
	<b>Procedure for people's resettlement in furtherance of operations and projects</b>		
	<b>Social Settings Management Sustainable Development Vice Presidency</b>		
	<b>CODE GDE-P-023i</b>	<b>Prepared by: 30/11/2019</b>	<b>Version: 1</b>

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## 1. OBJECTIVE

To establish the procedure for proper management of risks and impacts derived from the people involuntary displacement caused by the operations and projects of Ecopetrol S.A.

## 2. GENERAL CONDITIONS

### 2.1 SCOPE

This procedure must be applied by officials from different disciplines participating in the people resettlement process (business, lands, environmental, social, legal) within the framework of Ecopetrol S.A. operations and projects activities when required by law or by company's decision. Similarly, for the group companies provided that Ecopetrol S.A. is the service provider or operator.

The purpose of the procedure is to define the conceptual and methodological route that enables the prevention, mitigation, correction and compensation of economic and social impact caused by the people involuntary displacement associated with the execution of operations and projects; also, to define actions and accountabilities of each area in the company to enable the establishment of the people's social economic conditions and to transform the people resettlement into an opportunity for improving conditions of the people to be resettled.


## 3. DEVELOPMENT

This procedure frames all the definitions, actions and tools aimed at the formulation, implementation, dissemination, control and tracking of the Resettlement Plan that will be the road map to ensure a minimal impact on the affected population.

It ranges from technical preliminary studies that clearly identify the properties within the area of intervention and the correct preparation of the socioeconomic diagnosis that enables the identification of social units to the management of impact and economic compensation.

### 3.1 GENERAL CRITERIA

- Comply with national regulations, international standards, corporate norms and principles of the environment strategy of Ecopetrol S.A.
- Access all possible alternatives of the company's operations and projects in order to prevent involuntary displacement and people resettlement processes.
- Reestablish or improve the social economic conditions of the people who have been involuntarily displaced because of the execution of operations and projects of Ecopetrol S.A.
- Transform the people resettlement into an opportunity to contribute to enhance the living conditions as part of sustainable development.
- Provide management and comprehensive support to the social units for the selection of a living alternative with a safe, legal, environmentally healthy and sustainable replacement that will secure their being part of the utility network and the restructuring of social networks.

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- Coordinate the resettlement process with the technical stages of operations and projects, its goals, objectives and results, which means securing the resettlement process before the execution of the operations and projects in the required areas.
- Compensate for the effects derived from the corporate activity during the resettlement process of the affected population.
- Ensure that the vulnerability conditions of the people affected by involuntary displacement are taken into account in the resettlement process and the action plans derived therefrom.
- Consult with the people affected by the involuntary resettlement, who must participate in planning their resettlement so that both, the mitigation of adverse effects and the benefits are appropriate and sustainable.

### **3.2 REFERENCE REGULATIONS**

#### **3.2.1 International**


- United Nations Business and Human Rights Guiding Principles.

#### **3.2.2 International Standards**

- World Bank OP 4-12, BID OP-710.
- Manual for Preparation of the Resettlement Plan of the International Finance Corporation (IFC)

#### **3.2.3 National**

- Law 99/93 Art. 57. "Environmental Impact Study. The Environmental Impact Study is understood as the set of information that must be submitted to the competent environmental authority by the applicant to an environmental license. The Environmental Impact Study shall contain information on the location of the project, and the abiotic, biotic and socioeconomic elements of the setting that could undergo deterioration caused by the respective works or activity".
- Decree 2041 of 2014. "Whereby Title VIII of Law 99 of 1993 on environmental licenses is regulated". Derogates Decree 2820 of 2010.
- Decree 1076 of 2015. "By means of which the Single Regulatory Decree of the Environment and Sustainable Development Sector is issued".
- Resolution 1402 of 2018. "It adopts the Methodology for the preparation and presentation of environmental studies, adopting as principle in the structuring of these documents, the execution of a socialization and feedback process of the projects that are the object of the analysis".

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- Law 134 of 1994. "Regulates citizen participation mechanisms".
- Law 14 of 1983. "By means of which the treasury of territorial entities is strengthened and other provisions are set forth".
- Decree 3496 of 1983 "whereby Law 14 of 1983 is partially regulated".
- Law 388 of 1997. "whereby Law 9 of 1989, and Law 2 of 1991 are amended and other provisions are stipulated".
- Decree 1420 of 1998 (24 July). "By means of which it partially regulates article 37 of Law 9 of 1989, article 27 of Decree-Law 2150 of 1995, articles 56, 61, 62, 67, 75, 76, 77, 80, 82, 84 and 87 of Law 388 of 1997 and article 11 of Decree-Law 151 of 1998, which refer to appraisal matters".
- Decree 422 of 2000 (8 March). "By means of which it partially regulates article 50 of Law 546 of 1999 and articles 60, 61 and 62 of Law 550 of 1999, which refer to appraisal matters".
- Decree 3600 of 2007 (20 September). "By means of which it regulates the provisions of Laws 99 of 1993 and 388 of 1997 related to the ordering of the rural land and the development of urban actions for plotting and building in this type of land, and further provisions are adopted".
- Resolution 620 of 2008-IGAC (23 September). "By means of which the procedures are established for appraisals ordered within the framework of Law 388 of 1997".
- Decree 4066 of 2008 (24 October). "By means of which the provisions of Law 388 of 1997 are regulated, relative to the actions and procedures for urbanization and incorporation of development of properties and zones in urban and expansion lands, and other provisions are set out, which are applicable to the estimates and calculation of share in added value in real estate urbanization and building processes".
- Law 1561 of 2012 (11 July). "Special verbal process for granting property titles to the material holder of urban and rural small property real estate, as well as to clear the property titles implied in the so-called false tradition".

### **3.3 PRINCIPLES AND DEFINITIONS**

#### **3.3.1 Resettlement Principles**

The Resettlement is based on the standards of Multilateral Banking and is coherent with the approach of the Rule of Law and the Colombian Constitution.


- Minimize population displacement: All negative impacts from involuntary displacement, to the extent possible, must be avoided. Therefore, it is necessary to analyze thoroughly all viable options of operations and projects in order to minimize affecting properties and proposing the one causing the least displacement. The options considered must be included in the Resettlement Plan.

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- Reestablishment of socioeconomic conditions: Compensation in cash, per se, does neither constitute a solution to the involuntary displacement impacts, nor does it guarantee the reestablishment of the socioeconomic conditions of the affected parties. Thus, it is necessary to design and execute resettlement plans to assist the displaced population in reestablishing or improving their conditions.
- Inclusion: The Population settled in the sites affected by the operations and projects, regardless of the type of tenancy they accredit, will be entitled to being supported in the reestablishment of their living conditions. The population resettlement will incorporate actions of a population, territorial, environmental, sociocultural, economic nature, plus support to the provision of social services aimed at fulfilling the right to social inclusion.
- Equity: The resettlement solutions must respond to the impacts caused by involuntary displacement. The resettlement stems from acknowledgment of reality and social, cultural and economic diversity of the population, and it must consider differentiated actions concerning areas in which vulnerabilities are identified, including those related to gender.
- Equality: All social units that are the object of movement shall be granted the same treatment in accordance with their identified social reality, and will have equal access to the compensations offered, in particular the social units that are more vulnerable.
- Communication: All the population that is subject to resettlement shall receive transparent, clear, truthful and timely information regarding their rights, duties and obligations as part of a co-responsibility practice.
- Consultation: The social units that must be moved shall be consulted on the resettlement solution options and the respective plans proposed.
- Transparency: The Resettlement Plan shall be disseminated and validated with the social units in such manner that it is known and understood by all of the participants. The process will be managed in an objective and technical manner so as to guarantee that the benefits will cover only the population affected by the operations and projects, applying the criteria and procedures established in an equitable manner for all.
- Agility: The company and other entities responsible for the execution of actions and activities related to resettlement shall allocate the physical, human, administrative and financial resources necessary for its execution within the established timing.
- Urban improvement: The resettlement plan shall become an opportunity for contributing to the urban organization and may be part of the urban actions envisaged by territorial agencies in order to guarantee a harmonic and sustainable development of the regions and their inhabitants.

### 3.3.2 Definitions on Population Resettlement

The Population Involuntary Displacement occurs when a person, family, group, social infrastructure or economic activity is forced to move to a different location because of a decision imposed by an external agent, without a possibility to stay in their place of residence. In this specific case, involuntary displacement may occur with respect to the execution of operations and projects by Ecopetrol S.A.,

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where said activities cause a partial or total impact on their land, homes and assets, or cause access limitations, all of which may result in restrictions on their livelihood.

When an involuntary population displacement is unavoidable for the company, it must undertake a Population Resettlement, which is understood as an orderly and planned process of population transfer or mobilization, intended for the restoration and improvement of the quality of life of citizens settled in the properties, within the framework of sustainable human development and land use planning.

This process includes the restitution of the physical space, the social fabric, the economic and cultural processes of the population involved, coordinating the territorial, local, regional, environmental, social, economic and cultural components from the habitat standpoint. The latter understood as the links that exist among housing, land, territory, environment and endowment.

The people, families, groups, social infrastructure or economic activity affected by the involuntary displacement are referred to as Social Unit, understood as the people or groups of people, with or without kinship links, who have decided to associate to satisfy their needs. Hence, the resettlement plan includes people who have some type of rights over real estate property or who live therein, and those that have some type of economic activity.

The resettlement process is structured, planned and executed through a Resettlement Plan, a document containing the definition of programs, activities and indicators that are necessary for developing the resettlement process of the social units settled in the properties that are required for public use reasons. This plan encompasses social, psychosocial, juridical/legal, real estate and technical aspects. As regards social infrastructure, it covers physical, continuity, security and coverage factors.

### **3.3.3 Settlement Types and Modalities**

#### **3.3.3.1 Collective Resettlement**


It consists in the collective move towards a solution that offers housing, reestablishment of economic activity, basic utilities infrastructure, and social and cultural endowment. It implies the selection and acquisition of land, construction of infrastructure, housing, community endowment, awarding of houses, property titles, moves and socioeconomic reestablishment programs following the transfer.

This modality proposes a comprehensive support, from the selection of the property, the construction and appropriation of the new territory, all of it according to the agreement process with the population to be resettled, as well as the receiving population.

#### **3.3.3.2 Individual Resettlement**

It consists in the acquisition of a new or used property in the market by the owner or tenant in order to replace and reestablish socioeconomic conditions derived from the involuntary displacement. The social, economic and cultural conditions of each social unit define the characteristics of the replacement home to be chosen and the type of advisory and support to be offered. Similarly, there must be a real estate offer in the market that responds to the needs of the population to be resettled.

It is implemented when there is not a high level of cohesion among social units, nor strong social and economic networks and the value of the compensation for the property in the risk area is sufficient for the people to obtain a dignified, safe home in a legal settlement.

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This is the most common form of transfer; the household defines and selects its living alternative, accompanied by the resettlement team and, therefore, the integration into the sector is of an individual nature. For evaluating this alternative, it is necessary to analyze the reestablishment of access to public utilities and the implementation of the necessary mechanisms for their engagement in the new territory.

These types of resettlement can occur in two modalities, definitive or temporary, that is, taking into account multiple variables such as the duration of business activities, the impact that may be generated during the execution on the homes, the economic activities, and the social infrastructure, added to the vulnerability of people to face the resettlement process.

Described below are the modalities:

### 3.3.3.3 Temporary Relocation

It is defined as the temporary and preventive transfer of social units from the area of influence where the execution of public benefit works associated with hydrocarbons is expected, in accordance with the management of contingencies and/or emergencies related to the aforementioned works, and where potential situations may arise that may jeopardize people's health and life.

### 3.3.3.4 Final Relocation

It is defined as the definitive transfer of a social unit to a replacement home as they are in an area where the impact from operations or projects cannot be mitigated, pursuant to the restrictions set forth in environmental instruments (licenses, permits, environmental management plans) or with the management of contingencies and/or emergencies related to business activities.

### 3.3.3.5 Types of Social Units

The social units that will be part of the resettlement plan are classified according to their tenure, use and residence; therefore, some of the most common conditions are described below. See Table 1.


TENANCY	USE	RESIDENCE
Owner	Residential	Resident Social Unit
Owner	Industry	Non-Resident Social Unit
Tenant	Commercial	
Lessee	Services	
Beneficiary	Institutional	
Commodatum	Agro-industrial	
Occupant	Agricultural	
	Pastoral	
	Mining	

Table 1. Types of Social Units

### 3.3.3.6 Eligibility Criteria

The eligibility criteria to include a social unit in the resettlement plan, according to their condition or various solution alternatives offered, will be the following:



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- Existence of a social unit on the easement or intervention areas, under any tenancy modality.
- The social unit located in the risk zone determined by the risk matrix of the activity to be developed.
- The social unit is located within the property to be acquired under any tenancy condition.

### **3.4 RESETTLEMENT COMPONENTS**

The population resettlement process is comprised by three intervention components where each one defines the specific responsibility in achieving their resettlement process objectives and defining the actions of each of them in the resettlement plan.

- Technical Component - Environmental
- Legal Component - Real Estate
- Social Component

#### **3.4.1 Technical-Environmental Component**

In response to the technical processes necessary for the operations and projects that give rise to the need of a resettlement, associated with the intervention of works or activities.

It includes the conceptual and definitive studies and designs, with the delimitation of the area to intervene and the activities to be carried out for the operations and projects; also, to determine geographically and physically the characteristics of the properties that must be acquired or will be affected in the execution of the activities, with their georeferencing, topographic and soil surveys of the properties to intervene.

It contains the environmental endorsement where, after analyzing the various alternatives of the operations or projects, it is determined that the works to be carried out require the definitive or temporary relocation of the social unit.

#### **3.4.2 Legal - Real Estate Component**

It considers the characteristics of the existing infrastructure and basic endowment in the study area and each of the affected properties (use and residential link, tenancy condition, public utilities, transport means, institutional or community services, and types of existing constructions).


It includes activities leading to guarantee the legality of all and each of the stages related to the study of property titles, appraisals, property acquisition, payment and support of the replacement and payment of compensations.

It also takes into account the housing offer requirements derived from the need of resettlement in adequate conditions for the social units affected by the corporations or projects.

#### **3.4.3 Social Component**

This component refers to demographic characteristics such as structures by age, gender, civil status, percentage and features of the economically active population, types of families and kinship, school education levels, occupation and places where their activities take place.



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Similarly, the standard of living and social cohesion of the social units (access to social services, education, health and social security, participation and social organizations) of the vulnerable population (women, elderly, children under 5 years of age, people with disabilities), access and links to public or private social welfare programs, population mobility behavior, and neighborhood relations, among others.

In the same way, it considers psychosocial aspects such as levels of satisfaction with the environment, the neighbors, their homes and the resettlement expectations, which will enable the assessment of their willingness or reluctance about the displacement, and the level of stress this will produce among the people.

It also considers cultural aspects such as norms, habits, and social and economic networks that can be relevant in the displacement and resettlement process.

### **3.5 RESETTLEMENT PROCESS PHASES**

To commence the population resettlement process, it is necessary to previously have a technical document prepared by the business, delimiting the area and activities to be carried out for the operations and projects, and the environmental viability concept determining, after having analyzed different project alternatives or activities to be performed in operations, that it is necessary to carry out the resettlement of the required social units.


#### **3.5.1 Starting Phase**

This phase corresponds to the comprehensive preparation of the Resettlement Plan from an administrative, budgetary, technical and operational perspective and, therefore, it requires, without limitation thereto:

- The design and implementation of information, communication, socialization and sensitization towards the population affected by the operations or projects.
- Coordination within the company, at inter-institutional and inter-sectoral level, for reviewing, agreeing, and coordinating the information, documentation and actions required for the execution of the technical, legal, economic and social stages for the formulation of the resettlement plan and the minimization of its impacts.
- The identification of actors in the territory of the direct area of affectation and influence, their level of representativeness and the populations they represent.

During this phase, activities related to social, economic, technical, environmental, legal and cadastral studies, among others, necessary for the implementation of the Resettlement Plan are defined and executed. The initial phase includes the preparation and planning activities of the resettlement.

This initial phase includes the formulation of the intervention and management plans, which must record all the possible alternatives identified for the reestablishment of the social units conditions, taking into account aspects such as: housing, social and family re-composition, insertion and occupation of the new space, habitat and territory, sustainability of the defined solutions, access to social services, participation strategies, among others. The foregoing, from the perspective of resettlement as a tool for territorial planning.

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#### 3.5.1.1 Preparation

#### 3.5.1.2 Conformation of the multidisciplinary team

For the preparation of the resettlement plan, it is crucial to have a professional team to enable the coordination and execution from its design through the closing, with a holistic approach. The design, execution and closing of the plan must be performed by a multidisciplinary team comprised by: lawyers, civil engineers, cadastral engineers, environmental engineers, architects, economists and social science professionals (sociologists, social workers, and anthropologists), etc.

#### 3.5.1.3 Formulation and structuring of the information, communication and participation strategy

Taking into account that the information, communication and dissemination are essential factors for the implementation of the plan, it is necessary for the operations and projects that require to undertake a population resettlement process to design a program describing the resettlement process and stages, which must be intended for the social units settled in the required properties.

Likewise, a component will be implemented to enable guaranteeing citizen participation and management of the PQRS (for the Spanish) (petitions, grievances, complaints and requests) related to the resettlement.

#### 3.5.1.4 Regulatory instruments

It is necessary to review the norms to identify requirements for eventual construction or demolition licenses, added to any other requirements set out by territorial agencies.

In parallel, it is fundamental to have acts formalized by the responsible division, which are intended to the payment of economic recognition and compensations. This mechanism seeks to have objective calculation tools on matters of appraisal as well as those of economic recognition or compensation.


#### 3.5.1.5 Preparation and Planning

#### 3.5.1.6 Census and Socioeconomic Diagnosis

The census and socioeconomic diagnoses are understood as the methodological processes for collecting, compiling, systematizing and analyzing data of a spatial, physical, demographic, economic, social, psychosocial and cultural nature of all the social units located in the specified properties.

The census is intended for identifying, numbering and georeferencing all the social and economic units found in the specified properties, the main characteristics of the population, and further to provide input for the identification and determination of eligibility, impacts, vulnerabilities and conditions relative to the resettlement process.

The socioeconomic diagnosis consists in the processing and analysis of all information gathered in both, the census and the preliminary study, with the purpose of identifying and characterizing the social units from a social, cultural, economic and technical residential perspective; it makes it possible to have an actual, concrete knowledge of a situation on which there will be intervention, considering the different activities that are necessary for implementing actions to identify positive and negative impacts, and the degree of vulnerability of the population to thus formulate the Resettlement Plan and its programs. The


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census is a data capturing document, while the diagnosis is a document that analyzes the census data and other studies.

The census and the diagnosis will be built during the process of preparing the Environmental Impact Assessment (EIA) or in the initial phases of maturity when dealing with projects; as regards operations, these will be conducted within the framework of business operational plans. In any event, it is essential to take into account the technical specifications of the activities to be carried out in order to carry out the socioeconomic and cultural characterization of the population to be resettled. This means taking into account the activities to be performed, the conditions applicable to the process impact assessment, and the vulnerability rating of social units settled on the land required for the execution of works.

To carry out the census and diagnosis, the following analysis elements should be taken into account, which are listed in the table as variables and are reflected in the data collection instruments. See Annex 1 Instructions for the Application of Data Collection Instruments of the Social Units; Socioeconomic Census, GDE-F-137 Socioeconomic Census - Social Unit Information Module 1, GDE-F-138 Socioeconomic Census - Social Unit Information Module 2, GDE-F-139 Socioeconomic Census - Household Chart GDE-F-140 Socioeconomic Census - Economic Activity Module 3.

<b>CONDITIONS</b>	<b>VARIABLE</b>	<b>RELEVANCE</b>
<b>SOCIAL</b>	Typology of the Social Units	<p>It is important to have information on each of the household members so as to enable the identification of possible changes in the Resettlement process, or surcharge situations for the displacement to their new sites or loss of access to services.</p> <p>Similarly, it enables identification of impossibility of Access to basic utilities and possible actions to coordinate connection and access thereto.</p> <p>These variables are associated with aspects of rooting in the sector, and analysis of settlement antecedents of each household.</p> <p>It also enables assessment of the willingness or reluctance towards the resettlement.</p> <p>This information enables to identify the population requiring greater support.</p>
	Type of Tenancy	
	Household Make-up	
	Gender, age, and civil status of each household member	
	Occupation and income of household members	
	Type of assurance and accessibility to health, education, social welfare services, and other	
	Mobility aspects and behaviors exiting for household members	
	Forms of existing social and community organization and relationship with household members	
	Participation spaces and existing communication channels	
	Migration data (displacement antecedents)	
	Relationship with neighborhood and satisfaction levels	
Existing family relations and satisfaction		
<b>ECONOMIC</b>	Employment and income	<p>It is necessary to find out the amount of income and expenses of the family group in order to determine if they will be affected by the displacement.</p> <p>For reestablishing economic conditions, it is fundamental to know the type of supply, production means, type of activities carried out in the property,</p>
	Typology of economic activities carried out by the social units	
	Commercial networks	
	Supply networks	
	Income distribution	

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CONDITIONS	VARIABLE	RELEVANCE
	Indebtedness capacity Payment capacity (among other) Indebtedness Expectations with respect to displacement	among others, in order to set out clear actions for reestablishment of the economic conditions.
<b>HABITACIONALES</b>	Location of the property and general location data Use of the property Type of property Predominant construction material Distribution of housing Type of services of the home Form of public utilities supply Main forms of food preparation	The general information on housing provides general construction elements to thus define the habitational option.  It is fundamental to know the type of services existing in the property so us to guarantee them during the living conditions reestablishment process.
<b>CULTURAL</b>	Symbolic benchmarks Relationship with the environment Organization and use of the house Social appropriation of the space Household roles and hierarchy Importance in community sites. Church, school, park, community room.	These aspects must allow for defining possible conditioning for the transfer development.  It is necessary to identify sacred or cultural sites in the corridor or in the area of influence and the possible affectation to the people.
<b>LEGAL</b>	Type of real estate tenancy Documents held by property title holders Lega situation of the properties Processing performed by the holders of the property titles	This information enables the identification of overall conflict situations that will arise during the execution of the resettlement plans.  These data must be compared with the review of property titles.


Table 2. Socioeconomic and Cultural Variables

### 3.5.1.7 Impact Identification

As of the census, it will be necessary to incorporate in the socioeconomic diagnosis the information related to potential impacts that could be caused on the social units involved in the resettlement process.

This stage is focused on identifying, evaluating and analyzing the impacts that will be faced by the owners and residents, holders, tenants and occupants of the property as required for the operations or projects in order to define the pertinent mitigation and compensation measures. For the Resettlement Plan, the tenancy and use of the property are determining factors in the identification of the impacts considering the type of displacement.

For the impact analysis, the population must be classified accordingly. This classification will help to determine the population groups, number of social units, magnitude and degree of intensity of its impact for each mitigation or compensation measure. This exercise must be prepared by the

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multidisciplinary team in charge, taking into account each of the variables and in accordance with the specificity of the business activity to be carried out and the particular conditions of the environment to intervene.

As a guide, described below are some of the most common impacts occurred because of involuntary displacement, as well as the affected population groups.


<b>IMPACT DETERMINING VARIABLES</b>	<b>IMPACT</b>	<b>POPULATION</b>
Partial affectation of the property.	Partial loss of the property.	Owners, holders and occupants with partial affectation.
Total affectation of the property.	Total loss of the property.	Owners, holders and occupants
Residents in the property	Laws of the home	Owners, holders, lessees, beneficiaries, resident tenants.
Economic activity in the affected property, or area, or rental derived from the property.	Partial or total income loss.	Persons who receive private income, or are owners of commercial establishments, industries or services.
Sites for education assistance.	Difficulty for accessing education or increased cost of transportation to obtain assistance.	School-age population who study near their homes and do not use transportation for traveling to the school.
Health care service venues.	Difficulty to access health care or increased cost of transportation to obtain assistance.	Population going to near Health Posts or Hospitals, not using transport.
Support and solidarity from relatives who live close or neighbors.	Changing conditions to become part of social networks and increased costs to compensate the lack of support.	Population receiving support from relatives or neighbors.
Community participation.	Change in conditions for participating in community organizations.	Population that participates in local social organizations.

Table 3. Example of impacts from population involuntary displacement.

### 3.5.1.8 Vulnerability

The same as with impacts, another element that must be included in the socioeconomic diagnosis is the identification and evaluation of vulnerability of the population involved in the resettlement process.

"Vulnerability is understood as an inverse function of the capacity of individuals, groups, homes and communities to foresee, withstand, face and recover from impacts or effects derived from events involving the loss of tangible and intangible assets".

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The social groups that are most exposed to risk during performance of the operations and projects are: boys and girls, the disabled population, the elderly and women heads of households in poverty condition, the population considered victims of forced displacement, the population located below poverty limits according to the DANE classification, and population for which it will be necessary to identify their vulnerability conditions with respect to business activities.


Vulnerability is understood then as the capacity or an individual or social unit to withstand and face the involuntary displacement associated with the performance of operations and projects. There is no unified instrument to carry out the identification, analysis and evaluation of social vulnerability conditions. Nevertheless, the following variables have been considered to do so:



Figure 1. Variables for analysis of vulnerability

For rating vulnerability, each of the aforementioned variables is associated to some reference criteria (these must be validated upon completion of the data collection process and keeping in mind the particular features of each setting), which are listed in the following table:

VARIABLE	CRITERIA
<b>Tenancy</b>	Type of property tenancy
	Existence of possession limitations, burdens or other legal situations
<b>Economics</b>	Economic dependency of the household with respect to the property
	Monthly income level of the household
	Number of people who contribute their economic income to the household
	Occupation and type of working links of the household members
<b>Roots</b>	Seniority in the property and in the area or sector
	Antecedents of moving of the family group or social unit
<b>Management capacity</b>	Conformation of the household, type of household, and number of members thereof
	Age of the head of household
	Head of household or members of the household in disability situation
	Level of education of the head of household
	Affiliation to the health social security system
	Links with the educational system of any member of the household
<b>Adaptation capacity</b>	Existence of family and social support or dependence networks
	Level and type of interrelation with neighbors and relatives close to the living place
	Affiliation or links with social or community organizations in the sector or any member of the household

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VARIABLE	CRITERIA
	Participation in community activities by any member of the household.

Table 4. Criteria for vulnerability analysis

### 3.5.1.9 Vulnerability rating

According to the aforementioned considerations, the vulnerability must be rated taking into account the variables, criteria and rating, as follows:


Variable	Criteria	Vulnerability	Rating
<b>Tenancy</b>	Resident or tenant	High	3
	Owner/Holder or Resident Lessee	Medium	2
	Non-resident	Low	1
<b>Economics</b>	The household depends exclusively of the economic activity carried out in the property	High	3
	Income ranging between 1 and 2 MMLW	Medium	2
<b>Roots</b>	Seniority in the property of over 10 years	High	3
	People have moved at least once	Medium	2
<b>Management capacity</b>	The head of the household is an Elderly person or a mother head of household	High	3
	More than three people contribute monthly income to the household	Low	1
<b>Adaptation capacity</b>	Existence of dependency family networks	High	3
	Non-affiliated to a community organization	Low	1

Table 5. Example of Vulnerability Analysis

The degree of vulnerability defines what type of support is required by the social units to resettle; when the rating is high, they require special support; when it is medium and low, the aspects in which said support is to be provided must be defined.

Taking into account the foregoing, one of the following types of support to social units will be selected; see following table:



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High	Medium	Low
Given that the vulnerability is high, throughout the resettlement process, technical, legal, economic and social support will be provided to the social unit and its members; this will be upheld until the family is fully inserted and recovered in the new setting.	Given that the vulnerability is medium, the support process will be oriented to guarantee that the option chosen by the social unit is carried out in its entirety, guaranteeing that it has a home with the same or better conditions than the current one, and that its social and economic conditions have been reestablished.	Given that the vulnerability is low, the support process will be aimed at ensuring that it has a home with the same or better conditions than the current one, and that its social and economic conditions have been reestablished.

Table 6. Types of support according to vulnerability

#### 3.5.1.10 Analysis and selection of resettlement alternatives

Based on the technical information of the operations and projects, the results of the diagnosis, the identification of impacts and vulnerability, the multidisciplinary team will recommend how to carry out the intervention of the required units, that is, the type of resettlement (collective or individual), the modality (temporary or definitive) and the offer of new or used homes that can be used to replace the affected properties, according to the resettlement alternatives available.


The business that owns the operations or projects will decide, based on the recommendations made by the multidisciplinary team, the social and economic units to be intervened and the type of solution that will be adopted for the resettlement, taking into account the business activities to be performed, the resources, the timing, the schedules, the population needs, and the housing market supply.

#### 3.5.1.11 Formulation of the Resettlement Plan

Once the census information has been obtained and analyzed by means of the socioeconomic diagnosis (based on the results obtained), the Resettlement Plan will be formulated, which will be prepared by the designated multidisciplinary team, incorporating all the reference information provided by each of the parts that make up the team.

The Resettlement Plan consists in a number of actions organized through programs, activities and indicators, aimed at providing comprehensive support to social units during the transfer process, which enable not only the restoration of the initial conditions, but also the improvement the quality of living conditions of the families involved in the resettlement process, within a framework of sustainability and co-responsibility. Similarly, the Resettlement Plan must envisage all the necessary inter-institutional management to facilitate the process, as well as the human resources, technical and budget resources for its start up.

The operational and project budget must include the costs of the resettlement plan, administrative and operations costs, professional or outsourcing fees, value of the properties to be acquired and cost of each of the programs adopted for said plan. At the time of submitting the resettlement plan to the business, the multidisciplinary team must include the detailed budget of the required activities, the sources of financing, and the request for resources.

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- **Content of the Resettlement Plan**

The Plan must respond to the socioeconomic reality and conditions of the affected population; nevertheless, the scope and execution will depend on the number of properties, the type of affectation, the number of social units, the identification of impacts, the vulnerability and the alternative for resettlement.

It is worth to highlight in its content:

- The description of the project and the area where it will be performed, must include: the affected polygon (identification of properties with social units), the territorial and population dynamics (uses of land).
- Location of the affected properties.
- Diagnosis outcome (information of properties, study of property titles and socioeconomic study).
- Identification and analysis of impacts and vulnerability faced by the population to be displaced.
- Alternatives of technical and social solutions based on the type of impacts caused and the features of the population.
- Eligibility criteria for each solution alternative.
- Information, communication and participation program
- Social support program
- Support program for economic reestablishment
- Infrastructure acquisition program
- Organizational structure accountable for plan execution
- Human and physical resources required for plan execution
- Budget
- Schedule
- Follow-up, monitoring and evaluation system.

To formulate the resettlement plan, consult GDE-F-141 Instrument for Preparation of the Resettlement Plan


### **3.5.2 Execution Phase**

Described below are the content and specifications of the programs that are part of the Resettlement Plan.

#### **3.5.2.1 Information, communication and participation program**

The population involuntary displacement causes impact among the displaced people, resulting in social and psychological effects associated with lack of clear and timely information, creation of false expectations, alteration among the people, misinformation, and other potential conflicts.

That is why, through this program, the aim is to establish a direct and permanent communication channel to facilitate the process with the population to be resettled, avoiding manipulation by other

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people, reducing stress and uncertainty among the social units, and also establishing an official channel between the population and the company. To such end, the implementation of the following general actions is suggested:

- **Participation:** In the process of design, formulation, execution and closing of the Resettlement Plan it is necessary to provide for and implement participation mechanisms that enable the inclusion and recognition of the rights of social units.
- **Report to the territorial entities:** It consists in communicating to the local authorities the resettlement process, particularly on issues related to land and social management that will be performed with the population to be resettled, and to seek institutional cross-cutting support in particular when the processes are outside the framework of company's action.
- **Socialization with the people:** It is divided in three stages: the first one has to do with the socialization of operations or project execution, the second one with property affectation, and the third one with the resettlement route.
  - **Works execution:** Community spaces will be used to inform the people involved on the type of intervention to be executed.
  - **Property affectation:** Once the socioeconomic data has been collected, the intervention areas are socialized; this activity is conducted through management with the lands and social teams.
  - **Resettlement route:** Through pedagogical processes, the population to be resettled will be educated with respect to the scope of the activities proposed in the Resettlement Plan from the standpoint of its three components: Technical-Environmental, Juridical-Real Estate, and Social; furthermore, it will include the rights and obligations of each of the parties involved in the process.
- **Assistance and Information:** As a permanent assistance strategy through the spaces available to support the population, orientation will be provided to such population to be resettled regarding any type of request, petition, grievance or claim. The intent is to create communication channels and spaces among the population located within the area of influence about the impact from the operations and projects, in order to mitigate the uncertainties and provide clear, direct orientation to the population.
- **Personalized assistance:** Similarly, the social units will be provided with permanent information through domiciliary visits or telephone assistance.

### 3.5.2.2 Social Support Program

The population involuntary displacement generates among the affected people social impacts associated with the possible loss or difficulty to access health, education, social services, social or family networks, among others; the generation of stress, anxiety and conflicts that revert in the negotiation process and, for the most vulnerable population, the difficulty of facing the definition and selection of the housing alternative.

That is why through this program social support is provided and inter-institutional coordination strategies and actions are established, aimed at: a) guaranteeing access to social services in their new

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place of settlement; b) implementing a comprehensive support process; c) seeking strategies for managing conflicts; d) identifying networks (family and social) that can support the process.

For all of the foregoing, the implementation of the following general actions is suggested:

- **Psychosocial support:** One of the impacts caused by the population involuntary displacement process has to do with family conflicts, sorrow due to the losing of their home, in some cases built by the family members themselves, losing their relationship with neighbors and their roots, which are a cause for emotional alteration requiring support from the social team, and in some extreme cases remittance to institutions for treatment; therefore, this activity is cross cutting throughout the process of moving social units and it becomes a permanent support process for decision-making with respect to the population to be resettled.
- **Support for reestablishment of social conditions:** Once having defined the new place, if required, requests for reestablishment are supported in the areas of: health care, education and social services, according to the socioeconomic characterization prepared. Similarly, inter-institutional coordination activities are carried out with the services network in municipalities in order to guarantee access, transfer and affiliation to the services provided.
- **Support to them most vulnerable population:** Based on the population vulnerability rate set out in the census and socioeconomic diagnosis, added to the knowledge of the social units acquired by the social team, permanent support must be provided to those social units identified as having low management capacity. This is intended to guarantee their effective movement and the availability of properties within the timing defined by the operations or projects.

### 3.5.2.3 Support program for economic reestablishment

Some of the economic impacts caused to the population to be resettled include the temporary or permanent loss of their economic activity, or the temporary or permanent loss of access to work, loss or decrease of economic income; therefore, in some cases, these losses can be detrimental to the life quality of the population involved.


In this regard, this program is aimed at the search for actions that enable the reestablishment of the economic conditions of the social units, as well as the generation of additional alternatives for this population. It is necessary to establish strategies that enable minimizing said impacts through a multi-disciplinary support.

The actions to be taken should seek to ensure the restoration of pre-existing economic conditions and the generation of alternatives, in the event that the initial conditions cannot be restored.

### 3.5.2.4 Infrastructure acquisition program

As regards the impacts to be mitigated with this program, housing affectation is one of them. Therefore, all and each of their activities are required for the acquisition of the necessary infrastructure to be carried out, from the legal and technical identification to the calculation of compensations to be recognized to each of the social units.

The property Diagnosis is the process to determine the physical characteristics of the property and the improvements that are necessary for execution of the project; there are three basic factors, namely:

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- Legal Diagnosis: Verify through documentary legal analysis of the property titles of each property affected by the project execution in order to determine the actual and legitimate holders of the possession rights of the respective property, as applicable.
- Physical Diagnosis: Verify the improvements that will be affected, both housing and infrastructure of each land owner, titleholder or tenant, which have been installed to solve their housing and economic activity needs.
- Economic Diagnosis: Determining the economic conditions existing in the zone, according to the appraisal processes set forth by the law. This is to determine both the value of the land and of the improvements made (constructions, crops, etc.), including the pertinent calculation of relocation premiums.

The following criteria will be followed in accordance with the resettlement modality to be implemented:

#### 3.5.2.4.1 Definitive Relocation

##### I. Cost of the house


- If the house can be relocated within the property that is subject to the affectation, the compensatory value to be recognized will be the building cost of replacement as new.
- If the house cannot be relocated within the property, the compensatory value to be recognized will be the building cost as new, this being the minimum compensation value in any event.

In this regard, the National Development Plan establishes the following:

Article 85, Law 1955 of 2019, stipulates...." CONCEPT OF SOCIAL INTEREST HOUSING. In accordance with the provisions of article 91 of Law 388 of 1997, social interest housing is one that is developed to guarantee the right to low-income households, which meets quality standards in urban, architectural and of sustainable construction, and whose value does not exceed one hundred and thirty-five legal monthly minimum wages in force (135 MMLS). Exceptionally, for the urban agglomerations defined by the Conpes and whose population exceeds one million (1,000,000) inhabitants, the national government may establish the sum of one hundred and fifty current legal monthly minimum wages as the maximum price for social interest housing (150 MMLS). With respect to municipalities that are part of said agglomerations, the value shall apply only for those on which the national government proves pressures on the cost of land that create difficulties for supplying social interest housing. The maximum cost of the Priority Interest Housing, will be ninety legal monthly minimum wages (90 MMLS).

Therefore, for completing the appraisal of the home to be relocated, the replacement new cost will be used, not applying depreciation. When the value of the aforementioned appraisal is less than then Priority Interest Housing established in the current National Development Plan, the home owner will be recognized the value of a Priority Interest Home according to that provided for in the current National Development Plan.

In any of the two events mentioned above, the replacement cost must include (if applicable) direct costs, indirect, land conditioning, cost of license and cost of connections to public utilities.

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## II. Economic premiums

These will be recognized to families that, because of the definitive relocation, must adapt to new living conditions. The economic premiums started inside a circuit or compensations will be granted by business, moving, relocation and early termination of lease contracts; the values and conditions for receiving them are enshrined in the laws that will be described herein below.

LAW 56 OF 1981, "Whereby regulations are issued on public works for electricity generation and aqueducts, irrigation systems and other, and the expropriation and easements of the goods affected by such works are regulated, 13/52 Template 011 - 07/16 / 2017 V-5 which in its Art. 10 point 4 sets out that, in addition to the physical elements of its property, special premiums for family and business relocation will be considered".

- a. Business premium: Applying by analogy the provisions of Law 56/1981, "the business premium will be paid when there are commercial or industrial establishments on the premises, and it will be equivalent to 25% of the liquid profit of the establishment, according to the tax returns of the previous taxable year." For the proposed calculation of this business premium, it will be understood as the compensation that is assigned for the affectation that a person or family suffers due to the project, when having to permanently suspend the economic activity developed in the property to be acquired, this value will be equivalent to: the net value of monthly income from the economic activity carried out, projected to 12 months (1 year) and from this value 25% net of the settled profits is obtained.


For such recognition, the following must be taken into account:

- It must be confirmed if the person is bound to submit tax returns, in which case it is necessary that such calculation be made based on this document.
  - If not bound to submit tax returns, a certification signed by a duly registered public accountant must be submitted.
- a. Relocation premium: Applying by analogy that provided for in Law 56/1981: "As family relocation premium, a sum will be paid, only once, equivalent to the current minimum monthly wage in the rural area of the zone, for each of the children who depend economically of the household head, and two minimum monthly salaries, only once, for each of the spouses; in any event, the supports accrediting such condition must be presented.
  - b. Move premium: It is the economic compensation that will be provided to all those people will leave in houses or rooms, who are owners, occupants or lessees on account of move aid, for as long as the relocation cannot be made within the same property and the value will be equivalent to one (1) MMLS, which will be granted only once.

## III. Recognition of compensation

Once the values of the real estate property, the compensations, and the economic premiums have been defined, the direct arrangements start for subscribing the documents and pertinent payments in accordance with that defined in GDE-P- 004 Procedures for Land Management and, in general, all the methodological criteria of the Department of Land Shared Services and Fixed Assets Control... Payments will be conditioned to the progress of works and the compliance with the requisites by the



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owners of the improvements or intervened constructions in such manner as to secure the timely demolition and handover of the areas necessary for the execution of the project and operation.

The owner/ holder/ tenant will receive the value of the compensation on account of damage (home replacement, other constructions, crops, etc.), and the owner with the pertinent title will be paid for the cost of easement if the areas that are of interest to the project are not the property of Ecopetrol, nor do they have a registered easement in FMI.

The cost of moves, construction and/or demolition licenses, delivery of areas requested, eventual temporary relocation, and leases must be included, which will be applied according to the methodologies for the area of Land Management of Ecopetrol S.A.

#### IV. Replacement of housing

The social units must have support from the multi-disciplinary team for definition of the best living alternative. The current alternatives include:

- a. Replacement on site: It consists in the building of a new house within the same property, out of the easement area planned for the project. The following activities must be conducted:

Selection of the site for building the new home. In a visit, the civil engineer must evaluate, together with the beneficiary of the relocation, the conditions of the property and determine the best alternative for moving the home. The responsibility of the selection lies on the owner, who will receive pertinent advice.

NOTE: It must be ensured that the definitive location maintains the minimal safety distance stipulated in the Environmental Management Plan (EMP): this regulation is applicable for wells, flow-lines, electricity lines and hydrocarbon infrastructure that implies any type of risk according to the analysis performed for the activity to be executed. The estimated areas for developing current and future projects must be considered, which minimize the risk of incurring in new definitive relocation later on.

Further, the property acquired must be ensured by means of the legal study after reviewing the acquisition titles of the property purchased by the beneficiary of the definitive relocation.


Once the location is defined, an agreement record will be prepared whereby the plan and schedule to carry out the building process will be defined.

The milestones and dates for definitive relocation will be defined in the damage compensation act that is signed. Upon signing of this document, the first disbursement shall be made, and the requisites to carry out each of the scheduled disbursements must be properly stipulated.

- Follow up of the final relocation plan. Once the first disbursement has been made, tracking of the execution plan starts through periodical domiciliary visits to the property where the works are being performed. These visits will continue until the plan execution has been completed.

Once the specified percentage of progress has been reached, compliance with that agreed will be reviewed and reported to the payment area of Land Management to



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continue with the agreed disbursements, which will be in accordance with the procedures set out by Ecopetrol S.A.

- Moving to the replacement home. Once the building process has been completed, the family will move to the new home and will formally hand over the area acquired by Ecopetrol S.A. pursuant to the area hand over format.


b. Replacement in another property:

- Definition of alternative. This process consists in the search for and selection of a living unit outside of the property. This must be registered in the minutes of a meeting, stating that the owner, title holder or tenant have opted for this decision as the definitive relocation alternative concerning their home.
- Choice of the home to be acquired. The owner/title holder/tenant will search the home or property that is more suitable to their needs. Once having presented at least three (3) alternatives of properties for this relocation, Land Management will carry out the respective visits for the topographic survey, the Property Titles Review, the analysis of restrictive lists of potential sellers, and the analysis of the petroleum infrastructure in the restriction zones in accordance with that registered in the Asset Environmental Plan.

Once the cadastral legal review has been completed, its conclusions will be submitted to the owner/title holder/tenant and the selected property must meet the following conditions:

- Full property (having air title granted by the competent bodies) and have a FMI.
- Not being involved in lawsuits, mortgages, precautionary measures, any burden, and registration with the URT.
- Be up to date with property taxes.
- Not being involved in illiquid succession processes.
- If being part of a large property, it should be preferably segregated.
- The property should not be located at a distance less than that stipulated for homes and petroleum infrastructure, according to the current Environmental Management Plan for the asset (Future projects for which information is available must be reviewed together with Projects and Production Coordination of the respective Field or Management).
- The construction, structural and habitability conditions of the home must be assessed with the Civil Engineer.
- An analysis of vulnerability and family conflict must be carried out relative to the negotiation of the replacement home, taking cultural aspects into account.
- Perform economic viability analysis to determine the finance sustainability capacity of the replacement home, as well as if the conditions of the solution opted for enables the reestablishment of the economic conditions of the relocated family.

The owner/title holder/tenant must negotiate directly with the land owner the value of sale. This transaction will be carried out between two private parties, and the company will deposit the money in the banking account indicated by the respective

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party, according to the percentages defined in the definitive relocation document. This will be the document to manage the disbursements with Ecopetrol S.A.

Once the replacement home viability has been completed, the legal area of Land Management will prepare the replacement property sale document.

Thus, the following items and numbers of disbursements are proposed in these scenarios: See Table 7. (In any event, as it is a mutual consent deal, the parties may set out conditions other than those described herein and these will be for mere information and reference).

No.	TIPO DE REUBICACIÓN	ITEM	OBSERVACIONES	%	ITEM	OBSERVACIONES	%	ITEM	OBSERVACIONES	%		
1	REUBICACIÓN DEFINITIVA EN EL MISMO PREDIO.	PRIMER DESEMBOLSO	Valor de reposición vivienda	50%	SEGUNDO DESEMBOLSO	Valor de reposición vivienda	50%					
			Indemnización de daños	50%		Indemnización de daños	50%					
			Prima de reubicación	50%*		Prima de reubicación	50%*					
			Prima de trasteo	0%		Prima de trasteo	100%					
2	REUBICACIÓN DEFINITIVA EN OTRO PREDIO - Vivienda construida	PRIMER DESEMBOLSO**	Valor de reposición vivienda	50%	SEGUNDO DESEMBOLSO ***	Valor de reposición vivienda	50%					
			Indemnización de daños	50%		Indemnización de daños	50%					
			Prima de negocio	50%*		Prima de negocio	50%*					
			Prima de reubicación	50%		Prima de reubicación	50%					
			Prima de trasteo	0%		Prima de trasteo	100%					
3	REUBICACIÓN DEFINITIVA EN OTRO PREDIO - Vivienda nueva	PRIMER DESEMBOLSO**	Valor de compra venta del predio**	50%	SEGUNDO DESEMBOLSO ***	Valor de compra venta del predio***	50%	TERCER DESEMBOLSO****				
			Indemnización de daños	50%		Indemnización de daños	30%				Indemnización de daños	20%
			Prima de negocio	50%*		Prima de negocio	30%*				Prima de negocio	20%*
			Prima de reubicación	50%		Prima de reubicación	30%				Prima de reubicación	20%
			Prima de trasteo	0%		Prima de trasteo	0%				Prima de trasteo	100%
			Licencia de construcción	60%							Licencia de construcción	40%
			Gastos notariales	50%								
			Gastos de registro	100%*****								
<b>OBSERVACIONES</b>												
*	Si aplica											
**	Pagadero a la firma de la escritura en la notaría.											
***	Pagadero 30 días hábiles luego del registro de la escritura en el FMI.											
****	Pagadero al 75% de avance en la construcción de la vivienda, previa presentación de la licencia de construcción aprobada											
*****	La boleta fiscal la paga el vendedor del predio											

Table 7. Items and % of disbursements proposed in final relocation acts

- Delivery of the replacement home. Once the last disbursement has been processed, the social area moves the family to the new home and completes the delivery act form.


### 3.5.2.4.2 Temporary Relocation

In order to mitigate the impact that could be derived from the execution of operations and projects with respect to eventual affectation or damage suffered by the resident social units, the transitory or temporary relocation is determined as a preventative measure during the execution of the works.

As its name indicates, this is a temporary activity, meaning that once the works execution process has concluded, the social unit must go back to its home.

By means of the temporary relocation, the right of home owners and their families to live safely, peacefully and in a dignified manner is respected, as well as their right to work in such cases in which the homes are used for activities to support the subsistence of the family group; all these rights are linked to human and fundamental rights in our Political Constitution and are inherent in all people rights.

In this regard, the Political Constitution of Colombia sets out the following:

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ARTICLE 11. The right to life is inviolable...

ARTICLE 25. Being able to work is a right and social obligation and it is subject, in all its modalities, to the special protection of the State. Any individual has the right to work in dignified, fair conditions.

ARTICLE 44. The following are children fundamental rights: life, physical integrity, health and social security, balanced meals, their name and nationality, having a family and not being separated from it, care and love, education and culture, recreation and free expression of their opinion. They will be protected against any form of abandonment, physical or moral violence, kidnapping, sale, sexual abuse, labor or economic exploitations and at risk works. They will also enjoy all other rights enshrined in the Constitution, the law and all international treaties ratified by Colombia.

ARTICLE 51. All Colombian citizens have the right to dignified housing...


It should be noted that the works to be carried out involve the entry of vehicles and machinery by Ecopetrol S.A. and/or its contractors for their execution, the temporary occupation of the land, the free transit of Ecopetrol S.A. and/ or contractor workers, and at large, imply the development of all the activities, and works that are inherent in the oil industry, which are considered of public use and social interest, pursuant to article 4 of Decree 1056 of 1953.

The purpose of this action is to safeguard the well-being and integrity of the people and their family groups by temporarily restoring their conditions in a safe place and also to ensure the economic recognition of the impact that this implies, guaranteeing the execution of works or activities without any setback.

Described herein below are the different modalities of temporary relocation and the items to recognize as the case may be (all values established for the economic settlement of the temporary relocation must have their respective value concept approved by the appraisal team of Land Management Coordination):


#### 3.5.2.4.3 Lease Modality

- a. Monthly lease: Compensation for the expenses in which the payment beneficiary and their family group must incur for the temporary lease of a home in similar conditions, at market prices during the required time of relocation. In such cases, the minimum unit value to be recognized will correspond to the monthly lease, keeping in mind that this type of lease is agreed commercially with such timeframes. (i.e. if the relocation time is for 45 days, two months lease payments will be recognized). The value determination will be subjected to the market study carried out for such purpose.
- b. Basic utilities (water, electricity and gas): Compensation corresponding to the average cost of public utilities (water, electricity and gas), which are to be incurred by the beneficiaries and their family group during the temporary relocation). The unit value to be recognized will be at least monthly to calculate the unit value, the average value for the past 6 months will be used.
- c. Care of the home, furniture and appliances (if applicable): Compensation corresponding to expenses in which the payment beneficiary and their family group must incur to take care or

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provide surveillance of the home and appliances found in the property as well as of the home that will be temporarily uninhabited for as long as the relocation requires. The determination of this value will be subjected to the market study conducted for such purpose, which will be paid by number of days.

- d. Moving of furniture and appliances: Compensation corresponding to the expenses to be incurred by the beneficiaries and their family group for moving their furniture and appliances to a temporary home during the required relocation time. In such case, two (2) moves are recognized. The value determination will be subjected to the market study conducted for such purpose, which will be paid only once; if it is necessary to extend the relocation period, there will be no additional compensation on this account.
- e. Contingencies: Taking into account the setbacks that may arise from the temporary move to a new home, besides the aforementioned expenses such as absence from work by the head of the household during the days required for the move, meals in a restaurant due to the impossibility to cook in those days, displacements of the family members additional to those that are habitual to their home, it has been estimated as 6 (six) days of MMLS (minimum current monthly legal salary). Furthermore, it is worth noting that if the relocation period is extended, contingencies will NOT be paid again, meaning that this value is paid only once as per that set out in the initial temporary relocation document.
- f. School transportation (if applicable): Compensation corresponding to expenses to be incurred by the payment beneficiary and their family group for transportation of those members of the relocated family who are school students in order to enable them to continue with their normal school activity. It is necessary to carry out a market study to establish the cost of the day transportation of each student. The school transportation costs will be recognized as necessary for the time of the temporary relocation provided on the days of regular school activity, that is, during vacation or school break periods, weekends and holidays, this item will not be recognized.
- g. Transportation to work (if applicable): Compensation corresponding to additional expenses to be incurred by the payment beneficiary and their family group for the daily mobilization of members of the relocated family to their work sites and back home if required during the relocation period. It is necessary to carry out a market study to establish the daily cost per trip for each working member of the family in the property.
- h. Additional services (cable TV, internet, air conditioning): (If applicable). Compensation corresponding to the average cost of additional services (cable TV, internet and/or air conditioning) to be incurred by the beneficiaries and their family group during the temporary relocation period. This is applicable if the beneficiary of payment and their family group had these services before carrying out the temporary relocation process. To calculate the unit value, the average cost of the past 6 months will be used with respect to cable TV and internet services, which will be recognized monthly. As regards air conditioning, a market study will be conducted to establish the monthly rental fee for such item.
- i. Care of pets (if applicable): Compensation that corresponds to the expenses that the payment beneficiary and their family group must incur, if applicable, to hire a third party for basic assistance and feeding of domestic animals (these are animals that are domesticated by man and are intended for use or enjoyment excluding those of a wild nature) during the time of

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temporary relocation. In such event, the need for feeding and monitoring the animals will be evaluated and a daily wage will be recognized for each day that such assistance is required. This activity must be carried out by a person other than the payment beneficiary and their family group and is exclusive of the item "transport to work".

- j. Commercial activity at home (if applicable): If the home has a commercial activity within this facility, the compensation corresponding to the recognition of the lost profits for the commercial activity that the payment beneficiary and their family group should carry out during the time of the temporary relocation will be established. For the determination of the value, the methodology established in the GDE-I-011 Damage compensation instructions will be applied, for the business premium (section 3.2.3.1.1.1 Business premium).

#### 3.5.2.4.4 Hotel Modality

In the event that the lease modality cannot be arranged, this modality will be used. Other premiums and compensation items will be calculated in the same manner as for the lease modality when applicable.

- a. Accommodation in a Hotel, Meals, Laundry: Compensation corresponding to the expenses that Ecopetrol S.A. must incur to temporarily rent a room in a hotel facility accredited for this purpose according to the market prices of the sector during the required time of relocation (this includes accommodation, meals (three meals per day per person) and laundry services as necessary).

For additional cases of temporary relocation other than those proposed herein (commercial, institutional, among others), a report must be prepared for the review and approval by Land Management Coordination, where the characteristics and conditions with the particular features in each case are considered, which must be supported by a value concept endorsed by the appraisal team of Ecopetrol S.A. Land Coordination area.


### 3.5.3 Follow-up, Monitoring and Evaluation Phase

The follow-up, monitoring and evaluation phase, more than being the final stage of the process, consists in establishing a cross-cutting phase for the whole resettlement process that enables the assessment of the process, the impact of its actions and the measures taken.

The follow-up is to be performed on all the scheduled activities and must register the most relevant facts of the process to acquire the properties and the moving and assistance to the social units, which should lead to identifying any problem on time to thus reestablish the living conditions for each social unit and taking the necessary measure to solve them.

For performance of the follow up, it will be necessary to establish a battery of indicators that must be included in the resettlement plan. Indicator examples are proposed, but these will depend on the planning of each plan. See Table 8.

Indicators		Measurement Unit	Target	Frequency	Accountable
Resettled social units	Number of resettled units	%	100%	Monthly/Quarterly/Semi-annually *According to the duration	Lands Professional
	Number of units to be resettled				

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Indicators		Measurement Unit	Target	Frequency	Accountable
				of the business activities and the resettlement process	
Social units relocated temporarily	$\frac{\text{Number of social units resettled temporarily}}{\text{Number of social units scheduled to be resettled temporarily}}$	%	100%	Monthly/Quarterly/Semi-annually *According to the duration of the business activities and the resettlement process	Lands Professional
Social units relocated definitively	$\frac{\text{Number of social units resettled definitively}}{\text{Number of social units scheduled to be resettled definitively}}$	%	100%	Monthly/Quarterly/Semi-annually *According to the duration of the business activities and the resettlement process	Lands Professional
Replacement housing acquired	$\frac{\text{Number of viabilities developed}}{\text{Number of replacement houses acquired}}$	%	100%	Monthly/Quarterly/Semi-annually *According to the duration of the business activities and the resettlement process	Lands Professional
Demolished houses	$\frac{\text{Number of demolished houses}}{\text{Number of houses to be demolished}}$	%	100%	Monthly/Quarterly/Semi-annually *According to the duration of the business activities and the resettlement process	Lands Professional
Reestablishment of conditions	$\frac{\text{Number of social units affected}}{\text{Number of social units with reestablishment of conditions}}$	%	100%	Quarterly/Semiannual/Annual *According to the duration of the business activities and the resettlement process	Environment Professional
Satisfaction of social units	Ex Post Evaluation	%	100%	Quarterly/Semiannual/Annual *According to the duration of the business activities and the resettlement process	Environment Professional

Table 8. Management Indicators

The monitoring of the resettlement of the social units should be carried out for at least the following six months after their transfer, where corrective measures are taken in cases in which the recovery or improvement of the family baseline has not been possible, and define as necessary, remedial plans that allow for the social unit to restore its initial conditions, in which case the following activities will be carried out:

- An Ex Post evaluation must be carried out after closing the resettlement plan and once the works have been ended and, therefore, the transfer of all social units and economic activities has been completed, to assess the effectiveness and efficiency of the plan's execution, with special emphasis on restoring the socioeconomic conditions of the population that were involved in the plan.



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- Within six months after completion of the resettlement and for the closure of the plans, a final monitoring form must be filled out for each resettled social unit (owners or resident tenants, and/or who have an economic activity). For lessee social units, a representative sample will be taken as well as other types of units included, which required special recognition for their vulnerability.
- A closure report must be prepared in compliance with the mitigation of impacts and vulnerabilities foreseen and, similarly, on the reestablishment of the socioeconomic conditions of the social units through programs and indicators.

This phase has tools that will enable assurance of its objectives through the use and application of follow-up, monitoring and evaluation mechanisms. See GDE-F-142 General Monitoring Matrix, GDE-F-143 Closing and Evaluation Data Sheet for Resettlement Plan, GDE-F-144 Perception Data Sheet - Closing and Evaluation of Resettlement Plan, and GDE-F-145 Photographic Record - Closing and Evaluation of Resettlement Plan.

### 3.6 DESCRIPTION OF ACTIVITY FLOWCHART

Included below is a flow chart of the procedure for resettlement of the population, which shows accountabilities by area and deliverables of each activity (ANNEX 2).

## 4. ANNEXES

- ANNEX 1 - "Instructions for application of data collection instruments for social units in socioeconomic census"
- ANNEX 2 - "Activities Flowchart"


## 5. CONTINGENCIES

Not applicable.

## 6. REFERENCES

- Involuntary resettlement. Operational Policy OP 4.12 and Bank Procedural Norms BP 4.12. World Bank. (2001).
- Manual for the preparation of an action plan for resettlement International Finance Corporation. (2002).




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### LIST OF VERSIONS


Previous Document			
Version	Date	Document Code and Title	Changes
01	15/07/2011	ECP-DHS-G-027 Resettlement of People in relation with Operations and Projects	Preparation
02	08/10/2012	PEC-GIN-P-001 Procedure for People Resettlement	Preparation

New Document		
Version	Date	Changes
01	30/11/2019	Adjustments to the structure and content of the document, objectives, scope, development, preparation of annexes: <ul style="list-style-type: none"> <li>• Annex 1 Instructions for application of data collection instruments for social units of socioeconomic census</li> <li>• Annex 2 Activity Flowchart.</li> </ul> Reference to the following documents associated with the procedure: <ul style="list-style-type: none"> <li>• GDE-F-137 Socioeconomic Census - Social Unit Information Module 1</li> <li>• GDE-F-138 Socioeconomic Census - Social Unit Information Module 2</li> <li>• GDE-F-139 Socioeconomic Census - Household Chart</li> <li>• Socioeconomic Census - Social Unit Information Module</li> <li>• GDE-F-141 Instrument for Preparation of Resettlement Plan</li> <li>• GDE-F-142 Follow-Up General Matrix</li> <li>• GDE-F-143 Resettlement Plan closing and evaluation data sheet</li> <li>• GDE-F-144 Perception Data Sheet - Closing and evaluation data sheet</li> <li>• GDE-F-145 Photographic Record - Closing and Evaluation of Resettlement Plan</li> <li>• GDE-P-004 Land Management Procedure</li> </ul>

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