

## 21. CHECKLISTS<sup>103</sup>

### A. PARTICIPATORY PLANNING PROCESS CHECKLIST

#### Identification, consultation and participation of all relevant stakeholders

- ▶ Establish a Participatory Planning Process with the participation and consultation of all relevant stakeholders, including:
  - ▶ the developers and/or operators of tourism facilities and activities, communities affected by those facilities and activities, and other interested stakeholders;
  - ▶ tourism managers, biodiversity managers, tourism businesses and other relevant stakeholders;
  - ▶ indigenous and local communities that are or may be affected by tourism development.



photo © Pascal Languillon

#### Capacity building and support to enable stakeholders to participate effectively

- ▶ Identify the need for, and provide adequate funding and technical support to facilitate the effective participation of each group of relevant stakeholders, in particular indigenous and local communities.

STAKEHOLDER	MAIN STAKEHOLDER GROUPS BY NAME	TECHNICAL SUPPORT AND FUNDING NECESSARY TO FACILITATE EFFECTIVE PARTICIPATION OF EACH GROUP	AGREED REPRESENTATIVE(S) ON THE FORMAL COMMITTEE
National government			
Local government			
Private sector ▶ tourism			
Private sector ▶ non-tourism			
Indigenous and local communities			
Community based organisations			
Non-governmental organisations			

103 Checklists are based on the Guidelines on Biological Diversity and Tourism Development and on the Akwe: Kon Guidelines.

Other stakeholder categories:  .....  .....  .....			
--	--	--	--

**Establishment of a committee representative of all the relevant stakeholder groups**

- ▶ Using the agreed Participatory Planning Process, formally establish a committee representative of the parties with a mandate to oversee the operation of the Participatory Planning Process, and to advise on the conduct of all the aspects of the implementation of the Guidelines on Biological Diversity and Tourism Development.

**Participation of indigenous and local communities**

When indigenous and local communities may be affected by tourism activities and developments, the following additional actions need to be taken:

- ▶ Establish a formal process, including local and open consultations, to identify indigenous and local community members, experts and organizations, and relevant stakeholders to establish adequate representation of indigenous and local communities;
- ▶ Organise a process to properly record community views and concerns (eg. such as written statements, video or audio tapes, or any other appropriate means, subject to the consent of communities);
- ▶ Ensure information is made available in forms accessible and comprehensible to the indigenous and local communities concerned;
- ▶ Make the development proposal and impact assessment available for public scrutiny and consultation;
- ▶ Allow sufficient time for public consultation on the proposed development, accounting for the amount of time needed by all indigenous and local communities to prepare their responses. Subsequently, provide these groups with an opportunity to present their responses for full and fair consideration by the proponent;
- ▶ Ensure that regular feedback is provided to the affected communities throughout all the stages of the impact assessment and development processes;
- ▶ Implement specific protocols to facilitate the proper conduct of the development, along with the behaviour of the personnel associated with it, when on sacred sites, lands and waters traditionally occupied or used by indigenous and local communities. Protocols should respect regulations already existing under relevant national, sub national or community self-government legislation;
- ▶ Follow protocols for the disclosure and use of traditional knowledge, innovations and practices of indigenous and local communities, including agreements to obtain the prior informed consent of owners for the use of their traditional knowledge; draft and sign legally-binding clauses on non-disclosure of information related to traditional knowledge, innovations and practices gathered through the impact assessment process;
- ▶ Consider negotiating an agreement between the community and the proponent of the development, in order to protect the interests of affected indigenous and local communities. The agreement would be subject to national legislation and regulations. Such an agreement could:

- ▶ cover the procedural aspects of impact assessments, including the option of a no-action alternative;
- ▶ define the rights and responsibilities of all parties;
- ▶ address measures to prevent or mitigate any negative impacts of the proposed development.

## B. TECHNICAL SUPPORT TEAM CHECKLIST

- ▶ Coordinate stakeholder participation, in particular the indigenous and local communities (eg. set up of meetings, preparation of reports, consultations, communication of information);
- ▶ Collate and synthesise baseline information, including the preparation of maps (where available, use a computerized geographical information system (GIS)). Create an overview report;
- ▶ Review legislation and control measures available for the implementation of the overall vision, goals and objectives, with special focus on:
  - ▶ effectiveness;
  - ▶ enforcement;
  - ▶ gaps to be addressed using measures such as a revision of, or the development of additional legislation and control measures;
- ▶ Advise on the impact assessment processes, particularly in relation to the screening and scoping phases. Advise on plans regarding environmental management, monitoring, and cultural and social contingency;
- ▶ Review and evaluate the adequacy of the impact assessments submitted by proponents of tourism developments or activities;
- ▶ Assess the need for impact management, in addition to any management measures included in proposals under consideration;
- ▶ Establish a standard process and format for monitoring and data collection;
- ▶ Establish a system of adaptive management (see related checklist K).

AREA OF EXPERTISE	TEAM MEMBERS	ORGANISATION/ AFFILIATION
Biodiversity management		
Tourism management		
Tourism product development		
Tourism marketing		
Participative processes and consultation methods		
Socio-economic surveys and analysis		
Community development		
Indigenous and local communities		
Impact assessment		

Other areas of expertise required: ..... ..... .....		
---	--	--

### C. BASELINE INFORMATION CHECKLIST

- ▶ Use the Participatory Planning Process to discuss and agree on how to conduct the baseline information stage, the scope of the baseline information required, and how to oversee work carried out by the technical support team;
- ▶ Encourage all stakeholders, including indigenous and local communities, to contribute relevant information to this process;
- ▶ Collate and synthesize baseline information in view of preparing an overview report;
- ▶ Identify needs for capacity-building and training to assist stakeholders in documenting, accessing, analysing and interpreting baseline information. Provide them with appropriate assistance and support;

INFORMATION CATEGORIES	SPECIFIC INFORMATION REQUIRED (SCOPING EXERCISE)	ACTIONS REQUIRED TO OBTAIN THIS INFORMATION
<b>ENVIRONMENT AND BIODIVERSITY</b>		
Environmental and biodiversity resources and processes, including special features and sites of importance such as protected areas: <ul style="list-style-type: none"> <li>▶ Detailed indication of the protected and biodiversity significant areas;</li> <li>▶ Specifications on the ecosystems, habitats, species (identification of endangered species, species at risk, particular species important to the affected indigenous or local community as food, medicine, fuel, fodder, construction, artefact production, clothing, and for religious and ceremonial purposes);</li> <li>▶ Identification of particularly significant habitat (breeding/spawning grounds, remnant native vegetation, wild-life refuge areas including buffer zones and corridors, habitats and routes for migratory species) and crucial breeding seasons for endangered and critical species;</li> </ul>		

<ul style="list-style-type: none"> <li>▶ Identification of significant physical features and other natural factors which provide for biodiversity and ecosystems (watercourses, springs, lakes, mines/quarries that supply local needs);</li> <li>▶ Quantitative and qualitative information on the loss of habitats and species (main reasons, trends);</li> <li>▶ Indexing of species;</li> <li>▶ Identified threats;</li> <li>▶ Existing zones, ecological zones and existing tourism zones within ecological zones;</li> <li>▶ Ecologically sensitive zones and zones where ecological disasters have or will most likely be taking place.</li> </ul>		
Identify resources that may be out of bounds to development due to their particular vulnerability; and those resources identified by existing threat analysis		
Record and report on past damage to the environment		
Maps, aerial photos, landscape planning information		
Conservation management plans, protected area management plans		
Customary uses by and/or traditions of indigenous and local communities		
Environmental impact assessments		
<b>TOURISM DEVELOPMENT—EXISTING STRATEGIES AND PLANS</b>		
National biodiversity strategies, action plans and reports and other sectoral plans and policies relevant for tourism development and biodiversity (including strategic development plans and community development plans)		
National, subnational and local sustainable development plans		
All national tourism data, regional and local tourism data, protected area visitor data		
Previous reports from donors on tourism development in regions		
Previous submissions from developers to tourism authorities		
Private sector plans previously submitted or in the process		
Lands department zoning and master plan documents		
All tourism strategic planning from tourism authorities		

<b>ECONOMIC AND SOCIAL CONDITIONS</b>		
Current economic and social conditions at national and local level		
Multisectoral economic analysis of tourism's role in the economic development of the region compared to forestry, agriculture, fisheries, and extractive industries		
Macroeconomic analysis of tourism's impact on the country's economy		
Economic analysis of tourism impact on biodiversity zones and local communities concerned		
Review of socioeconomic status of local residents in the area concerned		
Review of ethnic/indigenous political/social/legal rights in the area concerned		
Comparisons of potential for economic growth of each type of land/marine use in the area—economic value of each element for the nation and the region		
Current and planned tourism development and activities (including land/marine-uses, infrastructures and services for tourism) and their overall positive and negative impacts		
Current and planned development and activities (including land/marine uses and infrastructure) in other sectors (eg. agriculture, fisheries, forestry, mining and resource extraction), and their overall positive and negative impacts.		
Review of ethnic/indigenous land/marine use activities in the region and economic status of specific groups as compared with the main population		
Market research—tourism policy, markets and trends, at national, regional and international levels, including: <ul style="list-style-type: none"> <li>▶ Tourism statistics and market analysis, including: <ul style="list-style-type: none"> <li>▶ Types of activities;</li> <li>▶ Details of visitation (numbers and types of tourists, lengths of visits, main periods of visitation (daily, seasonally);</li> <li>▶ Tourism income and expenditure (for enterprises, communities, and region).;</li> </ul> </li> <li>▶ Information based on market research.</li> </ul>		
Tourism assets, including tourism accommodation, facilities and attractions. Include details of type and size of each asset, and its ownership and management (including contact details).		

<b>CULTURAL ASPECTS</b>		
Culturally sensitive areas (including historical and archaeological sites)		
<p>Cultural heritage including:</p> <ul style="list-style-type: none"> <li>▶ archaeological and palaeontological sites or meteorites and rare geological specimens;</li> <li>▶ geological sites of scientific or cultural importance;</li> <li>▶ sites of religious, spiritual, ceremonial and sacred significance (such as sacred groves and totemic sites);</li> <li>▶ graves and burial grounds;</li> <li>▶ historical settlements and townscapes;</li> <li>▶ landscapes and natural features of cultural significance;</li> <li>▶ places to which oral traditions are attached or which are associated with living heritage;</li> <li>▶ places, buildings, structures and equipment of cultural, historical or architectural significance;</li> <li>▶ monuments;</li> <li>▶ ethnographic art and inscriptions, especially where these are imprinted onto natural phenomena.</li> </ul>		
All information on land ownership, land rights of local residents		
<b>INDIGENOUS AND LOCAL COMMUNITIES</b>		
<p>Information including:</p> <ul style="list-style-type: none"> <li>▶ Demographic factors (number and age structure of population, ethnic grouping, population distribution and movement—including seasonal movements);</li> <li>▶ Housing and human settlements, including involuntary resettlement, expulsion of indigenous peoples from lands and involuntary sedentarization of mobile peoples;</li> <li>▶ Health status of the community (health problems/ issues, availability of clean water, infectious and endemic diseases, nutritional deficiencies, life expectancy, use of traditional medicine);</li> <li>▶ Levels of employment, areas of employment, skills (particularly traditional skills), education levels (including levels attained through informal and formal education processes), training, capacity-building requirements;</li> </ul>		

<ul style="list-style-type: none"> <li>▶ Level of infrastructure and services (medical services, transport, waste disposal, water supply, social amenities (or lack of) for recreation);</li> <li>▶ Level and distribution of income (including traditional systems of distribution of goods and services based on reciprocity, barter and exchange);</li> <li>▶ Asset distribution (land tenure arrangements, natural resource rights, ownership of other assets in terms of who has rights to income and other benefits);</li> <li>▶ Traditional systems of production (food, medicine, artefacts), including gender roles in such systems;</li> <li>▶ Areas of particular economic significance (hunting and trapping sites, fishing grounds, gathering areas, grazing lands, timber harvesting sites and other harvesting areas);</li> <li>▶ Views of indigenous and local communities regarding their future and ways to bring about future aspirations.</li> </ul>		
<p>In relation to subsistence-based indigenous and local communities and impacts on them, take the following social factors into consideration:</p> <ul style="list-style-type: none"> <li>▶ Traditional non-monetary systems of exchange such as hunting, barter and other forms of trade, including labour exchange;</li> <li>▶ Related economic and social relations;</li> <li>▶ Importance of gender roles and relations;</li> <li>▶ Traditional responsibilities and concepts of equity and equality in society;</li> <li>▶ Traditional systems of sharing natural resources, including resources that have been hunted, collected or harvested.</li> </ul>		
<p>Benefits from, and costs of tourism to indigenous and local communities</p>		
<b>STAKEHOLDERS</b>		
<p>Stakeholders involved in or potentially affected by tourism activities and development (governmental, non-governmental, private sector, and indigenous and local communities)</p>		
<p>Involvement and roles of each group in tourism operations, activities or developments</p>		
<p>Positive and negative impacts of land-uses, infrastructures, tourism facilities and services on each group</p>		



<b>LAWS AND REGULATIONS</b>		
<p>Laws, regulations, (see Legislation and Control Measures Checklist E) and plans applicable to tourism activities and development, including those covering environmental protection and biodiversity conservation:</p> <ul style="list-style-type: none"> <li>▶ Existing laws at local, subnational and national levels;</li> <li>▶ Existing uses, customs and traditions.</li> </ul> <p>Relevant regional and international conventions or agreements and their status, and cross-boundary agreements or memoranda of understanding</p>		

## D. VISION, GOALS AND OBJECTIVES CHECKLIST

### Vision

- ▶ Use the Participatory Planning Process to ensure the participation and consultation of all stakeholders, including indigenous and local communities, in all processes for discussion, preparation and agreement, of an overall vision for sustainable management;
- ▶ Decide which areas to consider in the planning process, and agree on its boundaries and the main zones it contains;
- ▶ Select internationally accepted planning methodologies (eg. the Recreation Opportunity Spectrum or the Limits of Acceptable Change) for use in the planning and management stage;
- ▶ Identify and take into account any community development plans and any mechanisms for strategic environmental assessment that have been formulated by an affected community;
- ▶ Invite suggestions from local tourism enterprises operating in the area, and from those who have a commercial interest in maintaining its viability for tourism. Consider suggestions regarding the types of tourism for which there is a market demand, and ways in which tourism can be organized to minimize adverse effects;
- ▶ Identify and map the main uses (environmental, social, economic, and cultural) of the area being considered, for each stakeholder group using:
  - ▶ sketch maps;
  - ▶ map overlays;
  - ▶ interviews;
  - ▶ surveys;
  - ▶ workshops.

### Goals

- ▶ Establish the main goals to maximize the positive benefits of tourism to biodiversity, ecosystems, and economic and social development, and of biodiversity to tourism, while minimizing negative impacts;

- ▶ Establish national strategies or master plans for the sustainable development of tourism in relation to biodiversity, based on the agreed vision and goals, and when they are available, taking into account community development plans;

AREAS TO CONSIDER FOR GOAL SETTING	GOALS AGREED
(a) Maintenance of the structure and functioning of ecosystems;	
(b) Compatibility of sustainable tourism with biodiversity conservation and sustainable use objectives;	
(c) Fair and equitable benefit sharing of tourism activities, with emphasis on the specific needs of indigenous and local communities concerned;	
(d) Integration and interrelation with other plans, developments or activities in the same area;	
(e) Information and capacity-building;	
(f) Poverty reduction, through the generation of sufficient revenues and employment to effectively reduce threats to biodiversity in indigenous and local communities including: <ul style="list-style-type: none"> <li>▶ benefit sharing arising from tourism and the conservation of biodiversity with indigenous and local communities;</li> <li>▶ job creation;</li> <li>▶ fostering local enterprises;</li> <li>▶ participation in tourism enterprises and education projects;</li> <li>▶ direct investment opportunities;</li> <li>▶ economic linkages and ecological services;</li> </ul>	
(g) Protection of indigenous livelihoods, resources and of access to those resources;	
(h) Diversification of economic activities beyond tourism to reduce dependency on tourism;	
(i) Prevention of any lasting damage to biological diversity, ecosystems, and natural resources, and of social and cultural damage, and restoration of past damage where appropriate;	
(j) Supporting the effective participation and involvement of representatives of indigenous and local communities in the development, operation and monitoring of tourism activities on lands and waters traditionally occupied by them;	
(k) Zoning and control of tourism developments and activities, including licensing and overall targets for and limits to the scale of tourism, to provide a range of activities for user groups that meet overall visions and goals;	
(l) Empowerment through participation in decision-making;	

(m) Access by indigenous and local communities to infrastructure, transport, communications and healthcare provisions laid on for tourists;	
(n) Increased safety for indigenous local communities;	
(o) Increased social pride;	
(p) Control of tourism development and activities including licensing and clear indication on the limits to the scale and type of tourism development.	
Other areas for goal setting: ..... ..... .....	

**Objectives**

- ▶ Establish objectives based on the vision and goals, with the participation and consultation of all relevant stakeholders, particularly the tourism industry and the indigenous and local communities that are or may be affected by tourism development in this process;
- ▶ Agree on the types of tourism activities and infrastructure that would be acceptable in different locations, by establishing clearly delineated zones for different types and scales of tourism, and different tourism market segments, compatible with biodiversity conservation objectives;
- ▶ Set out the impact management measures that would be required for tourism activities and development in each different location/defined zones;
- ▶ Propose objectives for government consideration and action, in order to strengthen the legal and institutional framework for supporting biodiversity conservation, sustainable use and protected area networks.

OBJECTIVES FOR GOVERNMENT CONSIDERATION	ACTIONS AGREED BY NATIONAL AUTHORITIES
(a) Provision of appropriate legal recognition and government assistance to sites designated at the international level, such as Ramsar, World Heritage sites or Biosphere Reserves, and to sites designated at the national level, such as national parks, reserves and marine conservation areas;	
(b) Establishment of reserves based on the biosphere reserve concept and incorporating sustainable-development objectives, generating income and employment opportunities for indigenous and local communities, and promoting appropriate product development;	

(c) Ensuring that sites such as national parks, reserves and marine conservation areas, have management plans;	
(d) Strengthening the protected area network and encouraging the role of protected areas as key locations for good practices in the management of sustainable tourism and biodiversity, taking into account the full range of protected area categories;	
(e) Use of economic tools and measures to encourage the channelling a portion of total tourism revenues toward supporting the conservation and sustainable use of biodiversity, such as conservation of protected areas, education, research programmes, or local community development;	
(f) Actions to encourage all stakeholders, as well as the private sector, to actively support the conservation of biodiversity and the sustainable use of its components.	
Other objectives for government consideration: ..... ..... .....	

## E. LEGISLATION AND CONTROL MEASURES CHECKLIST

- ▶ Use the Participatory Planning Process to set up a review of legislation and control measures. Review legislation and control measures available for the implementation of the overall vision, goals and objectives, with special focus on:
  - ▶ effectiveness;
  - ▶ enforcement;
  - ▶ gaps to be addressed using measures such as a revision of, or development of additional legislation and control measures.;
- ▶ Identify which provisions of existing legislation can adequately address the goals and objectives;
- ▶ Identify provisions of existing legislation that could, with amendment, adequately address the goals and objectives;
- ▶ Assess the effectiveness of any provisions addressing legally established rights of indigenous and local communities in relation to tourism development or operations, such as resource management, access, and/or ownership;
- ▶ Identify gaps and report on necessary new legislative provisions needed to support the integrated management of biodiversity and tourism, including the participation and consultation of stakeholders during all stages;

ASPECTS OF IMPLEMENTATION OF THE GUIDELINES THAT MAY REQUIRE CHANGES TO OR STRENGTHENING OF EXISTING LEGISLATION AND REGULATIONS, OR PREPARATION OF NEW LEGISLATION:	ACTIONS AGREED TO CHANGE / STRENGTHEN EXISTING LEGISLATION AND REGULATIONS, OR TO SERVE AS PREPARATION OF NEW LEGISLATION
<b>Participation</b> —set up procedures to implement the Participatory Planning Process (see Participatory Planning Process Checklist A) for effective consultation with and participation of the communities and groups affected, including specific input from biodiversity managers, and from indigenous and local communities, and from the tourism sector;	
<b>Participation</b> —provide adequate funding and technical support to facilitate the effective participation by each group of relevant stakeholders, and especially for the participation of indigenous and local communities;	
<b>Goals</b> —ensure that benefits arising from tourism and the conservation of biodiversity are shared with indigenous and local communities affected by tourism and conservation;	
<b>Objectives</b> —ensure that sites designated at the international level, such as Ramsar or World Heritage sites or Biosphere Reserves, are accorded appropriate legal recognition and government assistance at the national level;	
<b>Objectives</b> —ensure that sites, at the national level, such as national parks, reserves and marine conservation areas are accorded appropriate legal recognition, have management plans and are provided necessary government support;	
<b>Objectives</b> —establish economic tools and measures for channelling a portion of total tourism revenues toward supporting the conservation and sustainable use of biodiversity, such as conservation of protected areas, education, research programmes, or local community development;	
<b>Impact Assessment</b> —establish a review and appeal process (covering impact assessment, impact management and mitigation, and decision-making), taking into account methods of mediation and dispute resolution, which may include customary methods;	
<b>Impact Assessment</b> —require proposers of tourism developments or activities to assess the potential impacts of their proposals and to provide information on this to a designated public authority/government agency through a notification process;	
<b>Impact management and mitigation</b> —provide legal status for impact management plans;	

<p><b>Decision-Making</b>—ensure that the decision-making process:</p> <ul style="list-style-type: none"> <li>▶ is transparent and publicly accountable;</li> <li>▶ applies the precautionary approach and that impact assessment studies are fully taken into account in the decision-making process;</li> </ul>	
<p><b>Decision Making/Notification</b>—establish legal mechanisms for the notification and approval of tourism development proposals and for ensuring the implementation of the conditions of approval, including requirements for:</p> <ul style="list-style-type: none"> <li>▶ proponents (in both the public and private sectors) of projects and developments to provide the information set out in the notification process;</li> <li>▶ establishment of measures for ensuring full and timely disclosure of project information concerning tourism development proposals;</li> <li>▶ prior informed consent of indigenous and local communities to be obtained subject to the provisions of the national legal regime;</li> </ul>	
<p><b>Decision Making/Notification</b>—provide for conditions to be attached to any approvals that may be granted (for example, including conditions regarding management of tourism in relation to avoidance or minimization of adverse impacts on biodiversity, and for appropriate decommissioning of tourism activities should the development cease);</p>	
<p><b>Decision Making/Notification</b>—provide for the enforcement of such conditions;</p>	
<p><b>Decision Making/Notification</b>—require prior approval by the designated authorities before any revisions or changes are permitted to a previously approved project, including additions and/or changes in activities;</p>	
<p><b>Implementation</b>—require the developer and/or operator to be responsible for:</p> <ul style="list-style-type: none"> <li>▶ complying with the conditions for granting approval;</li> <li>▶ notifying the designated government authority of any failures to comply with conditions attached to an approval such as:             <ul style="list-style-type: none"> <li>▶ conditions for decommissioning;</li> <li>▶ changes in circumstances, including unforeseen environmental conditions and/or biodiversity issues (e.g., detection of rare or endangered species not recorded in the original proposal and impact assessment);</li> </ul> </li> </ul>	

<b>Monitoring and reporting</b> —establish a standard process and format for monitoring and data collection;	
<b>Adaptive management</b> —review and amend legal frameworks where necessary to support adaptive management approaches and measures;	
<b>Education, capacity-building and awareness-raising</b> —support education, capacity-building and awareness-raising for integrated planning and the management of tourism and biodiversity amongst all stakeholders;	
Other legal or regulatory changes for consideration: ..... ..... .....	

- ▶ Identify the potential for uses of various types of control measures for the integrated management of tourism and biodiversity;

<b>TYPES OF CONTROL MEASURES APPLICABLE TO TOURISM ACTIVITIES AND DEVELOPMENTS, AND TO THE MANAGEMENT OF TOURISM AND BIODIVERSITY</b>	<b>WHAT SPECIFIC MEASURES ARE AVAILABLE</b>	<b>HOW EFFECTIVE ARE, OR COULD THEY BE (including enforcement)</b>	<b>WHICH GOVERNMENT AGENCIES OR OTHER ORGANISATIONS NEED TO BE INVOLVED IN THEIR IMPLEMENTATION</b>
(a) Effective enforcement of existing laws, including the participation of all stakeholders;			
(b) Approval and licensing processes for tourism development and activities;			
(c) Controlling the planning, siting, design and construction of tourism facilities and infrastructures;			
(d) Management of tourism in relation to biodiversity and ecosystems, including vulnerable areas;			
(e) Application of environmental assessment, including assessment of cumulative impacts and effects on biodiversity;			

(f) Setting national standards and/or criteria for tourism that are consistent with overall national or regional plans for sustainable development and national biodiversity strategies and action plans;			
(g) Environmental quality and land-use criteria in and around tourism sites;			
(h) Development of a decision-making process with environmental and cultural sustainability guidelines for new and existing tourism development within the designated goals and objectives of the site's different zones and within the limits of acceptable change;			
(i) Integrated land-use management;			
(j) Ensuring inter-linkages between tourism and cross-cutting issues, including agricultural development, coastal zone management, water resources, etc.;			
(k) Mechanisms to resolve any inconsistencies between policy objectives and/or legislation ;			
(l) Application of economic instruments, including tiered user fees, bonds, taxes or levies;			
(m) Using economic mechanisms to create incentives for sustainable tourism development and biodiversity conservation;			
(n) Supporting private sector voluntary initiatives consistent with these Guidelines, such as certification schemes;			
(o) Providing opportunities, supported by relevant policies, for the private tourism sector to contribute to management initiatives through direct donations, in-kind services, and other voluntary initiatives consistent with these Guidelines;			



(p) Avoiding tourism development or activities outside areas set out in the objectives (including in the vision, goals and objectives for integrated management of tourism and biodiversity, strategic development plans, and community development plans);			
(q) Monitoring, control of and provision of information on activities related to the collection and trade of biological and related cultural resources within tourism sites.			

## F. IMPACT ASSESSMENT CHECKLIST

- ▶ Assess the positive and negative impacts associated with the overall vision, goals and objectives for tourism and biodiversity using the Participatory Planning Process, assisted by the Technical Support Team;
- ▶ Require proposers of tourism developments or activities to assess the potential impacts of their proposals and provide information on this through the notification process. Evaluate the adequacy of these impact assessments;
- ▶ Invite other stakeholders, including biodiversity managers and indigenous and local communities that may be affected by a proposed development, to provide their assessments of impacts associated with specific proposals for tourism developments or activities;
- ▶ Provide public access to the information and documentation on the notification, impact assessment and decision-making processes, in forms that are accessible and comprehensible to each of the various stakeholders involved;
- ▶ Allow sufficient time to ensure that all stakeholders (taking into account the different conditions and circumstances) are able to participate effectively in the decision-making process for any project using information provided by the impact assessment;
- ▶ Involve indigenous and local communities in impact assessment (e.g. on all issues that affect them, including impacts that may affect their sacred sites, lands and waters traditionally used by them). Identify and provide necessary human, financial, technical and legal resources to support their effective participation in the impact assessment process;
- ▶ Decide whether further impact assessment studies need to be undertaken (e.g. if the information provided is not sufficient, or the submitted impact assessment is inadequate), and if so, how they are to be undertaken and funded (e.g. by the proposer, by Government organisations, funds requested from the proposer for impact assessment, etc.).

For each zone, describe the anticipated impacts resulting from the proposed tourism activities or development, in relation to the factors below:

Zone: \_\_\_\_\_

IMPACT ASESMENT CATEGORIES	ANTICIPATED IMPACTS	MEASURES FOR IMPACT MANAGEMENT AND MITIGATION
<b>ENVIRONMENTAL AND BIODIVERSITY</b>		
(a) Use of land and resources for accommodation, tourism facilities and other infrastructure provision, including road networks, airports and seaports;		
(b) Extraction and use of building materials (e.g., use of sand from beaches, reef limestone and wood);		
(c) Damage to or destruction of ecosystems and habitats, including deforestation, draining of wetlands, and intensified or unsustainable use of land; damage to or destruction of significant physical features and other natural factors which provide for biodiversity and ecosystems (e.g. watercourses, springs, lakes, mines/quarries that supply local needs);		
(d) Increased risk of erosion;		
(e) Disturbance of wild species, disrupting normal behaviour and potentially affecting mortality and reproductive success, including damage to or destruction of significant habitat (as breeding/ spawning grounds, remnant native vegetation, wild-life refuge areas including buffer zones and corridors, habitats and routes for migratory species), and impacts during crucial breeding seasons for endangered and critical species ;		
(f) Alterations to habitats and ecosystems;		
(g) Increased risk of fires;		
(h) Unsustainable consumption of flora and fauna by tourists (e.g. picking of plants, purchasing souvenirs manufactured from wildlife, in particular from endangered species such as corals and turtle shells, through unregulated hunting, shooting and fishing);		
(i) Increased risk of introduction of alien species;		
(j) Intensive water demand from tourism;		
(k) Extraction of groundwater;		

(l) Deterioration in water quality (freshwater, coastal waters) and sewage pollution;		
(m) Eutrophication of aquatic habitats;		
(n) Introduction of pathogens;		
(o) Generation, handling and disposal of sewage and waste-water;		
(p) Chemical wastes, toxic substances and pollutants;		
(q) Solid waste (garbage or rubbish);		
(r) Contamination of land, freshwater and seawater resources;		
(s) Pollution and production of greenhouse gases, resulting from travel by air, road, rail, or sea, at local, national and global levels;		
(t) Noise;		
(u) The impacts of tourists on areas visited such as National Parks and reef systems;		
(v) Impacts on the sustainable use of the population of a species, of an ecosystem or of land-use types.		
Other environmental and biodiversity impacts anticipated in relation to the proposed tourism activities and development: ..... ..... .....		
<b>SOCIO-ECONOMIC AND CULTURAL</b>		
(a) Influx of people and social degradation (e.g. local prostitution, drug abuse, etc.);		
(b) Impacts on children and youth;		
(c) Vulnerability to the changes in the flow of tourist arrivals which may result in sudden loss of income and jobs in times of downturn;		

<p>(d) Impacts on indigenous and local communities and cultural values, including possible impacts on the:</p> <ul style="list-style-type: none"> <li>▶ traditional systems of land tenure and other uses of natural resources, and/or continued customary use of biological resources;</li> <li>▶ respect, preservation, protection and maintenance of traditional knowledge, innovations and practices;</li> <li>▶ exercise of customary laws;</li> <li>▶ areas of economic significance (hunting areas and trapping sites, fishing grounds, gathering areas, grazing lands, timber harvesting sites and other harvesting areas);</li> <li>▶ sites of religious, spiritual, ceremonial and sacred significance, such as sacred groves and totemic sites;</li> </ul>		
<p>(e) Impacts on the health and integrity of local cultural systems;</p>		
<p>(f) Generational considerations, intergenerational conflicts and changed gender relationships;</p>		
<p>(g) Erosion of traditional practices and lifestyles and effects on social cohesion;</p>		
<p>(h) Loss of access by indigenous and local communities to their land, resources, and sacred sites, which are integral to the maintenance of traditional knowledge systems and traditional lifestyles; effects on access to biological resources for livelihoods;</p>		
<p>(i) Food security;</p>		
<p>(j) Cultural heritage including:</p> <ul style="list-style-type: none"> <li>▶ archaeological and palaeontological sites, meteorites and rare geological specimens;</li> <li>▶ geological sites of scientific or cultural importance;</li> <li>▶ graves and burial grounds;</li> <li>▶ historical settlements and townscapes;</li> <li>▶ landscapes and natural features of cultural significance;</li> <li>▶ places attached or associated with oral traditions and living heritage;</li> <li>▶ places, buildings, structures and equipment of cultural, historical or architectural significance;</li> <li>▶ monuments;</li> <li>▶ ethnographic art and inscriptions, especially where imprinted onto natural phenomena;</li> </ul>		

<p>Other socio-economic and cultural impacts anticipated in relation to the proposed tourism activities and development:</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<b>BENEFITS OR POSITIVE IMPACTS</b>		
<p>Revenue creation for the maintenance of natural resources of the area</p>		
<p>Contributions to economic and social development, for example:</p> <ul style="list-style-type: none"> <li>▶ Funding the development of infrastructure and services;</li> <li>▶ Providing jobs;</li> <li>▶ Providing funds for development or maintenance of sustainable practices;</li> <li>▶ Providing alternative and supplementary ways for communities to receive revenue from biological diversity;</li> <li>▶ Generating incomes;</li> <li>▶ Education and empowerment;</li> <li>▶ An entry product that can have direct benefits for developing other related products at the site and regionally;</li> <li>▶ Tourist satisfaction and experience gained at destination.</li> </ul>		
<p>Other benefits or positive impacts anticipated in relation to the proposed tourism activities and development:</p> <p>.....</p> <p>.....</p> <p>.....</p>		

## **G. IMPACT MANAGEMENT AND MITIGATION CHECKLIST**

- ▶ Assess the need for impact management and additional management measures in proposals for tourism activities and development;
- ▶ Identify impact management and mitigation measures required in different locations/defined zones that are or may be affected by proposals for tourism activities and development. Include measures that are designed to support the vision, goals and objectives of the communities, as well as those identified through the use of internationally accepted planning methodologies (ROS, LAC, VIM, etc.);
- ▶ Consider potential impact management approaches to manage impacts on transboundary ecosystems and migratory species, including regional cooperation when appropriate;
- ▶ Invite suggestions from local tourism enterprises operating in the area and from those that have a commercial interest in maintaining its viability for tourism. Consider suggestions regarding the types of tourism for which there is a market demand, and ways in which tourism can be organized to avoid or minimize adverse effects;
- ▶ Establish an impact management and monitoring plan, including contingency plans regarding possible adverse cultural, environmental and social impacts resulting from a proposed development and describe the impact management measures necessary for tourism activities and development in each different location/defined zones;
- ▶ Provide information to all stakeholders on appropriate impact management measures and ensure they are aware of the importance of these measures;
- ▶ Identify those who will be responsible for implementing impact management (including those who will be held responsible for liability, redress, insurance and compensation) and the resources that will be required for impact management;

## **H. DECISION MAKING CHECKLIST**

Using the Participatory Planning Process and the Technical Support Team to support the decision making process:

- ▶ Apply relevant legal provisions to the decision making process (as identified in the Legislation and Control Measures Checklist E);
- ▶ Ensure that all notifications, impact assessment documentation and decisions are made public and communicated to all relevant stakeholders, including indigenous and local communities;
- ▶ Review the adequacy of available information including baseline information and impact assessment. Take into account information on the proposed tourism development or activity including its nature and size, the types of tourism involved, and information on human settlements and communities that may be affected;
- ▶ Determine what further information is needed. If available information is felt to be insufficient as a basis for making a decision, the decision should be deferred until sufficient information is attained;
- ▶ Decide whether or not to approve the proposal, based on the impact assessment studies, including recommendations on impact management and mitigation measures.
  - ▶ If approved, decide which conditions should be attached to the implementation of the proposal (eg. tourism management in relation to avoidance or minimization of adverse impacts on biodiversity; appropriate decommissioning of tourism activities should the development cease).

## I. IMPLEMENTATION CHECKLIST

Set up a mechanism and requirements for the developer and/or operator:

- ▶ to be responsible for complying with the conditions for granting the approval;
- ▶ to notify the designated government authority of any failure to comply with conditions attached to an approval such as:
  - ▶ conditions for decommissioning;
  - ▶ changes in circumstances, including unforeseen environmental conditions and/or biodiversity issues (eg. detection of rare or endangered species not recorded in the original proposal and impact assessment);
- ▶ to notify the designated authorities of proposed revisions to a previously approved project, including additions and/or variations of activities;
- ▶ to obtain prior approval for revision before their implementation. Where the proposed revisions are significant, they may be subject to the impact assessment process.

## J. MONITORING CHECKLIST

- ▶ Use the Participatory Planning Process and the Technical Support Team to establish a monitoring and control system for the management of tourism and biological diversity that accounts for:
  - ▶ tourism development and activities;
  - ▶ predicted impacts;
  - ▶ proposed mitigation measures;
- ▶ To ensure that unpredicted impacts or failed mitigation measures are identified and addressed in a timely fashion, the control system should include:
  - ▶ standardized processes and format for monitoring and data collection;
  - ▶ delegated monitoring responsibilities for specific individuals and organizations, including government agencies, tourism developers and operators;
  - ▶ review of monitoring information;
  - ▶ process to adjust management measures to avoid or minimise adverse impacts that may be detected.
- ▶ Dealing with compliance issues requires tourism developers and operators to report periodically to designated authorities and to the public on:
  - ▶ conditions set out in the approval process;
  - ▶ state of biodiversity and the environment in relation to the tourism facilities and activities for which they are responsible.

<b>MAIN AREAS FOR MONITORING AND REPORTING</b>	<b>AGREED INDICATORS TO MONITOR THE EFFECTS OF TOURISM ON BIODIVERSITY AND ON SOCIO-ECONOMIC AND CULTURAL ASPECTS</b>	<b>HOW WILL INDICATORS BE MONITORED (by whom, at what intervals, or via what existing monitoring and information sources)</b>
Conservation and sustainable use of biodiversity;		
Impacts of tourism activities on biodiversity and ecosystems; actions taken to prevent adverse impacts;		
Impacts of tourism on the surrounding population, especially indigenous and local communities, including: <ul style="list-style-type: none"> <li>▶ proportion of tourism income retained in the local community;</li> <li>▶ contribution of tourism to the well-being of the local population.</li> </ul>		
Progress of: <ul style="list-style-type: none"> <li>▶ Clearly defined objectives, actions and targets for conservation or mitigation of threats to biodiversity;</li> <li>▶ Maintenance or restoration of ecosystems (based on strategic developments plans and community development plans that were established through the participatory planning process).</li> </ul>		
Effectiveness of impact management and mitigation measures;		
Effectiveness of the Participatory Planning Process in regard to the management of biodiversity and sustainable tourism (including planning, coordination of actions, and monitoring by the stakeholders);		
General tourism activities and trends, including: <ul style="list-style-type: none"> <li>▶ tour operations and tourism facilities;</li> <li>▶ tourist flows in originating and receiving countries;</li> <li>▶ progress toward sustainable tourism;</li> </ul>		



▶ generation of income and employment from tourism (long-term and short-term).		
Visitor impacts and visitor satisfaction;		
Implementation of approved tourism developments or activities, including: ▶ compliance with conditions when approval was granted; ▶ actions taken in cases of non-compliance; ▶ enforcement procedures.		

## K. ADAPTIVE MANAGEMENT CHECKLIST

- ▶ Establish a working group that involves tourism and biodiversity managers, tourism businesses and other relevant stakeholders in order to:
  - ▶ support management and dialogue on maintaining the balance between tourism and biodiversity;
  - ▶ address any problems encountered;
  - ▶ keep agreed goals on track.
- ▶ Set up a participatory decision making system to allow for rapid changes to be made to tourism management. For example, impacts on biodiversity at a particular location may require rapid curtailment of tourist visits to prevent further damage, resulting in a redirection of tourists to less sensitive areas;
- ▶ Set up a system for recording management decisions and making adjustments to implementation programmes and their effects. Use this system over time to identify what works best in particular circumstances and to improve overall effectiveness of integrated biodiversity and tourism management;
- ▶ Review and amend legal frameworks where necessary to support adaptive management approaches and measures.

## L. NOTIFICATION CHECKLIST

This checklist needs to be considered along with information requirements for Impact Assessment and Decision-Making. Additional information may be required and requested at these subsequent stages.

Each notification of a proposal for a specific project or development should provide the following information:

- ▶ the identity of the proponent;
- ▶ a brief summary of the proposal;
- ▶ the type of project;
  - ▶ its nature;
  - ▶ magnitude;

- ▶ location;
  - ▶ timing;
  - ▶ duration and frequency;
  - ▶ why and by whom it is proposed;
  - ▶ estimated outcomes;
  - ▶ the sites and communities likely to be affected;
  - ▶ potential impacts on the conservation and sustainable use of biological diversity;
  - ▶ possible cultural and social impacts.
- ▶ arrangements for public consultation;
  - ▶ contact details;
  - ▶ key dates in the life of the project regarding impact assessment procedures, and relevant obligations under national and subnational laws, as well as subregional, regional and international agreements.

### Legal status, current uses and stakeholders

- ▶ List national and local by-laws, regulations and plans that are applicable to the proposed development site, including those covering environmental protection and biodiversity conservation;
- ▶ List current uses of the proposed development site;
- ▶ List any customary uses and traditions of indigenous and local communities that are associated with the site;
- ▶ List any regional and international conventions or agreements, cross-boundary agreements and memoranda of understanding that apply to the proposed development site, including those covering environmental protection and biodiversity conservation;
- ▶ List the stakeholder groups that are involved in or potentially affected by the proposed development, the main potential effects the development may have on them, and their level of involvement/participation.

STAKEHOLDER CATEGORY	NAME OF MAIN STAKEHOLDER GROUP	MAIN POTENTIAL EFFECTS THE DEVELOPMENT MAY HAVE ON THEM	DESCRIBE THE NATURE AND EXTENT OF THEIR INVOLVEMENT IN THE PROJECT
National government			
Local government			
Private sector – tourism			
Private sector – non-tourism			
Indigenous and local communities			
Community based organisations			

Non-governmental organisations			
Other stakeholder categories: ..... ..... .....			

**Ecological aspects**

- ▶ List any significant protected and biodiverse areas in which, or near which, the proposed development site is located;
- ▶ List the ecosystems, habitats, and main species, including keystone, rare, endangered or endemic species, that may be affected by the proposed development;
- ▶ Summarise quantitative and qualitative information available on any loss of regional habitats and species, including the main reasons and recent trends for this loss;
- ▶ List the threats to ecosystems, habitats, and species that have been identified in the region where the development is proposed;
- ▶ List existing development zones, tourism zones and ecological management/conservation zones in the region, including recreation opportunity zones. Of these zones, identify the following:
  - ▶ tourist activities;
  - ▶ infrastructure development;
  - ▶ location of the site of tourism development or activities;
  - ▶ identity and special features of the surrounding environments and biodiversity.
- ▶ List ecologically sensitive zones in the proposed region of development where ecological disasters have or will most likely occur;
- ▶ Describe the likelihood of impacts beyond the immediate area of the tourism development or activities, including transboundary impacts and effects on migratory species.

**Development aspects**

- ▶ Describe the stages of proposed development and potential environmental effects for each stage:

STAGE OF DEVELOPMENT	POTENTIAL ENVIRONMENTAL EFFECTS
Site preparation	
Construction	
Operation	
Decommissioning	

- ▶ Describe how the following may be affected by the proposed development:
  - ▶ current land-uses;
  - ▶ infrastructure;
  - ▶ existing tourism facilities and services.
- ▶ List the target markets of the proposed tourism development or activities, and describe how these markets relate to current market conditions and trends;
- ▶ List the nature and extent of human-resource requirements and how these will be met in the project;
- ▶ List the human settlements and communities, and/or sites used by people from those settlements and communities as part of their livelihoods and traditional activities, heritage, cultural or sacred sites that may be affected by the proposed development. Describe how they would be affected by the project;
- ▶ Describe the training and qualifications of personnel carrying out the tourism development or activities, and how they will be supervised;
- ▶ Describe proposed measures to maximize the local benefits of the tourism development and activities on surrounding human settlements and ecosystems. These may include, but are not limited to:
  - ▶ Using local products and skills;
  - ▶ Creating employment opportunities;
  - ▶ Restoring biodiversity and ecosystems.
- ▶ Describe changes expected to environmental and socio-economic conditions as a result of the tourism development or activities;
- ▶ List relevant information that is available regarding:
  - ▶ previous tourism development or activities by the proposer;
  - ▶ previous tourism development or activities in the region;
  - ▶ possible cumulative effects.
- ▶ Describe proposed measures to handle mitigation, decommissioning and compensation in the event of problems arising with the tourism development or activities.

## **M. EDUCATION, CAPACITY BUILDING AND AWARENESS-RAISING CHECKLIST**

### **Education & Awareness-Raising**

- ▶ Set up education and awareness-raising campaigns for consumers of tourism, developers, tourism operators, other professional sectors, the general public and for all levels of government to explain:
  - ▶ the impacts of tourism on biological diversity;
  - ▶ good practices in the area;
  - ▶ the link between cultural diversity and biological diversity, and that vulnerable ecosystems and habitats are often located within lands and waters occupied or used by indigenous and local communities.
- ▶ Encourage the private sector, especially tour operators, to provide information to the tourists on tourism issues such as:
  - ▶ biodiversity;
  - ▶ conservation & minimizing negative impacts;
  - ▶ traditions and cultural heritage of indigenous and local communities;

- ▶ respecting national legislation;
- ▶ supporting other actions in conformity with the present Guidelines.
- ▶ Encourage information exchange and collaboration among all stakeholders, including the private sector, regarding sustainable tourism implementation through networking and partnerships;
- ▶ Promote voluntary initiatives among the tourism sector and tourists, aimed at minimizing negative impacts and maximizing positive impacts on biodiversity and local cultures;
- ▶ Encourage the academic sector to play a role in this process on issues regarding the interaction between biodiversity and sustainable tourism.

### Capacity Building

- ▶ Use information and lessons learned from the adaptive management process to identify specific focuses of capacity building, such as:
  - ▶ strengthening human resources and institutional capacities;
  - ▶ transferring know-how;
  - ▶ developing appropriate facilities;
  - ▶ training, in relation to biological diversity and sustainable tourism issues;
  - ▶ encouraging impact assessment and impact management techniques.
- ▶ Undertake capacity-building activities with Governments and stakeholders to facilitate the effective implementation of the present Guidelines, including:
  - ▶ Training in accessing, analysing and interpreting baseline information, undertaking impact assessments and evaluations, impact management, decision-making, monitoring and adaptive management;
  - ▶ Development or strengthening of mechanisms for impact assessment with the participation of all stakeholders, including for the approval of the approach, content and scope of impact assessment;
  - ▶ Establishment of multi-stakeholder processes involving government departments, tourism sector, non-governmental organizations, indigenous and local communities and other stakeholders;
  - ▶ Training of tourism professionals in conservation and biodiversity issues.;
- ▶ Support indigenous and local communities, in advance of tourist in-flows, to:
  - ▶ manage and benefit from tourism;
  - ▶ strengthen the necessary decision-making abilities, skills and knowledge;
  - ▶ participate in training regarding tourism services and environmental protection.