



The Government of Lao PDR
United Nations Development Programme



Xiengkhouang Province

PROJECT ID 00049934: KHOUN RADIO SUPPORT

**Khoun Radio Support Project:
Bringing local news to local people in Xieng Khouang**

ANNUAL PROJECT PROGRESS REPORT 2007

January- December 2007

I. PROJECT INFORMATION AND RESOURCES

Project ID and title:	00049934: -Khoun Radio Support Project
Executing Agency:	Department of Information and Culture-Xiengkhouang Province. And Khoun District Information & Culture Office.
Implementing Partners:	KRSP – Khoun Radio Support Project – XH. PIC/KD. ICO

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Actual
January 2006	July 2006	January 2006	July 2006

Period covered by this report:	1 January - 31 December 2007
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Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	120,000	301,356.00

Resources	Donor	Amount (US\$)
	UNDP	301,356.00

Total Budget for 2007 (January - December)	UNDP	POA	Total
	87,685.63US\$	93,670US\$	181,356.00US\$

Summary of expenditure for the period covered by this report (1 January - 31 December '07)	UNDP	POA	Total
	US\$	54,823.00 US\$	US\$

II. PURPOSE

1. Main objectives of the project:

This project is to increase access to information, in particular for ethnic people and vulnerable groups. It will also increase the voice and participation of local communities in the production of relevant information for their own community. This project is a one year pilot, which will also help provide a better understanding of what sort of information is available to people in their local communities, where do people look for information, what sort of information they want, and how to better respond to their needs.

This will be achieved through: the establishment of a local radio station in Khoun district; news making trainings of public information officers at provincial and district level; an audience survey of information needs and demands from the local community; and news making training, managing and coaching to community volunteers in Khoun.

2. How the project relates to United Nations Development Assistance Framework (UNDAF)?

3. How the project aims to support national development goals including the Millennium Development Goals (MDGs) and/or National Growth and Poverty Eradication Strategy (NGPES)?

As reflected in the objectives of the project indicated above, the project hopes to contribute to the sixth five-year national socio-economic development plan or NSEDP (2006-2010) of Lao People's Revolution Party with its 11 major plans; the project's objectives particularly coincide with the NSEDP's 10th plan emphasizing on human resource and social and cultural development. In addition to this, the project will also support all 11 major plans one way or another, especially relating to information provision- information about local realities. Through this information, it will then help relevant parties to plan/respond to match with the local realities more effectively.

III. RESULTS OF PROJECT IMPLEMENTATION

1. Actual outputs against expected outputs

Intended Outputs	Output Targets	Update on activities as of 31 December 2007	Reasons if progress is below target	Lessons learned
<p>1. Station established in Khoun District</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> - Regular meetings of Radio Board - Number of community volunteers engaged in the management of the radio 	<ul style="list-style-type: none"> ▪ Radio site identified ▪ Procurement of Equipment finalized ▪ Studio building constructed ▪ Installation of broadcasting equipment finalized ▪ Local staff is able to monitor and maintain broadcasting equipment ▪ Board consists a cross-section of community, including 30% or more women 	<ul style="list-style-type: none"> • Construction of studio building completed and the building handed over. • Studio equipment installed • Installation and use of studio equipment training completed • Radio board continues to hold meetings once a month with ad hoc meetings of sub-committee members on as needs basis • UXO clearance from a transmitter site completed. • Equipment assessed by team and audio engineer and upgrades underway • Equipment for field recording and some additional studio equipment procured. • Furniture in studio procured. • A project mini bus procured. • The radio station officially launched. • Strategic Plan including Partnership Strategy and Training Plan developed and finalised. • Meeting with potential partners from 28 offices in Khoun held. 	<ul style="list-style-type: none"> • Delays in building construction occurred due to delay in procurement process, Vietnamese New Year and other holidays leading to construction teams being unavailable. The construction company and site supervisor were unable to interpret design requirements due to lack of experience. • Delays in erection of a transmitter were due to a hired company failing to comply with its promises. • Delays also occurred for installation of electricity due to some complicated procedures required. • Many appointed board members have been reshuffled and transferred to work at a village level. Thus, their responsibilities as a board member were shortened or relinquished altogether. • Some remaining board members were not committed to their assigned responsibilities. • Station staff and volunteers have not yet been following the station frameworks due largely to absence of management/ leadership. • Many programmes registered on the programme schedule have not been produced and monitored. 	<ul style="list-style-type: none"> • Use another transmitter company if available; company should be contracted and fined if it fails to comply with the deadline. • In the future, a responsible construction company should inform the project in advance if it foresees any shortage of manpower due to public holidays or other events; this is to ensure that proper action can be taken immediately. • Lao Electricity Enterprise should be more supportive and cooperative. • Station staff and volunteers should be more responsible when using station equipment. • If possible, the board should be re-selected as many members have already been transferred to work else where and some are no longer active at the station. • The management team should also be re-adjusted/re-assigned. • Station staff and volunteers should follow the frameworks set by the station. • The station management team should understand, respect, value volunteers' contribution and participation, and provide them support when needed.
<p>2. Enhanced news making skills of Public Information Officers at provincial and district level</p>	<ul style="list-style-type: none"> • International Media Advisor/trainer or company recruited • Training programme 	<ul style="list-style-type: none"> • Eight public information officers (PIOs) at provincial level and three at district level have been trained in audio editing, installation, use and 	<ul style="list-style-type: none"> • Late completion of studios and installation of equipment • Unconfirmed transfer of IMA to Vientiane during the first 	<ul style="list-style-type: none"> • If staff changes are to be made, ensure resolution is made quickly to prevent disruption to project team and project schedules

<p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Officers trained (no. of men and women, ethnic group) - Training evaluation - Study tour report - Number of local programmes - Number of programmes in local languages broadcasted on the provincial radio - Number of calls and feedback from listeners 	<p>designed</p> <ul style="list-style-type: none"> • At least 20 people trained in radio production (including volunteers) 	<p>maintenance of studio equipment as well as in basic computer usage.</p> <ul style="list-style-type: none"> • Four people- 2 board members, 1 volunteer and 1 PIC at district level- have been sent for an internship program in Thailand in various aspects of community radio for 3 weeks. 	<p>quarter affected the ability of the team to plan a concrete training schedule and budget.</p> <ul style="list-style-type: none"> • Lao National Radio could not accommodate our needs for training in news making, programming, translation, etc., because National Assembly Meeting and other commitments are underway. 	<ul style="list-style-type: none"> • Project manager who is a government staff (and assigned by the government) should be more committed and spending more time with the project.
<p>3. Community volunteers and radio board members engaged and trained in news making and media management</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Number of community reporting broadcasted (in ethnic languages) - Number of programmes broadcasted - Number of minority people trained and mobilized in the management of the station - Feedback from the listeners recorded by the radio team - Board Meeting minutes 	<ul style="list-style-type: none"> • Radio board holds regular meetings to overlook content and quality of programming • The board consists of government officials, key stakeholders from different ethnic communities and representatives from mass organisations. 30% or more are women • 30% of the trainees are women • Community volunteers produce local reporting 	<ul style="list-style-type: none"> • Two board members and one volunteer sent for an internship programme in Thailand for more than three weeks to learn about all aspects of community radio. • Board members and volunteers trained in various skills: audio editing, installation and maintenance of equipment, computer usage, fundamental programme production, news writing, Ubuntu Lao programme usage, etc. • The project team, board members and volunteers (radio personnel) visited 4 local villages to talk about community radio and to get them involved with the station. • After several months of broadcasting, letters and phone calls from listeners received (about 2500 letters and 6000 calls to date). • 15 new volunteers recruited. • A short-term media consultant recruited and the mission completed successfully. • The national community radio seminar held successfully. 	<ul style="list-style-type: none"> • See Output 2... • Management tools (station rules, job descriptions, etc) late developed; the board and volunteers had no clear frameworks to follow. • Volunteers not properly managed. • Difficulty in requesting personnel from Lao National Radio for their assistance for training on news writing, programming, etc., due to their heavy workload, unpredictable work schedules and shortage of manpower. Training in these areas has to be put on hold. 	<ul style="list-style-type: none"> • See Output 2. • To ensure that we have the pool of trainers for news writing, interview, news reporting, programming and translation, it is crucial that we build a trainer team at a station level, and then an outsider trainer should be engaged to provide intensive training for the team (training of trainers). • The management committee should work more closely with volunteers, and be more sensitive toward them (value their contribution and participation); without community volunteers, community radio will fail to exist. The committee should provide support to volunteers when needed.
	<ul style="list-style-type: none"> • Series of 	<ul style="list-style-type: none"> • USD 1,800 provided to 	<ul style="list-style-type: none"> • Difficulties in 	

<p>4. A baseline of information needs conducted in Khoun District and a technical cooperation initiated with other radio initiatives</p>	<p>consultations conducted</p> <ul style="list-style-type: none"> • Questionnaire jointly designed with UNESCO • Focus groups organized • Field visit of the radio team to Nong Het organized • 1 joint training with Ta Oy district information officers 	<p>GPAR Saravane by the project to use for Audience Survey in Saravane.</p> <ul style="list-style-type: none"> • Questionnaires jointly developed by the project and GPAR Saravane. • The project hosted two visits from Thai community radios and Sekong's Department of Information and Culture. 	<p>transferring of fund from KRSP's bank account to GPAR Saravane resulted in the delays in commencing the Survey. The fund could only be transferred in April 2007.</p>	<p>For future fund transferring, if any, to support other radio initiatives, UNDP should do so directly to the relevant recipient rather than through the project (KRSP), if such practice is applicable.</p>
<p>5. Project support</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Recruitment reports - Monthly Meeting minutes - Evaluation report 	<ul style="list-style-type: none"> • Project support team recruited • Equipment/vehicle(s) procured • Operations & maintenance costs covered 	<ul style="list-style-type: none"> • A minibus procured and delivered to the project in early June 2007. • All monthly meeting minutes prepared in English and Lao • A new accountant and new project driver recruited and started work since May and June 2007 respectively • Both Int. and National Evaluators recruited and the mission completed in July 2007. • Short-term International Community Advisor recruited and been working since September 2007. • Final monitoring and evaluation report written and finalised. • Financial and quarterly reports prepared and submitted to UNDP within a timeframe. • Quarterly and annual reports prepared and submitted to UNDP within a timeframe. 	<ul style="list-style-type: none"> • Monthly meeting organization was not held regularly due to a series of workshops/training organized by the project and heavy workload of many board members. 	<ul style="list-style-type: none"> • In the future, monthly or quarterly meeting should be initiated and organized by the board. Agenda for the meeting should also be thought of and prepared by them. The Project team is then invited to attend such meeting and will provide financial support. • To avoid confusion and frustration, formats or forms to be used for service contract (individual or company) should be formulated and agreed on by UNDP and NEX. • The board should work more actively and closely with the station.

2. Update on partnership strategies

Khoun Radio Support Project does not exist in isolation in implementation of the project, the Project works closely with its partners from the central to local agencies. Two key components are Government and international organizations and other projects under NEX umbrella. At implementing level, the partners include radio board and community volunteers which consist of representatives from cross-sectors, varying in ages, genders and ethnicities. These people are committed and ready to participate in project and station activities. This gives a sense of achievement to some extent for the Project. And today, the project has created a team to work closely with external partners to raise funds and generate contents for the station. Through this partnership, it is hoped that the station will be secured its sustainability when the project has withdrawn.

3. List main challenges (at most, if any) experienced during implementation. Note any steps already taken to solve problems.

The challenges faced by the project for the past one year include: the station and volunteers not being properly managed, adequate training not being provided, and the partnership strategy being late developed. The most challenging questions to be pondered include: "How can we make use of our radio as a community development tool? How can we ensure that the radio will have positive development impacts toward local communities?" etc.

To address these issues, many steps have already been taken and will be followed up, including (1) the strategic plan developed and finalized, including Vision, Mission Statement, Values, etc.; (2) the partnership strategy developed; (3) the organisational structure re-defined and 9 thematic editorial groups (programme production groups) created; (4) training needs assessed, training plan prepared and training provision underway, and; (5) meeting with potential partners to create sustainable partnership with 28 offices in Khoun held.

4. Recommendations and proposed actions

To ensure that all activities are implemented and completed as planned, all implementing partners and all stakeholders should be jointly responsible for, especially at district and village levels. Most importantly, the management team should fulfil its assigned responsibilities as stated in their Job Descriptions. At policy level, relevant parties should also provide support to smooth the implementation of the project. What the station is lacking now is a leader who is capable and committed to lead and manage volunteers, board members and the station, with management tools developed, finance allocated and human resource (community volunteers) secured.

5. Describe briefly key lessons learned during the quarter:

1. Participation from beneficiaries will guarantee sustainability of the station, and active participation from relevant agencies including an implementing agency will guarantee success of the project.
2. A realistic work plan and sound management and monitoring frameworks are critical and required.
3. Greater involvement of NPD and PM in the project is a crucial factor to ensure the smoothness and success of the project's implementation.

6. Rating on progress towards results

6.1 Output Target: <i>[From Table 1. Local Radio Station established in Khoun District]</i>		
1. Radio site identified	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
2. Procurement of Equipment finalized	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
3. Studio building constructed	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
4. Installation of broadcasting equipment finalized	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
5. Local staff is able to monitor and maintain broadcasting equipment	<input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Yes	
6. Board consists a cross-section of community, including 30% or more women	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	

6.2 Output Target: Enhanced news making skills of Public Information Officers at provincial and district level ¹		
1. International Media Advisor/trainer or company recruited	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
2. Training programme designed	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	
3. At least 20 people trained in radio production (including volunteers)	<input type="checkbox"/> No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> Yes	

6.3 Output target: <i>[From Table 3. Community volunteers and radio board members engaged and trained in news making and media management]</i>		
1. Radio board holds regular meetings to overlook content and quality of programming	<input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Yes	

¹ This Output has been dropped since mid-2007.



2. The board consists of government officials, key stakeholders from different ethnic communities and representatives from mass organisations. 30% or more are women	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
3. 30% of the trainees are women	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
4. Community volunteers produce local reporting	<input type="checkbox"/>	No
	<input checked="" type="checkbox"/>	Partially
	<input type="checkbox"/>	Yes

6.4 Output target: [From Table 4. A baseline of information needs

conducted in Khoun District and a technical cooperation initiated with other radio initiatives]

1. Series of consultations conducted	<input type="checkbox"/>	No
	<input checked="" type="checkbox"/>	Partially
	<input type="checkbox"/>	Yes
2. Questionnaire jointly designed with UNESCO/ GPAR Saravane	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
3. Focus groups organized	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
4. Field visit of the radio team to Nong Het organized	<input checked="" type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input type="checkbox"/>	Yes
5. One joint training with Ta Oy district information officers	<input checked="" type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input type="checkbox"/>	Yes

6.5 Output target [From Table 5. Project support]

1. Project support team recruited	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
2. Equipment/vehicle(s) procured	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes
3. Operations & maintenance costs covered	<input type="checkbox"/>	No
	<input type="checkbox"/>	Partially
	<input checked="" type="checkbox"/>	Yes

IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

1. Provide information about any activities undertaken by the project that were NOT envisaged in the work plan but which contributed to the outcome and/or outputs? E.g. advocacy and policy dialogue.

N/A

V. FUTURE WORK PLAN

1. What are the priority actions planned for the following year to overcome constraints, build on achievements and partnership, and use of the lessons learned during the previous year?

1. Local Radio Station established in Khoun District

- Work with Khoun district to construct a dormitory for volunteers;
- Work with UNDP's Procurement Unit to buy mobile broadcasting equipment for outdoor broadcasting and furniture for the station and the new dormitory (upon its completion);
- Re-appoint board members and the station management committee;
- Continue to support the quarterly board meeting and encourage them to follow their job descriptions and rules of the station, etc.

2. Community volunteers and radio board members engaged and trained in news making and media management

- Continue with training in various skills and aspects:
 - (1) news writing, interview techniques and field reporting/community reporting;
 - (2) programme production and programme scheduling;
 - (3) ethnic-language translation, i.e. Hmong and Khmu;
 - (4) conduct orientation to new volunteers (aka community broadcasters) as required;
 - (5) usage and maintenance of station equipment;
 - (6) community mobilization;
 - (7) transparent community management;
 - (7) financial management;
 - (8) implementation of strategic plan;
 - (9) community research.
- Continue to visit local villagers and meet with local officers in Khoun to create and nurture the community ownership toward the station and to get them involved with the station, e.g. programme production and programme presentation; support them technically and

financially as required;

- Train a group of trainers for the station;
- Organize field trips locally and abroad to learn about radio broadcasting and radio programme production, management, etc.
- Encourage/support volunteers and board members to produce programmes to ensure continuity of programmes feeding to the station.
- Recruit a short-term advisor/trainer to provide training, assess the impacts of the project, and assist in the final project report writing and phasing out of the project.

3. A baseline of information needs conducted in Khoun District and a technical cooperation initiated with other radio initiatives

- Attend the debriefing on the survey results organized by Saravane, and continue to work with Ta-Oy and other radio initiatives in terms of a technical cooperation and other assistance;
- Produce a video about the radio and project;
- Publish a joint report of audience survey conducted by Khoun and Ta-oy.

4. Project support

- Work together with the board and district to recruit a full-time/part-time staff to station at the station;
- Ensure that workplan and quarterly and annual reports are prepared and submitted in timely fashion;
- Manage financial aspect in accordance with rules and procedures required and ensure sufficient fund is secured for planned activities to be implemented;
- Carry out an impact assessment of the project;
- Organize the monthly meeting to monitor and evaluate the progress of the project, as regularly as possible;
- Manage the use of project vehicles and equipment, ensuring that they are in good working conditions at all time;
- Attend meeting/workshops held by the project or other organizations.

2. Estimated budget required for 2008:

100,000.00 US\$



VI. ANNEXES

1. Financial Report
2. Project Work Plan for 2008
3. Programmes for field trip, training and workshops.

PREPARED BY

Prepared by: Mr. Vongsone Oudomsouk

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Media Associate / Assistant Project
Manager

31 December 2007

Signature

Certified by: Mr. Somphone Philavong

A handwritten signature in black ink, appearing to be 'Somphone Philavong', written over a horizontal line.

National Project Director

31 December 2007

Signature