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# **LOCAL RECRUITMENT AND PROCUREMENT PLAN** **(LSP-1S03-0007)**

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## ACRONYMS

ASEAN	Association of South East Asian Nations
BRVT	Ba Ria Vung Tau (Province)
CDAP	Community Development Action Plan
CGMP	Community Grievance Management Plan
CHAP	Community Health Action Plan
CHCFP	Cultural Heritage Chance Finds Procedure
CSR	Corporate Social Responsibility
DoCST	Department of Culture, Sports and Tourism
EPC	Engineering, Procurement and Construction
ESIA	Environmental and Social Impact Assessment
HSE	Health, Safety and Environment
HSSE&S	Health, Safety, Security and Environmental
IFC	International Finance Corporation
LFDC	Land Fund Development Center
LRMS	Local Recruitment Management System
LRAP	Livelihood Restoration Action Plan
LRPP	Local Recruitment and Procurement Plan
LSMS	Local Supplier Management System
LSP	Long Son Petrochemicals Company Limited
LSPC	Long Son People's Committee
MoCST	Ministry of Culture, Sports and Tourism
PAP	Project Affected People
PC	The People's Committee
PIIMP	Project Induced In-Migration Management Plan
PS	Performance Standard
SCG	Siam Cement Group
SEP	Stakeholder Engagement Plan
SRAP	Supplemental Resettlement Action Plan

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## 1 INTRODUCTION

### 1.1 OVERVIEW

Long Son Petrochemicals Company Limited (LSP) is committed to maximising the economic and social benefits associated with the development of its Petrochemical Complex in South of Vietnam Project (the “Project”) on Long Son Island, Long Son Commune, Ba Ria Vung Tau Province, Vietnam. This Local Recruitment and Procurement Plan (LRPP, or “this plan”) has been prepared in order to ensure that local communities on Long Son Commune that are being directly impacted by the Project are provided with preferential treatment in accessing Project benefits in the form of employment and procurement. This plan aims to ensure that long term sustainable economic development can be derived from the project and, in conjunction with the Livelihoods Restoration Plan (LRP) and Community Development Action Plan (CDAP), ensure that adverse social and economic impacts can be effectively managed. The core objective of the LRPP is to ensure that local individuals and businesses with acceptable product and service offerings are provided with priority access to supply chain opportunities that arise from the presence of the project. Ultimately, the implementation of this LRPP will promote and support the sustainable development in the Project’s entire value chain.

This LRPP has been developed in consultation with local and national authorities, as well as local community representatives. Evidence of this consultation is contained within the Stakeholder Engagement Log maintained by LSP, with an overview presented within Chapter 2 of this LRPP. As well as having its own obligations in regards to the implementation of this plan, the Engineering, Procurement and Construction (EPC) Contractors engaged by LSP will need to demonstrate in bid documentation how they intend to develop and implement this policy. As there will be multiple EPC Contractors who will be responsible for the majority of the recruitment and procurement during the Project, it is imperative that each understand the requirements of this LRPP and adhere to its requirements throughout the duration of their involvement with the Project.

As of August 2016, an associated *Local Recruitment and Procurement Management System* has been developed in order to further prepare for engaging EPC contractors in an attempt to channel Project procurement needs to benefit P1s as well as P2s. That management system is for internal use and is designed to take this LRPP to an operational stage.

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## 1.2 OBJECTIVES


The core objectives of this policy are:

- To assist in the implementation of the LRAP and CDAP through enabling the development of sustainable local employment and businesses that will contribute to the economic development of all local communities on Long Son Commune;
- To obtain goods and services for LSP at the best possible value, taking into account quality, price, support and services while giving preference to the procurement of such goods and services from suppliers based in Long Son Commune;
- To enable LSP to meet its local content obligations in respect to project agreements and other legislative and regulatory requirements;
- To increase the proportion of goods and services that are sourced from within Long Son Commune without compromising on cost, quality or safety; and
- Ensure that the outcomes of the ESIA and associated ESMP as they relate to recruitment and procurement are adequately communicated to all EPC contractors and suppliers and is included within their contractual arrangements.

## 1.3 APPLICABILITY

Generally, this LRPP applies to all employment, procurement, contracting and acquisition activities associated with the Project regardless of the value. However, it is recognised that there will be many instances where goods and services will not be able to be sourced locally, or even within Vietnam and therefore this plan will not be applied. It applies to the construction phase only, and is intended to eventually be superseded by a plan specifically developed for the operations phase.

Geographically, the basic rule of applicability will be that all employment, procurement, contracting and acquisition will initially be sourced locally (i.e., from one of the 11 hamlets that comprise Long Son Commune) where it is assessed (based on the general procurement principles adopted by the Project) to be equal to, or better than, options outside of the local area. For clarity, as of August 2016, households that have been physically or economically displaced and resettled for the Project are referred to as Priority 1, or P1 households; all other households in Long Son Commune are referred to as Priority 2, or P2 households. For the purposes of this plan, local refers to a person who is registered with the police and LSPC as a permanent resident of Long Son Commune (LSC) and was so registered prior to June 2015. This date has been selected as it is the date at which the initial disclosure and

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consultation activities specific to this plan will be undertaken. This will avoid cases where businesses external to LSC (such as from Ho Chi Minh City or Vung Tau City) relocate to the area simply to take advantage of favourable procurement conditions, thus minimising local peoples capacity to complete and access Project benefits. A local business is any entity owned by a person who fits the description of local.

Based on this, the geographical hierarchy for employment, procurement, contracting and acquisition will be:

- The local area, i.e., Long Son Commune
- From within the Ba Ria/Vung Tau City Administrative area of which Long Son Commune is a part
- Ba Ria/Vung Tau Province;
- From any province within Vietnam ;
- Other countries from within the Association of South East Asian Nations (ASEAN); and
- As a last resort, from countries outside of the ASEAN network.


These applicability requirements are to be adhered to during all recruitment and procurement activities. There are to be no exceptions to the “local first” provisions as they relate directly to LSP’s broader obligations and the requirements of the LRAP and CDAP.

#### 1.4 RELATIONSHIP WITH OTHER DOCUMENTS

The LRPP forms part of LSP’s integrated suite of environmental and social management documents. It should therefore be read in conjunction with the following documents:

- Stakeholder Engagement Plan (SEP, Ref: LSP-1S03-0006);
- Supplemental Resettlement Action Plan (SRAP, Ref: LSP-1S03-0005);
- Livelihood Restoration Plan (LRP, Ref: LSP-1S03-0008);
- Community Development Action Plan (CDAP, Ref: LSP-1S03-0002);
- Community Health Action Plan (CHAP, Ref: LSP-1S03-0009);
- Community Grievance Management Plan (CGMP, Ref: LSP-1S03-0001); and
- Project Induced In-Migration Management Plan (PIIMP, Ref: LSP-1S03-0004).

In particular, the requirements for ensuring that local residents are able to participate actively within the recruitment and procurement process are contained within the LRAP and CDAP.

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## 2 LEGAL AND POLICY REQUIREMENTS

### 2.1 LSP COMMITMENT TO LOCAL RECRUITMENT AND PROCUREMENT

Within Section 2.7 of the ESIA, LSP has committed to the following

*“During both construction and operation, it is intended that 5% of the workforce will be local workers from Long Son Commune, 10% will be from BRVT, 80% will be other Vietnamese workers, and the remaining will come from other countries such as Thailand”.*


Given estimated workforce numbers, this equates to approximately 1,035 people during peak construction phase and approximately 83 people during the operations phase. These numbers are estimates and should in no way be construed as minimum or maximum local employee totals. No earlier commitment was made in the ESIA to local procurement or goods and services, though this policy now serves as the foundation commitment to local supply.

### 2.2 VIETNAMESE REGULATORY COMPLIANCE

There are no Vietnamese legal, regulatory or policy provisions that apply to the Project in relation to the hiring point of workers and requirements for local supply.

LSP has however put in place Project Level policies that are relevant to local recruitment and procurement processes, which must similarly be adhered to by EPC contractors. These additional policies are:

- Project HSSE&S Policy which is applicable to all works carried out by LSP, contractors, sub-contractors and suppliers;
- HSE Policy for Contractors – this is an underlying policy of the overall Project HSSE&S Policy and contains the minimum rules and procedures for work performance applicable to all contractors; and
- Human Resources Policy which is applicable to all who have the responsibility for management of people, as well as the Human Resources professionals within the LSP organization structure.

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### 2.3 INTERNATIONAL FINANCE CORPORATION PERFORMANCE STANDARDS


The International Finance Corporations (IFC) Performance Standard 1 *Social and Environmental Assessment and Management Systems* includes the following key provision:

- To avoid, or where avoidance is not possible, minimize, mitigate or compensate for adverse impacts on workers, affected communities and the environment;

In addition, IFC Performance Standard 2 Labour and Working Conditions contains the following objectives:

- Establish, maintain and improve the worker-management relationship;
- Promote the fair treatment, non-discrimination and equal opportunity of workers;
- Promote compliance with national labour and employment laws;
- Protect the workforce by addressing child labour and forced labour; and
- Promote safe and healthy working conditions and to protect and promote the health of workers.



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### 3 *SURVEYS, ENGAGEMENT AND CONSULTATION*

#### 3.1 *SURVEYS*

Prior to awarding any EPC Contracts, LSP will undertake a local skills assessment and supplier/business baseline survey. The survey shall be an assessment to determine the capacity of both local residents and businesses within LSC to provide the labour and services required by the project. This will be used to provide baseline data for the databases described within Sections 4.1.2 and 4.2.2 below.

This local skills and supplier/business data will also supplement existing social baseline data gathered during 2013, 2014 and 2015 and be used during ongoing monitoring of the effectiveness of the Project's impact management and mitigation measures.

#### 3.2 *ENGAGEMENT DURING DEVELOPMENT*


During January 2015, a series of consultations were held with the Long Son People's Committee (LSPC), heads of a number of hamlets (particularly Hamlet One, Hamlet Two and Rach Gia), and community associations with regards to the programmes proposed within the LRAP and CDAP. A key concern raised during these conversations was that local residents should be guaranteed employment with the Project once they had completed Project-sponsored workplace skills level enhancement programmes.

This LRPP, when implemented in conjunction with the LRAP and CDAP programmes, attempts to address this concern through maximizing local community participation in the construction phase of the Project while recognizing the fact that there are minimum skills and proficiency requirements that must be met by any prospective employee.

Additional engagement with stakeholders was held in August 2016 toward further identifying interest P1 and P2 jobseekers and potential local businesses for local procurement targeting. P1s were engaged in a *push survey*, that actively sought to quantify the jobseekers and businesses (including registered enterprises, business households and unregistered businesses), while P2 were engaged through a *pull survey*, designed to encourage jobseekers and businesses into registering their interest with LSP.

*Table 3.1 Number of P1 & P2 Jobseekers and Businesses Surveyed*

Jobseekers	Quantity	Businesses	Quantity
P1	584	P1	48

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P2	476	P2	13
TOTALS	1,060		61

### 3.3 DISCLOSURE

In addition to specific minimum skills and proficiency requirements, LSP will publicly disclose all workforce related requirements detailed within this policy as early as possible. Nominally, this information will be disclosed to the affected communities at least three months prior to any recruitment drives during construction however the precise timing may depend on the nature of the upcoming works. Information for disclosure will include the number of workers and skill or qualification levels required. All disclosure will be guided by the SEP.

LSP is only required to disclose the procurement requirements of LSP. EPC Contractor will do that for their own procurement requirements. However, LSP's CSR Department will actively assist EPC contractors through the efforts of an EPC liaison officer.

These disclosure requirements are encapsulated within both the Local Recruitment Management System (LRMS) and Local Supplier Management System (LSMS) as detailed within Section Four of this policy.

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## 4 **POLICY PROVISIONS**

### 4.1 **RECRUITMENT**

#### 4.1.1 **Preference for Local People**


Preference for Project employment and procurement will be given to local residents; in particular residents that have been directly affected by Project-related displacement. Based on current estimates, the total local workforce commitment at peak construction time will be 1,035 residents from Long Son Commune. In particular, employment preference will be given to individuals who have successfully completed specific skills training under various programmes offered and managed by LSP through the LRAP and CDAP.

It is important to note that while preferential treatment is given to local residents, all employment applicants will need to subject themselves to typical interview and aptitude testing requirements. This policy does not immediately entitle local residents to employment without due assessment of their capacity to safely and effectively undertake a specific role. Where the required positions are not able to be sourced locally, preference will be given through the applicability hierarchy as defined within Section 1.3.

#### 4.1.2 **Local Recruitment Management System**

As of August 2016, LSP does not have a detailed resourcing plan aligned with the construction schedule. A detailed recruiting plan is not able to be developed at this time, and therefore the development of a Local Recruitment Management System (LRMS) administered by LSP is considered necessary. The LRMS will be developed by LSP and include the following key steps:

- Benchmarking against similar Projects undertaken by the various shareholders of LSP to identify the range and number of positions that may be available to members of the local community;
- An initial round of public disclosure within Long Son Commune regarding the upcoming Project and positions that are likely to be available (both skilled and unskilled), qualifications required, when the positions are likely to be available, how these are to be filled (i.e., through EPC Contractors rather than LSP directly) and the process for applying for these positions.
- Based on the results of disclosure, development of a database that details all people who have registered interest in seeking employment with the Project, positions, training requirements, their status within the various LRAP and CDAP programmes, and contact details.

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- LSP will provide the database to EPC Contractors as early as possible to allow for them to integrate these requirements into their own internal recruitment processes.
- Once the EPC Contractors have defined their own recruitment processes, LSP will need to coordinate a second round of public engagement to disclose the precise number of positions available, when they will be required and how to apply for them. This will be done in collaboration between LSP and the relevant EPC Contractor.
- LSP will be responsible for the ongoing maintenance and updating of the database and distributing it to EPC Contractors on an ongoing basis.

The LRM will be created in collaboration with EPC Contractors once they are under contract with LSP and after Financial Close.


#### 4.1.3 EPC Obligations

LSP's obligations, particularly during construction, will be primarily imposed upon the EPC Contractors. LSP will put in place provisions in the EPC Contract requiring that each EPC Contractor meet set obligations with regards to recruitment of local people. LSP should ensure that EPC Contractors are aware and fully understand the provisions. Subcontractors of EPC Contractors are also required to comply with this provision through the contractual provisions between EPC Contractors and their subcontractors.

Without prejudice to the EPC Contractor's obligation to comply with Vietnamese labour laws, LSP requires the Contractor to utilise the local labour for performance of the Works, provided that the local employees are capable and efficient.

Specifically, the EPC Contractor shall endeavour to:

- Provide LSP with a typical labour list of positions and skills level required for the construction phase that can be disclosed to the communities, who will be invited to register their interest and suitability for employment.
- For the purposes of the Local Recruitment plan, the geographic definition of local shall mean residents of Long Son commune; LSP may expand that geographic definition depending on future developments, such as the location of Contractor worker camps.
- For general and unskilled labour requirements, ~~EPC Contractors should~~ provide that list at least three months in advance wherever possible; for semi-skilled or skilled-labour positions, six months in advance.
- Participate alongside LSP in the community consultation and disclosure meetings that will be undertaken to facilitate implementation of the local employment plan, as requested.

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- Fully integrate the Skills Database of local employment seekers (to be developed and provided to the EPC Contractor by LSP, as soon as possible) into its recruitment process, giving preference to those on the database.
- At LSP's request, where possible give particular preference in recruitment to those affected by resettlement and economic displacement, livelihood impacts and vulnerable people as defined by LSP.
- Include in monthly reporting, statistics on number of local people employed including the following information:
  - Total workforce
  - Percentage of total workforce that are local and broken down by:
    - highly-skilled, if any
    - semi-skilled
    - unskilled.

Subcontractors of the EPC Contractor are also required to comply with these provisions through the contractual provisions between the EPC Contractor and their subcontractors.


#### **4.1.4 Job Seeker Centre**

In order to implement the requirements of Sections 4.1.1 and 4.1.2 LSP will establish a job seeker centre in one of Hamlets of LSC, with preferences being given to locations in proximity to the PC offices. This can form part of LSP's proposed satellite office within the LSC and should be staffed by at least one LSP personnel at all times. This person does not necessarily have to be a Community Relations Officer (i.e., can be an administrative officer), however they will need to be knowledgeable of the contents and objectives of the LRPP.

## **4.2 PROCUREMENT**

### **4.2.1 Preference for Local Providers**

When soliciting tenders for goods and services, preference (where in compliance with local bidding laws) will be given to local businesses (being businesses owned by people defined as local for the purposes of this plan) that meet the necessary legal, technical, commercial and safety requirements as defined by LSP and included within the relevant bid documentation. The focus here will be providing EPC's with linkages to small and medium enterprises which are either pre-existing, or are being fostered and developed through the LRAP and CDAP. Where local businesses are not able to be sourced, then preference is to be given through the applicability hierarchy as defined within Section 1.3.

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Preferences will be provided for businesses which have been developed and nurtured through the various programmes administered by LSP through the LRAP and CDAP. However, it is important to note that this policy does not entitle local business to contracts associated with the Project without due assessment of their capacity to undertake the role. They will be subject to the same procurement processes, and where they are noted to be of equal value and capacity to another provider (either local or non-local) they will be selected.


#### **4.2.2 Local Supplier Management System**

In order to provide guidance to EPC Contractors in relation to available local businesses, LSP will develop a Local Supplier Management System (LSMS). This will be done in collaboration with EPC Contractors once they are under contract with LSP and after Financial Close. Based upon the outcomes of the survey described within Section 3.1, LSP will invite all identified locally based businesses to participate in a pre-qualification process. The information gathered and assessed during this process will include, but not limited to, the following:

- Business registration and ownership status to determine if they qualify as a Long Son Commune based business;
- Total number of employees;
- Number of employees who live in Long Son
- Total number of employees who are engaged within LSP programmes such as the LRAP and CDAP;
- General overview of services provided, capacity to provide such services and history;
- Health and safety systems in place;
- Quality assurance processes in place; and
- Financial capacity.

It is recognized that not all locally based businesses participating within the pre-qualification process will initially be included within the LSMS. In these instances, LSP will develop a range of rectification measures that the business will be required to follow in order to secure future inclusion. This may also include a range of measures in which LSP can provide direct assistance through the LRAP and CDAP.

Based upon this information, LSP will develop and retain ownership of a database of all locally based businesses who have achieved pre-qualification status. This will be update every quarter based upon monitoring of the LRAP and CDAP programmes, input from EPC Contractors, performance of the various parties already within the supplier management system and the developing needs of the Project.

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#### 4.2.3 EPC Obligations

Tender documents will require EPC Contractors to outline a plan identifying which goods and services can be progressively sourced from within the LSMS. The selected EPC will then be required to develop for approval of LSP and implement a detailed plan through the duration of their contract with LSP.

If training is considered necessary to bring local businesses up to the required standard for inclusion, the tender should request a provisional plan which will include any additional costs and a detailed schedule for its implementation. These provisions will need to be consistent with the contents of the LRAP and CDAP. Any training requirements will be assessed by LSP and if considered reasonable, LSP will integrate these businesses into their existing programmes and pay for the required training courses.

However, businesses that are not owned by local people are not eligible for inclusion within either of these programmes.


Where applicable, the EPC Contractor together with LSP shall endeavor to:

- Provide a list of goods and services procurement requirements from local community for the construction phase that can be disclosed to the communities, who will be invited by LSP to register their interest and suitability for contracting with LSP's support.
- For the purposes of the Local Procurement Plan, local shall be defined as Long Son commune, although LSP may expand the geographic definition in consultation with EPC Contractors.
- integrate to a reasonable extent the local supplier capacity database (to be developed and frequently updated by LSP) into its procurement process, giving preference to those on the database.
- At LSP's request and where possible, aid LSP in targeting Contractor procurement needs with select local suppliers.
- Include in monthly reporting, statistics on number of local suppliers utilized including the following information:
  - Value of purchase orders placed in Long Son commune
  - Value of purchase orders placed in Vung Tau city
  - Value of purchase orders placed in BRVT province

Subcontractors of the EPC Contractor are also required to endeavor to fulfill these provisions.

#### 4.3 BUDGETS

Ensuring that local area service providers have the adequate capacity is a core component of the LRAP and CDAP. A range of programmes have been developed aimed at ensuring that the local business community is well placed to provide a range

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of services to the Project. All of the budgets associated with this capacity development are provided for within the implementation budgets for the LRAP and CDAP and therefore there are no specific budget allocation requirements. This includes budgets allocated for vocational training programmes, business management education and business development and financing advisory services on a case by case basis to enable them to maximize their competitiveness in the Project supply chain.


The actual implementation costs of the LRPP will be associated with human resources (i.e., internal headcount) and therefore may not require additional budget provisions to be made.



#### 4.4 SCHEDULE

The implementation of the LRPP will commence as soon as the construction phase commences and continue through the construction phase as detailed within table below.

Local recruitment and procurement plan	Q1-*	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
Local skills assessment and supplier/business baseline survey																	
Recruitment and procurement information disclosure to affected																	
Development of local recruitment management system																	
Establishment of job seeker center																	
Development of local supplier management system																	
Monitoring																	

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## 5 MONITORING, REPORTING AND PERFORMANCE

### 5.1 MONITORING PROGRAMME

In order to ensure the effective implementation of the LRPP a range of monitoring measures are proposed at various stages during the project cycle. These are detailed within Table 1 below and both LSP and its EPC Contractors have obligations in regards to monitoring activities.

### 5.2 REPORTING

#### 5.2.1 LSP Reporting Obligations

LSP is to develop report quarterly on the elements of the Monitoring Programme that it is noted as being directly responsible for. These will be made available to any Project Lenders as required

#### 5.2.2 EPC Contractor Reporting Obligations


The EPC Contractor is to report monthly on the elements of the Monitoring Programme that it is noted as being be directly responsible for. The report will also be required to show how progress is being tracked against the LRPP

### 5.3 AUDITING


Compliance with the requirements of this LRPP will be incorporated into the regular audits which are proposed to be carried out by LSP auditors as part of the Quarterly Internal Audits as defined by Section 9.4 of the LSP Construction HSSE&S Management Plan (Ref: LSP1S01-0005). This shall include an audit prior to construction mobilization of all EPC Contractors to ensure that these provisions are in place prior to works commencing.

### 5.4 NON – CONFORMANCE IDENTIFICATION AND MANAGEMENT


Any non-conformances with this plan identified through the monitoring process will be managed in accordance with the process outlined within the LSP Construction HSSE&S Management Plan (Ref: LSP-1S01-0005).

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Category	Parameter	Responsibility	Phase	Frequency
Procurement	The type, methodology, targets and methodology used for disclosure of information to locally based business with regards to the qualification process for inclusion within the LSMS	LSP Procurement	Pre-construction	Ongoing
Procurement	Number of businesses based within Long Son Commune who were sent formal invitations to participate in the pre-qualification process	LSP Procurement	Pre-construction	Once
Procurement	Number of businesses based within Long Son Commune who qualified for inclusion within the LSMS	LSP	Pre-construction	Once
Procurement	Effectiveness of measures put in place to increase the capacity of those businesses based in Long Son Commune who were excluded from initial inclusion within the LSMS	LSP	Pre-construction Construction	Every 3 months
Procurement	Updating of LSMS database	LSP	Pre-construction Construction	Ongoing
Procurement	Number of tender documents sent to businesses listed within the LSMS	EPC Contractors	Pre-Construction Construction	Every 3 months
Procurement	Contracts awarded to businesses qualified within the LSMS expressed as: <ul style="list-style-type: none"> <li>Overall number</li> <li>Percentage of overall contracts awarded</li> <li>Percentage value of all contracts awarded</li> </ul>	EPC Contractors	Pre-construction Construction	Every 3 months
Procurement	Performance of businesses hired through the LSMS measured according to the services they provide, and generally taking into account financial performance, technical delivery, adaptability and health and safety performance.	EPC Contractors	Construction	Every 6 months
Procurement	Overall bidding and procurement procedure review to monitor the overall effectiveness of integrating locally based businesses into the Project	EPC Contractors	Construction	Every 6 months

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Category	Parameter	Responsibility	Phase	Frequency
Procurement	Number of locally based businesses who have been indirectly hired or commenced (e.g. hotels, restaurants) as a result of Project activities	LSP	Construction	Every 6 months
Recruitment	The type, methodology, targets and methodology used for disclosure of information to locally based business with regards to the qualification process for inclusion within the LSMS	LSP	Pre-construction	Ongoing
Recruitment	Number of people registered for inclusions within the LRMS	LSP	Pre-construction	Once
Recruitment	Updating of LRMS database	LSP	Pre-construction Construction	Ongoing
Recruitment	Number of local people hired by any contractor associated with the Project expressed as: <ul style="list-style-type: none"> <li>Overall number</li> <li>percentage of total workforce</li> <li>percentage of total skilled workforce</li> <li>percentage of total unskilled workforce</li> </ul>	EPC Contractors LSP	Construction	Every 3 months for LSP and 1 month for EPC Contractors
Recruitment	Overall LRMS analysis to monitor the overall effectiveness of integrating locally based businesses into the Project	LSP	Construction	Every 3 months
Recruitment	Number of people graduating from the programmes implemented through the LRAP and CDAP to any form of employment with the Project	LSP	Construction	Every 3 months


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## 6 ROLES AND RESPONSIBILITIES


The responsibility of development and implementation of the LRPP will be shared between LSP and its EPC Contractors. The core responsibilities will be dispersed throughout the CSR Department in the manner detailed within the table below. The final designation of precise tasks will be integrated within the detailed project execution plan for the implementation of all CSR Department Activities.

**Table 1** *LRPP Roles and Responsibilities*

Position	Roles and Responsibilities
General Director	The General Director will be responsible for the approval of this programme and the annual budgets required for implementation.
CSR Manager	<p>The CSR Manager has overall responsibility for the implementation of all CDAP and LRAP activities, including this plan.</p> <p>Allocate budget to the CRS Section for the implementation of all CDAP and LRAP activities.</p> <p>Review reports from CRS Manager and submit it to the General Director.</p> <p>Periodically report to the General Director about the implementation progress of all plans/programmes under the CDAP and LRAP of the Project</p>
Community Relation Section Manager	<p>The CRS Manager is in charge of monitoring and evaluation of the implementation of all CDAP and LRAP activities, including this plan.</p> <p>Assign work to the Community Relation Officers (CROs);</p> <p>Review reports from the CROs;</p> <p>Develop monitoring reports for all plans/programmes under the CDAP and LRAP of the Project;</p> <p>Submit monitoring reports to the CSR Manager.</p>
Community Relation Officer (Engagement and Communication)	This position will be responsible for all stakeholder engagement activities related to the communication of this plan, particularly the initial disclosure processes. They will be heavily supported by the CRO (Community Development).

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Position	Roles and Responsibilities
Community Relation Officer (Community Development)	The CRO (Community Development) will be responsible for overseeing implementation of the LRPP. These will include undertaking the local skills assessment and supplier/business baseline survey, participating in disclosure processes, developing and managing the LRMS and LSMS and undertaking all required monitoring and reporting.
Community Relation Officer (Resettlement and Livelihood Restoration)	<p>The Community Relations Officer (LRAP Activities) will identify any people within those registered within the LRMS and LSMS that will require training through the 2PLRP, SCP, VTP and/or MSMBDP.</p> <p>The CRO (Resettlement and Livelihood Restoration) will then manage all the people in accordance with the requirements of the relevant programmes and continually updated the CRO (Community Development) as to the status.</p> <p>Once the person/business is deemed to have completed all the requirements of the SCP, VTP or MSMBDP, the Community Relations Officer (LRAP) will notify the Community Relations Officer (CDAP) that they are able to be integrated into the ongoing LRPP.</p>
Community Relation Officer (EPC Interface)	The CRO (EPC Interface) will be responsible for providing the interface between EPC Contractors and the CSR Department. This includes attaining the list of positions available and the relevant requirements from each EPC Contractor, providing them with the list of available workers and businesses from the LRMS and LSMS.

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## 7 TRAINING, AWARENESS AND COMPETENCY

EPC Contractors are required to ensure that all personnel responsible for the execution of the tasks and requirements set out in this plan are competent on the basis of education, training and experience.

LSP will also ensure that the personnel responsible for the execution of tasks and requirements in the procurement and supply chain management section are competent on the basis of education, training and experience.

Any work specific training associated with local people recruited and local businesses utilised for provision of services are to be subject to the relevant training and competency training requirements as detailed within the following documents:

- Worker Training Management Plan (Ref: LSP-1S01-0003)
- CDAP (Ref: LSP-1S03-0002)
- LRAP (Ref: LSP-1S03-0008)

This LRPP does not preclude compliance with any of the requirements of these plans.