

# Draft Environmental and Social Impact Assessment Report (ESIA)

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Project Number: 50330-001  
February 2017

## INO: Rantau Dedap Geothermal Power Project (Phase 2)

### Volume II:

Appendix 1 – Stakeholder Engagement Plan and Grievance Mechanism

Appendix 2 – Employee Grievance Policy and Procedure

Appendix 3 – Land Procurement and Certification Guidelines

Prepared by ESC for the Asian Development Bank

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PT. SE ML/RD/RB

## **Employee Grievance Policy & Procedure**

October 2016

ML/RB/RD-SSE/HR-PLY-010 –Rev 0

Issued for Use

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	Employee Grievance Policy & Procedure	Ref:	ML/RB/RD-SSE/HR-PLY-010 -C
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Reviewed By	Exec. Mgt Officer	Radikal Utama		20/10-2016
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The Supreme Energy project companies - PT Supreme Energy Muara Laboh, PT Supreme Energy Rajabasa and PT Supreme Energy Rantau Dedap are independent companies developing geothermal projects in Sumatra, Indonesia. Based on the agreement of the shareholders of the individual project companies, the Supreme Energy companies are managed in an integrated way in order to maximize the synergies in terms of use of resources and organization of their core and supporting processes. Consequently, important portions of the documentation body developed and applied within each company (manuals, procedures, description of processes, guidelines etc.) are common to all project companies. The applicability of each document to one or several project companies is reflected in the reference of each document.


Any document applicable to PT Supreme Energy Muara Laboh contains the characters "ML" in the document reference.

Any document applicable to the PT Supreme Energy Rajabasa project company contains the characters "RB" in the document reference.

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## Attachment

1. Grievance Escalation Form

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## 1. Purpose of This Document

The purpose of this document is to provide guidance on employee grievance settlement in line with the applicable Laws and Company Regulations.



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## 2. General

In order to develop a conducive and positive working environment, the Company considers it is essential that all Company's regulations should be implemented correctly and fairly. Employees therefore have the right to have fair treatment pursuant to the existing and prevailing Company regulations.

Grievances are the source for restlessness and if not taken care can cause discontent, frustration and furthermore labor dispute. To reduce incidents which would lead to labor disputes every efforts are made by Company that grievances brought up by employees are properly resolved. Basically any grievance from Employee is resolved in a fair manner and as soon as possible.

Meant as grievance is a disagreement or a misunderstanding on work condition or regulation applicable in Company.

Grievances are resolved by discussion using Company's regulation as the basis.

It is expected that, through proper handling, grievances brought up because of incorrect or untactful implementation and/or lack of understanding of regulation can be resolved by Company.

The expected results achieved in resolving grievances are :

1. Maintain good relation between Supervisor and Subordinate.
2. Avoid possible resentment.
3. Provide direct communication between Supervisor and Subordinate in settling work related matters.

Grievances are resolved with a goodwill from parties involved using Company's regulation as its basis.

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### 3. Grievance Settlement Procedure

Prior to officially escalate any grievance or dispute, an employee may contact HR for consultation at the following numbers:

Officer Number : (021) 2788-2222 ext. 2033, 2032, 2035

Mobile Number : 0811-8040181 (HR Manager)

#### 3.1. First Escalation

##### 3.1.1. Escalation to Direct Supervisor

If an Employee has an issue with work related matters, such as safety, work equipment and facility, business ethics or feels treated unfair or contrary to the Company policy, the Employee may escalate the problem to their Direct Supervisor by filling up The Grievance form attached.

The supervisor must chair a discussion with the Employee to find out the real problem and gain mutually accepted solution.

When the solution has been gained, both parties must sign out the form to declare that the grievance has been closed. The form shall be submitted to HR for filing.

If the problem is not solved within 10 working days, the Direct Supervisor needs to escalate the issue to the respective Vice President and copy to Human Resources Manager (refer to Article 3.2.1)

##### 3.1.2. Escalation to Independent Parties

If an Employee has an issue with work related matters, such as safety, work equipment and facility, business ethics or feels treated unfair or contrary to the Company policy, and the Employee feel uncomfortable to escalate the problem to their direct Supervisor, the Employee may filling up the Grievance Form and use one the following channels:

- Sending the form via email to Business Ethics Committee (if the problem is suspected relates to ethical issues)
- Sending the form via email to HR Manager
- Dropping the form in the grievance drop box in the office/site

The Company encourages that all Grievance Form are officially submitted with identity of the Employee, however anonymous escalation of the grievances is



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acceptable as long as the reports are supported with valid facts or data and not based on rumours.

In case the report suspected related to violation of business ethics, HR will work together with Business Ethics committee on the actions to be taken. A proper investigation may be conducted if required. The process therefore may take longer than 10 working days. The Business Ethics Committee will then escalate the report and propose action to the Board of the Directors (BOD).

When the solution has been gained, the Employee must sign out the form to declare that the report has been closed. The form shall be submitted to HR for filing.

### **3.2. Second Escalation**

If the problem cannot be settled by Employee's Direct Supervisor within 10 working days, the respective Vice President and Human Resources will be involved in the report. Meeting will be chaired with the purpose to find satisfactory settlement on the grievance, attended by the Employee, Direct Supervisor, representative from Human Resources and the Vice President.

When the solution has been gained, both parties must sign out the form to declare that the grievance has been closed. The form shall be submitted to HR for filing.

### **3.3. Third Escalation**

If the grievance is still unsolved, the problem will be brought to Bipartite/Grievance Committee, to find the mutual acceptable solution for both parties.

The Bipartite/Grievance Committee consists of representatives of the Employees and the Company (Managers/Supervisors). The Committee will be formed regularly every two years.


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### 3. Custodian

This procedure is developed and maintained by HR.

Original and amendment(s), if any, shall be kept and done by HR. Distributed copies may not be the most updated version, so please consult to HR for cross checking and confirmation.

Matters which are not stipulated in this document will be decided by the Board of Directors of the three companies upon consultation and discussion with HR.

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## 4. Effective Date

This procedure will be in effect as of 1 November 2016 and valid otherwise revoke or revise by Human Resources.

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## Formulir Pengaduan Keluhan (Grievance Escalation Form)

Nama/Name	:	
No Pekerja/Employee ID	:	
Departemen/Department	:	
Lokasi Kerja/Work Location	:	
Date	:	

### 1. Keluhan Pekerja / Concern of Employee

*Laporan harus dilengkapi dengan data dan/atau fakta, sedapat mungkin tanpa opini pribadi dan fitnah*

*Report must be supported with data and/or facts and minimize personal opinion and rumours.*

Tanda Tangan Pekerja /  
Employee Signature:

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## 2. Kesepakatan yang Dicapai / Resolution Gained

Tanda Tangan Pekerja  
Employee Signature

Tanda Tangan Atasan  
Direct Supervisor Signature

Tanggal / Date:

Tanggal / Date:

## 3. Keluhan Dibawa ke Otoritas Lebih Tinggi/Escalate to the Higher Authority

Tanda Tangan Pekerja  
Employee Signature

Tanda Tangan VP/Business Ethics Committee  
VP/Business Ethics Committee Signature

Tanggal / Date:

Tanggal / Date:




# **Stakeholder Engagement Plan**

2 December 2016

RD -RSH/REL-MAN-PLAN01-Rev 1

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	<b>REL-Procedure STAKEHOLDER ENGAGEMENT PLAN</b>	<b>Ref:</b>	<b>ML/RB/RD-RSH/SHE-MAN- SOP04- Rev 0</b>
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A	19 Sep 2016	EPF/IA	PE	BOD	Review
0	02 Dec 2016	EPF/IA	PE	BOD	Use

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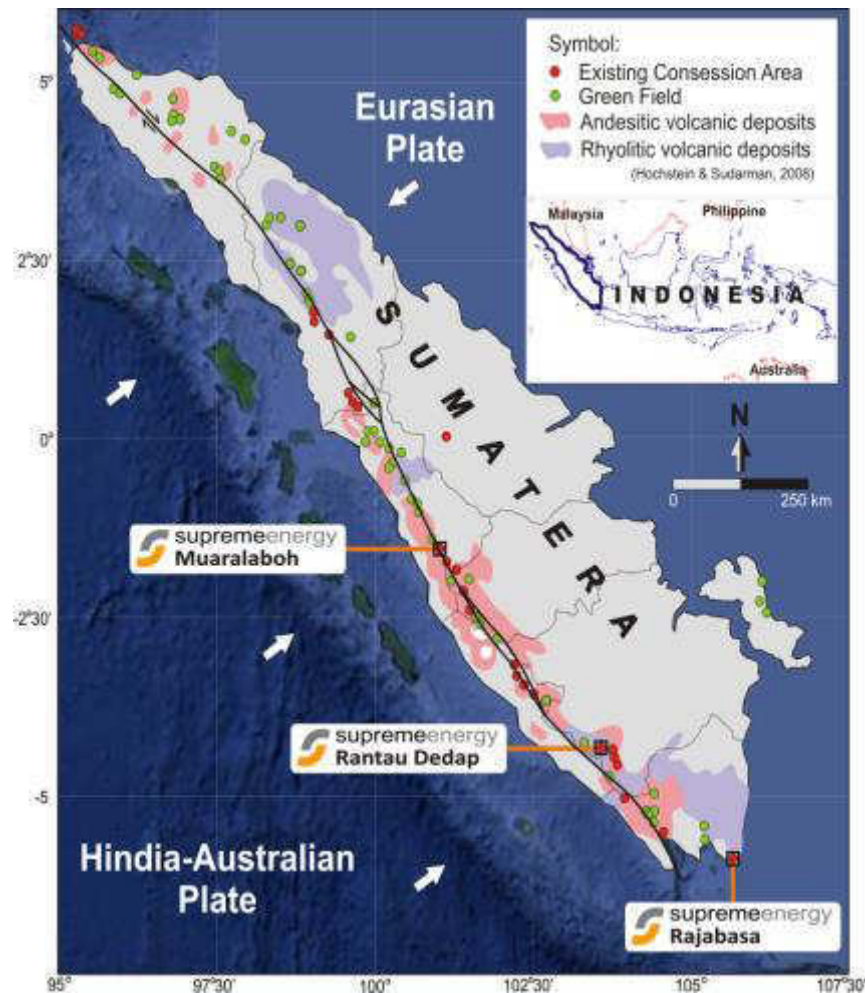
## 1. INTRODUCTION

PT Supreme Energy was founded on 11 September 2007 by Supramu Santosa, who later established the following subsidiaries companies:

- PT Supreme Energy Rantau Dedap, established on July 1, 2008, as the owner of M Geothermal License (IPB) for WKP Rantau Dedap. PT Supreme Energy Rantau Dedap is a consortium of PT Supreme Energy, GDF Suez / ENGIE and Marubeni. The Rantau Dedap geothermal prospect is located in the Muara Enim, Lahat Regencies and Pagar Alam City of South Sumatra, approximately 225 km from Palembang, the capital city of the South Sumatera province. It is a very remote area with only walking trails or no access at all. The area is situated between 4° 7' – 4° 15' South Latitude and 103° 29' – 103° 18' East Longitude. The contract area covers approximately 35,440 ha (18.56 km x 19.63 km) and is situated at an elevation ranging from 1000 to 2600 meters on the Bukit Besar volcanic.
- PT Supreme Energy Muara Laboh, established on July 1, 2008, as the owner of Geothermal License (IPB) for WKP Liki Pinangawan Muara Laboh. PT Supreme Energy Muara Laboh is a consortium of PT Supreme Energy, Sumitomo Corporation and GDF Suez / ENGIE. The geothermal prospect in Muara Laboh is located in the South Solok Regency, 150 km south east of Padang, capital city of West Sumatera Province. The concession covers an area of about 56,000 ha at elevations ranging from 450 to 2000 meters and it is bordered by Taman Nasional Kerinci Seblat (Kerinci Seblat National Park) in the West and South.
- PT Supreme Energy Rajabasa, established on July 1, 2008, as the owner of Geothermal License (IPB) for WKP Rajabasa. PT Supreme Energy Rajabasa is a consortium of PT Supreme Energy, Sumitomo Corporation and GDF Suez / ENGIE. The geothermal prospect is located in the South Lampung Regency, about 60 km South East of Bandar Lampung, the capital city of Lampung Province. It is at the southern end of the Sumatera Island alongside the eastern coast of Lampung Bay on the volcanic cone of Mount Rajabasa. The concession covers an area of about 19,520 ha at an elevation ranging from sea level to 1280 meters bounded by the coastal line in the western and southern sides.

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**Figure 1-1 Supreme Energy Group Operation Maps**



## 2. PURPOSE

PT Supreme Energy is committed to carrying out its business and creating sustainable stakeholder value following the highest standards of business ethics and social behaviour. Abiding by the corporate values Supreme Energy puts a strong focus on respecting people, community, culture and the importance of trust, relationships, teamwork and harmony as well as engaging the stakeholders in a way that supports building confidence in our work and mutual understanding.

PT. Supreme Energy acknowledges that management decisions and operations can potentially affect a wide range of individuals, communities, businesses and organizations that are within the range of its project operation.

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Successful engagement depends on understanding **why** an organization is engaging (the purpose), **what** issues to engage on (the scope), **who** needs to be involved in the engagement (ownership, mandate, and stakeholders) and **how** to communicate appropriately and creating balance values for our stakeholders (method).

The purpose of Stakeholder Engagement Plan (SEP) is to develop and maintain good and sustainable relationship by creating balance values for SERD stakeholders throughout the project cycle through proper identification of project stakeholders and key stakeholders, timing for engagement, issues and risks to the project, and to develop strong Project's resources to support SEP.

The goal of SEP is smooth implementation of overall project activities while maintaining good relationship with external stakeholders as part of Company's 'social license to operate'.

SEP helps the Project team to understand stakeholders' concerns and perceptions and to provide feedbacks and anticipation in a timely manner.


### 3. SCOPE

This SEP applies to the PT Supreme Energy Rantau Dedap (SERD) operations only. Similar SEP in line with company policies have been developed for the other operations and/or will be developed for future activities.

The SEP provides the framework, policies and procedures based on which SERD will plan and implement its stakeholder engagement. This SEP includes guidelines for establishing and maintaining good relationships with relevant stakeholders throughout the course of SERD's operational activities.

Stakeholders are those 'external' to SERD operation who have an interest or can influence project operations, such as affected individuals and communities, local government authorities, non-governmental and other civil society organizations, academia, media and other interested or affected parties. Stakeholders, such as contractors, suppliers, distributors and customers of SERD, who are considered 'internal' to SERD operational activities are not addressed in this SEP, as they are part of the core business function, subject to national regulations and established company policies and procedures.

The framework helps to ensure that adequate information is provided to the project-affected people and other stakeholders in a culturally appropriate and timely manner and that these


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groups are provided sufficient equal opportunity to voice their opinions and concerns with regards to SERD project operations.

The SEP is a “living” document which is regularly updated to include and enable (1) documentation of all consultation activities proposed and undertaken (Monitoring), and (2) reviews of appropriateness and effectiveness of methods used in engaging with stakeholders (Evaluation).

#### 4. DEFINITIONS

- i. Company shall mean PT. Supreme Energy Rantau Dedap.
- ii. Employee shall mean employee of the Company, either permanent or direct contract.
- iii. Stakeholders are defined *as people or entities that are affected or may have an interest in the Project*. Stakeholders are individuals or groups of people who have an interest in and/or can influence any decision or activity of the Company.
- iv. *External* stakeholders are those external to core business operational activities, such as affected individuals and communities, local government authorities, non-governmental and other civil society organizations, local institutions and other interested or affected parties.
- v. *Internal* stakeholders are suppliers, distributors, contractors and customers who are not addressed in this stakeholder engagement plan as these interactions are subject to national laws and regulations and company policies and procedures as part of core business activities.
- vi. *Stakeholder engagement* is an ongoing process used by the Company to engage relevant stakeholders for a clear purpose to achieve accepted outcomes. It includes a range of activities and interactions over the life of the project such as stakeholder identification and analysis, information disclosure, stakeholder consultation, negotiations and partnerships, grievance management, stakeholder involvement in project monitoring, reporting to stakeholders and management functions. Activities undertaken as part of stakeholder engagement create opportunities for dialogue between the Company and its stakeholders, with the aim of providing an informed basis for the Company's decisions. It is also recognized as a fundamental accountability mechanism since it obliges the Company to involve stakeholders in identifying, understanding and responding to sustainability issues and concerns, and to report, explain and be answerable to stakeholders for decisions, actions and performance.

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- vii. *Stakeholder Engagement Plan (SEP)* describes the Company's strategy and program for engaging and communicating with stakeholders in a culturally appropriate manner, and ensuring that relevant information is provided to stakeholders and concerns raised by the stakeholders will be addressed in a timely manner.
- viii. *Indigenous Peoples* are social groups with identities that are distinct from mainstream society which are often among the most marginalized and vulnerable segments of the population. In many cases, their economic, social, and legal status limits their capacity to defend their rights to, and interests in, lands, natural and cultural resources, and may restrict their ability to participate in and benefit from development.
- ix. *Vulnerable (groups of) people* are those who experience higher risks of impoverishment and social exclusion compared to the general population. Vulnerability may stem from an individual's or group's ethnic, color, sex, language, religion, political or different opinion, national or social origin, property, birth and or status.
- x. *Communication* refers to the process of actively sharing and or receiving information and exchanging knowledge in written or verbal form with those interested, affected or influenced by the Company's project operations.


## 5. REGULATIONS AND REQUIREMENTS

The following national and international laws, regulations and guidelines as well as the corporate policies apply to this SEP and serve as reference documents.

### 5.1 National Regulations

- 1) Geothermal Law No. 21 Year 2014, it was stated as the Geothermal License Holder, the Company shall implement Community Empowerment and Development Programs that could be started with engaging the community.
- 2) Law No. 23 Year 2009, on Environmental Protection and Management concerning community rights which includes: equal entitlement to a good and healthy environment; entitlement to information about potential impacts; and entitlement to play a role in the framework of environmental management.
- 3) Corporate Law No. 40 Year 2007 states that the Company that works in or related to natural resources shall implement the Social Corporate Responsibility Program.
- 4) Government Regulation No. 27 Year 2012, Article 9 (paragraph 4) of Government Regulation of Republic of Indonesia Number 27/2012 regarding Environmental Impact Assessment, states that within ten working days of the date of the announcement of



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proposed activities, interested members of the community have the right to suggest, express opinions and provide input regarding the planned activities.

- 5) Government Regulation No. 47 Year 2012, regarding Corporate Social Environmental Responsibility
- 6) Environmental Ministry Decree No. 17 Year 2012 related to Public Participation in Environmental Impact Analysis (AMDAL) and Environmental Permit. One of the objectives of this decree is to provide the community rights in the decision of a project's feasibility, in particular projects which have significant impacts on the environment and/or the community.
- 7) Head of BAPEDAL Decree (KepKa) No. 8 Year 2000, on Disclosure of Information on the AMDAL Process. This decree highlights the protection of community from the impacts of business operation, community participation and open communication in the preparation of environmental impact assessment.
- 8) Decree of Head of Environmental Impact Management Agency No. 8 Year 2000, regarding Community Involvement and Information Availability in the Process of Environmental Impact Assessment requires SERD to announce the project in the mass media and to obtain input by the public.


## 5.2 International Guidelines

- 1) Asian Development Bank (ADB) Safeguard Policy Statement (2009)

ADB's Safeguard Policy Statement requires ADB's borrowers/clients to carry out meaningful consultation processes in all projects financed by ADB.<sup>1</sup> For policy application, ADB will require borrowers/clients to engage with communities, groups, or people affected by proposed projects, and with civil society through information disclosure, consultation, and informed participation in a manner commensurate with the risks to and impacts on affected communities. For projects with significant adverse environmental, involuntary resettlement, or Indigenous Peoples impacts, ADB project teams will participate in consultation activities to understand the

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<sup>1</sup> Meaningful consultation is a process that (i) begins early in the project preparation stage and is carried out on an ongoing basis throughout the project cycle; (ii) provides timely disclosure of relevant and adequate information that is understandable and readily accessible to affected people; (iii) is undertaken in an atmosphere free of intimidation or coercion; (iv) is gender inclusive and responsive, and tailored to the needs of disadvantaged and vulnerable groups; and (v) enables the incorporation of all relevant views of affected people and other stakeholders into decision making, such as project design, mitigation measures, the sharing of development benefits and opportunities, and implementation issues.

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concerns of affected people and ensure that such concerns are addressed in project design and safeguard plans.


- 2) The ADB's Safeguard Policy Statement emphasizes requirements for establishing a grievance mechanism that receives and facilitates the resolution of affected people's concerns, complaints, and grievances about a Project's environmental and social performance. The grievance mechanism should be scaled to Project risks and adverse impacts, address affected people's concerns and complaints promptly. It should also ensure the process is understandable and transparent, gender responsive, culturally appropriate and readily accessible to all segments of affected people. It should also not impede access to judicial or administrative remedies. The grievance mechanism should be delivered to the affected people in appropriate manner. ADB. 2011. Public Communications Policy.

The policy promotes greater transparency and accountability by enabling ADB's stakeholders—especially people affected by development activities—to better participate in the decisions that affect them. ADB-assisted activities are expected to consider the right of people to seek, receive, and impart information and ideas, and consider feedback from its stakeholders, including affected people. Information shall be given to affected people early enough for them to provide meaningful inputs into project design and implementation.

- 3) ADB's Policy on Cooperation with Civil Society Organizations (1998).

The policy recognizes that NGOs can contribute valuable advice on the design of projects and can participate directly in implementation. To support effective cooperation with NGOs, the policy indicates that as appropriate, mechanisms to expand and strengthen interaction with NGOs in loan and technical assistance activities will be identified and existing mechanisms for consultation and dialogue with NGOs will be pursued and strengthened. Under this policy and the 2009 SPS, the Borrower is expected to carry out meaningful consultation with affected people and other concerned stakeholders, including civil society, and facilitate their informed participation.

- 4) International Finance Corporation (IFC) Performance Standards (2012), PS 1 Assessment and Management of Environmental and Social Risks and Impacts; PS 2 Labor and Working Conditions; PS 5 Land Acquisition and Involuntary Resettlement; PS

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6 Biodiversity Conservation and Sustainable Natural Resources Management; PS 7 Indigenous People; and PS 8 Cultural Heritage.

- 5) UN International Convention on the Elimination of All Forms of Racial Discrimination (ICERD).
- 6) International Finance Corporation (IFC) Policy on Social and Environmental Sustainability
- 7) IFC Stakeholder Engagement: A good Practice Handbook for Companies doing Business in Emerging Markets (2007)
- 8) IFC Policy on Disclosure of Information
- 9) Extractive Industries Transparency Initiative Principle 5 and 12.
- 10) United Nations Declaration on the Rights of Indigenous People (2010)
- 11) Equator Principle 5: Stakeholder Engagement: requires clients to demonstrate effective Stakeholder Engagement as an ongoing process in a structured and culturally appropriate manner with Affected Communities and, where relevant, Other Stakeholders.
- 12) The International Bill of Human Rights and IFC Sustainability Framework
- 13) AA1000 Stakeholder Engagement Standard 2011, Accountability
- 14) ISO 26000 International Guidance Standard for Social Responsibility

### 5.3 Corporate Guidelines


#### 1) ENGIE - High Quality Stakeholder Engagement Standards 2016

Provides guidelines to develop high quality stakeholder engagement standard, including how to determine the purpose of engagement, as the most important first step in developing stakeholder engagement, what issue to engage on (the scope), and who needs to be involved in the engagement (ownership, mandate, and stakeholder).

#### 2) PT Supreme Energy - Communication Policy

This policy sets out how to deal with potentially sensitive information and how to communicate with internal and external stakeholders or the wider community. SEML is very keen to have effective and better communication with its external stakeholders in order to exchange proper information, maintain good relationships, gain a positive image and create balanced values for the stakeholders.

#### 3) PT Supreme Energy - CSR Policy & Guidelines

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Provides the policy and procedures to develop Corporate Social Responsibility programs for external parties. This guideline also emphasizes the importance of community participation and public consultation in developing and implementing CSR programs. SEML CSR Program Plan and Budget comprises four (4) main areas known as the '4 Pillars' which are as follows:


- Health and Education: Providing wider and better health and education opportunity for local communities such as provide health program, green campaign, improvement of school buildings, books and libraries, education related equipment and tools, teachers, education program, scholarship, etc.
- Infrastructure: Providing resources to address community needs in the form of better infrastructure for the community in the form of clean water, electricity, etc.
- Economic Empowerment: Enhancing community capacity/income and self-sustaining capabilities, green campaign, etc.
- Community Relations: Enhancing Company and Community relationship through participation and contribution on local values / wisdom including capacity building of leaders, village head in conflict resolution and mentoring.

The program complies with applicable regulations, follows best industry practice and adheres to financial institutions requirements. In addition, SEML CSR Program always considers five (5) aspects:

- Local resources based
- Community based
- Economic empowerment
- Sustainable program
- Participatory program

#### 4) PT Supreme Energy - Presidium/Committee Policy

The Presidium or committee which is an official organization established by the company together with the sub-district government and local community and consists of community and government representatives, such as head of sub-district government, customary leader/KAN, head of villages/Wali Nagari. The committee's objectives is to serve as a bridge between the interest of the company and those of the surrounding community of the Project area, with the expectation of establishing a harmonious relationship, which eventually will create conducive condition for the company and

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surrounding community. As such, the Committee is involved in all of SEML's stakeholder engagement activities, i.e., part of the Grievance Resolution Committee, involved in public consultation programs, as well as in the CSR programs implementation.

5) PT Supreme Energy – Code of Business Conduct Policy

It is company commitment to conduct business in accordance with the highest ethical standards, and with the guidelines set out in this document which represent the company's policy and defines the standards of conduct that are the foundation of company's business operations and its values. This policy establishes conditions for employment and applies to all employees including executives and BOD, and all of the company's contractors and other individual who work with the company.

## 6. SUMMARY OF PAST STAKEHOLDER ENGAGEMENT ACTIVITIES

This section provides a summary of public consultations and disclosure activities that have been conducted by PT. Supreme Energy Rantau Dedap in the past.


### 6.1 Public Consultation

- Public Consultation as part of AMDAL and AMDAL Addendum
- Informal meetings held with community members in the information center between representatives of community and company;
- Monthly Community Committee meetings
- Media gatherings and fieldtrips
- Health topics discussions
- Yearly meetings with stakeholders to discuss CSR for following year
- Geothermal Site visit organized for local leaders including youth leaders from surrounding village

### 6.2 Dissemination of Information

- Public consultation, focus group discussion, face to face public dissemination
- Brochures, posters or flyers prepared to visually explain the project;
- Press releases and media kits
- Announcements, published in local newspapers as well as on the information boards in the affected villages;




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- Information about the proposed investment project, made available at specified locations (usually the municipality) and information centre for a specified period of time.
- Electronic media : radio, television,

### 6.3 Summary of Past Engagement Activities


No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
1	13 Mar 2008	Dusun IV Yayasan / Rantau Dedap	Project Information	Project affected communities	Information on planned project activities (exploration)	<ul style="list-style-type: none"> <li>• Purpose of the project</li> <li>• Benefits of the project</li> <li>• Employment opportunities</li> <li>• Electricity black-out and shortage</li> <li>• Land procurement</li> </ul>
2	18 Oct 2010	Muara Enim Regency Office	Project information	Regent of Muara Enim Regency and his team	Project activity dissemination as shown in Project Work plan; the contribution of the Project to sustainable development.	<ul style="list-style-type: none"> <li>• Employment opportunities</li> <li>• Electricity black-out and shortage in Muara Enim</li> <li>• Boundary of the project with other Regency</li> <li>• Regency non tax revenue sharing</li> </ul>
3	22 July 2011	Pondok Pesantren Darul Ikhlas, Semende Darat Ulu District, Muara Enim Regency, South Sumatera Province.	Stakeholder consultation meeting	The attendees for the stakeholder consultation meeting were invited by invitation letter. The attendance list of the stakeholder consultation meeting recorded 89 attendees of the meeting	Socialize the project activity. Clean Development Mechanism.	<ul style="list-style-type: none"> <li>• Question was raised concerning the possibility of accident that would be happened same as in Lapindo</li> <li>• The possibility of profit sharing for the Semende Darat Ulu District</li> <li>• Expectation of road repair in the Semende Darat Ulu District.</li> <li>• Possibility of land damaged by construction of Rantau Dedap Geothermal Power Plant.</li> <li>• An expectation that the project activity would give benefits for local community: Scholarship, mosque renovation, build school.</li> </ul>

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No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
						<ul style="list-style-type: none"> <li>The possibility of cultural shift in society, such as a change from agrarian to industrial community due to the existence of this project.</li> </ul>
4	27 Jan 2012	Kota Agung - Lahat	Geothermal Project Socialization	Head of Lahat Regency, Head of Police Resort, Head of sub district, Sub district police, subdistrict army, local government apparatus, 5 Village community, public figures (Tokoh Masyarakat), youth groups, Community, and Journalists (more than 100 participants)	Public consultation with respect to planned project activities i.a: <ul style="list-style-type: none"> <li>Who is Supreme Energy</li> <li>What is Geothermal</li> <li>Project Benefits and contribution</li> <li>Project legal frame</li> <li>The construction.</li> </ul>	<ul style="list-style-type: none"> <li>Expectation of road repair</li> <li>Question was raised concerning the possibility of accident that would be happened same as in Lapindo</li> <li>An expectation that the project activity would give benefits for local community</li> </ul>
5	02 Feb 2012	Desa Segamit – SDU Muara Enim.	Project information	Head of sub district, Sub district police, subdistrict army, local government apparatus, community patron (Tokoh Masyarakat), youth groups, and project affected communities.	Public consultation with respect to planned project activities i.a: <ul style="list-style-type: none"> <li>Who is Supreme Energy</li> <li>What is Geothermal</li> <li>Project Benefits and contribution</li> <li>Project legal frame</li> <li>The construction.</li> </ul>	<ul style="list-style-type: none"> <li>The possibility of profit sharing for the Semende Darat Ulu District</li> <li>Expectation of road repair in the Semende Darat Ulu District.</li> <li>An expectation that the project activity would give benefits for local community: Scholarship, mosque renovation, build school.</li> </ul>
6	24 dan 27 Feb 2013	Kota Agung & SDU	Form the Villages Forum	Key stakeholders and affected community members	Villages Forum will bridging the company and community interest, as well as serves as the front liner on the dissemination process.	

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No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
7	22 Jul 2012 s/d  15 Sep 2012	Kota Agung Sub district – Lahat Regency	Land acquisition and compensation process dissemination	Land owners, local government/ regency & sub district level	Project background, land requirements, procedure for land acquisition, negotiations, grievance mechanism, potential benefits to the communities including employment opportunities	<ul style="list-style-type: none"> <li>• Welcomed the project activities, and expressed support for the project and Company.</li> <li>• Clarity on negotiation process and fair compensation for land and crops lost</li> <li>• Concern from coffee planters within the protection area, whether they will be compensated for crops since the land does not belong to them</li> <li>• Tentative timing and schedule of the project</li> <li>• Concerns with respect to land measurement (land owner not in agreement with the size measured by the topographic surveys), age of crops (compensation of coffee is based on age, the decree rates for 20-year-old coffee plants is low)</li> <li>• Potential for employment in the project stage, priority of local labor over outside labor</li> <li>• Impacts during construction and operation, dust, noise, and outside labor conflicts</li> <li>• Clarity on what the process for registering any complaints, grievances regarding the project activities</li> <li>• Need for better infrastructure in the project area, roads and other infrastructure, improvement of school buildings and facilities in schools, improvement to the mosques</li> </ul>
8	28 Jul 2012 s/d  02 Sep 2013	Desa Segamit Kecamatan Semende Darat Ulu (SDU) Muara Enim		Affected persons, village head, community representatives		
9	15 Sep 2012 s/d  17 Mar 2013	Desa Tunggul Bute, Kecamatan Kota Agung - Lahat		Affected persons, village head, community representatives		

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No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
10	02 Apr 2013	Kota Agung - Lahat	Public Announcement	Project affected communities and wider audience	Public announcement was published	
11	17 December 2013	Serbaguna Hospital, Muara Enim	Public Consultation Meeting for ANDAL	Government officials, community representatives, community leaders, women and youth group representatives and NGOs.	Information on the project and plans for exploration and exploitation	Land acquisition and compensation, expectations for employment, air quality in terms of dust and noise during construction/exploration phase, land clearing of vegetation, and impact on flora and fauna.
12	02 Feb 2014	Muara Enim	Media Gathering	All media in West Sumatra (newspapers & electronics), local government's public relation, 35 participants were involved.	Project disclosed information, company policy & procedure, and question & answer.	<ul style="list-style-type: none"> <li>• Purpose of the project</li> <li>• Benefits of the project</li> <li>• Employment opportunities</li> <li>• Electricity black-out and shortage</li> <li>• Forestry permit &amp; land procurement</li> <li>• The possibility of accident that would be happened same as in "Lapindo mud"</li> </ul>
	03 Feb 2014	Rantau Dedap	Rantau Dedap B-1 Well Spud-in Ceremony	All Media Gathering participants plus local villagers.	Project disclosed information to all stakeholders who are attending the ceremony	
13	08 Feb 2014	Kota Agung dan SDU	ADB Lender Site Visit (CTF Loan)	Local villagers visiting the local communities	Questions were asked by the ADB Lender about the knowledge of the local community and government officials ( <i>kades</i> and <i>kadus</i> – head of village / hamlet) about the project and the consultation so far as well as land acquisition and compensation process.	<ul style="list-style-type: none"> <li>• Public awareness</li> <li>• Information disclosure</li> <li>• Social compliance</li> <li>• Land Acquisition &amp; crops compensation process</li> </ul>

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No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
14	23 Mar 2014	Rantau Dedap - Segamit	Grievance Mechanism (GM) Dissemination	Project affected communities, local government and traditional leaders	GM dissemination including the GM procedure, contact detail and discuss other project issues.	
15	02 – 03 Jul 2014	Kota Agung dan SDU	Lender's Consultant Site Visits	Local villagers visiting the local market	Questions were asked by Lender's Consultants about the knowledge of the local community and government officials about the project and the consultation so far as well as land acquisition and compensation process.	<ul style="list-style-type: none"> <li>• Environment and social compliance</li> <li>• Land Acquisition &amp; crops compensation process</li> <li>• BAP &amp; CHA</li> </ul>
16	10 Okt 2015	Talang Pisang - Rantau Dedap	CSR Stakeholder Meeting	Tunggul Bute and Segamit Village Heads	Socialization of four pillars and program synchronization with the results of the kecamatan Development Planning Consultative Meeting (MUSRENBANG--Musyawarah Perencanaan Pembangunan) accommodating proposed CSR Program.	Need for better infrastructure in the project area, roads and other infrastructure, improvement of school buildings and facilities in schools, improvement to the mosques
17	Maret – Oktober 2015	6 villages	Community Capacity Building (Needs Analysis)	Total of 122 survey respondents	Survey on social data and training needs	Improving life skills, in particular farming, farm animal raising and fishing
18	3 February 2016	Segamit Village	Training Coffee and Vegetable Cultivation (Workshop)	40 participants	Training/Extension Services on farming	Farmers interested to learn more about proper cultivation of coffee
19	3 February 2016	Rantau Dedap Hamlet	Training Coffee and Vegetable Cultivation (Workshop)	40 participants	Training/Extension Services on farming	Farmers have insufficient knowledge of fertiliser application and face pest problems

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No	Date of consultation	Location	Theme	Participants (Number of Participants)	Information Disseminated	Key Issues Raised
20	4 February 2016	Tunggul Bute Village	Training Coffee and Vegetable Cultivation (Workshop)	60 participants	Training/Extension Services on farming	Farmers obtain information on how to manage coffee and vegetable plantations better including how to manage pests.
21	5-8 March 2016	Tunggul Bute Village, Rantau Dedap Hamlet and Segamit Village	Training in the field (biopore preparation, fertilizing of coffee)	21 participants (Rantau Dedap/Segamit)  20 participants (Tunggul Bute)	Training/Extension Services on farming	Farmers learn in the field how to do biopore and fertilize coffee.
22	2 May 2016		KA ANDAL presentation			



**Figure 6-1 Media gathering SERD**



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**Figure 6-2 Public Announcement**



**Figure 6-3 Public Consultation Event Q & A Session**



**PENGUMUMAN**  
**RENCANA KEGIATAN PENGEMBANGAN PANAS BUMI**  
**PLTP RANTAU DEDAP DENGAN KAPASITAS PEMBANGKIT 250 MW**  
**DI KABUPATEN MUARA ENIM, KABUPATEN LAHAT,**  
**DAN KOTAMADYA PAGAR ALAM**  
**PROVINSI SUMATERA SELATAN**

Pengembangan sumber daya panas bumi yang ada pada WKP Rantau Dedap di Provinsi Sumatera Selatan merupakan salah satu usaha dari pelaksanaan kebijakan Pemerintah untuk mencari sumber energi alternatif yang ramah lingkungan dan mengurangi ketergantungan akan bahan baku minyak bumi dan gas. Berdasarkan Peraturan Presiden Nomor 4 Tahun 2010 jo Peraturan Presiden Nomor 48 Tahun 2011, proyek Pembangkit Tenaga Listrik Tenaga Panas Bumi (PLTP) Rantau Dedap merupakan Proyek Nasional, dan termasuk ke dalam Program Percepatan Pembangunan Pembangkit Listrik 10.000 MW/Tenap II.

PT Supreme Energy Rantau Dedap (PT SERD) sebagai salah satu perusahaan yang dipercaya Pemerintah akan melakukan kegiatan pengembangan panas bumi di WKP Rantau Dedap yang terletak pada dua kabupaten (Muara Enim dan Lahat) dan satu kotamadya (Pagar Alam) di Provinsi Sumatera Selatan.

Sebagai upaya untuk memenuhi Peraturan Pemerintah Republik Indonesia Nomor 27 Tahun 2012 tentang Izin Lingkungan dan Peraturan Menteri Lingkungan Hidup Nomor 17 Tahun 2012 tentang Keterlibatan Masyarakat dalam Proses Analisis Mengenai Dampak Lingkungan Hidup dan Izin Lingkungan, PT SERD, selaku Pemrakarsa, akan melakukan Studi Analisis Mengenai Dampak Lingkungan Hidup (AMDAL) untuk Kegiatan Pengembangan Panas Bumi PLTP Rantau Dedap dengan kapasitas produksi listrik 250 MW. Sebagai lokasi pengembangan panas bumi PT SERD berada pada hulu sungai, sehingga sesuai dengan Peraturan Menteri Lingkungan Hidup Nomor 8 Tahun 2013 tentang Tata Laksana Pemisahan dan Pemantauan Dokumen Lingkungan Hidup serta Pemisahan Izin Lingkungan, maka penilaian AMDAL dilakukan oleh Komisi Penilai AMDAL (KPA) Pusat.


Dampak positif yang mungkin timbul dari rencana kegiatan tersebut antara lain berupa pemenuhan peningkatan kebutuhan energi listrik nasional, diversifikasi energi, dan produksi energi ramah lingkungan, sedangkan dampak negatif berupa peningkatan kebisingan, perubahan kondisi hidrologi, peningkatan laju transportasi, gangguan terhadap flora dan fauna, serta perubahan persepsi masyarakat. Bertagat upaya mengedukasi dampak negatif yang akan dibuktikan setelah pengolahan limbah air dengan kolam pengendapan, dan kita menggunakan sirkulasi sistem tertutup, pengumpulan limbah padat di area penampungan sementara sebelum dibawa ke Tempat Pembuangan Akhir (TPA), serta penanganan sampah bor sesuai dengan peraturan pengelolaan Bahan Berbahaya dan Beracun (B3) yang berlaku.

Kami mengharapkan saran, pendapat, dan tanggapan, sebagai bahan kajian dan telaahan dalam penyusunan Studi AMDAL tersebut, secara tertulis dalam jangka waktu 10 (sepuluh) hari kerja sejak tanggal pengumuman ini, yaitu dimulai dari tanggal 5 Desember 2013 hingga 14 Desember 2013, dengan mencantumkan identitas diri lengkap dan ditujukan kepada :

- 1. Deputi Menteri Lingkungan Hidup Bidang Tata Lingkungan**  
Kantor Kementerian Lingkungan Hidup  
Jalan D.I. Petajan Kav. 24 Kebon Nanas Jakarta Timur 13410  
Telepon: (021) 89904925  
Email: amdal@meritf.go.id
- 2. Badan Lingkungan Hidup (BLH) Provinsi Sumatera Selatan**  
Jalan Aerobik Nomor 4, Kampus PON IX Palembang 30137  
Telepon: (0711) 356488, Fax: (0711) 355360
- 3. Badan Lingkungan Hidup (BLH) Kabupaten Muara Enim**  
Jalan Mayor H. Tjk Agus Kemas, Kompleks Perkantoran Islam Center Kabupaten Muara Enim 31351  
Telepon: (0734) 742 0101, Fax: (0734) 742 0102
- 4. Badan Pengelolaan Lingkungan Hidup (BPLH) Kota Pagar Alam**  
Jalan Laskar Wanita Mentari Gunung Gare, Pagar Alam, Sumatera Selatan  
Telepon/Fax: (0730) 625 080
- 5. Badan Lingkungan Hidup (BLH) Kabupaten Lahat**  
Jalan Bhayangkara No. 8 Lahat, Sumatera Selatan  
Telepon/Fax: (0731) 321 277, Fax: (0731) 325 510
- 6. PT Supreme Energy Rantau Dedap**  
Equity Tower 18th Floor, Sudirman Central Business District (SCBD) Lot 9  
Jalan Jend. Sudirman Kav. 52-53 Jakarta 12190  
Telepon: (021) 5155222, Fax: (021) 5155059

Jakarta, 5 Desember 2013  
PT Supreme Energy Rantau Dedap

**Figure 6-4 Notification of AMDAL in Republika Newspaper on 5 December 2013**

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## 6.4 Key Issues of Past Engagement Activities

- Employment and business opportunities in project
- Fears of mud flow ('Lapindo case')
- Over/under supply of irrigation water (water distribution management)
- Land Acquisition
- Illegal logging and environmental concerns (flood and landslide disaster)
- CSR and socio economic and infrastructure development

## 7. PROJECT STAKEHOLDERS

### 7.1 Introduction

Stakeholders are defined *as people or entities that are affected or may have an interest in the Project*. Stakeholders are individuals or groups of people who have an interest in and/or can influence any decision or activity of the Company.

*External* stakeholders are those external to core business operational activities, such as affected individuals and communities, local government authorities, non-governmental and other civil society organizations, local institutions and other interested or affected parties.

*Internal* stakeholders are employees, suppliers, distributors, contractors and customers who are not addressed in this stakeholder engagement plan as these interactions are subject to national laws and regulations and company policies and procedures as part of core business activities.


### 7.2 Stakeholder Identification

Identification of stakeholders is the first step in the process of stakeholder engagement. This SEP has categorized stakeholders according to the following categories:

#### 7.2.1 SERD Communities and Traditional Institutions

SERD project affected communities are located in Semende Darat Ulu and Kota Agung sub-district (*Kecamatan*), which consists of :

- Semende Darat Ulu sub-district :
  - Desa Segamit

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- Dusun Yayasan
- Kota Agung sub-district :
  - Desa Tunggul Bute
    - Dusun Talang Pisang
  - Desa Lawang Agung
  - Desa Karang Endah
  - Desa Pandan Arang
  - Desa Sukarame

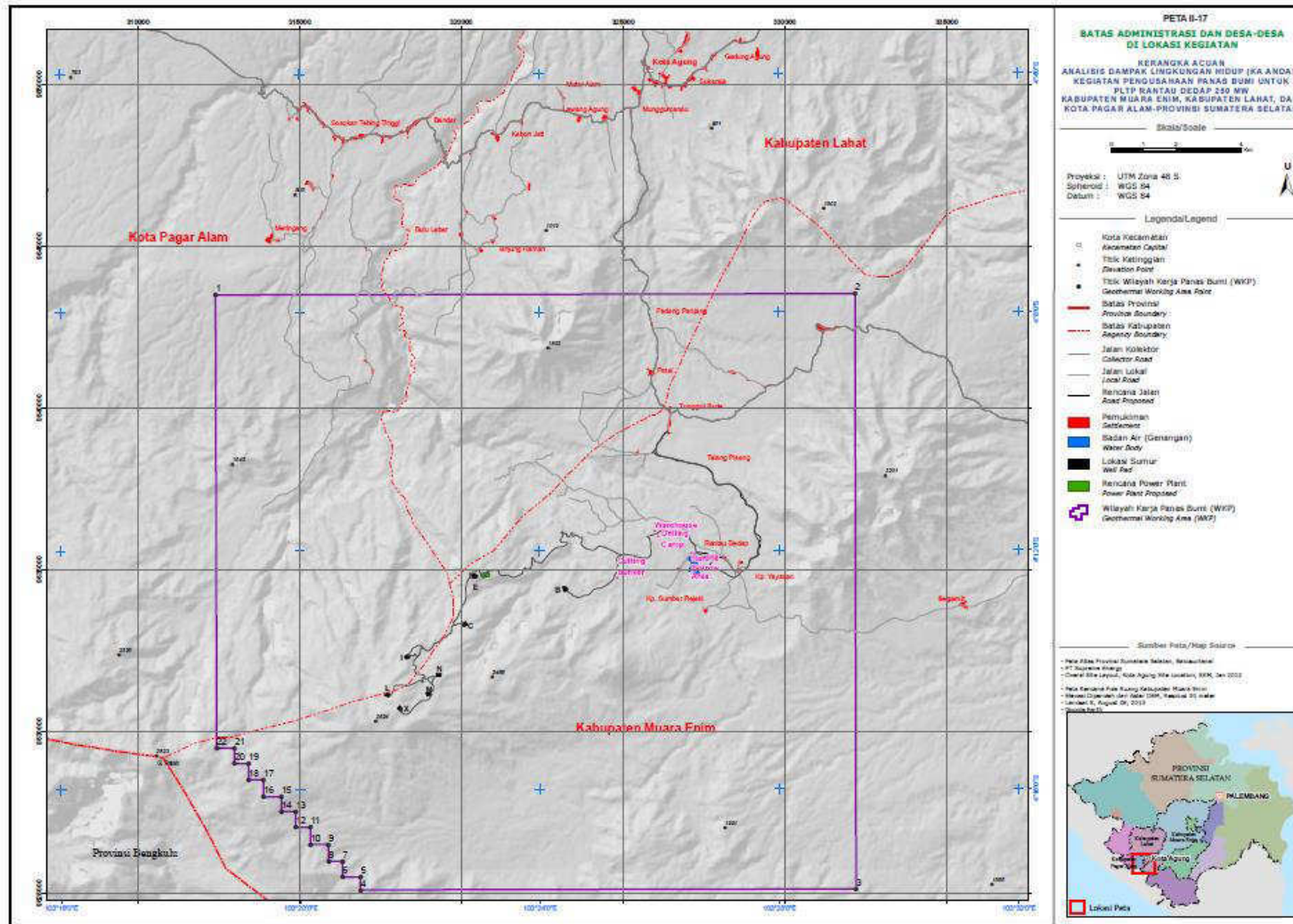
**Map 1** below shows Project Development Boundary and settlement locations.


Out of five villages which are within Project Development Boundary, 153 households, which is 109 of 153 categorized as Vulnerable Affected Households, are directly affected by the Project either by land acquisition or/and other Project activities.

Traditional institutions still play an important role in the community, for instance to resolve any conflict situations.

As part of its initial measure to create strong relationship with stakeholders, SERD has formed SERD Community Committee and SERD Stakeholder Forum. The role and function of the Community Committee is to serve as bridge between the interests of the Company and those of the community surrounding the project with the aim of establishing a harmonious relationship conducive to the project, the Company and the surrounding community.

Map 1: Project Development Boundary



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### 7.2.2 Women and Vulnerable People

During the land acquisition process, the Company has identified 109 most affected households that have been considered as vulnerable group of people in the project area. The basis for vulnerability considerations are as follows:

- Households with incomes less than the South Sumatra Provincial Rate for full term employment (IDR 30 million per annum) and lies under poverty line (IDR 391,178 per month per capita) – 101 households
- Women headed households without any other earning members - 5 households
- Households headed by elderly, or with disabled children – 3 households.


Besides that the Woman Organization (PKK in Bahasa) in Pagar Alam City, Lahat and Muara Enim Regency is the other stakeholder of this project .

### 7.2.3 Government

Government as executive body from central government to the grass root at the village level plays an important role to the project. In relation to SERD Project, the following government agencies and institutions are considered important stakeholders

- Ministry of Energy and Mineral Resources
- Ministry of Environment and Forestry
- Ministry of Finance
- Ministry of Public Works
- PT PLN (Persero) – stated owned electricity company
- Governor of South Sumatera
- Regent of Lahat including : Local Energy and Mineral Resources Office, Local Forestry Office, Local Investment Body, etc.
- Regent of Muara Enim including: Local Energy and Mineral Resources Office, Local Forestry Office, Local Investment Body, etc.
- Mayor of Pagar Alam including : Local Energy and Mineral Resources Office, Local Forestry Office, Local Investment Body, etc.
- Military (TNI) – Provincial, Regency and District
- Police (POLRI) – Provincial, Regency and District



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- National Land Body (*Badan Pertanahan Nasional or BPN*)
- Head of Sub-District (*Camat*)
- Head of the Villages
- Other related government institutions such as National Park Office, and Disaster Mitigation office (BPBD)

#### 7.2.4 Non-Government Organizations (NGOs)

National and International Non-Government Organizations (I-NGOs) and civil based organizations who are actively participating in social and environmental development are considered important Project external stakeholders. Indonesian regulations such as the Law no 23/ 2009 on the Management and Protection of Environment urge the involvement of the public including NGOs to participate in Project development process and monitoring.

NGOs can be the Project partner in implementing any programs related to environment, social and economy.

A number of active NGOs and INGOs are identified in the South Sumatera, among others:


- World Wildlife Fund (WWF)
- Institute Essential Service Reform (IESR)
- Komunitas Konservasi Indonesia (KKI) Warsi
- Yayasan Rantau Dedap
- Association of 20 environmental national and international NGOs.

#### 7.2.5 Private Businesses

Private businesses stakeholders are those outside SERD contractors, suppliers, distributors, and customers, but they are within Project Development Boundary. Besides private businesses, business associations and local chamber of commerce are considered stakeholders to the Project.

#### 7.2.6 Mass Media and Other Stakeholders

Printed and online mass media is one of outlets to deliver messages to wider recipients within and beyond Project affected areas. The Project and even stakeholders who have interest and positive or negative influence toward the Project may use the media to convey their messages and aspirations. Any issues, information, news, resulted from the Project might interest not only local media, but also national and international mass media.

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A number of mass media are as follows:

- Palembang Ekspres (Local)
- Sumatera Ekspres (Local)
- Sriwijaya Post (local)
- Tribun Sumsel (Local)
- Radar Palembang (Local)
- Kantor Berita ANTARA (National)
- Kompas (National)
- Republika (National)
- National Geographic (International)
- BBC (International)

#### 7.2.7 Educational Institutions

Educational institution is one of strategic stakeholders the Project will engage to build strong local and regional relationship. The engagement might be in the form of partnership, co-operation and participation in the Project programs.


A number of local universities have been identified, such as:

- Universitas Sriwijaya
- Politeknik Negeri Sriwijaya
- Universitas PGRI Palembang
- Sekolah Tinggi Ilmu Teknik Prabumulih
- Akademi MIGAS Prabumulih

#### 7.2.8 Other Stakeholders

Along project cycle of development, more stakeholders might be identified such as lenders, professional associations and so forth.



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### 7.3 Stakeholder Analysis

Supreme Energy's key stakeholders were identified through a stakeholder analysis process at the beginning of the Project. During this process stakeholders were categorized by identity, roles and interest in and influence on the Project.

The categorization of stakeholders sticks with definition of stakeholders which is individual or group of people who are directly or indirectly, positively or negatively, impacted by the Project operations and/or those who have direct or indirect and positive or negative influence on the Project activities

The key stakeholders were categorized into three groups:


- 1) *Directly Impacted Stakeholders*: People or entities that are directly affected by the Project and/or have been identified as most vulnerable to changes due to the Project. They require engaging when identifying impacts, stakeholder's significance and during mitigation and management measure discussions. Direct stakeholders include land owners, village heads, community and religious leaders, the sub-district head as well as villagers in the project affected communities, the regency level and provincial level authorities such Environmental Office, Forestry Office, National Land Agency, National Disaster Mitigation Agency, the national level authorities such as Directorate General New, Renewable Energy and Energy Conservation, Directorate General of Electricity which is under the authority of Ministry of Energy and Mineral Resource, Ministry of Forestry and Environmental, National Electricity Company (PLN), etc.
- 2) *Indirectly Impacted Stakeholders*: People or entities who could be indirectly affected by the Project. Indirect stakeholders include NGOs, Community Based Organizations (CBOs).
- 3) *Other Relevant Stakeholders*: People or entities who are interested in the Project or who can influence project operations.

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All the identified stakeholders are shown in the List of stakeholders in **Table 1**.

**Table 1 List of stakeholders**

No.	Stakeholders
1	Head of the Hamlets (Kepala Dusun) including Kepala Dusun Yayasan and Talang Pisang.
2	Head of Village (Kepala Desa) Kepala Desa of Segamit, Aremantai, Tunggul Bute, Karang Endah, Pandan Arang, Lawang Agung and Sukarame
3	Head of Sub-District (Camat) including Semende Darat Ulu and Kota Agung Sub-District.
4	Head of Regency (Bupati) and other Local and Central Government Office, such as : Forestry office, Land Agency office, Energy office, National Park Office, Disaster office, etc
5	Project affected people including women and vulnerable groups
6	People of Dusun Yayasan
7	People of Dusun Talang Pisang
8	People of Desa Segamit
9	People of Desa Aremantai,
10	People of Desa Tunggul Bute,
11	People of Desa Karang Endah
12	People of Desa Pandan Arang
13	People of Desa Lawang Agung and Sukarame
14	People of Desa Sukarame
15	People of Semende Darat Ulu District
16	People of Kota Agung District
17	PT. PLN (Persero)
18	TNI / POLRI (Military / Police Office)
19	SERD Community Committee
20	SERD Stakeholder Forum
21	Mass Media
22	Future Lenders
23	The NGO (WWF, KKI Warsi, and association of 20 National and International NGO on the Environmental Issues)

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## 8. STAKEHOLDER ENGAGEMENT PROGRAM

SEP covers engagement with external stakeholders including government agencies, project affected communities, local land owners, businesses, mass-media, educational institutions, NGOs, and other project relevant external stakeholders. SEP document will be modified and updated in accordance with the progress of SERD project cycles:

- 1) Construction
- 2) Operation
- 3) Decommissioning

### 8.1 Type of Information to be disclosed

The following project aspects, issues and activities are the information that is required to being disclosed to relevant stakeholders and affected communities:


- Project activities, timing, progress/milestones and employment opportunities ;
- Dissemination of Grievance Redress Mechanism to project affected communities;
- Project operation;
- Community Health and Safety
- Environmental and social responsibility programs

### 8.2 Communication Methods

#### 8.2.1 Principles of Communication

In order to provide a foundation for a cooperative relationship with the identified stakeholders, Supreme Energy, in line with its communication policy, strives to achieve constructive communication in order to:

- Reaffirm the relationship of trust between the company and the local community;
- Foster a relationship of trust and understanding between the company management and local government;
- Relieve any tensions between the company and the local community;
- Anticipate and counteract attempts at misrepresenting the Company's activities;
- Promote the contribution of the Company towards an improved living standard in the Project area;

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- Alleviate concerns related to the introduction of new processes and equipment through facts and evidence-based argumentation;
- Improve internal Company communication and thereby increase efficiency of the work process as a whole.

### 8.2.2 Tools of Communication

A number of methods/tools will be employed for stakeholder engagement to consult with each of the identified key stakeholder groups, such as listed below.

- Face to face discussions;
- Public meetings/open house community forums;
- Formal closed door meetings;
- Flyers and public notices;
- Formal correspondence; website; and/or
- Media reports/announcements

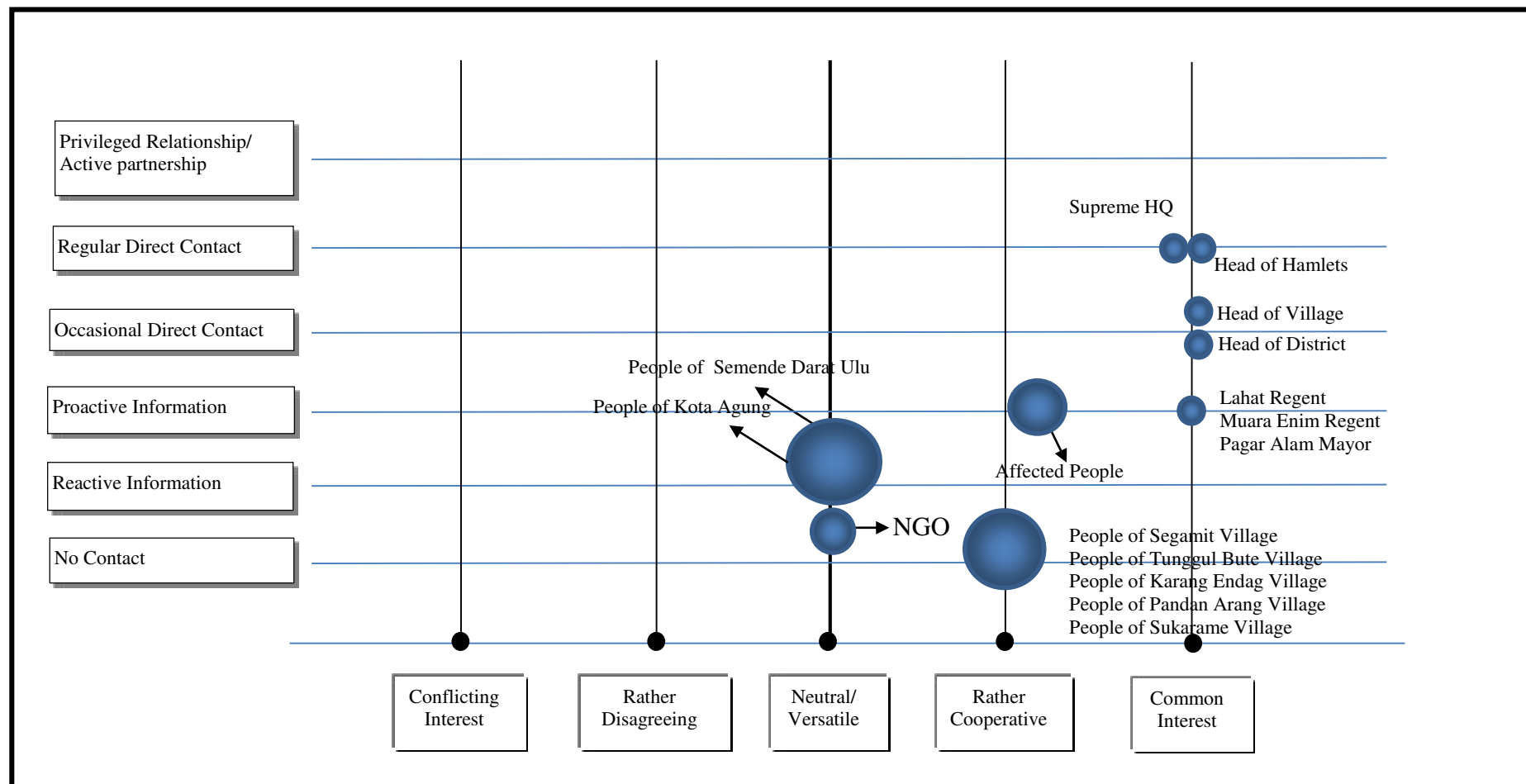
### 8.3 Degree/Level of Engagement/Dialogue

Engaging in an appropriate way and communicating adequately is fundamental for a good relationship. In order to sufficiently meet the needs of the varied stakeholders Supreme Energy has developed engagement methods tailored according to the needs of the targeted groups. Following is a summary of some of the applied and existing methods of engagement with external groups of stakeholders.

The Stakeholder level of dialogue is measured by two factors, namely, (1) the intensity of the dialogue between the stakeholders and the Company (the SERD), which ranges from privileged relationship/ active partnership on the one hand to limited contact at the other; and (2) the level of stance starting from the common interest, at a varying degree: rather cooperative, neutral/ versatile, rather in disagreement, and conflicting interest.

**Figure 8-1** describes the diagram of this stakeholder level of dialogue.

**Figure 8-1 Local Stakeholders Level of Dialogue**



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**Table 2 Stakeholder Level of Dialog & Form of Engagement**

No.	Stakeholders	Type of Stakeholder	Dialogue Level	Stance	Engagement Period	Form of Engagement
1	Project Affected People	Community	Proactive Information	Related issues to land acquisition, compensation, livelihood programs, employment, etc	Monthly	Open Dialogue with SERD related function
2	Head of Hamlets (Kepala Dusun)	Government	Regular Direct Contact	Common Interest on employment issue	Monthly	Open Dialogue
3	Head of Village (Kepala Desa)	Government	Direct Contact	Common Interest on employment issue	Monthly	Open Dialogue
4	Head of District (Camat)	Government	Direct Contact	Common Interest on people influx issue	Bi-Monthly	Open Dialogue
5	1. Lahat Regent (Bupati Lahat) 2. Muara Enim Regent (Bupati Muara Enim) 3. Pagar Alam City Mayor (Walikota Pagar Alam)	Government	Proactive Information	Common Interest on economic development and empowerment	Quarterly	Open Dialogue
	a. Energy & Mineral Resources Office	Government	Proactive Information	Common Interest on energy development	Quarterly	- Quarterly Progress Report of the Rantau Dedap Geothermal Plant Project - Quarterly Safety & Environmental Report
	b. Environmental Office	Government	Proactive Information	Common Interest on environmental protection	Quarterly	Six Monthly Enviromental Monitoring Report
	c. Forestry Office	Government	Proactive Information	Common Interest on forestry protection	Quarterly	Update the new applicable regulation

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No.	Stakeholders	Type of Stakeholder	Dialogue Level	Stance	Engagement Period	Form of Engagement
	d. Investment Board Office	Government	Proactive Information	Common Interest on investment opportunities	Quarterly	Update the new applicable regulation
	e. PT. PLN (Persero)	Government	Proactive Information	Common Interest on generating electricity	Monthly & Quarterly	Monthly meeting and reporting Quarterly coordination meeting
6	People of Semende Darat Ulu and Kota Agung	Community	Regular Direct Contact	Common Interest on social and environmental issues	Monthly	Support Community Event and Open Dialogue
7	SERD Community Committee (including Community Reps in GRC)	Community	Regular Direct Contact	Common Interest on social and environmental issues	Monthly	Coordination Meeting and Open Dialogue
8	SERD Stakeholder Forum	Mixed	Regular Direct Contact	Common Interest on social and environmental issues	Annually	Stakeholder Meeting
9	Military / Police Office	Government	Occasional Direct Contact	Common Interest on security and social issues	Monthly	Open Dialogue
10	Mass Media	Media	Occasional Direct Contact	Common Interest	Annually	Open Dialogue
11	Future Lenders	Other Stakeholder	Regular Direct Contact	Common Interest	Six-monthly	Six-monthly report
12	NGOs (WWF, KKI Warsi, and association of 20 National and International NGO on the Environmental Issues)	NGOs	Occasional Direct Contact	Rather cooperative (and situational)	As required	Information dissemination
13	Contractors/ subcontractors	Business Partner	Regular Direct Contact	Common Interest	Six-monthly	Six-monthly report
14	Workers, labour unions	Internal Stakeholders	Occasional Direct Contact	Labor issues including wages, work hours, benefits, etc	As required	Information dissemination
15	Women in communities (etc)	Community	Regular Direct Contact	Common Interest	Monthly	Coordination Meeting and Open Dialogue



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## 9. TIMETABLE AND PLANNED STAKEHOLDER ENGAGEMENT PROGRAM


The following table shows stakeholder engagement program from Short Term consists of Pre-Construction and Construction Phase, Medium Term, which is Early Operation Phase, and finally Long Term, Operation and Post Operation/Decommissioning Phase. Project affected stakeholders may participate throughout the project cycle via provided media and means of participation such as Grievance Redress Mechanism and surveys/studies that will be regularly carried out by SERD.

**Table 3 Stakeholder Engagement Program**

Objectives	Information Disclosed	Activities/ communication plan	Stakeholders	Time frame	Locations	SERD Responsible Party
<b>Short Term (Pre Construction and Construction Phase)</b>						
Gaining support for the Project from key stakeholders and other project affected stakeholders	Project Description and its positive contribution to environment (renewable energy), social, economic development. Land Acquisition Plan Recruitment for Construction Business opportunities Environmental and Social Impact Assessment Results	Face to Face meeting, multi-stakeholder meetings/briefings, public consultation, public announcement, mass media	National and local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs	As per national regulation through national EIA (AMDAL) and once during pre-construction phase	National government agencies in Jakarta  Provincial government in Palembang  Lahat and Muara Enim Regency and City of Pagar Alam  Semende Darat Ulu and Kota Agung District	Higher Management (e.g. President and Vice President, Directors), Community Relations and Affair
Public awareness about Project progress.	General project schedule, advance, and milestones achievement. Project's commitment to environmental and social management and monitoring	Milestones announcement through electronic media, fact sheet, internet, newsletters, social media.	National and local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs,	Regularly from commencement of project activities until construction completion	Lahat and Muara Enim Regency and City of Pagar Alam Semende Darat Ulu and Kota Agung District	Community Relations and Affair and other relevant division such as environmental department

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Objectives	Information Disclosed	Activities/ communication plan	Stakeholders	Time frame	Locations	SERD Responsible Party
			academics, media			
Thorough and careful identification of additional project affected people/households with special attention on vulnerable people (if any)	Project Activities Plan that will affect local households. Project's action plan to mitigate/alleviate impacts including Project's livelihood skill development Program. Impact monitoring report accessible by public/affected communities	Limited stakeholder meeting/consultation.	Potential affected households by Project activities, local government	Prior to Project commencement	Lahat and Muara Enim Regency and City of Pagar Alam  Semende Darat Ulu and Kota Agung District	Community Relations and Affair and other relevant division such as environmental department
Stakeholder engagement on environment and social impacts and risks during construction			Affected communities, village leaders, traditional institutions, government agencies, NGOs, contractors, subcontractors		Lahat and Muara Enim Regency and City of Pagar Alam  Semende Darat Ulu and Kota Agung District	
Community participation in Project development	Dissemination of Grievance Redress Mechanism (GRM)	Electronic media, fact sheet, internet, newsletters, social and mass media, conferences, Community Committee small group discussion	All stakeholders	From commencement of project activities	Semende Darat Ulu and Kota Agung Sub_district	Community Relations and Affair
Community development through Project's environmental and social programs	Project Corporate Social Responsibility program	Community participation, public consultation, and public awareness through electronic	Local government, village leaders, affected communities (incl. women and	Regularly from commencement of project activities	Lahat and Muara Enim Regency and City of Pagar Alam	Community Relations and Affair

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Objectives	Information Disclosed	Activities/ communication plan	Stakeholders	Time frame	Locations	SERD Responsible Party
		media, fact sheet, internet, newsletters, social media, conferences, sustainability report	vulnerable group of people)			
<b>Medium Term (Operation Phase)</b>						
Managing stakeholder expectation with accurate information	Recruitment for Project Operation Business opportunities during Operation Phase Grievance Redress Report	Community Perception Survey, Sustainability Report, Grievance Redress Mechanism	Local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs	Annually from commencement of project activities	Semende Darat Ulu and Kota Agung Sub_district	Community Relations and Affair
Maintain good relationship with Project key external stakeholders and develop feeling of ownership of the project among communities	Project operation and its contribution to local and regional development Project continuous commitment to protecting environment and contribute to local economic development	Face to Face meeting, multi-stakeholder meetings/briefings, focus group discussion	National and local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs	Regularly and as required from commencement of project activities	National government agencies in Jakarta  Provincial government in Palembang  Lahat and Muara Enim Regency and City of Pagar Alam  Semende Darat Ulu and Kota Agung Sub-District	Higher Management (e.g. President and Vice President, Directors), Community Relations and Affair
Support socio-economic development programs	Continuous contribution and support to local socio-culture and economic development	Electronic media, fact sheet, internet, newsletters, social media, conferences, sustainability report	Local government, village leaders, Affected communities (incl. women and vulnerable group of people)	Regularly from commencement of project activities	Provincial government in Palembang  Lahat and Muara Enim Regency and City of Pagar Alam	Community Relations and Affair

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Objectives	Information Disclosed	Activities/ communication plan	Stakeholders	Time frame	Locations	SERD Responsible Party
					Semende Darat Ulu and Kota Agung Sub-District	
The impacts of the Project on vulnerable households are monitored.	Project related programs on affected vulnerable households.	Electronic media, fact sheet, internet, newsletters, social media, conferences, sustainability report, third party survey on progress of project affected households.	Project affected vulnerable households	Regularly from commencement of project activities	<ul style="list-style-type: none"> <li>Semende Darat Ulu and Kota Agung Sub-District</li> </ul>	Community Relations and Affair
Maintain strong positive relationship with stakeholders	Project operation and its contribution to local and regional development. Post-operation plan Project continuous commitment to protecting environment during operation and post operation.	Face to Face meeting, multi-stakeholder meetings/briefings,	National and local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs	Regularly from commencement of project activities	<ul style="list-style-type: none"> <li>Semende Darat Ulu and Kota Agung Sub-District</li> </ul>	Higher Management (e.g. President and Vice President, Directors), Community Relations and Affair
Managing stakeholder expectations during project operation and post operation/project closure	Project post-operation/decommissioning plan Grievance Redress Report	Community Perception Survey, Sustainability Report, Grievance Redress Mechanism	Local government, village leaders, Affected communities (incl. women and vulnerable group of people), environmental and social NGOs	Annually from commencement of Project activities	<ul style="list-style-type: none"> <li>Semende Darat Ulu and Kota Agung Sub-District</li> </ul>	Community Relations and Affair
Support socio-development program toward	Continuous progress report on community development	Electronic media, fact sheet, internet, newsletters, social media,	Local government, village leaders, affected	Regularly from commencement of	<ul style="list-style-type: none"> <li>Semende Darat Ulu and Kota Agung Sub-District</li> </ul>	Community Relations and Affair

Objectives	Information Disclosed	Activities/ communication plan	Stakeholders	Time frame	Locations	SERD Responsible Party
community sustainable development.	through progress measures and readiness for sustainable development	conferences, Focus Group Discussion, sustainability report.	communities (incl. women and vulnerable group of people), business, media	project activities		

Stakeholder engagement planning is an ongoing process, hence the SEP a living document that will change and will be adapted to the project progress and the dynamic of Project-Stakeholders relationships. **Figure 9-1** below show the dynamic process of a SEP where stakeholders and issues identification and analysis will change from time to time and will result in an update and change of stakeholder engagement plan. Monitoring and evaluation of the implementation of SEP provide feedbacks to the next improvement of SEP. The implementation of SEP will be documented and reported back to stakeholder and the public.



**Figure 9-1 Stakeholder Engagement Process Flow**

## 10. RESOURCES AND RESPONSIBILITIES

### 10.1 Staff

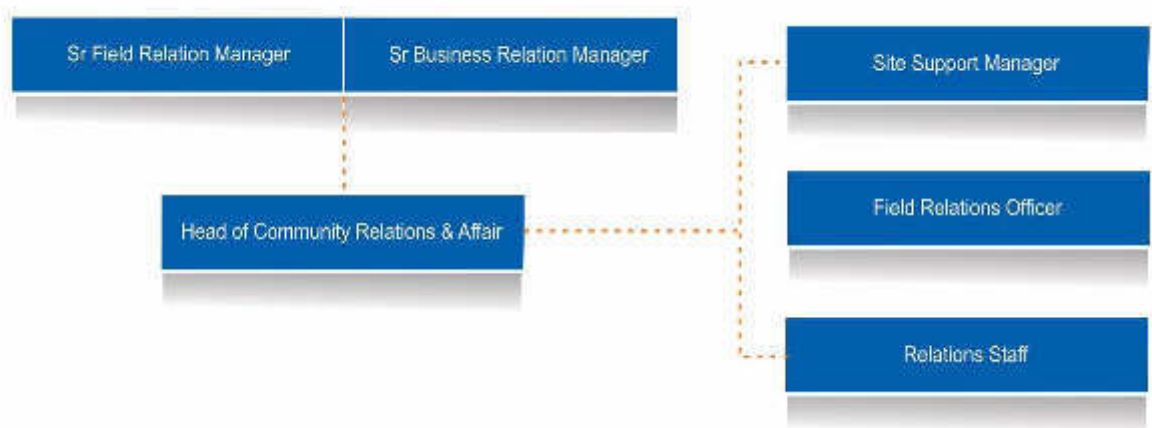
Stakeholder engagement process is managed by the Business Relations and Communication Sub-department supported by Field Relations section and his/her team

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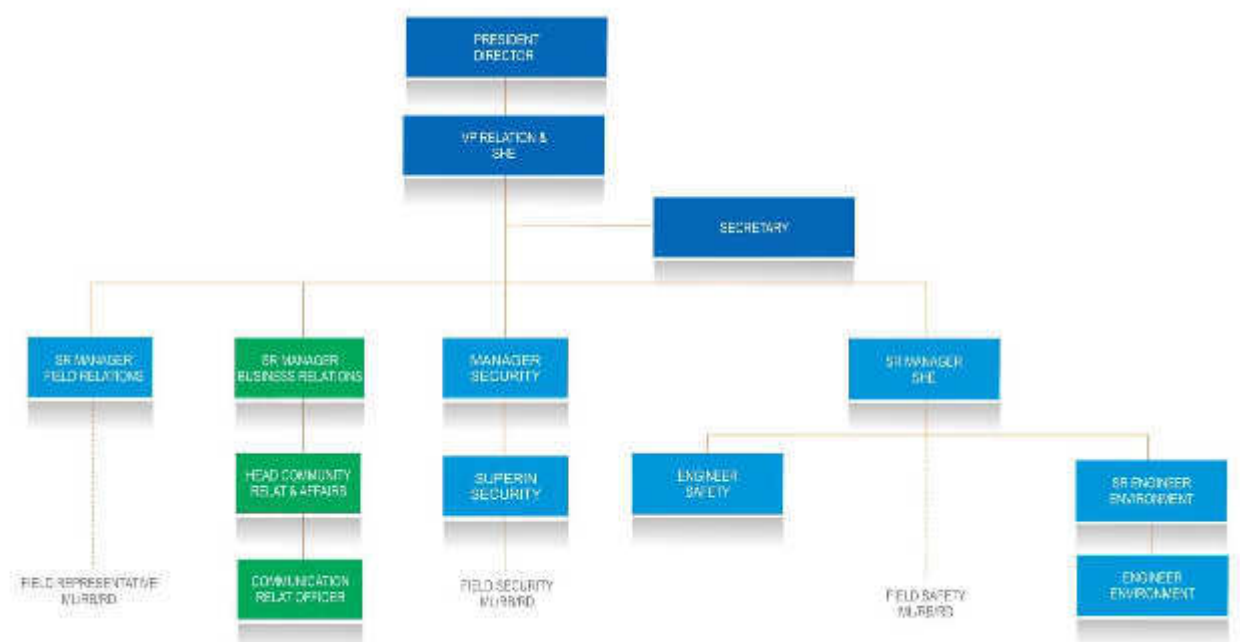
including the Site Support Management Team. Head of Community Relations and Affair will undertake day to day stakeholder engagement activities supported by site support manager and field relations officer and relations staff. Other sections or department such as Legal, Project, Subsurface, Drilling, Supply Chain Management, Contract, Accounting, and HRD will be included on a need basis. The team will be monitored by Vice President of Relations & SHE.

Responsibilities of the team include but are not restricted to:

- Disseminate Project information;
- Provide timely communication to stakeholders and key stakeholders;
- Create news releases, information and presentation materials;
- Develop and maintain interaction with stakeholder groups;
- Involve in joint projects;
- Liaises with the local government, community, and other strategic stakeholders.



**Figure 10-1 Command Line and Structure of Stakeholder Engagement Organization**



**Figure 10-2 Organogram of SERD Business Relations Team in Jakarta**

**Table 4 Roles and Responsibilities for SEP Implementation**

Title	Role/Responsibilities
Senior Manager Business Relations	<ul style="list-style-type: none"> <li>Coordinate the development and evaluation of the SEP document, including the communication strategic and budget to support stakeholder engagement activities</li> <li>Identify and analyse external stakeholders relevant to the Project</li> </ul>



Title	Role/Responsibilities
	<ul style="list-style-type: none"> <li>Identify the stakeholders potential risk and impact/problems due to project activity</li> </ul>
Senior Manager Field Relations	<ul style="list-style-type: none"> <li>Coordinate, communicate and monitor stakeholder engagement programs implementation with Site Support Manager.</li> <li>Manage and monitoring the local stakeholders behaviours toward Project activity.</li> <li>Identify the local stakeholders' potential risk and impact/problems due to project activity</li> <li>Communicate all major grievances to SERD management</li> </ul>
Head of Community Relations and Affair	<ul style="list-style-type: none"> <li>Developing and maintaining relationships with key community groups, government officials, media and public in general.</li> <li>Develop and proposes strategic stakeholders' engagement.</li> <li>Manage grievance redress mechanism</li> <li>Plan, propose and implement community development and social programs in accordance with Work Plan &amp; Budget and the objectives and policy of the company.</li> <li>Monitor the implementation and progress of Corporate Social Responsibility (CSR) programs at site and provides consultation where necessary.</li> <li>Develop and supervise the update of stakeholder database and stakeholder's commitment register.</li> <li>Report SEP implementation to Senior Manager of Business Relations and Senior Manager of Field Relations</li> </ul>
Site Support Manager	<ul style="list-style-type: none"> <li>Manage the local SERD's resources utilization for stakeholder engagement programs implementation.</li> <li>Provide inputs and support stakeholder engagement program.</li> </ul>

Title	Role/Responsibilities
	<ul style="list-style-type: none"> <li>• Manage and Implement stakeholders' engagement</li> <li>• Manage the GM implementation and site GRC team for resolving all minor grievances</li> </ul>
Field Relations Officer	<ul style="list-style-type: none"> <li>• Assist the development of stakeholder engagement program and activities</li> <li>• Implement stakeholder engagement program and activities with the direct referrals from Site Support Manager and Field Relations as well as Head of Community Relations and Affair</li> <li>• Record and document stakeholder engagement activities</li> <li>• Prepare regular report on stakeholder engagement activities</li> <li>• Record and document stakeholder grievances in the grievance mechanism log.</li> <li>• Implement the roles as secretary of GRC</li> </ul>
Relations Staff	<ul style="list-style-type: none"> <li>• Assist the development of stakeholder engagement program and activities</li> <li>• Implement stakeholder engagement program and activities with the direction from Head of Community Relations and Affair</li> <li>• Record and document stakeholder engagement activities</li> <li>• Prepare regular report on stakeholder engagement activities</li> <li>• With guidance from Head of Community Relations and Affairs develop and maintain stakeholders' database and commitment register.</li> </ul>

## 10.2 Budget

The project allocates an annual budget of USD 70,000 for stakeholder engagement activities in the initial phase of the Project. Stakeholder engagement budget will increase gradually commensurate with Project development.

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## 11. GRIEVANCE MECHANISM

This section focuses on the Project Level Grievance Mechanism as required by the ADB's SPS 2009 and IFC PSs. Establishing and implementing a Grievance Mechanism is an important requirement in meeting both lenders requirements as well as ensuring that affected community grievances are managed in a fair and timely manner. A detailed step by step instruction follows including flowchart (Figure 11-1).

### 11.1 Resolution Step by Step

**Step 1:** Complaints may be expressed verbally or in writing to the Project field representative PT Supreme Energy in Rantau Dedap. Complaints received by other Project personnel will be forwarded to the Field Relations Representative within a day.

**Step 2:** Site Support Manager will be responsible for documenting verbal and written complaints. Complaints will be written onto a complaints log and action form within the 24 hours that a complaint was filed/conveyed (see attached). The complaints log and action form records (a) who reports the complaint; (b) the date the complaint was received and recorded; (c) the nature of the complaint; (d) information of proposed corrective action; (e) date of response (verbal and written) provided to the complainant; (f) corrective actions taken by whom and when, and (g) the date the complaint was closed out.

"Minor" complaints will be then directed to the Site Grievance Resolution Committee (GRC) within 1 (one) day period, which could include the Relation Response Team, Community Committee, and/ or Contractor Representatives depending on particular cases for necessary actions and immediate tactics with limited adverse impact on the community and the Company. This will be followed by action plan and implementation no longer than 2 (two) working days. And it goes to Step 8.

As for "Major" complaints, the cases which have high adverse impact to the community and the Company will be directed to Step 3

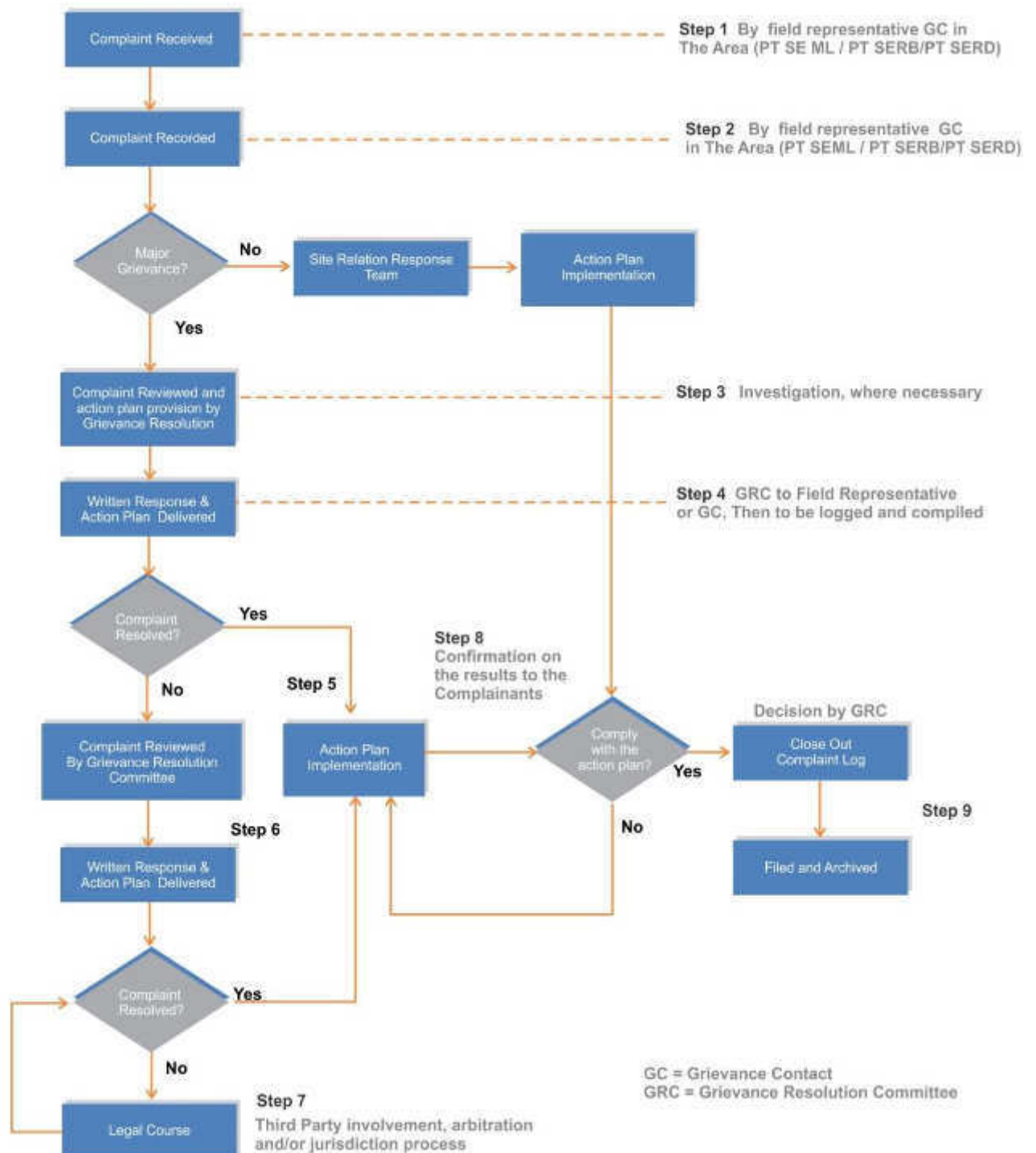
**Step 3:** All complaints log and action forms will be forwarded to the management team on weekly basis. Appropriate actions to close out the complaint will be determined and written onto the form. Where necessary the Relation, Project,

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Security and/ or SHE team will investigate complaints from the community and an investigation report will be developed. The Community Committee shall be involved during this step to inform the action status. The process of Step 3 will take in general 7 (seven) working days. However, it depends on the nature and the complexity of the issues/complaints.


**Step 4:** A written response for every grievance will be prepared within 14 (fourteen) working days. The response will be delivered verbally before the written copy is provided to the complainant. The complainant will be asked to sign and date the complaints log and action form to confirm receipt of the Project written response and Action Plan.

**Step 5:** Action Plan implementation. The management PT Supreme Energy recognizes that eventually timelines for possible actions will be determined by the nature of the grievance. If more time is required to implement appropriate actions, the Relations and/ or Security team will inform the complainant within 21 days. Relation and/ or Security Team, however, will assume responsibility for ensuring all actions are implemented to close out the complaint.



**Figure 11-1 Grievance Mechanism Flowchart**

In most cases the written response and agreed actions may be sufficient to resolve the complaint; otherwise more actions will be taken. When the actions

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are completed the process will be continued by confirming to the Complainants on the compliancy of the results with the agreed action plan.

**If unresolved,**

**Step 6:** the complainant will be referred to the Grievance Resolution Committee. The Committee will comprise department of Relations, Security, and Site Support. Other sections or department i.e., SHE, Legal, Project, Subsurface, Drilling, Supply Chain Management, Contract, Accounting, HRD, etc. will be included on a needs basis. The Grievance Resolution Committee aims to resolve complaints within 21 working days after referral by the Relations and Security Team. Again, depending on the nature of the complaint, a longer timeline may be agreed upon with the complainant. If an agreeable solution is reached, the complainant will be asked to sign on the log book, date, complaints and the agreements to confirm receipt of agreement with the Project written response.

When it is resolved the process will be continued by action plan implementation (Step 5) and confirming the results to the Complainants.

**Step 7:** Should all the steps above be insufficient in resolving the issue, the final resolution is found by legal counsel. The Indonesian law jurisdiction shall apply.

When it is resolved the process will be continued by the action plan implementation and confirming the results to the Complainants.

**Step 8:** The confirmation on the results from the Complainants should be submitted within 7 (seven) days after the results confirmation log is given from the SERD, otherwise the complaint log will be closed. Should both parties agree on the compliances of results; both parties will sign and date the agreement form. Otherwise, the process will be given back to the Grievance Resolution Committee for the action plan re-implementation.

**Step 9:** The agreement on the results will become the log closing and will be recorded and archived as a formal document for filing and evaluation purposes.

In the initial stage of the Project, H.M Goerillah Tan is appointed as Grievance Contact (GC). Issues and grievance related to the Project should be addressed to the GC as

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detailed below, and it is preferred for a complainant to fill up Grievance Form. Alternatively, grievances can be directed to the SERD Community Committee (see details below).

## 11.2 Grievance Mechanism Points of Contact

**Table 5 Grievance Contact Points**

Role	Contact Details
Grievance Contact and Field Representatives	H. M. Goerillah Tan
Grievance Contact Alternative	TBA (Site Support Superintendent)
Grievance Contact Alternative	Erwin Guminda (Act. Site Support Manager)
SERD Office	PT Supreme Energy Rantau Dedap SERD Camp, Dusun Talang Pisang, Desa Tunggul Bute, Kecamatan Kota Agung, Kabupaten Lahat, Sumatera Selatan
SERD Community Representatives 1. Tunggul Bute Village Head 2. Segamit Village Head 3. Kota Agung District Head 4. Semende Darat Ulu District Head (temporarily SERD Community Committee had been dissolved)	Jutawan - Jalalludin – 0812.7330.0696 Arief - Tasman – 0812.8090.3497
SERD Website	<a href="http://www.supreme-energy.com">www.supreme-energy.com</a>

## 11.3 Community Committee

Community Committee (CC) is formed by the Company to bridge between the Company needs and the communities' needs and aspiration around the Project site. The aim is to create a balanced and conducive Company-Community relation.

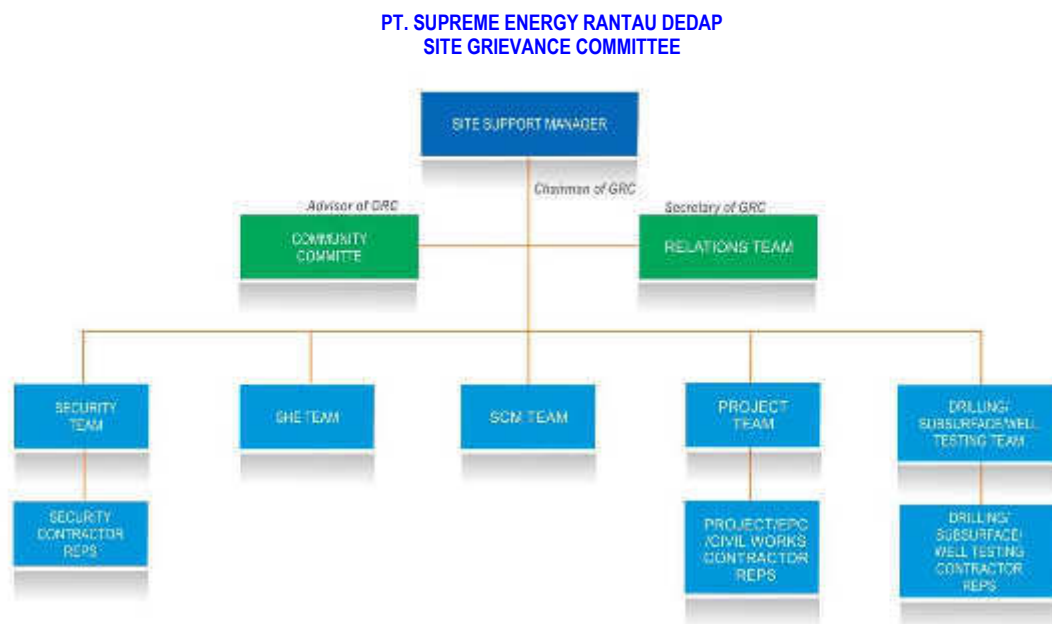
Members of CC will be selected from communities in the Project affected area and based on consensus from head of sub-districts, and head of villages. SERD will issue a decree and inaugurate CC members.



	<b>REL-SERD Stakeholder Engagement Plan</b>	<b>Ref:</b>	<b>RD/REL-MAN- 04- Rev 0</b>
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The tasks of CC among others are as follows:

- To continuously coordinate and communicate to bridge the Company's and Communities' needs.
- To communicate/disseminate information that has been categorized for public information by the Company.
- To attend ad-hoc meetings based on needs and annual stakeholders meeting in October annually.



**Figure 11-2 Community Committee in Grievance**

#### 11.4 Dissemination Program

A regular dissemination program will be introduced to the Company system with regards to the Grievance Mechanism dissemination as follows:

1. Develop the role and function of the community working group as the front liner on the dissemination process. The Group facilitates a regular gathering between the Company's representative and the community, among others to introduce and maintain the awareness on the Grievance Mechanism.
2. Regular update to the Head of the Village (kepala desa), as the arm of the Grievance Contact, in understanding community knowledge on the Grievance Mechanism.

	REL-SERD Stakeholder Engagement Plan	Ref:	RD/REL-MAN-04-Rev 0
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3. Distribute printed materials (newsletter, leaflet) on the Grievance Mechanism to the community.

## 12. MONITORING AND EVALUATION

Monitoring stakeholder engagement process is still new to the Project. A process of establishing monitoring criteria is an initial phase of development. The results to be analysed will provide background for planning better initiatives for the operation, closure and rehabilitation project stage.

The following SEP activities require monitoring and evaluation from assigned personnel and team in the Project:

- Implementation of SEP that includes update of stakeholder database and issues, as well as documentation of stakeholder engagement activities. Throughout the project life Supreme Energy will maintain communication channels with relevant stakeholders as identified. Any additional stakeholders identified during the life of mine will also be added and communication with them will be initiated.
- Implementation of Grievance Mechanism as part of SEP which includes dissemination of Grievance Mechanism, grievance logging and tracking, effectiveness of grievance management, and number of grievances solved.

Evaluation of SEP implementation will be carried out at least annually. Evaluation is essential to provide feedback to improve Project SEP and enhance Project-stakeholder's relationship.

## 13. REPORTING

Stakeholder engagement activities and significant changes or updates in the production process and upgrade, stakeholder's concerns, environmental and social issues will be continuously reported and published to a wider audience in a transparent way through public domain documents and websites such Company's sustainability report, annual report, Company website, newsletters, articles, local media and other outreach tools.

## 14. MANAGEMENT FUNCTION

	<b>REL-SERD Stakeholder Engagement Plan</b>	<b>Ref:</b>	<b>RD/REL-MAN- 04- Rev 0</b>
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The development and management of SEP is the responsibility of Manager of Business Relations in coordination with Field Relations Manager as elaborated in detail in section 10.

SEP will be aligned and integrated with the Company's ESMS and Communication Policies and Communication Plan.

The implementation of SEP will be overseen by Manager of Business Relations. The manager will oversee the performance of SEP implementation such as proper identification of stakeholders, number of new stakeholders identified, number of grievances addressed and solved, and level of stakeholders' satisfaction to the Company's responses, and effective dissemination of Grievance Mechanism.

Human resources to implement stakeholder engagement program will be hired and trained properly so that s/he can perform the function effectively, understands local culture and customs, and is able to fulfil practical and administrative work loads in the SEP.

Although the SEP is designed for external stakeholders, it is important that the Company's employees, in general understand engagement plans and activities with external stakeholders, and in particular, the external Grievance Mechanism. Company employees are considered 'ambassadors' of the Company among communities and stakeholders and any employee could be approached at any time by external stakeholders with regards to Company and project activities.

SEP tools among others include stakeholder database, stakeholder engagement log, and Grievance Mechanism. With the advance of information technology, SEP tools can be managed in a more integrated way.

## **15. CUSTODIAN**

This document is maintained by Relations & SHE Department. Original and amendment(s), if any, shall be kept by Relations & SHE Department. Distributed copies may not be the most updated version, please consult to Relations & SHE Department for the updated document/copies. All forms are available at Relations & SHE Departments.

## APENDICES

### Stakeholder Database

No	Name	Position	Institution	Contact Number	Email	Addresses	Website	Aims/interest	Category

### Stakeholder Engagement Log

Type of Engagement	Location	Date	Stakeholders (Individual, groups/organizations)	SERD Representative	Key issues	Company Response	Documentation	Follow Up Action	Report back

	REL-SERD Stakeholder Engagement Plan	Ref:	RD/REL-MAN-04-Rev 0
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## Grievance Log

### Catatan Keluhan

#### Part 1

##### Bagian 1

#### Contact Details and Grievance Description

##### Rincian Kontak dan Deskripsi Keluhan

**GRIEVANCE REGISTRATION NUMBER:** \_\_\_\_\_

*Nomor Registrasi Keluhan*

**DATE RECEIVED:** \_\_\_\_\_

*Tanggal diterima*

TO BE COMPLETED BY THE PROJECT

*Untuk dilengkapi oleh Tim Proyek*

**LOCATION:** \_\_\_\_\_

*Lokasi*

(Jorong, Nagari, Kecamatan)

**Complainant: (Name, Surname)** \_\_\_\_\_

*Pelapor Keluhan (Nama, nama keluarga)*

**Telephone Number:** \_\_\_\_\_

*Nomor Telepon*

**Address:** \_\_\_\_\_

*Alamat*

TO BE COMPLETED BY COMPLAINANT

*Untuk dilengkapi oleh pelapor keluhan*

**GRIEVANCE DESCRIPTION** (include, e.g., date of incident, location, names of attached evidence, general description):

**DESKRIPSI KELUHAN** (termasuk tanggal kejadian, lokasi, nama bukti terlampir, deskripsi umum):

TO BE COMPLETED BY COMPLAINANT

Untuk dilengkapi oleh pelapor keluhan

**Part 2**  
**Proposed Response/Corrective Action**  
*Bagian 2*  
*Usulan Tanggapan/Tindakan Perbaikan*

**IMMEDIATE ACTION:**

*Tindakan segera*

Assign Priority:  
*Penetapan Prioritas*

☐ **Level A** (grievance can be resolved directly between GC/Grievance Coordinator and complainant); **Reason:**

**Level A** (keluhan bisa diselesaikan antara GC/ Koordinator Keluhan dan pelapor keluhan); **Alasan :**

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☐ **Level B** (requires the input and oversight of SHE Team Lead, Project Manager or similar); **Reason:**

**Level B** (memerlukan masukan dan kajian dari Team Lead SHE, Manajer Proyek Manager atau setara); **Alasan :**

---



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☐ **Level C** (requires mediation by an external and independent party (e.g., community committee); **Reason:**

**Level C** (memerlukan mediasi dari pihak luar dan pihak independen); **Alasan :**

---



---

Determine Admissibility:  
*Penentuan Diterimanya*

☐ **Admissible; Reason:**

*Diterima; Alasan :* \_\_\_\_\_

☐ **Not Admissible; Reason:**

*Tidak Diterima; Alasan:* \_\_\_\_\_

If Admissible, Assign Responsibility for Evaluating:

*Jika Diterima, Tetapkan Tanggung Jawab Untuk Dievaluasi:*

☐ **Grievance assigned to GC, Date:** \_\_\_\_\_

*Keluhan ditugaskan kepada GC, Tanggal:*

☐ **Grievance forwarded to Department or Contractor, Date:** \_\_\_\_\_

*Keluhan diserahkan kepada Department atau Kontraktor, Tanggal :*

☐ **Grievance forwarded to the Senior Manager Field Relations , Date:** \_\_\_\_\_

*Keluhan diserahkan kepada Manajer Senior Relasi Lapangan, Tanggal :*


Responsible Person:

*Penanggungjawab:*

Signature:

*Tanda Tangan:*



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Date:

Tanggal:

TO BE COMPLETED BY THE PROJECT

Untuk dilengkapi oleh Tim Proyek

### Part 3

#### Admissible Grievance Investigation

##### Investigasi Keluhan yang Diterima

Date investigated: \_\_\_\_\_

Tanggal diinvestigasi:

Names of investigators: \_\_\_\_\_

Nama-nama dari para penyelidik:

Names of claimants/representatives present: \_\_\_\_\_

Nama-nama dari para pemohon klaim / perwakilan yang hadir:

Description of Evidence (attach additional sheets, photos, documents): \_\_\_\_\_

Deskripsi bukti-bukti (lampirkan lembar tambahan, foto-foto, dokumen-dokumen):

TO BE COMPLETED BY THE PROJECT

Untuk dilengkapi oleh Tim Proyek

#### RESOLUTION DETAILS

##### Detail Penyelesaian

	REL-SERD Stakeholder Engagement Plan	Ref:	RD/REL-MAN-04-Rev 0
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<div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>Claim Not Valid; Reason:</b> _____  <i>Tuntutan tidak akurat; Alasan</i> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>Claim Valid, Proposed Corrective Action:</b> _____  <i>Tuntutan akurat; Usulan Tindakan Perbaikan</i> </div> <div style="margin-bottom: 10px;"> Responsible Person:  <i>Penanggungjawab:</i>  Signature:  <i>Tanda Tangan:</i>  Date:  <i>Tanggal:</i> </div> <div style="margin-bottom: 10px;"> <b><u>TO BE COMPLETED BY THE PROJECT</u></b>  <i>Untuk dilengkapi oleh Tim Proyek</i> </div>
<b>Part 4</b> <b>Grievance Close-Out</b> <i>Pengakhiran Keluhan</i>
<p>I/We, _____, who instituted Claim Tracking # _____ agree that this grievance has been resolved to our satisfaction on this date _____. We renounce all future claims concerning this issue.</p> <p><i>Saya/Kami, _____, kami yang mengajukan tuntutan Catatan Keluhan # _____ setuju bahwasanya keluhan ini sudah diselesaikan secara memuaskan pada tanggal _____. Kami lepaskan SEML dari semua tuntutan di kemudian hari yang terkait dengan tuntutan ini.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <b>Names / Nama-nama</b> </div> <div style="width: 45%;"> <b>Signatures / Tanda tangan – tanda tangan</b> </div> </div> <div style="margin-top: 100px; margin-top: 20px;"> <b><u>TO BE COMPLETED BY COMPLAINANT</u></b>  <i>Untuk dilengkapi oleh pelapor keluhan</i> </div>

	REL-SERD Stakeholder Engagement Plan	Ref:	RD/REL-MAN-04-Rev 0
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**Settlement:**

**Penyelesaian :**

Name of GC Representative: \_\_\_\_\_.

*Perwakilan Komite Keluhan*

Witnessed by: \_\_\_\_\_ (Name and Title of Local Official)

*Disaksikan oleh : \_\_\_\_\_ ( nama dan jabatan pejabat setempat )*

Date: \_\_\_\_\_.

*Tanggal :*

We, the GC Representative and \_\_\_\_\_ (Name and Title of Local Official) state that the claimant(s) \_\_\_\_\_ who instituted Claim Tracking # \_\_\_\_\_ have refused on this date \_\_\_\_\_ to sign a grievance close-out. The claimant(s) have been informed that the project considers the grievance to have been appropriately addressed according to the project's grievance mechanism. The claimants have also been informed of their right to pursue the grievance in civil court.

*Kami, Perwakilan Komite Keluhan dan \_\_\_\_\_ ( nama dan jabatan pejabat setempat ) menyatakan bahwa penuntut (-penuntut ) \_\_\_\_\_ yang mengajukan tuntutan Catatan Keluhan # \_\_\_\_\_ menolak pada tanggal ini \_\_\_\_\_ untuk menandatangani penyelesaian keluhan. Penuntut (-penuntut) telah diberi tahu bahwa proyek tersebut beranggapan bahwa keluhan telah tepat ditujukan menurut prosedur mekanisme keluhan yang baku . Penggugat juga diinformasikan memiliki hak untuk mengajukan keluhan di pengadilan sipil .*

Name of GC Representative: \_\_\_\_\_.

*Perwakilan Komite Keluhan*

Witnessed by: \_\_\_\_\_ (Name and Title of Local Official)

*Disaksikan oleh : \_\_\_\_\_ ( nama dan jabatan pejabat setempat )*

Date: \_\_\_\_\_.

*Tanggal :*

TO BE COMPLETED BY COMPLAINANT

*Untuk dilengkapi oleh pelapor keluhan*

## **Land Procurement & Certification Guidelines**



Supreme Energy Geothermal Power Project Development


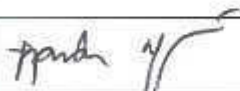
March 2015

SE-PRD-GE-PRO-0001 Rev B

Issued for Review

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 <b>supremeenergy</b>	<b>Land Procurement &amp; Certification Guidelines</b>	<b>SE-PRD-GE-PRO-0001 Rev B</b>
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	Position	Name	Signature	Date
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	Manager Business Relations	Ismoyo Argo		
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Reviewed By	SEML Project Manager	Paul Taylor	Via EDMS	21 Apr 2015
Approved By	VP Relations & SHE	Priyandaru Effendi		27/04/15

## Revision History

Rev	Date	Prepared By	Approved By	Issued For
A	3 march 2015	Achmad Gunawan		Review
B	27 March 2015	Achmad Gunawan, Ismoyo Argo, Alexander Nainggolan		Review

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The Supreme Energy project companies - PT Supreme Energy Muara Laboh, PT Supreme Energy Rajabasa and PT Supreme Energy Rantau Dedap are independent companies developing geothermal projects in Sumatra, Indonesia. Based on the agreement of the shareholders of the individual project companies, the Supreme Energy companies are managed in an integrated way in order to maximize the synergies in terms of use of resources and organization of their core and supporting processes. Consequently, important portions of the documentation body developed and applied within each company (manuals, procedures, description of processes, guidelines etc.) are common to all project companies. The applicability of each document to one or several project companies is reflected in the reference of each document.

Any document applicable to PT Supreme Energy Muara Laboh contains the characters "ML" in the document reference.

**Internal Use Only**

Any document applicable to the PT Supreme Energy Rajabasa project company contains the characters "RB" in the document reference.

Any document applicable to the PT Supreme Energy Rantau Dedap project company contains the characters "RD" in the document reference.

If a document applies to all three Supreme Energy companies, the term "Supreme Energy" may refer to any and all of these companies.

Within each document, for any reference to the project company, the term "Company" will be used. This term will refer to those companies the names of which are referred to in the document reference. The term Project refers to the project developed by the Company.



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## 1. General

Proyek Panas Bumi pada umumnya berada didaerah pengunungan, yang status lahannya dapat berupa kawasan hutan dan/atau Area Peggunaan Lain (APL). Kawasan hutan dikuasai oleh Pemerintah dan penggunaannya melalui Ijin Pinjam Pakai sesuai ketentuan yang berlaku. APL statusnya dapat berupa: hak milik perorangan, penguasaan adat, hak penggunaan oleh pihak perusahaan/swasta, atau dikuasai oleh negara.

Dokumen ini dipergunakan sebagai petunjuk dalam pelaksanaan pembebasan sampai proses pengurusan sertifikasi lahan atau tanah yang diatasnya akan dibangun berbagai fasilitas untuk pembangunan proyek panas bumi di Wilayah Kerja Pengusahaan (WKP) yang dikuasai oleh PT Supreme Energy melalui afiliasinya.

Panduan ini dibuat dengan merujuk kepada peraturan perundangan yang berlaku di Indonesia, antara lain :

1	UU No.5 Tahun 1960	11	PMNA/KBPN no.3 Tahun 1997 jo PerkaBPN no. 8 Tahun 2012
2	UU No.25 Tahun 2007	12	PMNA/KBPN no.2 Tahun 1999
3	UU No.26 Tahun 2007	13	PMNA/KBPN No. 9 Tahun 1999
4	UU No.40 Tahun 2007	14	PerKa BPN No.4 Tahun 2006
5	UU No.28 Tahun 2009	15	PerKa BPN No.7 Tahun 2007
6	PP No.40 Tahun 1996	16	PerKa BPN No.2 Tahun 2013
7	PP No.24 Tahun 1997	17	PerKa BPN No.1 Tahun 2014
8	PP No.11 Tahun 2010	18	PerMen ATR / BPN 15 Tahun 2014
9	PP No.13 Tahun 2010		
10	PP No.15 Tahun 2010		

## 2. Ruang Lingkup

Panduan ini menjabarkan tahap-tahap pelaksanaan pembebasan dan proses sertifikasi lahan yang harus dilakukan oleh Departemen Proyek, Legal, dan Keuangan, serta Departement Relations melalui tim pembebasan lahan dan/atau yang bekerja sama dengan konsultan, dan/atau tim pembebasan bentukan badan pemerintah, dan/atau masyarakat, untuk menunjang pelaksanaan proyek panas bumi, sesuai peraturan perundangan yang berlaku.

Panduan ini mengatur tugas dan tanggung jawab serta alur komunikasi antar departemen internal Supreme Energy dan pihak eksternal yang terkait.

Panduan ini juga menginformasikan data-data dan persyaratan yang diperlukan untuk pelaksanaan pembebasan lahan dan proses sertifikasi lahan.

Panduan ini akan disesuaikan jika ada perubahan peraturan perundangan yang berlaku.

### 3. Tugas dan Tanggung Jawab serta Alur Komunikasi

Dalam proses pengadaan dan sertifikasi lahan, beberapa tahapan penting yang melibatkan koordinasi baik internal perusahaan maupun pihak lain/eksternal harus dilalui. Tahapan-tahapan tersebut merupakan *critical path* yang tata kelola dan tata waktunya harus diperhatikan, karena prosesnya akan mempengaruhi kelanjutan dari tahapan tersebut.

Di internal perusahaan, departemen yang terlibat antara lain : Departemen Proyek, Departemen Relation, Departemen Legal dan Departemen Finance BSD.

Alur komunikasi (*Interface*) tersebut meliputi beberapa tahapan pokok, yaitu:

1. Penyusunan informasi dasar.
2. Persiapan dan pematapan rancangan teknis.
3. Review internal
4. Survey lokasi
5. Pengadaan lahan
6. Proses sertifikasi

Berbagai tahapan penting/pokok tersebut adalah proses saling terkait yang dijabarkan pada tabel dibawah.

Item	Interfaces	Interface Detail			
		Details	Location	Affected Parties	Responsibility Parties
1	Basic Information	- Working Area Coordinates	Jakarta	Relation, Project, Sub-surface, Legal	Relation Dept.
		- Land Utilization Status (BPN Map)			
		- Location Permit			
		- UKL/UPL Permit			
2	Persiapan dan pematapan rancangan teknis (desain)	- SE Engineer(s)/Consultant to provide Final Land Acquisition Layout Drawing(s) issue for use	Jakarta	Engineers, Project, Consultant	Project Dept.
		- Define outline land boundaries			
		- Provide Land Boundary Coordinate(s)			
3	Internal Review	- Clarification of Project Site Location	Jakarta	Project, Relation	Project Dept.
		- Clarification of Project Schedue			
		- Handover final Land Acquisition Layout Drawing(s)			
		- Forming Land Procurement Team	Jakarta, Site	Relation	Relation Dept.
4	Land Survey	- Assign/nominate Land Surveyor	Jakarta	Project	Project Dept.



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		<ul style="list-style-type: none"> <li>- Relations complete initial discussion/enquiries and recommend revisions to Land Boundary</li> </ul>	Jakarta, Site	Project, Surveyor, Relation	Project Dept.
		<ul style="list-style-type: none"> <li>- Surveyor pegs out land boundary IP's coordinate with temporary post.</li> </ul>	Site		
		<ul style="list-style-type: none"> <li>- Survey land parcel and pegs out with semi permanent post.</li> </ul>			
		<ul style="list-style-type: none"> <li>- Surveyor prepare land parcel document.</li> </ul>			
		<ul style="list-style-type: none"> <li>- Surveyor to prepare Integrated Land Parcel drawing &amp; report showing coordinates of Land Parcels and land owner</li> </ul>	Jakarta, Site		
		<ul style="list-style-type: none"> <li>- As-built purchased land by the Surveyor</li> </ul>	Site		
		<ul style="list-style-type: none"> <li>- Install permanent post and benchmark of Land Boundaries IP's</li> </ul>	Site		
		<ul style="list-style-type: none"> <li>- Filing Survey Documentation to EDMS</li> </ul>	Jakarta, Site	Project, Surveyor	Project Dept.
5	Land Procurement	<ul style="list-style-type: none"> <li>- Appointing Local Notary</li> </ul>	Site	Relation, Legal	Relation Dept.
		<ul style="list-style-type: none"> <li>- Provide Price Table</li> </ul>			
		<ul style="list-style-type: none"> <li>- Dissemination to affected land owner</li> </ul>			
		<ul style="list-style-type: none"> <li>- Price Negotiation process to affected Land Owner</li> </ul>			
		<ul style="list-style-type: none"> <li>- Provide all documentation i.e Deed of relinquishment, land owner statement, SKT, copy of ID Card, etc.</li> </ul>			
		<ul style="list-style-type: none"> <li>- Obtain Land Owner Bank Account</li> </ul>			
		<ul style="list-style-type: none"> <li>- Payment process to Land Owner &amp; Tax</li> </ul>	Jakarta, Site	Relation, Legal, Finance	Finance Dept.
		<ul style="list-style-type: none"> <li>- Handover Procured Land Report to Project. (Format Refer to Appendix B)</li> </ul>	Jakarta	Relation, Project	Relation Dept.
		<ul style="list-style-type: none"> <li>- Filing Hand Over Document to EDMS</li> </ul>	Jakarta	Project, Relation	Project Dept.
6	Certification Process	<ul style="list-style-type: none"> <li>- Appointing Certification Consultant / Vendor</li> </ul>	Jakarta	Relation	Relation Dept.
		<ul style="list-style-type: none"> <li>- BPN land survey (measurement and checking installed permanent post and benchmark)</li> </ul>	Site		

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		Obtain Official Land Map from BPN	Site		
		- Provide Certification Requirements i.e. Technical Recommendation from Forestry, SSP/PPH, IPB, enviromental permits, Etc	Jakarta, Site		
		- Submit Certification Application to BKPM	Jakarta		
		-Obtain Decree Letter <2Ha : BPN Regency 2Ha - 15Ha : Regional BPN >15 Ha : Central BPN	Jakarta		
		- Registering Decree Letter to BPN	Jakarta, Site		
		- Certificate Copy upload to EDMS	Jakarta	Projcet, Relation	Project Dept.

## 4. Prosedur Pelaksanaan Pengadaan dan Sertifikasi Lahan

### 4.1. Prosedur Pelaksanaan Pengadaan Tanah

Pada tahapan pengadaan Lahan, tim pengadaan lahan akan dibentuk dan ditentukan secara internal Perusahaan oleh VP. Relations & SHE.

Departemen lainnya dapat menunjuk wakilnya untuk bekerja sama dalam proses pembebasan lahan agar target penyelesaian pembebasan lahan berjalan lancar, dan sesuai dengan tata waktu target penyelesaian pembebasan lahan yang direncanakan.

Tim ini akan berhubungan dengan beberapa *stakeholder*/pihak eksternal yang berperan dalam proses pembebasan lahan dan sertifikasi lahan yaitu antara lain:

1. Kepala Desa
2. Pimpinan/tokoh/Lembaga adat resmi
3. Camat
4. Gubernur/Bupati sesuai kewenangannya
5. BKPM
6. Notaris
7. Kantor Pertanahan, BPN, Dinas-Dinas/SKPD terkait.
8. Institusi Legal (District Court, Provincial Court; Supreme Court)
9. Perbankan
10. Surveyor
11. Panitia Pengadaan lokal

Tahapan aktivitas yang akan dilaksanakan pada proses pembebasan lahan, dirancang sedemikian rupa sehingga sesuai dengan peraturan perundangan yang berlaku, termasuk juga akan disesuaikan dengan adat kebiasaan (jika ada) di lokasi pembebasannya. Prosedur pelaksanaan pengadaan lahan melalui tahapan sebagai berikut :

No	Tahapan	Penjelasan
1	Penyiapan surat pemberitahuan kepada pihak-pihak terkait yang berwenang	Memberikan informasi hal-hal sebagai berikut: <ul style="list-style-type: none"><li>• Adanya rencana pembebasan lahan</li><li>• Permohonan untuk tidak menerbitkan Surat Keterangan Tanah (SKT)</li><li>• Kesesuaian Tata Ruang Wilayah</li><li>• Rekomendasi Kawasan Hutan</li></ul>



2	Overlay Gambar dengan lokasi	Penandaan lokasi lahan yang akan dibebaskan
3	Identifikasi Pemilik Lahan	Bersama surveyor melakukan pendataan penggarap/pemilik lahan, baik individu maupun kelompok tani.
4	Pertemuan informal dengan para pemilik	Sosialisasi dan untuk mendapatkan dukungan dari pemilik lahan melalui pendekatan tokoh-tokoh kunci dan berpengaruh.
5	Sosialisasi dengan Unsur Pimpinan Kecamatan, Kelurahan dan tokoh/lembaga adat.	Sosialisasi sistem dan prosedur pembebasan lahan, meliputi administrasi, sistem pembayaran, retribusi, dan notaris. Mendapatkan masukan dan dukungan dari pihak terkait ini.
6	Menyiapkan formulir dan dokumen administrasi lainnya.	<p>Dokumen yang disiapkan antara lain;</p> <ul style="list-style-type: none"> <li>-Berita Acara</li> <li>-Surat Pernyataan.</li> <li>-Surat Kuasa.</li> </ul> <p>Mendokumentasikan semua administrasi dengan baik</p>
7	Sosialisasi dan Negoisiasi harga.	Sosialisasi dan negosiasi harga dilakukan secara kolektif dan transparan. Tercapainya kesepakatan harga yang berazaskan kewajaran dan keadilan bagi kedua belah pihak.
8	Koordinasi dengan Notaris.	<p>Membuat akta-akta yg diperlukan untuk pelepasan hak.</p> <p>Melegalisasi semua proses transaksi dan saksi-saksi yang diperlukan.</p> <p>Menyiapkan dokumen pendukung untuk proses pelepasan hak dan selanjutnya untuk proses sertifikasi.</p> <p>Berkonsultasi dengan kantor pertanahan setempat.</p>
9	Identifikasi Lahan bersama Kepala Desa dan lembaga adat setempat, penggarap/pemilik lahan dan surveyor. Untuk penunjukan batas, tanaman, garapan, dan bukti pemilikan /	<p>Dibuat berita acara pemeriksaan lahan yang ditanda tangani bersama, dan peta lokasi masing-masing penggarap. Daftar hadir, amprah uang lelah tim.</p> <p>Sebagai bagian dari dokumen pembebasan</p>



	penguasaan	lahan, Data catatan lahan tiap-tiap bagian tanah harus diukur dengan tenaga surveyor / juru ukur yang kompeten. Salah satu bentuk dokumen pengukuran dan pencatatan data juru ukur harus dilampirkan sebagaimana Contoh terlampir. (Lihat Appendix D)
10	Penyiapan legal dokumen untuk ke Notaris	-Surat Alas Hak (bukti penguasaan). -Surat pernyataan kepemilikan. -Surat Kuasa untuk kelompok. -KTP dan KK atau surat nikah -Akte Notaris. -Kwitansi dan Materai
11	Pembukaan rekening bank, untuk masing-masing penggarap.	Masing-masing penggarap memiliki rekening tabungan baru di Bank setempat.
12	Pembayaran pembelian lahan.	Melalui transfer Bank: <ul style="list-style-type: none"> <li>Dilakukan setelah semua persyaratan administrasi terpenuhi.</li> <li>Sebagai bukti pihak perusahaan telah membayar secara langsung kepada penggarap/pemilik lahan.</li> </ul> Kontribusi kepada kepala desa dan lembaga adat setempat sebagai saksi sesuai ketentuan yang berlaku.

Detail prosedur pengadaan lahan dapat dilihat pada Appendix A

#### 4.2. Prosedur Proses sertifikasi Lahan

Untuk kegiatan pengusahaan panas bumi yang dikelola oleh perusahaan swasta, maka permohonan hak atas tanah yang digunakan untuk kegiatan, statusnya adalah Hak Guna Bangunan atau Hak Pakai (HGB/HP). Masa berlakunya hak tersebut akan disesuaikan dengan masa berlakunya Ijin Panas Bumi (IPB) yang dimiliki oleh perusahaan.

Prosedur sertifikasi lahan untuk memperoleh HGB/HP tersebut, ditetapkan dalam peraturan perundangan yang berlaku dibidang pertanahan. Dalam hal ini, Menteri Agraria dan Tata Ruang/Kepala Badan Pertanahan Nasional (MATR/BPN) menerbitkan Peraturan MATR/BPN No. 15 Tahun 2014 tentang Standar Pelayanan dan Pengaturan Agraria, Tata

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Ruang dan Pertanahan Dalam Kegiatan Penanaman Modal. Bagan alir proses sertifikasi lahan ini dapat dilihat sebagaimana Appendix E.

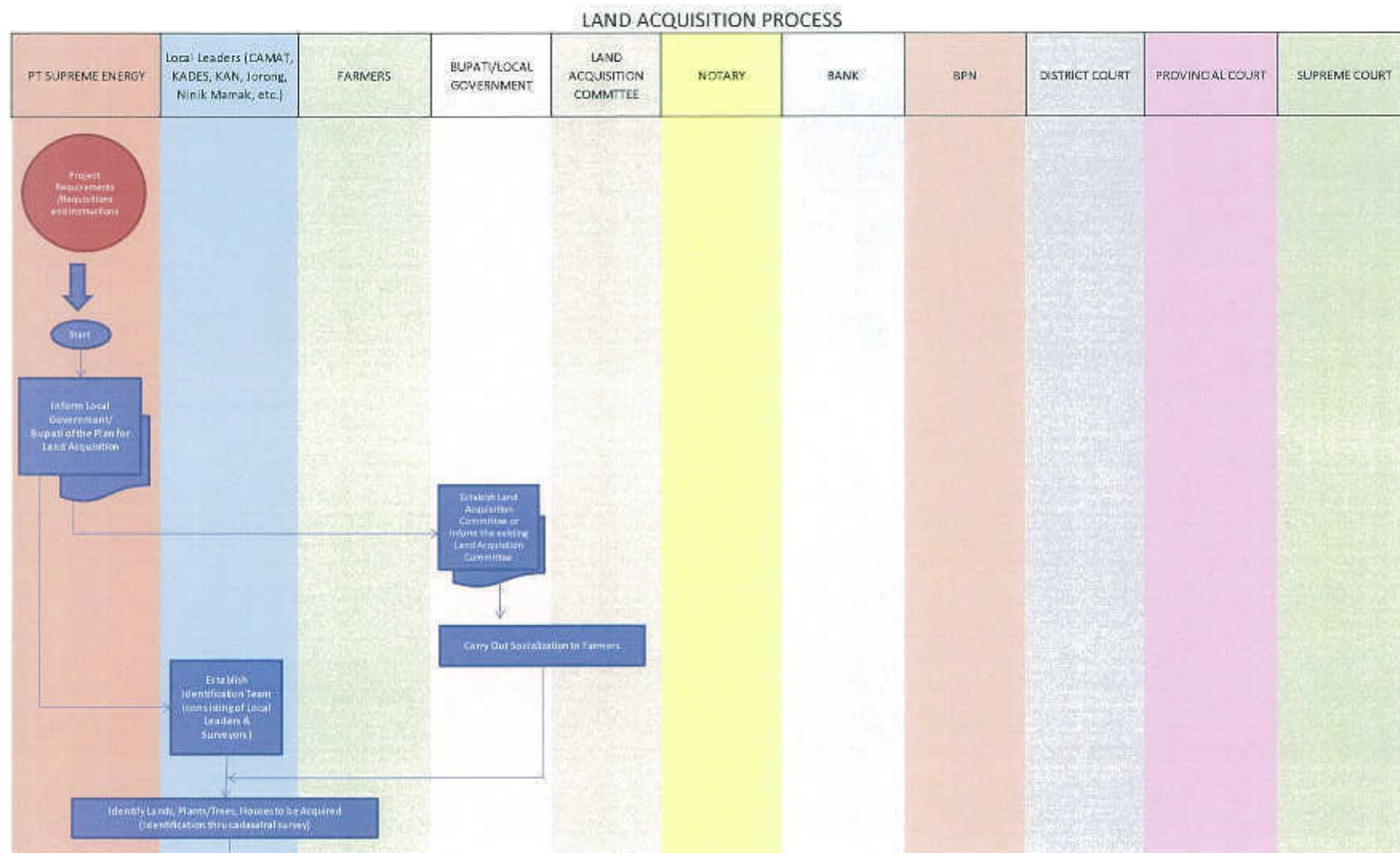
## 5. Time Schedule

Departemen Relation melalui tim pengadaan lahan akan membuat rencana kerja pembebasan dan sertifikasi lahan seperti terlampir (lihat Appendix C).

## 6. Hasil Kerja

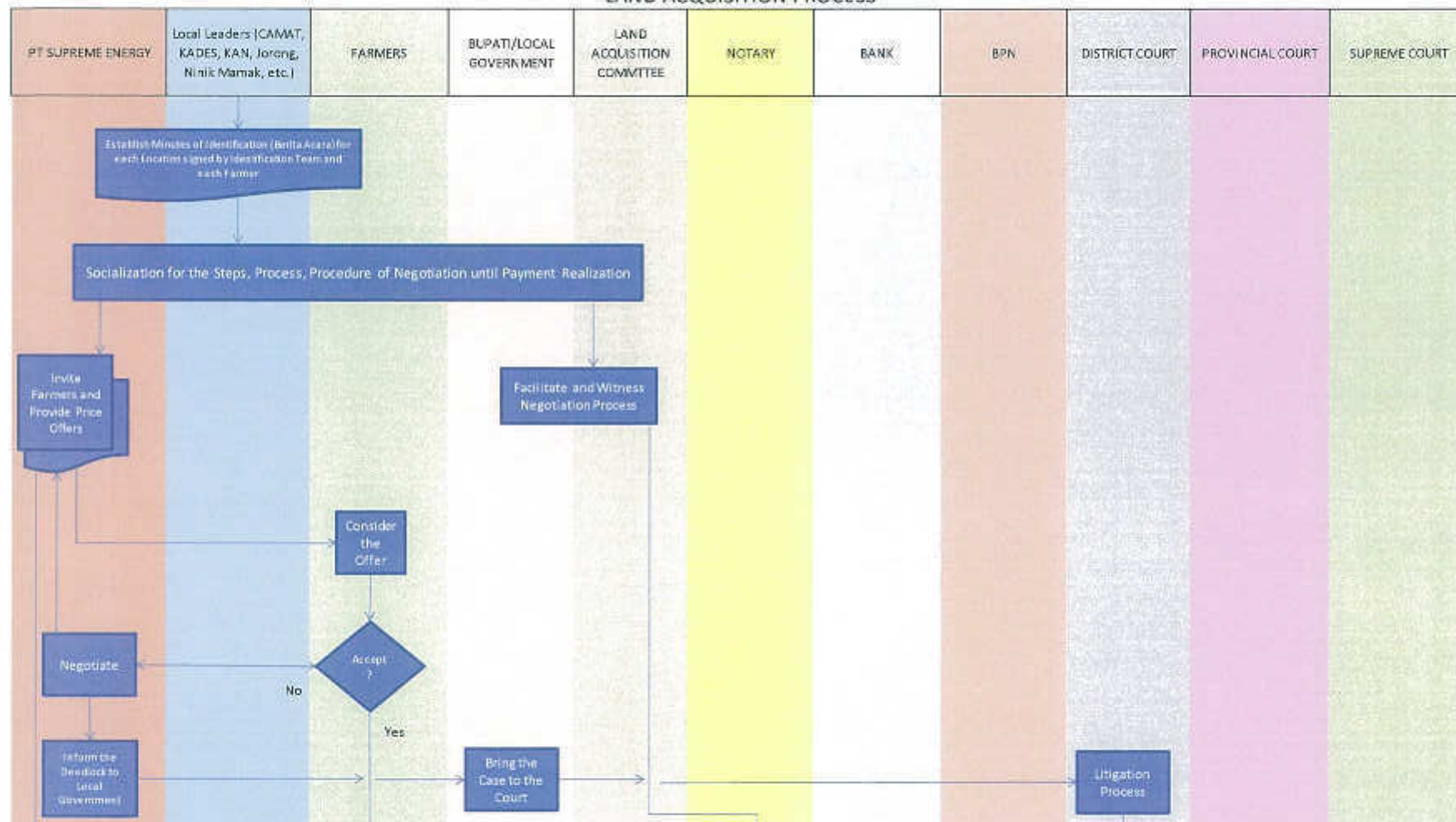
Dokumen pembebasan lahan, seperti catatan rapat (meeting) , surat menyurat, gambar dan dokumen Legal lainnya juga harus diberikan kepada pihak departemen Project dalam bentuk hard Copy, Scan Copy atau Electronic copy lainnya, untuk di simpan dalam sistem dokumentasi project (ELO).

## Appendix A. Land Acquisition and Certification Process

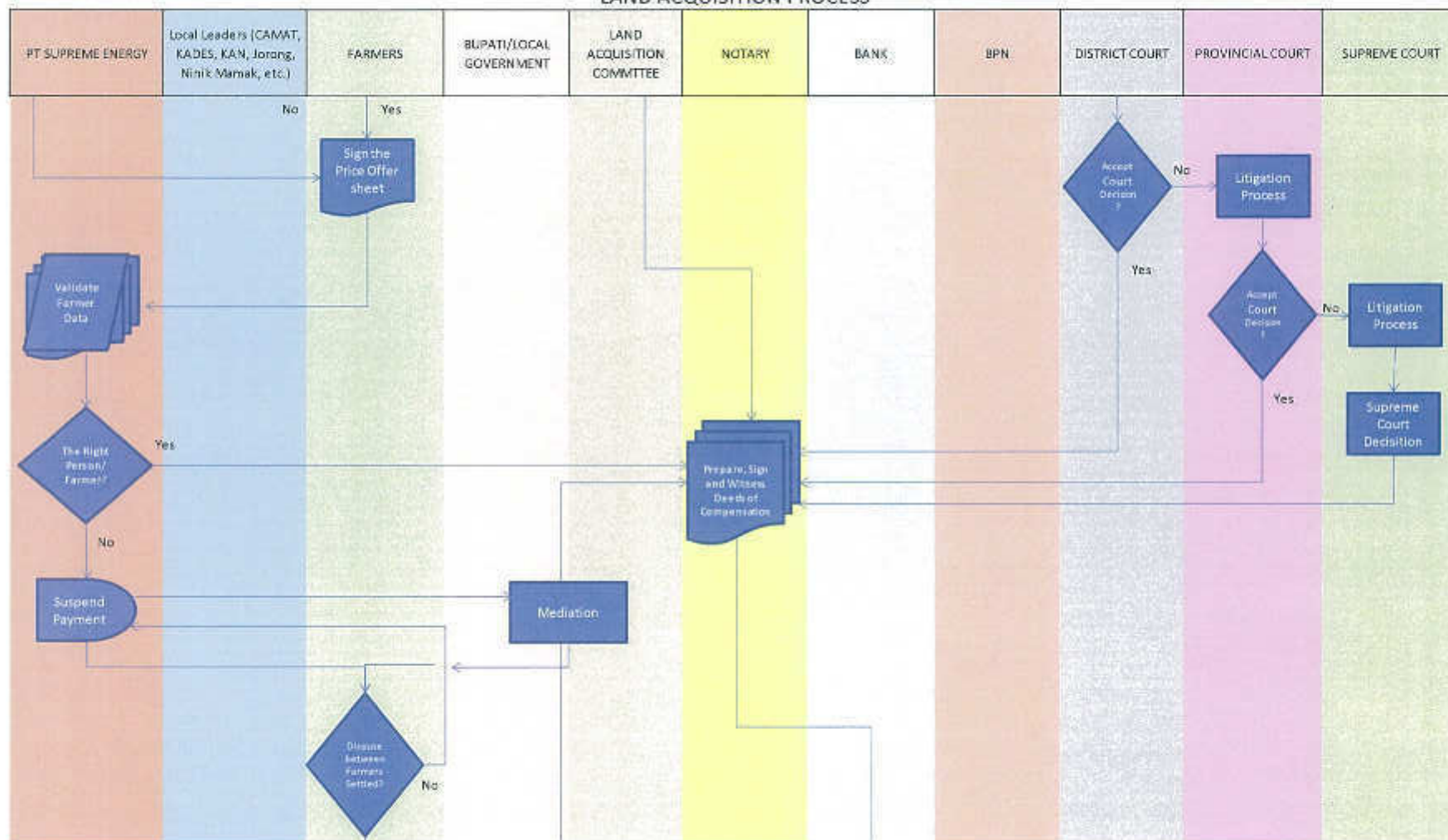




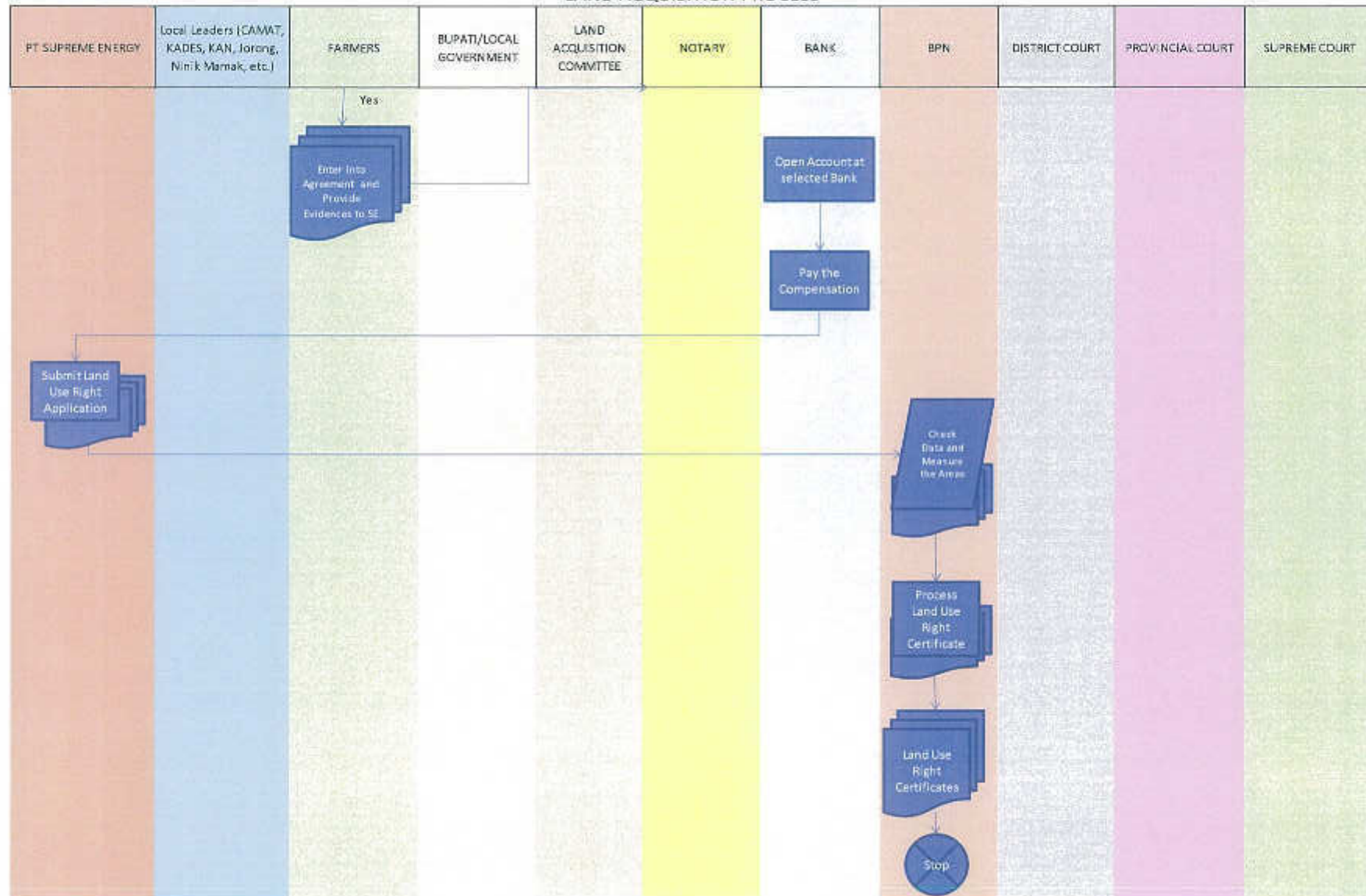
### LAND ACQUISITION PROCESS



## LAND ACQUISITION PROCESS



## LAND ACQUISITION PROCESS





## Appendix B. Land handing Over

Contoh Format Serah terima lahan dari Team Pembebasan lahan kepada Project Department



### Muara Labuh Geothermal Power Project Land Handing Over Certificate

SEML Form #—

LHOC #.....

Project Title: \_\_\_\_\_  
Development stage no. \_\_\_\_\_  
Contractor \_\_\_\_\_

Site / Location : \_\_\_\_\_  
Area (m2) : \_\_\_\_\_  
List Land Parcel : \_\_\_\_\_  
References/ Drawings/ Docs : \_\_\_\_\_

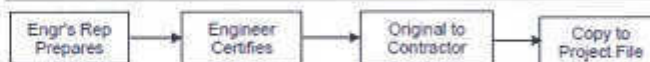
This is to certify that the Land as intention or described above is being handing over from SEML Land Acquisition Team to SEML Project Dept, for further process or work executions relevant to or under the Project Plan /objectives:

Parties	Name / Representative	Date Site Inspection	Date Handing Over	Signature
SEML Relation Dept				
SEMLProject				
Others				

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: Drawings/Sketches/Pictures/Other Documents, Number of pages: .....

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_ Certified \_\_\_\_\_ Date \_\_\_\_\_



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## Appendix C. Rencana Jadwal Waktu Pekerjaan



(Contoh Time schedule yang harus di buat, nama aktivitas dapat disesuaikan dengan bentuk dan nama kegiatan yang direncanakan Team pembebasan lahan)

WBS	Activity	PIC	Duration
<b>1</b>	<b>Land Procurement</b>	<b>PIC</b>	<b>Duration</b>
1.1	Complete Land Drawings (Project)	PRJ	TBA
1.2	Notification Letter to authorized Party	REL	TBA
1.3	Stacking Out Land Boundary	PRJ	TBA
1.4	Land Owner Identification & Cadastral Survey	REL	TBA
1.5	Informal meeting with Land Owner	REL	TBA
1.6	Dissemination to Key Stakeholder(s)	REL	TBA
1.7	Administrative Preparation (documents)	REL	TBA
1.8	Price Negotiation	REL	TBA
1.9	Legal Document Preparation (Notary)	REL	TBA
1.10	Payment Implementation	REL	TBA
<b>2</b>	<b>Land Certification</b>		
2.1	Land measurement with BPN	REL	2 month
2.2	Certification Application	REL	1 month
2.3	Issuance of PNPB	REL	3 months
2.4	Issuance of Decree Letter	REL	1 month
2.5	Land Certification	REL	1 month

Note : REL : Relation Department

PRJ : Project Departement

## Appendix D. Format Pendataan dan Pengukuran Tanah

 <b>supremeenergy</b>	 <b>geoindo</b> <small>Geomatics Services</small>	Identifier Number :  <div style="text-align: right; font-size: 1.2em;">01</div>
<b>FIELD LAND OWNERSHIP SURVEY QUESTIONNAIRE</b> <b>FORMULIR KUESIONER KEPEMILIKAN TANAH</b>		
Project / Proyek : Proyek Geothermal, Rantau Dedap, Sumatera Selatan		Location / Lokasi : Rantau Dedap Survey Date / Tanggal Survei : 12 Juni 2012

Propinsi / Province :	Sumatera Selatan	Land Ownership Legal Type / Jenis Hukum Kepemilikan Tanah :	Hak Milik
Kabupaten / Regency :	Muara Enim	Document of legal / Certificate No. Dokumen Hukum / No. Sertifikat :	
Kecamatan / Sub-district :	Semende	Legal Land Owner / Kepemilikan Secara Hukum :	Jasurah
Desa / kampung :	Segamit	Area m <sup>2</sup> (as written in certificate / Area dalam m <sup>2</sup> sesuai dengan yang tertulis dalam sertifikat) :	20000 m <sup>2</sup>

**A. General Land Condition / Data Tanah Secara Umum**

No. of boundary corners / Jumlah Batas atau sudut	Type of boundary corners / tipe batas sudut-sudut	General Description of Land / Deskripsi Tanah secara umum
9	Sungai & Pohon	Hutan & Kebun

**B. Land Use / Penggunaan Lahan**

Occupant / Dihuni : Yes / No (Ya / Tidak), if Yes (jika Ya) :

No.	Name of Family Head / Nama Kepala Keluarga	Occupant Status (Owner / Hire / Illegal) / Status Penghuni (Pemilik/Penyewa/Tidak Resmi)	No. of Persons in House / Jumlah penghuni dalam Rumah	Type of House / Tipe Rumah	Staying Duration / Lamanya menghuni	Contact No. / Kontak No.
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-



 <b>supremeenergy</b>		Identifier Number. :
		01
<b>FIELD LAND OWNERSHIP SURVEY QUESTIONNAIRE</b> <b>FORMULIR KUESIONER KEPEMILIKAN TANAH</b>		
Project / Proyek : Proyek Geothermal, Rantau Dedap, Sumatera Selatan		Location / Lokasi : Rantau Dedap Survey Date / Tanggal Survei : 12 Juni 2012

Cultivated / Dibudidayakan : Yes / No (Ya / Tidak) , if Yes (jika Ya) , :

No.	Name of Farmer / Nama Petani	Farmer Status (Owner / Hire / Illegal) Status Petani (Pemilik/ Penyewa/ Tidak Resmi)	Plantation type / Tipe Perkebunan	Age Plantation / Usia (lamanya) perkebunan	Farming Duration / Lama nya Perkebunan	Contact No./ Kontak No.
1	Jasurah	Pemilik	Kopi			085368639510

Describe other land use status (if any) / Jelaskan Penggunaan Lahan Lainnya (jika ada) : .

A. ....

.....




.....

.....

**B. Other Remarks :**

- Equipment Used / Peralatan yang digunakan: Total Station / Geodetic GPS (RTK / Static Survey)
- Reference Control Point Used / Titik Acuan: BM 16
- Coordinate System / Sistem Koordinat:
  - WGS 1984
  - Projection / Proyeksi : UTM 48 South
  - Measurement Unit / Unit Pengukuran : Meter
- Raw Measurement Data Attached / Lampiran Data Pengukuran Awal

 <b>supremeenergy</b>		Identifier Number. :  : 01
<b>FIELD LAND OWNERSHIP SURVEY QUESTIONNAIRE</b> <b>FORMULIR KUESIONER KEPEMILIKAN TANAH</b>		
Project / Proyek : Proyek Geothermal, Rantau Dedap, Sumatera Selatan		Location / Lokasi : Rantau Dedap Survey Date / Tanggal Survei : 12 Juni 2012

	Surveyed By / di survei oleh:	Witness By:	
		Local Government / Pemerintah Setempat	Land Owner / Pemilik Tanah
Signature / Tandatangan :			
Name / Nama :	Budi Rubiana		Jasurah
Date / Tanggal :	12 Juni 2012	12 Juni 2012	12 Juni 2012

Notes :

..... Area dalam boundary = 7086.861 m2 .....

..... Pohon kopi dalam boundary = 1772 batang .....

Attachments / Lampiran

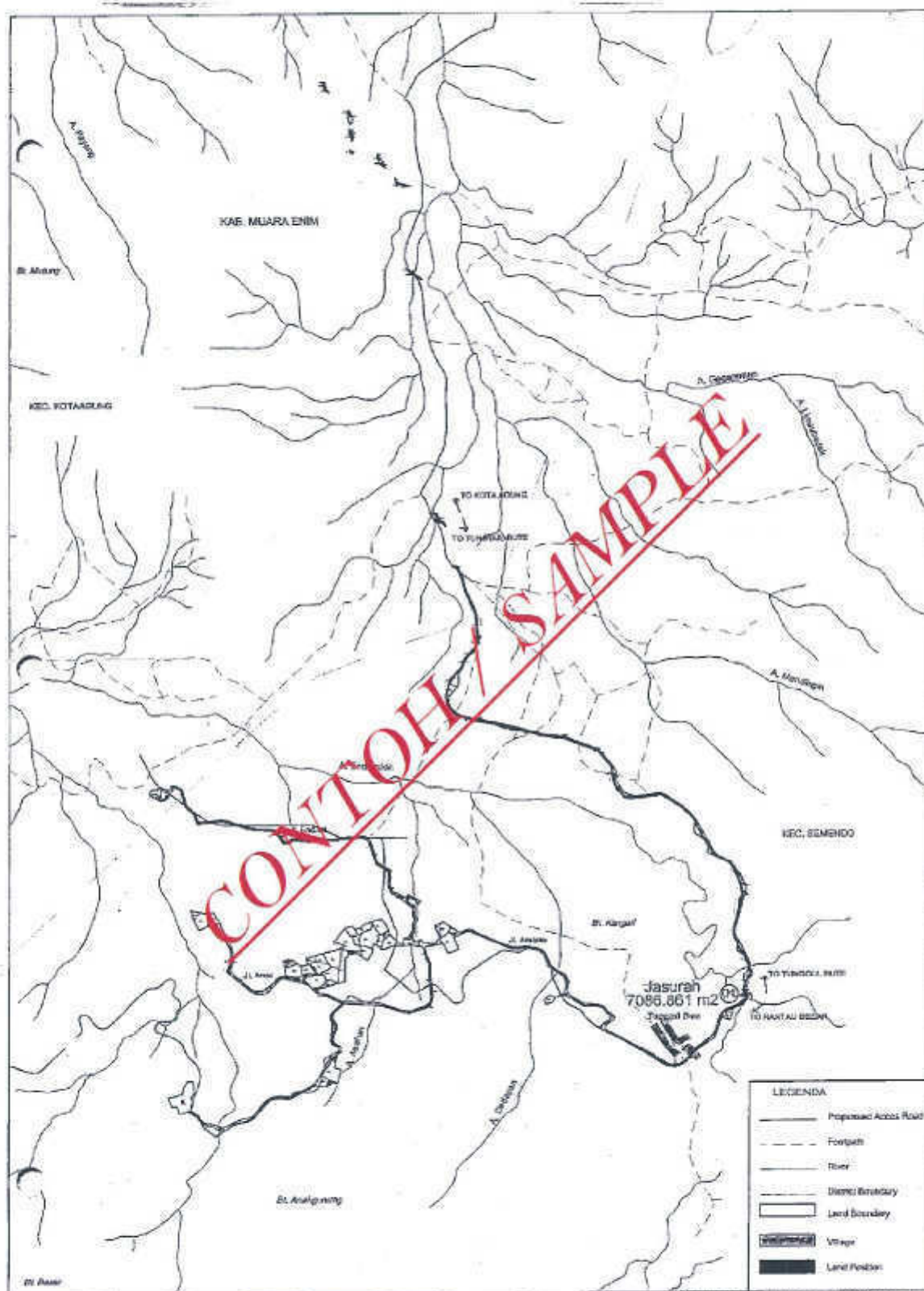
**C. Plans / Peta**

(i) Key Plan / Peta Petunjuk

(ii) Location Plan / Peta Lokasi

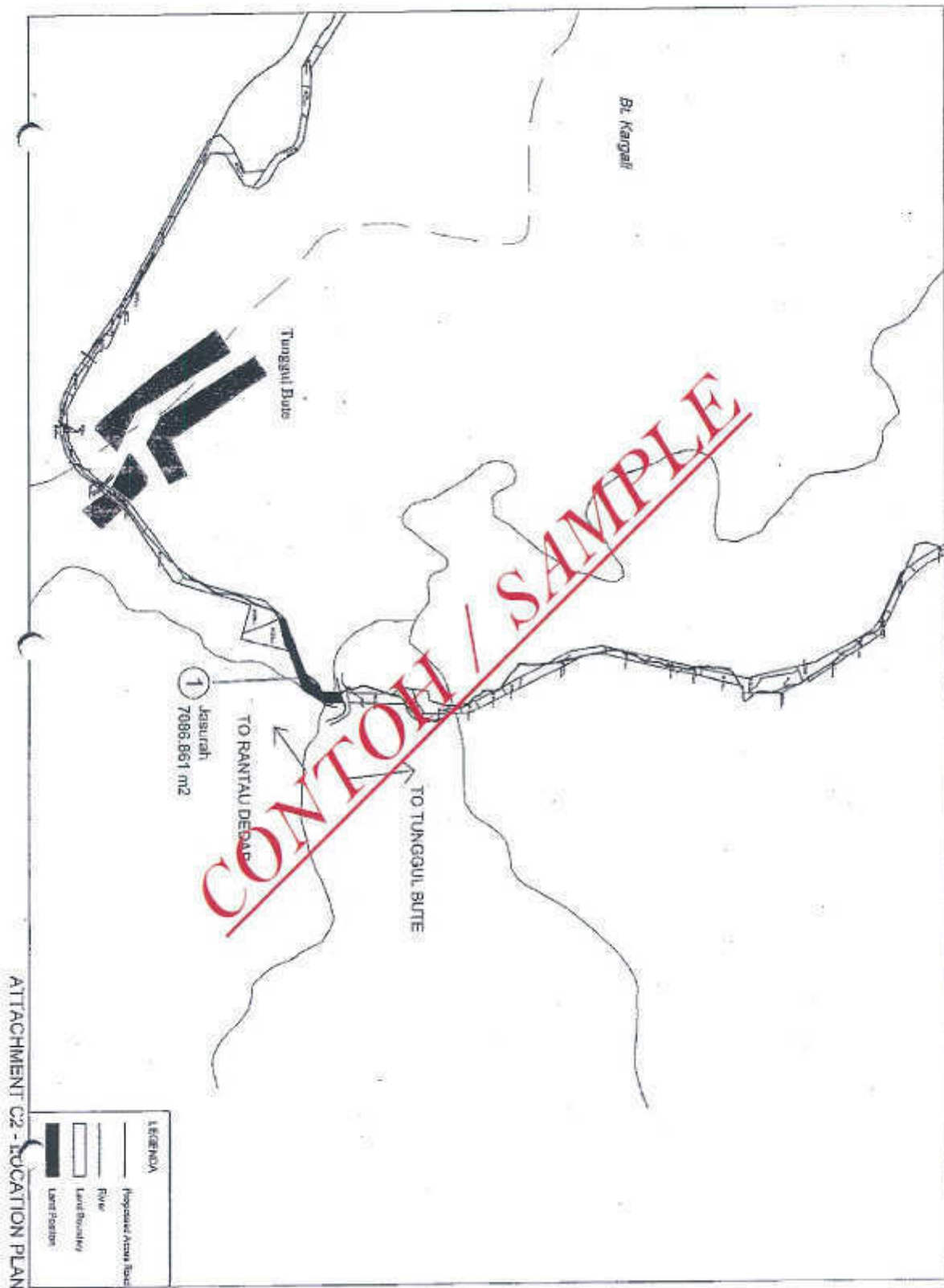
(iii) Plot Plan / Peta Kavling

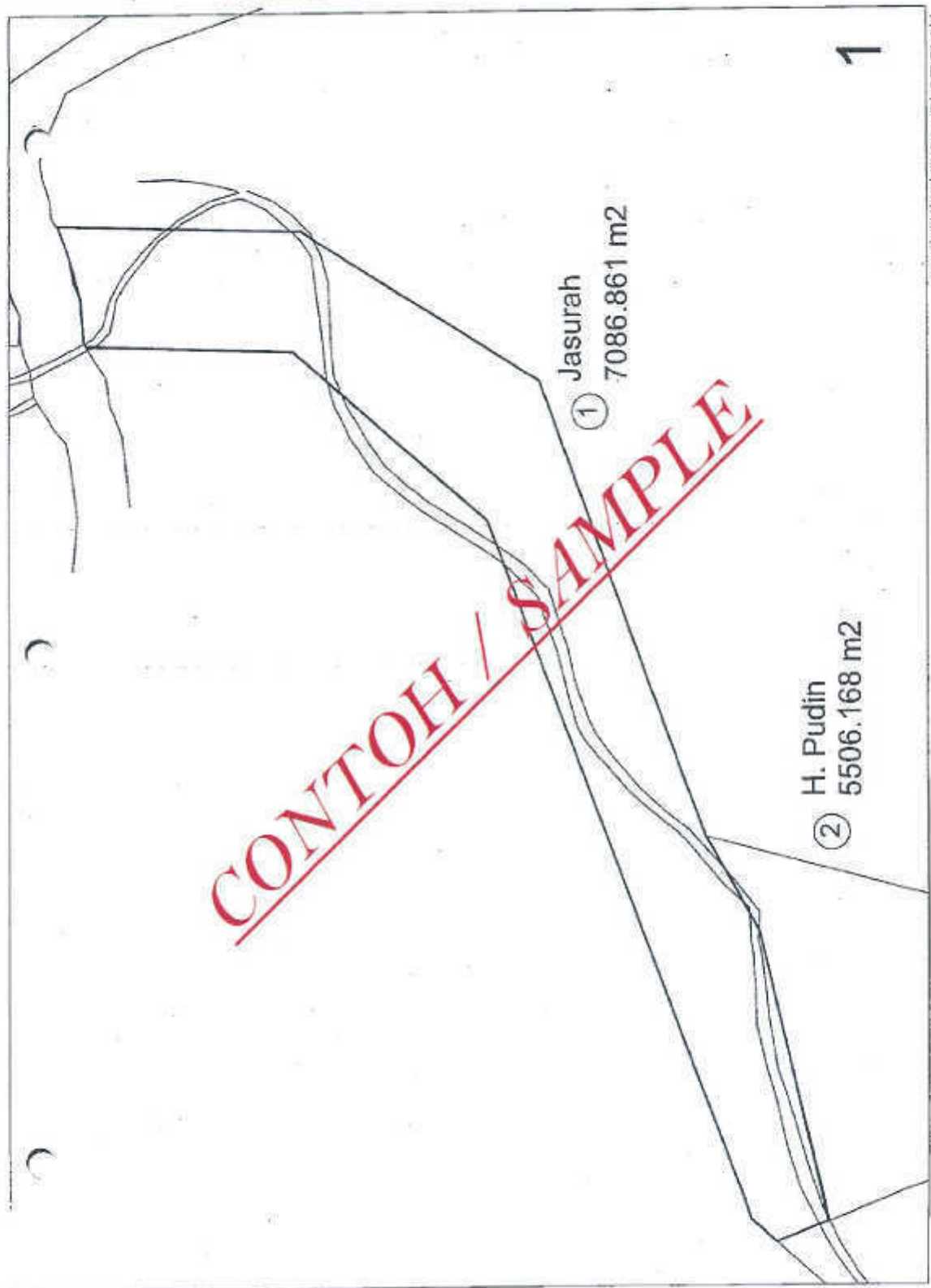
**D. Photographs**



ATTACHMENT C1 - KEY PLAN

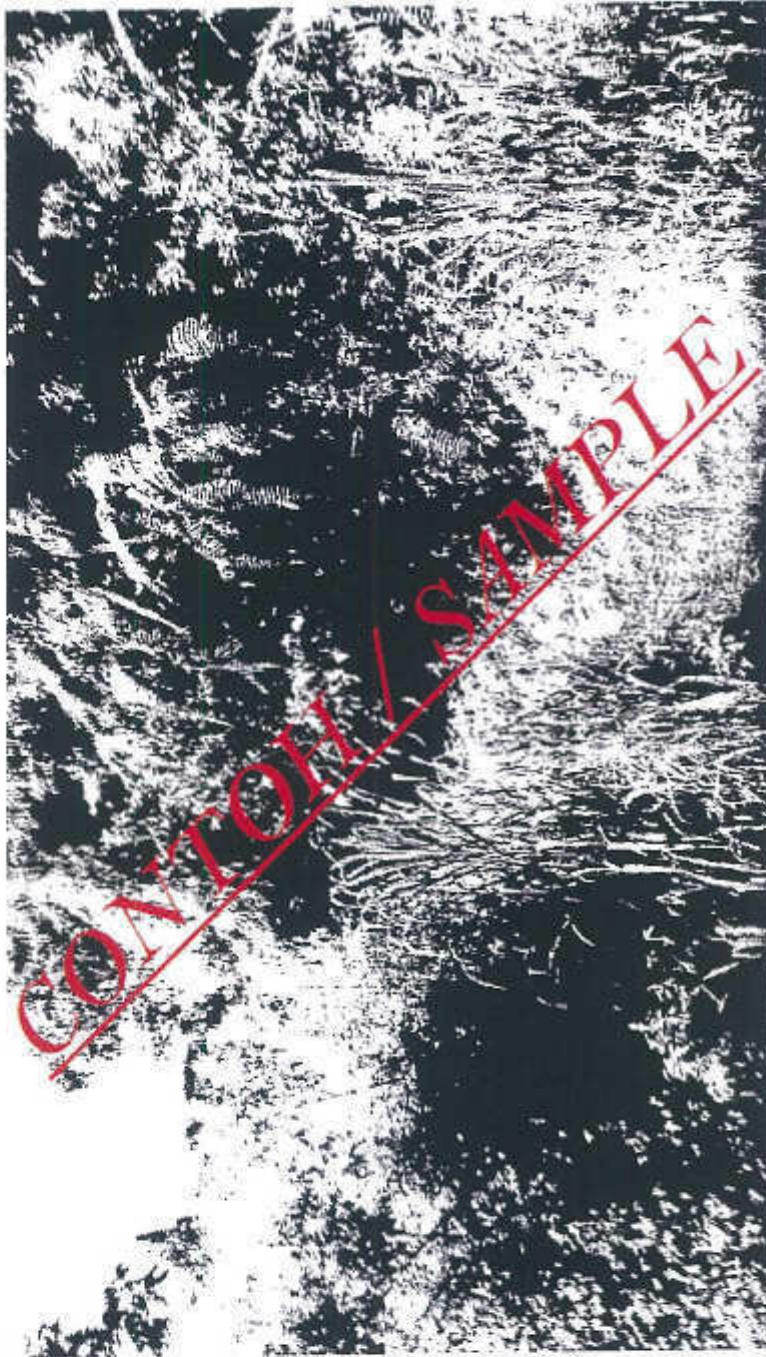






ATTACHMENT C3 - PLOT PLAN





ATTACHMENT D - PHOTOGRAPH

## Appendix E. Diagram Alir Proses Sertifikasi Lahan/Tanah

### BAGAN ALIR PEMBERIAN HAK GUNA BANGUNAN/HAK PAKAI

