

Environmental and Social Management Plan (ESMP) Checklist
for the following infrastructure investment project:

Increasing the accessibility and efficiency of the Municipal Court in Kutina

October 2023



REPUBLIKA HRVATSKA
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INTRODUCTION

The Justice for Business Project (J4B) aims to contribute to the establishment of a judicial system that will meet the highest European standards in terms of independence, impartiality, expertise and efficiency, thereby justifying the confidence of citizens and contributing to the progress of society.

The Project has two components:

1. Component 1 is a results-based component that supports implementation of interventions which are expected to reduce the administrative burden for businesses in their interaction with government.
2. Component 2 includes direct investment supporting the refurbishment and/or reconstruction of court facilities in four selected locations: County Court in Varaždin and Municipal Courts in Zagreb, Kutina and Vinkovci. The component includes the preparation of detailed technical documentation - design for the selected court facilities, civil work supervision, and technical building audits.

Component 1 supports improvements in business regulatory services and market functioning in the construction sector. It comprises two subcomponents focused on: (a) removing regulatory barriers for market entry and operation, and (b) simplifying construction permitting and improving market functioning in the construction sector.

The objective of the Component 2 is to refurbish and/or reconstruct four selected courts facilities to meet international standards of service allowing for better court performance and user experience. Furthermore, the aim is to improve the working conditions of the judicial bodies (courts and state attorney) located in buildings that will be refurbished and/or reconstructed by making them more energy efficient and functional in line with the Ministry of Justice and Public Administration (MoJPA) vision strategy of a modern and efficient judiciary system. The locations were selected based on the following criteria: i) level of caseload, ii) level of business activity, and iii) focus on the lagging regions. The Municipal Court building in Kutina is one of the four selected locations that will be to be refurbished and/or reconstructed within Component 2.

At the project concept stage, environmental and social risk is assessed as moderate as the planned civil works are predominately linked to rehabilitation of four existing court buildings. Given that these are general and small-scale construction activities, the potential adverse risks and impacts on human population and/or the environment are not likely to be significant. This is because the project activities are neither complex nor large, do not involve activities that have a high potential for harming people or the environment, and all of the project sites are located away from environmentally or socially sensitive areas. As such, the potential risks and impacts are (i) predictable and expected to be temporary and/or reversible; (ii) low in magnitude; (iii) site-specific, without likelihood of impacts beyond the actual footprint of the project; and have (iv) low probability of serious adverse effects to human health and/or the environment.

These impacts most commonly include: a) dust and noise due to excavation, demolition and construction; b) management of demolition / construction wastes and accidental spillage of machine oil, lubricants, etc.; c) possible management of small amount of hazardous materials like asbestos or paints and varnishes; d) traffic disturbance; e) small scale surface or ground water pollution; f) soil pollution or erosion; g) workers, vendors and employers safety; and h) impacts on cultural heritage sites and in some cases, although quite unlikely, cultural heritage chance finds. In addition, special attention to safety of employees, other users of the building and visitors will be put through mitigation measures as some of the works might go in parallel with the court operation. The project's

risks and impacts can be easily mitigated in a predictable manner through good construction practice, environmental permitting process and through implementation of ESMP Checklist.

The planned rehabilitation works will foster a work-friendly environment for judicial staff and support improvements of judicial services for business; improve the performance of the court and create better working environment for judicial personnel and enhance service delivery to Croatian citizens. The planned rehabilitation and renovation works will foster a more user-friendly environment for residents of Kutina and the provision of judicial infrastructure upgrades and improved access to judicial services and quality infrastructure would be of great benefit to the residents.

ENVIRONMENTAL AND SOCIAL CATEGORY

The project aims for energy efficiency improvement and renovation of the non-residential building of the Municipal Court in Kutina at the address: Hrvatskih branitelja 1, built on cadastral particle 3685/2, cadastral municipality Kutina.

The building was built in 1962. In 2018, the roof was repaired. Thermal insulation of the roof and a new waterproofing layer were added. In 2020 the sanitary facilities were additionally renovated, in such a way that the drainage pipes that caused the leakage along the foundation were replaced, and the interior of the sanitary facilities was refurbished. On the outside, in the part of the building where cracks appeared on the walls, and in accordance with the previously performed research works and the project, the strengthening of the foundation soil was carried out with the aim of stopping the subsidence at that location. The works were carried out and there has been no further construction damage since then. No asbestos material is present in the building or used at the time building was built.

The contract for the preparation of design and other technical documentation for increasing the accessibility and efficiency of the Municipal Court in Kutina and for project supervision during the execution of works was signed in February 2022. The design and the technical documentation were developed within 12 months and the building permit obtained on March 3rd 2023.

The main project for energy efficiency improvement and renovation of the building has been prepared. In the architectural part of the project (Map 1/2 and 1/2), energy efficiency measures on the thermal envelope of the building and the design of the interior of the building are processed. In terms of energy efficiency, additional thermal insulation of the walls and the replacement of existing openings are being designed. In the interior, the surfaces of the walls and floors in the offices and courtrooms are arranged, a new consultation room is established by partitioning the existing hall. To improve the basic requirement of safety in case of fire, it is envisaged to replace the material on the flat roof for increased fire resistance. The sanitary facilities on the ground floor are adapted for people with reduced mobility. Entrance and exit, as well as access to the floor of the building for people with reduced mobility, will be provided by an elevator, which is covered in the elevator installation project, Map 4. Of the mechanical projects, the project of thermotechnical systems was also covered, where plans to completely dismantle and shield the existing inefficient system and install a new high-efficiency heating and cooling system for the building. All details are listed in Map 3. New efficient LED lighting and basic electricity installation were carried out as part of the Electrical Projects. In addition, a fire alarm system was implemented, and a photovoltaic power plant is planned to be built on the roof of the building in order to reduce energy consumption to a minimum. All of the above regarding electrical projects are covered in Map 5, Map 6 and Map 7 of this main project. The construction design of the structure follows the previously mentioned projects in terms of ensuring the mechanical resistance and stability of the newly installed systems (substructure of the photovoltaic power plant, foundation of the external unit of the thermotechnical system, foundation of the elevator).

Given the developed design and technical documentation, the level of preparation, extensive legislative framework in the field of environmental protection, our technical knowledge, experience and because of construction related activities which are in general of limited impact, the environmental and social risk is assessed as moderate.

Table 1 Sub project environmental and social screening table

Types of moderate risk activities	Environmental Assessment documentation required	Applicable to:
1	Environmental and Social Management Plan Checklist (ESMP Checklist) intended for typical works in predictable environment for each individual construction (sub-project)	Vinkovci, Varaždin, Kutina and Zagreb sub-projects
2	Cultural Heritage Management Plan (CHMP)	Vinkovci and Zagreb sub-projects

Potential environmental and social impacts

The environmental impacts of the above described small-scale infrastructure investment project are expected to be of manageable, temporary and of local impact typical for civil works as they are related to the general construction activities on already known and urbanized locations. These impacts include dust and noise due to excavation, demolition and construction; management of demolition construction wastes and accidental spillage of machine oil, lubricants, etc., encroachment to a private property; occupational health and safety risks (OHS), and traffic disturbance.

Social risk is assessed as moderate as the planned civil works will be site-specific with no impacts beyond the footprint of the existing court building. No land acquisition will be required, and the works to be performed are small in magnitude and as such the impacts can be easily and predictably mitigated. Risk related to labour influx is minimal as rehabilitation works are of small-scale nature. Nevertheless, if the influx of labour forces occurs and the contractor engages migrant workers, the same must be carried out in accordance with national requirements related to work permits, work registration certificates and safety¹.

Regular operation and functioning of the court will remain during the planned/ works so the users/ beneficiaries will have a continuous and uninterrupted access to judicial services.

Upgrading the judicial infrastructure and improving access to judicial services will benefit Croatian citizens residing in cities, towns and municipalities under the jurisdiction of the judicial bodies (courts and state attorney offices) whose premises are located in the selected court facilities (buildings), regardless of race or ethnicity or skin colour, gender, language, religion, political or other beliefs, national or social background, property status, union membership, education, social status, marital or family status, age, health status, disability, genetic inheritance, gender identity, expression or sexual orientation, all in accordance with the Anti-Discrimination Act (OG 85/08, 112/12).

Vulnerable groups face exclusion risk but will benefit from the project as follows:

- Persons with disabilities that will benefit from the refurbishment and/or reconstruction of court facilities as the detailed design (and thus the works) will be developed in line with the “Ordinance on ensuring the accessibility of buildings for people with disabilities and reduced mobility” (OG 78/2013) which prescribes the conditions and method of ensuring unimpeded access, movement, residence and work for persons with disabilities and reduced mobility. In

¹ Any person who is not a Croatian citizen (does not have Croatian citizenship) is considered a foreigner. Conditions for the residence and work of third-country citizens in the Republic of Croatia are governed by the provisions of the Foreigners Act (OG 133/20, 114/22, 151/22) and the Ordinance on the residence of citizens of third countries in the Republic of Croatia (OG 20/22, 155/22).

this context persons with disability are persons with permanent or temporary physical, mental, intellectual and/or sensory impairments, which in interaction with various obstacles in the space can prevent their participation in society on an equal basis. In the case of the selected project court facilities particularly affected are persons with limited mobility and those that are visually impaired.

- Victims and witnesses (particularly women and children) will benefit from the effort of the project to steer the design of the refurbishment and/or reconstruction of the selected court facilities toward international standards of service allowing for better court performance and user experience. This includes, if applicable, improvement of user access and public spaces through separate circulation where feasible and waiting areas for victims and court personnel; inclusive design focused on gender aspects, security and safety standards and procedures for both internal and exterior areas and the use of safety related equipment as necessary.
- Both women and men can be victims or witnesses but, within this vulnerable group, a particular focus will be dedicated to women as they are most victims in cases of gender-based violence / offences. Furthermore, particular focus will be dedicated to children, low-income persons and ethnic minorities that might face issues with access to justice services. Whether more attention and engagement is necessary to address the needs of the above mentioned vulnerable groups will be checked through contacts with lawyers and NGOs active in the field of victim and witness assistance at the premises of the selected court buildings.

ESMP CHECKLIST

The ESMP Checklist is applied for minor rehabilitation or small-scale building construction, especially in education, health, and public service reconstruction sector. 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 and three main parts.

The introduction or foreword is the part in which the project is introduced, environmental category defined, and ESMP Checklist concept explained.

The three main parts are:

- 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.

Application of the ESMP Checklist

The design process for the envisaged infrastructure investment projects in judiciary will be conducted in three phases:


1. *General identification phase*, in which the object (court) for renovation and adaptation is described. At this stage, Part 1, 2 and 3 of the ESMP Checklist are filled. 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.

2. *Detailed design and tendering phase*, including specifications and bills of quantities for individual objects. The ESMP Checklist is revised according to the detailed design at this stage. As such, the Checklist is presented to the public, prior to the tendering procedure. This phase also includes the tender and award of the works contracts. The whole filled in tabular ESMP Checklist (Parts 1, 2 and 3) should be additionally attached as integral part to the 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 and social safeguard compliance is checked on the respective site by the site certified inspector(s) / authorized works supervisor(s), which include the site supervisory engineer and architect surveillance hired by the MoJPA and other relevant inspection services. 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.

MONITORING AND REPORTING

PART 1: INSTITUTIONAL/ADMINISTRATIVE		
Country	Republic of Croatia	
Project title	Increasing the accessibility and efficiency of the Municipal Court in Kutina	
Scope of project and activity	The objective of the project is to improve the working conditions of selected judicial bodies, make them more energy efficient, functional and in line with the MoJ's vision of the modern judiciary. The project will support energy efficiency improvement and renovation of the Municipal Court in Kutina	
Institutional arrangements (Name and contacts)	Project management	
	<p>Ministry of Justice and Public Administration of the RoC</p> <p>General Secretary (Sector for finance and public procurement)</p> <p>the Independent Sector for Strategic Development and Projects Responsible for the preparation of the ESMP, public consultation of the ESMP and procurement of works and site supervising engineer</p> <p>Team designated for procurement of designs, coordination of implementation of POM environmental and social related issues which among others include Checklist ESMP supervision</p> <p>Responsible for supervision of Checklist ESMP implementation</p>	<p style="text-align: center;">Contractor</p> <p>(name needs to be updated after contracting) Responsible for the implementation of mitigation measures and monitoring according to Parts 2 and 3 of Checklist ESMP</p>
Implementation arrangements (Name and contacts)	Supervision	
	<p>Ministry of Justice and Public Administration of the RoC Responsible for contracting site supervising engineer and occasional site supervision</p>	<p>Local Inspectorate from various public administrative bodies</p> <p>Responsible for occasional visits to the site or upon public complaint</p>

	<p>Supervising site engineer (name needed to be updated after contracting)</p> <p>Responsible for monitoring of implementation of the ESMP Checklist from constructor side.</p>	
SITE DESCRIPTION		
Name of site	Municipal Court in Kutina	
Describe site location	Municipal Court in Kutina	Annex 1: Site information (figures from the site) [X]Y [] N
	<p>According to the existing Law on Areas and Seats of the Courts (OG 67/2018, 21/22) and available data on the population of the Central Bureau of Statistics (Census 2021), the Municipal Court in Kutina covers 47.642 inhabitants. The number of cases received by the court by December 2021 by Municipal Court is 4.602. The number of staff of judicial police working on the location is 1</p>	
Who owns the land?	Land and buildings are owned by the Republic of Croatia (see Annex 2)	
Geographic description	Kutina: The city of Kutina is located in the central part of Croatia, 70 km from Zagreb and it is part of the Sisak-Moslavina County. There are 23 settlements in an area of 294, 34 square kilometres. 19.601 residents inhabit the area of the city of Kutina.	
LEGISLATION		
Identify national & local legislation & permits that apply to project activity	<p>The implementation of this activity is determined by the legislative framework at the level of the Republic of Croatia. In addition to the laws as follows, all delegated and implementing acts adopted pursuant to them shall also apply.</p> <ul style="list-style-type: none"> - Environmental Protection Act (OG 80/13, 153/13, 78/15, 12/18, 118/18), - Nature Protection Act (OG 80/13, 15/18, 14/19,127/19), - Water Act (OG 66/19, 84/21), - Waste Management Act (OG 84/21), - Fire Protection Act (OG 92/10, 114/22) - Act on the Transport of Dangerous Goods (OG 79/07) - Civil Obligations Act (OG 35/05, 41/08, 125/11, 78/15, 29/18, 126/21, 114/22, 	

	<p>156/22)</p> <ul style="list-style-type: none"> - Act on the Protection and Preservation of Cultural Property (OG 69/99, 151/03, 157/03, 100/04, 87/09, 88/10, 61/11, 25/12, 136/12, 157/13, 152/14, 98/15, 44/17, 90/18, 32/20, 62/20, 117/21, 114/22) - Occupational Safety Act (OG 71/14, 118/14, 94/18, 96/18), - Building Act (OG 153/13, 20/17, 39/19, 125/19) - Spatial Planning Act (OG 153/13; 65/17, 114/18, 39/19, 98/19) - Roads Act (OG 84/11, 22/13, 54/13, 148/13, 92/14, 110/19 144/21, 114/22, 114/22, 04/23) - Standardization Act (OG 80/13) - Road Traffic Safety Act (OG 67/08, 74/11, 80/13, 158/13, 92/14, 64/15, 108/17, 70/19, 42/20, 85/22, 114/22) - Labour Act (OG 93/14, 127/17, 98/19, 151/22), - Gender Equality Act (OG 82/08, 69/17) - Anti-Discrimination Act (OG 85/08, 112/12), - Act on International and Temporary Protection (OG 70/15, 127/17), - Foreigners Act (OG 133/20, 114/22, 151/22) - Ordinance on the residence of citizens of third countries in the Republic of Croatia (OG 20/22, 155/22). - Decision of the Government of the Republic of Croatia on the introduction of temporary protection in the Republic of Croatia for displaced persons from Ukraine, March 2022
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PUBLIC CONSULTATION

<p>Identify when / where the public consultation process took place</p>	<p>Public consultations on the first version of the Environmental and Social Management Plan (ESMP) Checklist related to increasing the accessibility and efficiency of the Municipal Court in Kutina were held in the period from 17 January 2020 to 31 January 2020. Public consultations were announced on the Project dedicated section on MoJPA webpage. The publication of the ESMP Checklist was accompanied by an informative call for comments to public containing fax number, email and postal address to which comments and questions could be sent. A hard copy was available to the interested public at the Court’s reception and the notice board in the same period. During the public consultations, no comments, proposals, or written opinions were noted.</p> <p>The contract for the preparation of design and other technical documentation for increasing the accessibility and efficiency of the Municipal Court in Kutina and for project supervision during the execution of works was signed in February 2022. The design and the technical documentation were developed within 12 months and the budling permit obtained in March 2023.</p> <p>During the implementation of the contract for the preparation of design meetings with management staff of the judicial bodies (court presidents) were organized to present and discuss sub-projects design and solicit feedback, clarify doubts and identify user’s needs but few feedback was registered.</p>
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	<p>During March 2023 the project is in its final steps of the design phase (as the building permit has been obtained) so further stakeholder engagement activities for the phase are simplified and include presentation of the final technical documentation to court users (management staff of judicial bodies and judicial police staff), presentation of future steps prior to the procurement of works and of project grievance redress mechanism.</p> <p>Further stakeholder engagement activities include publication of the sub-project Stakeholder Engagement Plan (Kutina SEP) and of the Environmental and Social Management Plan (ESMP) Checklist on the project dedicated page of the MoJPA web site accompanied by an informative call for comments to public containing email to which comments and questions could be sent. Furthermore, the documents will be presented to management staff of judicial bodies and judicial police during dedicated meetings and, through them, to the rest of the staff by e-mail communication. The staff will be asked to engage and express their views and comments while the MoJPA will provide information whether and how their feedback has been considered.</p>
INSTITUTIONAL CAPACITY BUILDING	
Will there be any capacity building?	[] No or [X]Y if Yes, Annex 3 includes the capacity building information

PART 2: ENVIRONMENTAL AND SOCIAL SCREENING

Activity	Status	Additional references
A. General conditions and social risks management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A Below
B. Building rehabilitation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section B below
C. New construction	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section B below
D. Individual wastewater treatment system	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section C below
E. Historic building(s) and districts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section D below
F. Acquisition of land ²	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section E below
G. Hazardous or toxic materials ³	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section F below
H. Impacts on forests and/or protected areas	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section G below
I. Handling/management of medical waste	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section H below
J. Traffic and Pedestrian Safety	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section I below

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General Conditions and social risks management	Site organization, notification, workers and community health and safety	<ul style="list-style-type: none"> a) All legally required permits have been obtained and are kept on the construction site b) The local construction and environment inspectorates and communities have been notified of upcoming activities. c) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works) d) All work will be carried out in a safe and disciplined manner designed to minimize impacts on neighboring residents and environment. e) Proper marking of the construction site and its surroundings is ensured.

² Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired.

³ Toxic/hazardous material includes any substance or chemical which is a "health hazard" or "physical hazard", including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophoric, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapours, mists or smoke which may have any of the previously mentioned characteristics.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		<p>f) The Grievance Redress Mechanism for the location is established and is being implemented Adapt the work to weather conditions that affect the safe organization of works and implement measures for safety at work.</p> <p>g) Limit construction activities to daytime hours. When necessary, carefully schedule night work, obtain approval from the competent and local authorities, and inform the affected community beforehand.</p> <p>h) Working temporary infrastructure (e.g. scaffolds) and Workers Personal Protective Equipment (PPE) will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots).</p> <p>i) Appropriate information and warning signs on the construction team inform workers (and authorized visitors), building users and residents about the key rules and regulations they must adhere to.</p> <p>j) The workers are adequately trained, certified (e.g. for working at heights) and experienced for the work performed.</p> <p>k) The construction plan is available on the construction site and all measures for safety at work are provided (all protocols and emergency instructions must be available and in place on the construction site as well as known to workers, e.g. in the event of an earthquake, fire, etc.)</p> <p>l) Fire prevention and fire protection measures are in place. Workers are well informed and trained to use the available equipment.</p> <p>m) Emergency procedures are in place and known to workers.</p> <p>n) All dangerous places on the site, e.g. pits are covered and clearly marked.</p> <p>o) First aid kits must be available on the site and workers must be trained to use them.</p> <p>p) The machinery is operated only by experienced and appropriately trained personnel, certified in accordance with national regulations (where applicable), which reduces the risk of accidents.</p> <p>q) Fire extinguishers and fire equipment are attested and correct, so that in case of need they can be used quickly and effectively. Supervision of fire protection facilities is carried out by authorized personnel.</p> <p>r) A constant presence of attested anti-fire devices will be ensured at the construction site in case of fire or other damage. Their position is communicated to the workers and marked. The fire extinguishing equipment level must be assessed and evaluated through a typical risk assessment.</p> <p>s) All materials and chemicals must be handled and managed by professionally trained personnel in accordance with the instructions included in the safety data sheets and technical data sheets.</p>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		<p>t) Salaries and contract terms offered to all employees should comply with Croatian labor laws or higher standards that should be competitive in all categories of workers.</p> <p>u) Adequate salaries must be paid into workers' bank accounts, not paid in cash.</p> <p>v) Workers must be hired through the employment office in order to avoid "black market" employment and thus discourage the spontaneous influx of job seekers.</p> <p>w) In the event of a significant accident/incident (death, serious injury, major spill, fire, etc.) it is necessary to notify the PIU (which will then notify the World Bank) within 24 hours.</p> <p>x) The Emergency Preparedness and Response Plan is designed to carry out the works. The Plan will define actions that must be taken to ensure the safety of workers from fire and other emergencies. A fire safety plan must include, but is not limited to, a list of major workplace fire hazards, procedures for proper handling and storage of combustible equipment and materials, potential fire sources and control procedures, and a description of fire protection, training documentation, equipment and systems. The plan also includes, but is not limited to, a list of all site emergency equipment (such as fire extinguishing systems, spill control equipment, communications, and alarm systems (internal and external) and decontamination equipment (if equipment is needed), contacts of responsible persons, authorities, other emergency numbers, and an evacuation plan. This plan must be updated if necessary. In addition, the Plan must contain the location and physical description of each item in the list and a brief outline of its options</p>
	Stakeholder Engagement and social risks management	<p>a) Assign person who is in charge of establishment and management of GRM (communication and receiving requests/complaints from court staff and court users, local population and Contractor and sub-contractors' workers).</p> <p>b) The Stakeholder Engagement Plan – Action plan for the location - is developed, disclosed to public and implemented.</p> <p>c) Exclusion risks are managed and monitored – improved conditions for unimpeded access, movement, residence and work for persons with disabilities and reduced mobility.</p> <p>d) Exclusion risks are managed and monitored – when feasible improved areas for victims and witnesses</p>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
B. General Rehabilitation and /or Construction Activities	Air Quality	<ul style="list-style-type: none"> (a) During interior demolition use debris-chutes above the first floor (b) Keep demolition debris in controlled area and spray with water mist to reduce debris dust (c) Suppress dust during pneumatic drilling/wall destruction by ongoing water spraying and/or installing dust screen enclosures at site (d) Keep surrounding environment (sidewalks, roads) free of debris to minimize dust (e) There will be no open burning of construction /waste material at the site (f) There will be no excessive idling of construction vehicles at sites (g) Measures (e.g. screens) will be taken to prevent spreading dust in operating parts of the Court as well as prevent dusting and damage to archives.
	Noise	<ul style="list-style-type: none"> (a) Construction noise will be limited to restricted times agreed to in the permit and the Regulation on the Maximum Permissible Noise Levels in the Environment in which People Work and Live (b) During 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 (c) Works with elevated levels of noise will be carried out outside the working hours and never during night.
	Water Quality	<ul style="list-style-type: none"> (a) (b) It is strictly prohibited to dispose any type of waste in or near watercourses.
	Waste management	<ul style="list-style-type: none"> (a) Waste collection and disposal pathways and sites will be identified for all waste types expected from demolition and construction activities. Main waste fractions will be separately collected. Sufficient number of (correctly marked) disposal containers will be available at site. (b) Mineral construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers (c) Waste generated during the sub-project implementation as well as in the use and consequent phases will be collected and disposed/reused in accordance with the national legislation by licensed collectors only to the licensed facilities/landfills or to the licensed processing installations. The records of waste disposal/processing will be maintained as proof for proper management as designed (d) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos and other hazardous materials)

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
C. Individual wastewater treatment system	Water Quality	<ul style="list-style-type: none"> (a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the competent authorities (b) Before being discharged into receiving waters, effluents from individual wastewater systems must be treated in order to meet the quality criteria set out by national guidelines on effluent quality and wastewater treatment
D. Historic building(s)	Cultural Heritage	<ul style="list-style-type: none"> (a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notify and obtain approval/permits from competent authorities and address all construction activities in line with local and national legislation. The works must comply with the obtained conditions. Any changes in the design will trigger updating of the obtained conditions. (b) The contractor must be licensed and experienced in the works on historical buildings (c) The works will be supervised daily by a competent person (d) Artifacts or other possible “chance finds” encountered in excavation or construction are noted, officials contacted, and works activities ceased or modified to account for such finds. The works may recommence only with the approval of the competent cultural/historical heritage authorities
E. Acquisition of land	Land Acquisition Plan/Framework	<ul style="list-style-type: none"> (a) If expropriation of land was not expected and is required, or if loss of access to income of legal or illegal users of land was not expected but may occur, than the Bank Task Team Leader is consulted (b) The approved Land Acquisition Plan/Framework (if required by the Project) will be implemented
F. Toxic Materials	Asbestos management	<ul style="list-style-type: none"> (a) If asbestos is identified on the Project site, mark clearly as hazardous material (b) The asbestos will be appropriately contained and sealed to minimize exposure (c) The strong-bound asbestos prior to removal will be treated with a wetting agent to minimize asbestos dust. In the case of soft-bound asbestos is found, WB will be informed immediately and the area will be sealed off. Works will re-commence after ESMP Checklist is updated for specific measures for soft-bound asbestos removal in line with the national legislation and best practices (e.g. three chamber decontamination entrance). (d) Appropriate PPE must be worn, including impermeable protective overalls, at least FFP3 respiratory masks (for strong-bound). (e) Asbestos will be handled and disposed by licensed, skilled and experienced professionals (f) If asbestos material is be stored temporarily, the wastes must be securely enclosed inside closed

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		<p>containments and marked appropriately</p> <p>(g) The removed asbestos will not be reused but will be disposed in licensed landfills equipped for safe disposal of asbestos waste.</p>
	Toxic / hazardous waste management	<p>(a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information. Waste must be permanently disposed/processed before Project closing.</p> <p>(b) The containers of hazardous substances should be placed in a leak-proof container to prevent spillage and leaking</p> <p>(c) The wastes are transported by specially licensed carriers and disposed in a licensed facility. Hazardous liquids will not be mixed.</p> <p>(d) Paints with toxic ingredients or solvents or lead-based paints will not be used</p>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
I. Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	<ul style="list-style-type: none"> (a) In compliance with national regulations the contractor will ensure that the construction site is properly secured, and construction related traffic regulated. This includes but is not limited to: (b) Signposting, warning signs, barriers and traffic diversions: site will be clearly visible, and the public warned of all potential hazards (c) Traffic management system and staff training, especially for site access and near-site heavy traffic. Provision of safe passages and crossings for pedestrians where construction traffic interferes. No parking will be allowed near scaffolds and works. (d) Adjustment of working hours to local traffic patterns, e.g. avoiding major transport activities during rush hours or times of livestock movement. Works will also be adjusted to working hours of the court to minimize disturbance of employees. (e) Active traffic management by trained and visible staff at the site, if required for safe and convenient passage for the public (f) Ensuring safe and continuous access to office facilities, shops, and residences during renovation activities, if the buildings stay open for the public (g) In case of interruption of traffic, the contractor is obliged to organize alternative routes and announce alternative traffic regulation in a timely manner. (h) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works) (i) The local community is notified in a timely manner in the event of a power outage. (j) Proper marking of the construction site and its surroundings is ensured (k) All dangerous places on worksites such as pits, trenches, etc. are clearly marked and fenced. (l) Unemployed persons are prohibited from entering within the site (within warning lanes and fences when/where deemed necessary). (m) Roads are regularly cleaned in critical places. Spilled materials are immediately removed from the road.

PART 3 : MONITORING PLAN							
	What	Where and what	How	When	Why	Cost	Who
Phase	(Is the impact or related action to be monitored?)	(Is the parameter if applicable to be monitored?)	(Is the parameter to be monitored?)	(Define the frequency / or continuous?)	(Is the parameter being monitored?)	(If not included in project budget)	(Is responsible for monitoring?)
Phase During design and activity preparation	Current valid Permits for the duration of works	On site assessment	By checking weather all permits according to the law are available on site (e.g. location permit, construction permit)	Prior construction works commence	It is recommended to make sure that all good practices apply	Should be part of the project budget	Site supervising engineer
	Fire safety study for the building	Designer	Documentation check	Prior bidding of works	Ensure life and fire safety in accordance with WB ESHG requirements	Included in the budget of PIU	PIU
	Site organization	On site visual checks	By checking proper fencing, installation of temporary sanitary facilities	Prior construction works commence	To make sure that the site is safe for workers and inhabitants	Contractor bears full cost, usually is not identified as separate category	Site supervising engineer
Phase	Air quality	Particulate	Visual	Continuous on a	To keep the dust level at minimum to	Contractor	Site

		matters, dust at the site	observation, measuring air quality (PM10) in the case of complaints of Court employees and local population.	daily basis, however special attention should be put during transport of material and excavation works	protect health and prevent irritations and to keep visibility for safety purposes	bears full cost, usually is not identified as separate category in bill of costs	supervising engineer, Municipality
	Noise	Noise concentration (db) at the site and neighborhood	Sound level meters, noise meters or equivalent instruments for measuring noise	In the first week of the construction and at the end of works; also, anytime when the site supervising engineer receives, or contractor receives a complaint from local population	To ensure noise levels are at legally acceptable level	Part of the regular contractor cost	Contractor, site supervising engineer
	Chance findings	On site visual assessment	Full supervision by site supervising engineer during excavation works	During excavation works for foundations	To prevent degradation of potential archeologically important artifacts	Part of the supervising engineer and contractor cost	Site supervising engineer. Municipality, Inspection
	Toxic /	On site visual	Proper handling	Continuously	To prevent accidental spilling or injuries	Part of the	Site

	Hazardous material	assessment	and storage is checked according to Material Safety Data Sheets (MSDS)			regular contractor cost	supervising engineer, Inspection
	Asbestos	On site visual assessment	Proper handling, packaging, storage and disposal in accordance with national legislation and asbestos management plan.	Continuously	To prevent contamination and impacts to health	Part of the regular contractor cost	Site supervising engineer, Inspection
	Sanitary water collection	On site; standard parameters	Visual observation; use of kit tests; samples when applicable	Based on which authorized company is called for cleaning	To prevent accidents	Part of the regular contractor cost	Site supervising engineer, Inspection
	Workers safety (PPE useetc.)	On site	Random safety inspection	Continuously checking that appropriate protective equipment is used	To prevent accidents	Part of the regular contractor costs	Site supervising engineer, , Inspection
	Safety when	On site	Continuous	Continuously	To prevent accidents	Part of the	Site

	working at heights – quality and safety of scaffolds, harnesses, marked communication corridors, safety rails, etc.			checking quality and safety of scaffolds, harnesses, marked communication corridors, safety rails, etc.		regular contractor costs	supervising engineer, , Inspection
	Hazard to public traffic and pedestrian safety	On site and on roads permitted to use for accessing site, traffic plans	Visual observation and potential complains from the public	Daily checking the signs, fences, accesses and traffic signalization and patterns	To prevent traffic disruption and accidents	Part of the regular contractor costs	Site supervising engineer, Inspection, Consultants
	GRM for location and for construction workers	On site	Meetings and coordination	On weekly basis	To assure appropriate grievance redress mechanisms for the location and for construction workers	Part of the regular contractor costs	Site supervising engineer, PIU / MoJPA
	Implementation of SEP for the location	On site	Meetings and coordination	On Weekly basis	To assure implementation of stakeholder engagement processes	Project cost	PIU/MoJPA
	Monitoring and managing of exclusion risks	On site	Meetings and coordination	On Weekly basis	To avoid and/or mitigate exclusion risks	Part of the regular contractor costs	Site supervising engineer

During post-construction phase	Toxic / Hazardous material management	On construction sites	Proper handling and storage is checked according to MSDS material sheets	Continuously, i.e. on a weekly basis and especially when new material is received	To prevent accidental spilling and injuries	Part of the operating costs	Work safety Inspection
	Waste management	Premises	Waste is separately collected and disposed in line with the national regulation; Waste accompanying documentation that is submitted to Ministry of Environment in which type and quantities of the waste are identified	Continuously, i.e. during operation	Required by series of regulation on waste	Part of the regular operation costs	Ministry of Environment (inspection)
	Fire-protection	Fire-prevention and protection is in place;	Fire-prevention and protection is in place and easily accessible; alarming system is tested and operational	Regularly, in line with the national legislation	Required by series of regulation	Part of the regular operation costs	Work safety Inspection; Ministry of Culture

REPORTING

Reporting is an integral part of the monitoring process as it provides valuable insight into project processes as well as decision-making information to the Project Implementation Unit (PIU) and WB teams. Consequently, it enables timely interventions and adjustment of corrective measures. Unless differently agreed with the WB Environmental and Social Specialists, the PIU will report on the implementation of SEP in regular progress reports and upon request of WB Environmental and Social Specialists.

At the level of each of the 4 court facilities a further monitoring and reporting plan within each ESMP Checklist is envisaged. During implementation / construction phase each location it is foreseen to organize regular weekly meetings among “construction” stakeholders (contractors, supervising engineer, construction project manager (where relevant), designer; occupational health and safety (OHS) specialist) and monthly meetings with PIU and MoJPA representatives. The Supervising engineer is obliged to write minutes from the held meetings and distribute it to all stakeholders on conformation. The monitoring of implementation implies constant communication among contractors, supervising engineer, construction project manager (where relevant), designer; occupational health and safety (OHS) specialist, the PIU and MoJPA representatives and the management staff of judicial bodies. Monitoring also includes control of reports submitted by the Supervising Engineer and on-the-spot checks. MOJPA’s PIU will conduct on-the-spot checks in all stages of the project (ad hoc or related to the payments). During the implementation of the contract, it is possible to hold additional ad hoc meetings (regardless of the party organizing it) at which the MoJPA’s PIU is required to participate depending on the assessment, to monitor the implementation and to resolve possible difficulties related to the implementation of the contract.

More particularly, the supervising engineer or the designated responsible person will report on ESMP Checklist implementation to the PIU, monthly. In the case of significant non-compliance, the PIU will, without delay, inform the WB Environmental and Social Specialists of the nature, size, and scope of the impact. Unless differently agreed with the WB Environmental and Social Specialists, the PIU will report on ESMP Checklist implementation compliance in regular progress reports (when reporting on SEP) and upon request of WB Environmental and Social Specialists. In the case the Contractor breached the measures defined ESMP Checklist and/or applicable national regulation, and non-compliance is confirmed, the PIU will propose corrective measures as well as the timeframe (deadline) for the implementation. If the corrective measures are not implemented and compliance criteria does not meet within the defined timeframe, the PIU can consider withholding the payment until the Contractor responds to these requirements and requests and compliance is accomplished and re-confirmed (either through a location inspection or desk review). Contractor (including sub-contractor) will notify the PIU in the case of COVID 19 outburst amongst its employees/workers.

GRIEVANCE REDRESS MECHANISM

A Grievance Redress Mechanism (GRM) is a process for receiving, evaluating, and addressing project-related complaints, feedback, questions and suggestions from citizens and affected communities at the level of the project.

The mechanism focuses not only on receiving and recording complaints but also on resolving them. While feedback should be handled at the level closest to the complaint, all complaints should be registered and will follow the required procedures.

Key definitions of grievance and complaint are as follows:

- Complaint: an expression of dissatisfaction that is related to an impact caused by a project activity, which has affected an individual or group. Adversely, the interests of an individual or group and the individual or group want a proponent or operator (or contractor) to address and resolve it (e. g. problems related to dust deposition, noise or vibration). A complaint is normally of a less serious nature than a grievance;
- Grievance: a claim raised by an individual or group whose livelihood, health and safety, cultural norms and heritage are considered to have been adversely affected by a project activity which, if not addressed effectively, may pose a risk to operations (through stakeholder actions such as access road blockages) and the livelihood, well-being or quality of life of the claimant(s). The grievance mechanism described in this section includes both complaints and grievances.

GRM mechanisms will be presented during regular meetings held with Management staff of the judicial bodies during design and during surveys and open days that will be held during preparation and post-construction phases. GRM related obligations are included in procurement / bidding procedures for acquiring services of technical design, supervising engineer, construction project management, occupational health and safety (OHS) specialist and every other relevant service as well as during construction (contractor and subcontractor obligations).

The point of contact regarding grievance management is the PIU Social Specialist:

Marija Herceg Selandari

Marija.HercegSelandari.ext@mpu.hr

The point of contact for submitting initial grievance at the level of the subproject is the contracted supervising engineer that has the obligation to register, report, and track grievances in the location specific grievance log. The PIU Social Specialist, PIU members, if relevant, MoJPA staff, will determine whether the complaints warrant further consideration as a relevant grievance. If the matter has standing, grievance information will be registered, reported, and tracked in the project grievance log by the PIU Social Specialist.

ANNEX 1: ENERGY EFFICIENCY IMPROVEMENT AND RENOVATION OF THE MUNICIPAL COURT IN KUTINA

At present, most of the buildings within the judicial network do not meet the requirements defined and set by the Technical Regulation on Rational Use of Energy and Thermal Protection in Buildings (OG 128/15, 70/18, 73/18, 86/18, 102/20). The Kutina Municipal Court building is one of the facilities in the judiciary that is characterized by unreasonable and high energy consumption. The goal of implementing measures and conducting works is to realize energy efficiency gains of the court building by improving working conditions.

The target group of the planned energy renewal and renovation works are 49 judicial officials and civil servants of the Municipal Court in Kutina – judges, state attorneys and deputies of state attorneys, civil servants and other employees in judicial bodies of the MoJPA.

According to the existing Law on Areas and Seats of the Courts (OG 67/2018, 21/22) and available data on the population of the Central Bureau of Statistics (Census 2021), the Municipal Court in Kutina covers 47.642 inhabitants. The number of cases received by the court by December 2021 by Municipal Court is 4.602. The number of staff of judicial police working on the location is 1.



REPUBLIKA HRVATSKA

Općinski sud u Kutini
 ZEMLJIŠNOKNJIŽNI ODJEL KUTINA
 Stanje na dan: 06.02.2023. 11:28

Katastarska općina: 316199, KUTINA

Broj zadnjeg dnevnika: POČETNO STANJE
 Aktivne plombe:

NESLUŽBENA KOPIJA

Verificirani ZK uložak

Broj ZK uložka: 1959

IZVADAK IZ ZEMLJIŠNE KNJIGE

A
 Posjedovnica
 PRVI ODJELJAK

Rbr.	Broj zemljišta (kat. čestice)	Oznaka zemljišta	Površina			Primjedba
			jutro	čhv	m2	
1.	3685/2	KUĆA - SUD I DVORIŠTE U KUTINI			1479	
		UKUPNO:			1479	

B
 Vlastovnica

Rbr.	Sadržaj upisa	Primjedba
1.	Vlasnički dio: 1/1 REPUBLIKA HRVATSKA	

C
 Teretovnica

Rbr.	Sadržaj upisa	Iznos	Primjedba
	Tereta nema!		

Potvrđuje se da ovaj izvadak odgovara stanju zemljišne knjige na datum 06.02.2023.

ANNEX 3: CAPACITY FOR MAINTENANCE AND MONITORING THE COMPLIANCE WITH THE ENVIRONMENTAL POLICIES

Ministry of Justice and Public Administration of the Republic of Croatia will establish a protocol defining all obligations of the final beneficiaries of judicial and criminal bodies related to the conditions of maintaining the building and consequently affecting the lifetime of building use and the viability of output components. The draft protocol foresees that End Users follow the state of the building, carry out periodic inspections of the building, plan the tasks related to the maintenance and improvement of the essential requirements of the building, and are obliged to entrust these tasks to persons who fulfil the conditions for carrying out the activities prescribed by the Building Act (OG 153/13, 20/17, 39/19, 125/19). Maintenance in terms of planned operations is divided into:

- regular maintenance and improvement;
- emergency repairs;
- necessary repairs and
- other (issues of building security and replacement and installation of new parts and appliances).

For more effective management of human, material and financial resources, a unique IT Solution (ERP - *Enterprise Resource Planning*) for human resources management, property management and financial-material business for the entire judicial system will be introduced.

The Planned IT solution also connects to asset review (white paper), property management system analysis and data entry for the judicial administration.

In accordance with the Regulation on the Internal Organization of the MoJPA, the Independent Sector for Strategic Development and Projects performs, inter alia, professional tasks related to the preparation, elaboration, implementation, supervision and coordination of projects financed by programs of the European Union, bilateral projects and projects funded by the funds of international organizations, international financial institutions and the budget of the Republic of Croatia. The Sector performs many expert and complex activities related to the use of funds and the preparation of projects funded by the European Union, international financial institutions and bilateral sources and, among other things:

- coordinates the preparation, proposal and drafting of project summaries
- participates in the development of tender documents, announcements and tenders for the procurement of works, goods and services;
- coordinates the work of the units of the MoJ and other judicial bodies involved in the preparation of projects etc.

The Sector carries out activities related to the implementation and monitoring of project activities funded by the European Union, international financial institutions and bilateral sources (including the World Bank loan). MoJPA has experience in managing, coordinating and planning project activities, solving problems, making decisions, managing risks and human resources and reporting on the project. In addition to the project leader, a project administrator, accounting and finance officer and a public procurement expert will be appointed.

In conclusion, according to the mentioned Building Act (OG 153/13, 20/17, 39/19), the MoJPA is obliged to contract supervision of works to ensure technical and professional control of the project for the whole time of the execution of all planned infrastructure works of the court in Kutina.

Given the context above and requirements of the ESMF, the MoJPA responsibility within Component I will include the following activities:

- supervise the implementation of the Checklist ESMP and report on the same.
- supervise the work performed by engineering/design companies, supervisors and contractors to ensure that they are applying adequate standards and are following agreed procedures, as well as the agreed environmental plan.
- include ESMP Checklist (with Cultural Heritage Management Plan - CHMP) in the bidding and contracting documentation.
- organize tendering procedures, review tender evaluation performed by the architectural/engineering firms and arrange for the contracts to be signed in accordance with agreed procedures.
- designate a team for the construction and environmental issues in the Directorate for Strategic Planning, Informatization and Capital Investments within the MoJPA.
- Organize reporting as defined in the ESMP Checklist (including CHMP).

After finalizing the construction, the main responsibility of monitoring will fall under the MoJPA and selected judicial bodies.

ANNEX 4: AS-IS STATE OF THE BUILDING







