the Construction phase with regards to noise, traffic, influx, and pressure on infrastructure and public services; as well as positive impacts that include benefits to the regional economy, an increase in tax collection, local employment, and improvements in energy supply.

Given that the T-Line portion is inserted in the social context to a greater degree than the Project components located within the Port of Açu industrial complex, that ESIA identifies and evaluates additional impacts to the socioeconomic environment, including the generation of public expectations, restrictions to land use, expropriation of property for the right of way, possible disturbance of archeological sites, and risk of accidents involving the local population. The T-Line ESIA also identifies positive impacts, including the generation of local jobs and economic activity.

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>3/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT	PLAN - SEP			

Additional Cumulative Impacts Assessments (CIAs) under development also focus on marine and road traffic, ecosystem services, noise, groundwater, influx, and fishing activity.

The present SEP is a critical management plan for GNA to proactively and strategically address the multiple impacts identified for the Project, mitigating the negative and enhancing the positive through the promotion of informed participation by local communities and other key external stakeholders.

## 4 GOAL

The overall goal of the SEP is to ensure fruitful and mutually-beneficial relationships with key local interest groups, establishing and maintaining a harmonious co-involvement that forms the basis of the Project's Social License to Operate (SLO).

This plan determines the necessary mechanisms to procure an effective association with GNA's principal groups of interest, identified and periodically updated (once a year, minimum) in the official Stakeholder Matrix (see Annex). In this way, the disclosure of relevant information and the reception of relevant feedback will be encouraged in order to reduce social risks that may arise from misunderstandings or mistrust.

# **5 OBJECTIVES**

- Continuously characterize GNA's relationship with each of its key interest groups in order to build the Project's social positioning and good standing.
- Effectively disseminate to all key local stakeholders the environmental, health, safety, social, and labor actions that are carried out by the company.
- Promote and position GNA with key publics as a company that generates economic benefits for the region, cares for and protects the environment, and is socially responsible.
- Prioritize the identified interest groups, according to the level of influence and interest they may have regarding the Project during the Construction phase, updating the groups identified periodically.

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	REV.	FOLHA <b>4/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

- Develop a differentiated engagement strategy, prioritizing and directing more attention and resources to more vulnerable neighboring communities, as well as traditionally excluded subgroups (such as women).
- Disclose relevant information to the public during the Construction stage—including compliance with sustainability commitments—in a timely, transparent, free, culturally appropriate, and accessible manner. The information will be oriented appropriately to reach the various interest groups.
- Build a relationship with new stakeholders that allows for the incorporation of their participation in the Construction stage, so that their interests are integrated, and their concerns are resolved along with those of other stakeholders.
- Maintain or increase positive social perception with respect to the Project and appropriately managing information regarding the site during Construction, maintaining or increasing thusly the base support or social license to operate.
- Continuously ensure the proper promotion of all sustainability procedures, programs, mechanisms, and policies that involve or interest the public so that the relevant stakeholders remain familiar with the processes and may provide feedback to the Project.
- Disseminate the Contingency and Emergency Response Plans prepared for the Construction stage, as well as any scenarios that may affect the population or stakeholders, in a clear and timely manner.
- Provide adequate means of engaging stakeholders, mostly the local population, in emergency preparedness and response activities. (This form of engagement is a critical responsibility of the Liaison Officer, detailed in the Emergency Response Procedure – see Annex – which provides specifics for implementing the SR Plan aligned with the Incident Command System (ICS) principles).
- As a fundamental part of the relationship with communities within the area of influence, the SEP will address social investment needs and initiatives in order to seek multi-party win-win relationships with various stakeholders.

	TIPO PLANO	<sup>ℕ.</sup> PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>5/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

• Enable representatives of the communities as active agents in the decision-making surrounding community investment projects implementation.

#### 6 PREVIOUS STAKEHOLDER ENGAGEMENT

Responsible performance, stakeholder engagement, and respect for people are the main principles of GNA's Sustainability Policy. GNA's Social Responsibility (SR) team manages the Project's socioenvironmental programs, the relationship with local stakeholders, and the company's social investment approach.

Between September 2015 and the end of 2017, the Project's engagement activities were focused mostly on large scale public hearings within the context of the permitting processes' public consultation component and were led by Prumo and its consultants. These events included the participation of municipal government officials from São João da Barra and Campos dos Goytacazes, representatives of communities surrounding the project area (including: Barra do Açu, Mato Escuro, Pipeiras, Cajueiro, Barcelos, Villa da Terra, among others), fishermen, rural producer associations, FIRJAN (Industry Federation of the State of Rio de Janeiro), port workers, and small regional business owners.

In parallel to these hearings, Project representatives carried out dialogue and mobilization activities through visits to local schools and organizations, as well as initial meetings with government authorities, community groups, and educational institutions in said municipalities. Topics addressed focused mostly on basic Project information, including principal impacts and opportunities, and on generating interest in or support for the public hearings.

Consultations were carried out in a participatory manner and all matters discussed, attendees, and informational commitments were recorded in official meeting minutes. Stakeholders repeatedly emphasized their interest in employment opportunities, potential increase in regional economic activities, and other benefits to communities and small business owners, as defined by the ESIAs and required by the State. Stakeholders also expressed concerns related to potential environmental impacts to air and to the marine environment, emergency response plans, impacts to fishing activities, capacity of São João da Barra to absorb the project, and the possibility that the municipality will not benefit from the project to the degree desired. More details regarding permitting-related engagement may be found in the Project ESIAs.

	PLANO	PLA.SUS.001	DATA 21/10/2018	REV. <b>00</b>	FOLHA 6/16
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GÁS NATURAL	TITULO	AGEMENT PLAN - SEP			

Since March 2018, GNA has taken over direct engagement efforts and strengthened its relationship with key stakeholders in a strategic manner despite the present SEP not being in place. Through the end of 2018, the company has held more than 70 community meetings and participated in over 150 interactions with diverse groups, involving about 800 people. The main focus has been on face-to-face dialogue with residents and representatives of the communities located in the fifth district of the São João da Barra Municipality, the Project's Direct Area of Influence.

GNA's SR team regularly visits the communities surrounding the Project, as well as other stakeholders mapped by the company. During these visits, the team disseminates information related to of the company's socio-environmental programs and seeks to answer the questions that are posed by stakeholders. In general, doubts are cleared-up promptly. However, when necessary, the request for response is channeled to the corresponding technical areas prior to delivering a reply.

In this phase of engagement, the main topics of interest to stakeholders have been related to employment, including registration of curriculums, availability of positions, and opportunities to participate in vocational or professional qualification courses. Aspects related to the increase of commerce and service activities through the use of local suppliers were also of high interest; as well as environmental education initiatives, and the ongoing dissemination of Project-related information. These themes were addressed in community visits and interactions, in committee meetings, in institutional presentations of GNA, and in campaigns and actions in partnership with Port of Açu companies and stakeholders.

The present SEP thus builds on a solid foundation of over three years of timely, relevant, and diversified stakeholder engagement. The relationships of transparent and informed dialogue that GNA and its predecessors have built locally with key stakeholders have generated an environment of social license to operate for the Project that this SEP will both maintain and enhance through the components established herein.

#### 7 SCOPE

The SMP is applicable to the Construction phase of the entire project (including the Plant, the Transmission Line, and the Port). It will be applicable to all of GNA's EPC contractors and principal collaborators, but the efforts will be coordinated and led by GNA.

	SUSTENTABILIDADE					
GÁS NATURAL AÇU TÍTULO STAKEHOLDER ENGAGEMENT PLAN - SEP						

#### 8 REGULATORY REQUIREMENTS

Significant effort has been expended by the Project to avoid, minimize, or manage potentially negative impacts to nearby residents. GNA is committed to providing best practice mitigation for unavoidable social impacts during construction and to meet applicable Brazilian laws and regulations along with lender institution guidelines. The design, development, and implementation of the SEP seeks to align with:

- Decree of the National Commission for the Sustainable Development Goals (Decreto da Comissão Nacional para os Objetivos de Desenvolvimento Sustentável – Nº 8.892 27/10/2016).
- The commitments made by GNA in the Project ESIA regarding impact management for nearby communities or groups.
- Performance Standard 1 on Assessment and Management of Environmental and Social Risks and Impacts from the IFC Performance Standards on Social and Environmental Sustainability (2012).

## 9 **RESPONSIBILITIES**

The responsibility for the planning, implementation, monitoring, and direction of the SEP will be held by the Social Responsibility (SR) team, with the continuous collaboration and support from other key teams, such as Human Resources (HR), Environmental, Health & Safety (EHS), Communications, and others as needed. All stakeholder engagement will be done through GNA's SR personnel. EPC contractors will not have specific SR specialist roles within their organizational structures and any support from EPC contractors with the execution of stakeholder engagement actions will be led by the GNA SR team.

In order to ensure a coordinated approach to local stakeholder engagement, a monthly internal SEP meeting will be held with the SR team (manager and analysts responsible for: community relationships ,information materials, external visits, and community space,) addressing any upcoming engagement activities that require a group effort and reviewing the status of GNA's relationship with key stakeholders based on the previous month's interactions. On an as needed basis, other GNA

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>8/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

teams, certain areas within the EPC contractor teams, or other collaborators may be included in these meetings.

A group of GNA personnel with stakeholder engagement responsibilities will also be certified as official spokespeople for the Project in the eyes of communities and other local interest groups (such as media). There will always be at least one stakeholder spokesperson on site to deliver critical information in the event of a contingency with impacts on the social area of influence.





## **10 RESOURCES**

For proper implementation of the SEP, GNA must have sufficient human and material resources. At least 4 people should participate in the execution of the activities, divided among the tasks presented in the "Components" section below. Such professionals should be able to assess situations and information necessary to mitigate social risks and be skilled in resolving potential conflicts.

With regard to material resources, the team should provide adequate facilities and infrastructure for community meetings. A location in the center of São João da Barra ("Community Space") will be rented and outfitted with office furniture and equipment. Transportation for the SR team to carry out its work in communities will be provided by the Project.

GNA will guarantee all sufficient financial resources for the implementation of all indicated "components".

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>9/16</b>	
GNA	ÁREA SUSTENTABILIDADE					
GÁS NATURAL AÇU	STAKEHOLDER ENGAGEMENT	PLAN - SEP				

#### **11 COMPONENTS**

GNA's Stakeholder Engagement will consist of the following components:

#### 1. Community Visits:

On a monthly basis, GNA will organize and host a group of 10 to 20 people at the construction site for a brief visit that includes: H&S Induction, General Project Presentation, Sustainability Programs Summary, and Guided Site Visit. GNA will be open to receiving requests from various stakeholders to visit the site. Residents of the Direct Area of Influence as well as institutional representatives will be considered priority groups. However, other stakeholders will always be welcome. GNA will develop an agenda to organize these monthly visits. If it is appropriate or needed to supplement natural interest in visits, the groups can be proactively selected and invited to include citizen representatives from nearby communities as well as other strategic stakeholder groups (local authorities, local media, local academics, local entrepreneurial groups, etc.) All visitors will be asked to answer a brief survey regarding their experience upon completion.

## 2. Community Rounds:

GNA SR personnel will visit the communities located in the direct area of influence, in order to: i) follow up on all pending matters of community engagement; ii) provide updates regarding the progress of GNA's Project and the evolution of the project cycle; iii) disseminate information about GNA's social and environmental projects, and; iv) better understand arising doubts and expectations. The rounds will not have a pre-established periodicity, but the communities directly affected by the Project, which are located on the 5th District, will have at least one monthly visit each.

The Community Rounds will follow a calendar that will be continuously updated according to the different stages of the Project and evolving social management needs. The most important interactions with the fishermen communities, for example, will happen in the end of the project implementation, due to the arrival of the ships. Regarding the communities located on the TL 345 kV area of direct influence, the engagement actions will be carried out with a different schedule, according to the specific milestones of said project component implementation.

	TIPO PLANO	<sup>ℕ</sup> PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>10/16</b>	
GÍS NATURAL AÇU		ÁREA SUSTENTABILIDADE				
			PLAN - SEP			

## 3. Community Flyers:

On a quarterly basis, GNA will produce a community flyer through which critical information for the communities will be disseminated. The flyer will be employed as a means to make relevant announcements, report on project status, and respond to feedback. The flyers will be distributed widely as well as kept in strategic locations throughout the communities in the project's area of influence.

## 4. Community Meetings:

On an annual basis, GNA will organize and host general update meetings in all communities from the 5<sup>th</sup> District of São João da Barra. The meetings will be organized in a location with easy access for most of the population as well as at a time that is convenient for them. Invitations to the meetings will be distributed at least two weeks in advance and be directed to all residents in the communities. The structure of the meeting will be one of brief presentations with audio visual and demonstrative aids (lasting no more than 30 minutes total) and a questions and answers period (lasting as long as there are questions/comments from attendees). These presentations will focus on the project updates, next steps, and a summary of GNA's social and environmental programs. After the official close of the meeting, GNA representatives will remain on location as needed in order to field one-on-one or small group interactions.

GNA's SR team should guarantee that the invitation to the Community Meetings be widely publicized, through the different communications channels that reach the community members. As long as a maximum expected number of attendees of approximately 100 people is not likely to be surpassed, more than one community may be invited to a single meeting event. All meetings must be held in a public setting with adequate infrastructure including tents, chairs, portable bathrooms, water, and other equipment as necessary. In the event that the installations used for the meetings require renting of the space, it is important to ensure that no conflict of interest is likely or implied in that transaction. At the start of the meetings, an attendance list will be distributed to document the number and gender distribution of participants. Upon closing the meetings, a very brief survey will be distributed to attendants to document their level of satisfaction with the information and

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>11/16</b>	
GNA		ÁREA SUSTENTABILIDADE				
	GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT	PLAN - SEP			

treatment received from GNA. A summary report focusing on topics raised by the population and pending action items will be produced and distributed to community leadership no more than 1 week after each meeting.

# 5. Community Encounters:

On a quarterly basis, GNA's SR team will either self organize or take part in public special topiccentered events that allow direct, active engagement between community members or other key local stakeholders and GNA expert practitioners or Project personnel. These encounters will foment collegiate relationships with institutions such as universities, local businesses, and authorities, while promoting regular citizens to learn more about topics of interest (like electricity generation and distribution, safety, flora and fauna conservation, archaeology, construction, logistics, etc.) directly from the personnel at GNA and its EPC contractors.

# 6. Community Space:

On a permanent basis, GNA will establish and run a field operation based in a centrally located and easily accessible part of the São João da Barra urban hub. This space will act as both an office and a meeting place for various social responsibility purposes. The space will have established hours of operation in which it is open to the general public and is fully staffed. The space's interior will lend itself to various purposes and uses as well as convey an inviting and comfortable ambiance for visitors. The space will also host information related to topics of interest to the local population regarding the Project. Posted outside of the space will be the hours of operation as well as a rotating calendar of events.

# 7. Community Appointments:

On a specifically designated basis that will vary from stakeholder to stakeholder, interest groups of critical importance (i.e. authorities, civil society organizations, etc.) that are smaller in number (compared to the general population of a community) will be invited to attend regular appointments with GNA representatives. The appointments will be held in order to advance specific agendas that

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>12/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

may center on: information disclosure, knowledge sharing, collaboration towards a common goal, mutual updates and feedback, or a combination of these. These meetings will be documented through summary minutes that will be signed and kept by all participant parties.

# 8. Community Grievance Mechanism:

In accordance with IFC's guidelines for managing stakeholder complaints, GNA will have in place a full Community Grievance Mechanism, which is presented in full as an Annex to this plan but summarized below as a critical complementary and integrated component of the SEP.

The Community Grievance Mechanism shall allow complaints, suggestions, requests for information, and denuncements to be made freely. Once received, the mechanism outlines the steps and timing for responding to these inputs and addressing complaints through a case investigation.

The mechanism can be accessed by telephone (0800 591 2094), web portal (http: // channelconfidencial.com.br/gna) and e-mail (gna@canalconfidencial.com.br) and is independently operated by ICTS Global, contracted by GNA. In addition to these channels, communication boxes will be established in strategic locations in the communities.

All information will be treated with absolute confidentiality. The channel will operate 24 hours a day, 7 days a week, with personal service from Monday to Friday from 08h00 to 20h00 and electronic reception in off hours. The dissemination plan of the mechanism includes explanatory flyers and magnets that will be distributed, posters to be placed in commercial establishments, and radio announcements.

# **12 KEY PERFORMANCE INDICATORS**

The KPI's that will continuously evaluate the SEP's execution will be:

- Community Space Affluence: Planned, and topic-oriented interactions with the public at least 2 days a week.
- Number of Engagements: Maintaining at least 75% of scheduled events.
- Commitments Addressed: Responding to 100% of requests (positively or negatively) within a month of reception.

GÁS NATURAL AÇU	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA 13/16
	AREA SUSTENTABILIDADE				
	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

 Perception: Level of information that community members feel is available to them regarding the Project being deemed "Good" or better based on yearly perception surveys conducted independently and applied to a randomly selected statistically significant portion of the population in the Direct Area of Influence.

# **13 RECORD KEEPING & REPORTING**

Beyond the reports and documentation associated with each of the stakeholder engagement components described in section VI, the following records will be kept as well.

• Community Space Registration Log:

A registry of all people that attend the space with a brief description of the purpose of their visit, concern expressed, and response provided.

• Stakeholder Traffic Light:

Based on current Stakeholder Map, a periodically updated social risk assessment tool fed by past engagement, used to guide future engagement. Updated on the monthly internal SEP meetings.

• Interactions Registry:

A simplified documentation tool for social interactions addressed to various project representatives and administered by the SR Team. To be updated every month

• Commitments Registry:

A follow-up tool for existing social commitments to be fulfilled. To be updated every month.

• Engagement Activity Calendar:

A planning tool for visits, meetings, report dissemination, construction site tours, etc. This calendar should incorporate all 7 components in section VI and be updated on a tri-monthly basis.

All documents should be strictly controlled and kept in electronic format, with physical print-out copies used only as reference and not considered official.

GÁS NATURAL AÇU	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>14/16</b>
	ÁREA SUSTENTABILIDADE				
	TÍTULO STAKEHOLDER ENGAGEMENT I	PLAN - SEP			

#### 14 MONITORING & EVALUATION

In the spirit of continuous improvement, every semester from the time of implementation the SEP should undergo an internal evaluation process from which improvement recommendations should emerge. These results should then be validated or complemented by an expert, independent, external evaluator. Finally, upon completing a full year of implementation and two such rounds of internal evaluation with external validation, a broader participatory evaluation involving stakeholders should be carried out with the support of a different independent, third party.

## **15 ENGAGEMENT SYNTHESIS & GENERAL SCHEDULE**

Key Local Stakeholder Categories	Main Exponents	Engagement Components
Municipal Authorities	São João da Barra, São Francisco de Itabapoana, Campos dos Goytacazes	3. Community Flyers, 6. Community Space, 7. Community Appointments.
Communities	Associations and Committees in Direct Area of Influence	1. Community Visits, 2. Community Rounds, 3. Community Flyers, 4. Community Meetings, 6. Community Space.
Industry Associations	FIRJAN - Industry Federation of the State of Rio de Janeiro, SEBRAE - Brazilian Micro and Small Enterprise Support Sevice	3. Community Flyers, 5. Community Encounters, 6. Community Space, 7. Community Appointments
Academia	Universidade Federal Fluminense, Instituto Federal Fluminense, Universidade Federal Rural do Rio de Janeiro	3. Community Flyers, 5. Community Encounters, 6. Community Space, 7. Community Appointments
Fishing Colonies	Z-1, Z-2, Z-19	1. Community Visits, 2. Community Rounds, 6. Community Space.

	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>15/16</b>
GNA	ÁREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT	PLAN - SEP			

People Affected by Resettlement Legacy	Saco D'antas, Margem da Linha	. Community Visits, 6. Community Space 7. Community Appointments
Local Residents in Project Workforce	N/A	Community Visits, 2. Community Round 6. Community Space
Local Businesses in Project Value Chain	N/A	6. Community Space; 7. Community Appointments

	Component	Periodicity	Location	Stakeholders	Message
1	Community Visits (Visitas Comunitárias)	monthly	on site	inhabitants / specialty	"we have nothing to hide"
2	Community Rounds (Rodadas Comunitárias)	monthly	in communities	inhabitants / specialty	"we come to you"
3	Community Flyers (Panfletos Comunitários)	quarterly	in communities	general population	"we inform you"
4	Community Meetings (Reuniões Comunitárias)	yearly	in communities	general population	"we update you"
5	Community Encounters (Encontros Comunitários)	quarterly	town of SJB	inhabitants / specialty	"we have a human face"
6	Community Space (Espaço Comunitário)	ongoing	town of SJB	general population	"we are always open"
7	Community Appointments (Compromissos Comunitários)	ongoing	on site / town of SJB	specialty	"we value your role"

# **16 REFERENCES**

- Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets, IFC
- Guidance Note 1: Assessment and Management of Environmental and Social Risks and Impacts, Annex B, IFC

🛞 GNA	TIPO PLANO	PLA.SUS.001	DATA 21/10/2018	rev. <b>00</b>	FOLHA <b>16/16</b>
	ÂREA SUSTENTABILIDADE				
GÁS NATURAL AÇU	TÍTULO STAKEHOLDER ENGAGEMENT	PLAN - SEP			

#### 17 RELEVANT GNA SOCIAL MANAGEMENT PLANS FOR CONSTRUCTION PHASE

- PLA.RHU.001 Local Hiring Plan (LHP)
- PLA.SEG.001 Security Forces and Service Management Plan (SFS)
- PLA.SUP.001 Local Procurement Plan (LPP)
- PLA.SUS.002 Fishers Management and Support Plan (FMP)
- PLA.SUS.003 Social Investment Plan (SIP)
- PLA.SUS.006 Management Plan for People Affected by Land Acquisition (LAP)
- PLA.SUS.013 Community Grievance Mechanism (CGM)

#### **18 ANNEXES**

- Annex A Updated Stakeholder Matrix
- Annex B Matrix of Topics and Interactions
- Annex C GNA Code of Conduct
- Annex D Emergency Response Procedure
- Annex E Key Messages and Topics of Interest
- Annex F Community Grievance Mechanism

#### **19 COMPETENT AUTHORITIES**

Função	Nome	Cargo
Elaborador(a)	Agatha Franco	Especialista de Responsabilidade Social
Revisor(a)	Franciara Oliveira	Coordenadora de Responsabilidade Social
Aprovador(a)	Carla Assemany	Gerente de Comunicação

## **20 REVIEW CONTROL**

Emissão	Revisão	Descrição da Alteração
21/10/2018	00	Versão Inicial