



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Prime Minister's Office

Water Resource and Environment Administration

Department of Environment

No. 109 / WREA-DOE

Vientiane, Date: 03 MAR 2011

Minutes of the Annual Review Meeting

Second National Communication Project, 19 January 2011

Introduction:

The Annual Review Meeting of the Second National Communications (SNC) Project was held on Wednesday, 19 January 2011 at the Don Chan Palace Hotel from 8:30 to 12:30. This meeting was co-chaired by Mr. Sisavath Vithaxay, Deputy Head of Water Resources and Environment Administration, on behalf of the Lao government and Ms. Kyoko Yokosuka, Deputy Representative of UNDP to Lao PDR.

The meeting was organized with the aim of reviewing the progress of the SNC project for 2010 and also to discuss and approve the work plan for 2011. In addition, Dr. Viengsavanh Douansavanh, Director General of the Department of Environment (DOE) and the National Project Director (NPD) of SNC and Mr. Bruno Cammaert, Head of Environment Unit of UNDP Laos were also present and chaired the meeting following the opening remarks after departure of the VIPs.

The meeting was also attended by members of the Technical Working Group (TWG) of SNC, line ministries that included representatives of the Department of Environment (WREA), Ministry of Agriculture and Forestry (MAF), National Agriculture and Forestry Research Institute (NAFRI), Ministry of Energy and Mine, Ministry of Public Work and Transportation (MPWT), Ministry of Foreign Affair, National University of Laos, Federation Women Union Centre, National Statistic Department, Ministry of Industry and Commerce and the Asian Development Bank. There were a total of thirty two people representing various organizations and disciple attending the meeting (List of participants is attached as annex 1).

Mr. Sisavath Vithaxay opened the meeting by stating the objectives of the meeting and encouraged the participants to engage in productive discussions on the SNC Annual Project Report on 2010 and next Annual Work Plan for 2011 and how the project could be further strengthened with their knowledge and insights. He further stated that the Project's actual start date was from mid 2009 and was expected to complete by July 2012. After discussion and deliberation, the extension of the project was unanimously endorsed by the project board. The meeting also endorsed the annual work Plan for 2011.

Mr. Syamphone Sengchandala, the Project Manager of the SNC and Director of the Climate Change Office presented the SNC progress report 2010 by providing a background to the SNC Project including Lao PDR's ratification of the 1995 Rio Declaration and the Kyoto protocol. He also provided the background and process of the First National Communications which was prepared with support from UNDP/GEF in the period 1997-2000. Following the progress for the year 2010, Mr. Sengchandala presented the annual work plan for 2011. The annual work plan was unanimously approved by the meeting.

Mr. Sengchandala highlighted the major achievements, challenges and lessons learned in 2010. The major achievements were as follows:

- National Circumstances Chapter is completed in Lao and English language
- National greenhouse gas inventory is completed in Lao, English translation is being finalized
- Draft report of programs containing Measures to Facilitate Adequate Adaptation to Climate Change under preparation.
- English language training arranged and paid for to the members of TWG and government staff to enhance the capacity of the participants on English skill.
- Provided computers for TWG to facilitate and expedite the process of data processing.
- The project also supported the high level delegation (ministerial level) to participate in Pre-COP 16 of UNFCCC meeting in Jakarta, Indonesia.
- Assisted in raising the level of awareness of Climate Change by supporting events such as the World Environment Day
- A continuous process of Capacity building training conducted on a weekly basis and a two day workshop including the TWG conducted by international experts on different areas of Climate Change.

The following issues were identified after discussion:

- ❖ Need some budget (incentive) for TWG for data collection and analysis as the TWG members had their own full time work and many expressed that they felt burden with the project work as their priority was their own office work. The NPD explained that this was the government's commitment/contribution to the project. She further explained that series of trainings (both national and international) were provided to the TWG members and they should see that as an incentive as that contributed to their capacity development. Furthermore, she explained that the Government rules and regulations did not allow that government employees should be provided 'a salary' or topping of the salary.
- ❖ Using UNFCCC 2006 software for GHGI: the TWG expressed that the software that was used was from 1996 and the project should have used the 2006 UNFCCC software. The Project Manager explained that the Third National Communication would be based on that as the SNC's requirement was that it was based on the 1996 UNFCCC software.
- ❖ Need for continuity of designated TWG members: One of the major challenges of the project is the non consistency of the member so the TWG as the members of the TWG from line ministries are frequently being changed and this hampered the progress of the project and the impacts of the training provided to the members of the TWG.

- ❖ Sharing information and data with other related projects: It was also mentioned as there were so many projects that were on the pipeline on Climate Change, a common platform should be established to avoid better co-ordination and also to avoid duplication of efforts.
- ❖ Clear role responsibility of TWG: members of the TWG expressed that if a TOR was developed for the TWG, it would be easier for the TWG members to contribute as they would know what was expected of the members. The Project Manager expressed that this was very insightful, however the role (TOR) of the TWG was explained already when DOE sent the letter to the line ministry. The letter had explained the role that was expected from the TWG members.

Dr. Viengsavanh Douansavanh, Director General of DOE and National Project Director of SNC closed the meeting on behalf of chair by thanking the TWG for their active participation, UNDP for their support and the SNC project for a productive 2010. She also instructed the project to take into consideration all feedbacks and recommendations from the participants for further improving and strengthening the output of the project.

PM of SNC



Syamphone Sengchadala

Program Analyst, UNDP



Vichit Sayavongkhamdy

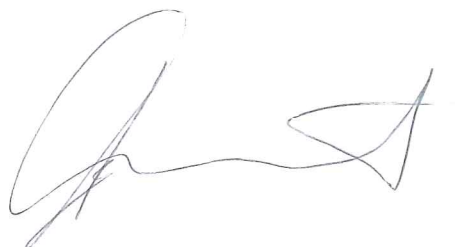
Director General of DOE

NPD of SNC



Dr. Viengsavanh Douansavanh

Head of Environment Unit, UNDP



Bruno Cammaert