

List of issues to be covered by an SEA Report

The list below includes issues that should be covered in an SEA report. It does not necessarily represent chapter or section headings, nor the order in which information should be provided. The contents of an individual SEA report will also need to be guided by the Terms of Reference (TOR) for the SEA, the context, focus of study, and requirements set by the proponent of the policy, plan, or program (PPP).

- Title of report
- Table of contents
- Acknowledgements
- List of acronyms and abbreviations
- Executive Summary
- Introduction and background (including scope of SEA)
- Brief description of policy, plan, or program (PPP)
 - Objective, purpose, and rationale of the PPP;
 - Other development initiatives likely to arise during implementation; and of other projects or initiatives (including at a broader scale, national or international), where these will likely influence or impact PPP or its area;
 - Alternative policy or plan options and strategies;
 - Areas and sectors affected;
 - Proposed activities for PPP;
 - Implementation plan and time scale of PPP.
- Methodology of SEA
- Baseline profile and trends
 - Baseline environmental and social conditions, especially areas potentially affected
- Description of authorities, jurisdictions, and key institutions—their roles and responsibilities
- Policy, legal, and administrative framework
- Related PPPs
- Future development scenarios and development alternatives
- Assessment of significant environmental and social impacts.
- Prediction and evaluation of impacts of the PPP, including short- and long-term cumulative effects, compared against indicators
- Prediction and evaluation of impacts of alternative PPP options and comparison against environmental and socioeconomic indicators
 - A justification for the preferred alternative
- Recommended avoidance/mitigation of adverse impacts and enhancement of synergies and positive impacts
- Identification of preferred long-term restoration alternative(s), where appropriate
- Linkages with ongoing projects and how they fit in the proposed PPP
- Overview of public/stakeholder engagement activities undertaken
- Summary of stakeholder concerns and expectations and how these have been addressed (details to be provided in appendix)
- Impacts on sustainable development objectives (local, regional, national)
- Conclusion and recommendations (including recommended PPP changes and need for subsequent EIAs)
- References
- Appendices—including:
 - List of SEA team members (with brief outline of experience).
 - Record of consultation meetings, stakeholders consulted, and stakeholder opinions (an issues-response form should be used to show how stakeholder issues have been addressed in the report).
 - Relevant technical appendices

Supplementary reports should be prepared for specialist studies conducted.