



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao People's Democratic Republic
Ministry of Natural Resources and Management (MoNRE)

United Nations Development Programme

Project ID: 00057518
Meeting the primary obligations of the Rio Conventions through
strengthening capacity to implement natural resources legislation

Annual Project Report

Reporting period:
01 January 2011 – 30 December 2011

I. PROJECT INFORMATION AND RESOURCES

Project number and title:	00057518, Meeting the primary obligations of the Rio Conventions through Strengthening Capacity to Implement Natural Resources Legislations.
Implementing Partner:	Ministry of Natural Resource and Environment, Department of Forest Resource Management
Responsible Parties	Key stakeholder in National and Provincial Level MAF, WREA, MEM, MoJ, DoF, MTEA, NAFRI, MoNRE etc
Donors:	UNDP-GEF

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
June 2010	January 2011	May 2012	May 2013

Period covered by this report:	January 2011 to December 2011 (12 months)
Date of annual review: <i>[Indicate if planned or actual]</i>	15 December 2011

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	154,980	129,489

Resources by Donors	Donor	Amount
	GEF	500,000
	UNDP (In-kind)	400,000
	SIDA (In-kind)	100,000
	GOL (In-kind)	49,850

II. PURPOSE

1. The Main Objectives of the Project:

The NCSAFU built on the successful and finding of the NCSA that implemented by Department of Environment during 2004-2009. The NCSAFU Project initials in June 2010, but actual implementation is on the 1st of January 2011. The Project Objective is to strengthen national and local capacity to implement natural resources legislation with a focus on issues most relevant to the Rio Conventions. The project plays a crucial role in the recognition of the Millennium Development Goals (MDGs) and are reflected in the Global Environment Fund (GEF) in Lao PDR to which The Department of Forestry, UNDP-GEF are signatories, which seek to enhance "the livelihoods of poor, vulnerable and food insecure populations and enhanced through sustainable development" (Within the MDG framework)

To achieve the project objective, three main outcomes have been defined that reflect the manner in which the Rio Conventions should be implemented in the context of Lao PDR. Key environment issues in the national context related to Rio Convention includes: i) land degradation due to deforestation and forest degradation driven by agricultural expansion and pioneering shifting cultivation, unsustainable logging and over harvesting of NTFPs, forest fire and infrastructure development.; ii) rapid lost of biodiversity due to degradation and fragmentation of habitats, illegal hunting and wildlife trade, limited management in national , provincial and district protected areas, and lack of awareness; iii) climate change due to increased CO₂ emission from deforestation, forest degradation and agriculture, loss of adaption capacities due to degradation of natural resources and ecosystems.

The three main outcomes of the project are:

1. Key stakeholders in the three provinces (Xiengkhoung, Savannakeht, Attapeu provinces) are implementing and enforcing important components of the existing natural resource management legislation.
2. National level stakeholders have the capacity to implement and enforce natural resource legislation, and in particular are able to support all provinces in Lao PDR with legislation implementation.
3. Legislation and policy with regards t o the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive.

The three outcomes will be pursued through delivering the following outputs:

- An agreed set of priority laws, regulations, decrees, articles related to Rio Conventions that could use as a reference and guideline for central and local authority.
- A compliance strategy for implementing and enforcing key component of natural resource legislation that best fit with national and provincial context. The strategy will focus on support to provinces/districts to develop their annual development plans.
- A package of operational tools that will be used by the respective stakeholders at national and provincial/district levels. The tools may include but are not limit to: posters of laws/articles and endanger specie for wildlife trade, guideline for community forestry management, community fishery management, training packages, community land use and management, agriculture conservation/management.
- Documentation of the impacts of the tools on compliance across the Project Sites.
- Legislative revisiontake into account the primary and secondary obligations to UNCBD, UNFCCC, UNCCD.The findings, experience and lessons learnt of implementing and enforcement of the natural legislation, tools, and the compliance strategy.

An output management and reporting system has been developed to assist in the implementation of the project. All output manage by project manager with assistant from assistant project manager, technical working groups, a national consultant, and UNDP programme officers, The project improved the logical framework of the project through the its Inception Workshop in September 2011, to make it fit with on the ground and current national

policy and legislation. The project team uses the new framework as a practical tool for its management. Activity-based budget planning and reporting are on a quarterly basis and following the UNDP standard reporting template. Period consultation with UNDP has been made in the monthly meeting, and through regular email, telephone communication.

Technical working group for each convention (UNFCCC, UNCBD, UNCCD) have been established at national and provincial levels. The collaboration between project and district, communities will be facilitated by these technical working groups. Since technical working group will be responsible for the implementation of testing tools, law enforcement and awareness raising activities, capacity of these people is continuously strengthened. Other mechanisms use for implementing project activities, include working with other development project in the biodiversity, land degradation and climate change areas such as; NAPA Follow-up project, SUFORD/CIFOR, Agrobiodiversity project, IUCN/TABI outcome 1.

Targets for 2011 that indicated in the first revised 2011 annual workplan are:

- Establishment of project management and implementation team and offices at national and provincial level;
- Organization of project planning meetings including inception workshop;
- Survey and consultation on the prioritization of laws and legislations to be addressed, implemented and enforced at national and provincial levels;
- Preparation of compliance strategy and initial identification and application of operational tools for effective implementation and enforcement of the prioritized natural resources management laws/regulations at national and in the three selected provinces;
- Provision of technical support for better understanding and appreciation on the selected natural resources management laws and regulations.

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the strategic goals

UNDAF Outcome: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within the MDG framework)

Intended outcome(s)/output(s):

The Project will contribute to achieving key UNDP Country Programme Action Plan (CPAP) outcomes linked to the Multi-year Funding Framework (MYFF) goal and service line for the Lao PDR, including:

- Improved and equitable access to land, markets and social and economic services, environmentally sustainable utilization of natural resources.

The intended outcome will also contribute to achieving key CPAP outputs and outcome through:

- Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multilateral agreements and related national policies and legislation.
- The role of biodiversity, agro-biodiversity, land management and environment in general in the livelihood improvements and poverty reduction strengthened through enhanced knowledge and management capacity.

Progress towards achieving outcome:

During January-December 2011, the project got off to a slower start than expected and it has operated at a lower level of activity due to the need to recruit project staffs, changing institutional structure, formulation technical working groups being delay. Project staffs who assisting in day to day operation only getting on board in late January 2011, including an Assistant Project Manager and Project Accountant.

To help the project to communicate with stakeholder groups, UNDP has kindly assisted the project to develop and update NCSAFU factsheets. To date, the project has strengthened capacity of the government agencies to implement natural resources legislation and has built better understanding about three Rio conventions the NCSAFU project to stakeholders by engaging them in the project activities. The highlights are summarized in below.

An agreed set of priority natural resource management laws, regulations and/or articles and implemented at national and provincial level:

- The project has formed the national technical working group (TWG) for UNFCCC, UNCB, UNCCD and has fully engaged in the reviewing law/regulation and policies activities. Series of consultation meeting have been organized by the project team, with support from technical working groups (TWGs) and UNPD CO. As the results from

TWG meetings, law, regulation, decree and policies has prioritized and reviewed and first field visit to three target areas (Xiengkhoung, Savannakhet, Attapeu provinces) were organized. A National Consultant was on board in October 2011 to continuously carry out review the legal framework and policies, and to provide guidance in developing a compliance strategy as well as assist in developing tools for operationalizes at the national and provincial levels. The first stakeholder consultation meeting on the result of the draft review report organized on 28 December 2011. The objective of the meeting was to get feedback from participants on content of the reports as well as to share finding from field visit in Xiengkhoung province. The draft report is available in Lao. Translation from Lao to English will be done upon final draft endorses by stakeholders in early 2012.

A compliance strategy at national and provincial levels:

- The project team has visited different departments in the Ministry of Agriculture and Forestry, Ministry of Natural Resource and Environment, international and local NGOs to collect existing compliance strategies for implementing and enforcing natural resource legislation, and to discuss possibility for coordination and collaboration with other projects under their respective management. Some existing compliance strategies related to the Rio convention has been collected (e.g. Climate Change Strategy, National Biodiversity Strategy and Action Plan, National Sustainable Development Strategy, National Strategy for Agriculture Development 2011-2012. See Annex 7: List of operational tools, compliance strategy and law/regulation available in the NCSAFU database). In the future, the project team expects to publish information of the project in the website of Ministry of Natural Resource and Environment. The National Consultant is developing a compliance strategy to implement law enforcement at the local level. This strategy development will be completed in the first quarter of 2012.
- The project and UNDP CO has contributed to national biodiversity action plan (NBSAP) through supporting IUCN/TABI in organizing Provincial Consultation Workshops to get inputs from provincial stakeholders on Provincial Biodiversity Strategy and Action Plan (PBSAP) development. Several consultations meeting between IUCN, TABI, Agro-biodiversity project and NCSAFU were organized to discuss preparation works for such important assignment.

A package of operational tools and capacity building for national level, local authorities and local communities

- The project has established provincial technical working group and has engaged them in the field visit activities.
- Several existing environmental management and conservation posters, guidelines, leaflets, manuals have been collected by the project team and a national consultant (See Annex 7). The main tools that related to implementation of the UNCBD included a wild life red list poster (birds, mammals, and reptile). Operational tools regarding environmental conservation which directly links to climate change issues include: a tool kit on basic knowledge of climate change, impact of burning forest and forest fire. The project team also collected and try to disseminate operational tools that associates with land degradation management and community land management such as village land management guideline, obligation on land management. In consultation and permission from relevance organizations (Department of Forestry (DoF), Department of Environment (DoE), National Agriculture and Forestry Institute (NAFRI), The Agriculture and Biodiversity Initiative (TABI) Project, IUCN, and Right Link) the project has reprinted some existing operational tools and disseminated them to local authority in the project targeted area. For example, 2050 units of poster and exhibition boards has reprinted, and exhibited at the Cambodia-Lao PDR-Vietnam Cooperation Environment Projection Exhibition on 06-10 December 2011, Attapeu province. Some existing tools will be selected to test by provincial technical working group to increase environmental awareness and facilitates accessibility to information of local

communities in the target areas by first quarter of 2012.

- The project has strengthened capacity to Lao government on sustainable forestry management through organized study tour to visit community forestry management projects in Cambodia in third week of December 2011. The objective of the study tour was to expose forestry government officer with some good example of community forestry development and management, with expected that they will bring back new knowledge and be able to apply lesson learnt to implement in the Lao PDR.

Project Management

- The Inception Workshop was held on 29 September 2011 in Vientiane. The meeting brought stakeholder groups from national and provincial to discuss the way to improve strategic result framework and issues that should be taken into account of the project team in implementing planned activities in 2012. The meeting was acknowledge that the NCSAFU strategic result framework and activities indicated in the project document are not suitable with the current context, due to several laws, regulations and policies has been revised. Therefore, measuring indicators for the achievement of the project should be revised and updated. Some of the key direction for the implementation of the project that were discussed include: the need to improve strategic log frame, the need to narrow down scope of the project, the difficulty and gap of implementing natural resource law/regulation, the need to improve coordination among technical working groups and project team as well as important to seek for synergy and collaboration with other ongoing project in the target areas.
- TWGs consultation meeting of each convention was organized to discuss the pending activities and how to speed them up to reach the workplan.
- Project monthly meeting were organized. Additional meeting with UNDP officer and regularly email and telephone communication has been made to maintain good coordination and regular monitoring risk and issues encounter by the project during implementation.
- The first spot check was organized by UNDP CO 15 September 2011The project team take into account and follow recommendations from spot check team to improve overall project implementation and management.
- Enhancing accountability and transparency of the project has been made through preparing project annual review report to GEF in August 2011 and regular submitting the project quarterly progress reports and financial reports to UNDP CO. The annual review meeting for 2011 was organized on 15 December 2011. The meeting was acknowledged that the project has been facing a number of challenges during reporting period. The NCSA is a small project with very ambitious targets and that the way forward is to improve existing tools and to collaborate closely with other initiatives project. One of the most challenging issue is to improve progress of project activities and to come up with practical activities and appropriate result framework that fits with current national and provincial development situation. Other challenging issue is on maintaining and improving a good project planning and coordination with other initiative project, TWGs in central and provincial levels. The meeting considered that this project is very useful as it works across the three Rio Conventions and there is a need to request for project extension (extend till May 2013) from GEF. Early action regarding project extension is needed.
- Project staffs participated in the NIM training that organized by the UNDP in August 2011 and further organized an Orientation Workshop on NIM policy and procedure on 29 December 2009, to strengthen project management and administrative skills to key project staffs and technical working group members including the development of a workplan and budget, reporting, HR and procurement.

	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
OUTCOME 1: Key stakeholders in the three provinces are implementing and enforcing important components of the existing natural resource management legislation.				
OUTPUT 1.1: An agreed set of priority natural resource management laws, regulations and/or articles and implemented.				
<p>Target 1.1: Provincial officers utilize the review report by first quarter of 2011</p> <p>Indicator 1.1: Available of review priority natural resource laws by the end of 2011</p> <p>Baseline 1.1: No priority natural resource laws related to Rio Convention available</p>	<p>Activity 1.1.1: Review the text of several national laws/regulations and determine/which laws, regulations and articles should be priority for implementation and enforcement in the selected provinces.</p> <ul style="list-style-type: none"> • Determine, collect, review and analysis relevant laws, regulations, decree and related regulation report reviewed • Initiate implementation of the priority legislation • Organize consultation meetings • Final Reviewing report. • Publish the final reviewing report 	<p>2,292.34 USD</p>	<p><u>Ongoing</u></p> <p>TWGs meetings organized at central level on 10th and 30th June 2011 for UNFCCC, UNCCD, and UNCBD to identify and agree on approach to review legal framework.</p> <p>Assess situation of the implementing natural resource and tools used through organizing a field visit to three target areas on 27-30 June 2011, 28 June to 2 July 2011 and 13-17 July 2011 in Xiengkhouang, Savanhakhet and Attapeu province respectively.</p> <p>TWGs meetings on 29 July and 26 August 2011 agreed on 11 priority laws to be reviewed related to Rio Conventions.</p> <p>With support from a Nation consultant a review legal framework report will be completed in December 2011.</p>	<p>Delay in forming TWGs at national and provincial level.</p> <p>All TWGs in provincial fully nominated on 28 September 2011.</p> <p>Engaged a national consultant to assist the project team.</p>
OUTPUT 1.2: A compliance strategy at provincial level				
<p>Target 1.2 Provincial officers utilize the compliance strategy by first quarter of 2012</p> <p>Indicator 1.2 Available of compliance strategy that suitable for implementing at provincial level in the first</p>	<p>Activity 1.2.1: Develop a compliance strategy (methodology)</p> <ul style="list-style-type: none"> • Determine, collect, review and analysis other existing strategies related and could be used. • Identifying Methodologies of a compliance. • Summarizing the strategy with project team /TWGs and writing report 		<p><u>Ongoing:</u></p> <p>Determine and collected existing environmental management and conservation strategies and develop a project database.</p> <p>With support from a National Consultant, and provincial TWGs, field work will be organized</p>	

<p>quarter of 2012 Baseline 1.2: Existing compliance strategy needs improvement</p>	<ul style="list-style-type: none"> • Preparing and conducting the consulting meeting with project team and TWGs • Partnership with other UNDP project and IUCN to organize provincial consultation on provincial action plan relate to Rio Convention 		<p>from 19-23 December 2011. Compliance strategy will be published in first quarter of 2012.</p> <p>Expose key forestry officers to community forestry management and REED projects in Cambodia from 19-23 December 2011.</p>	
<p>OUTPUT 1.3: A package of operational tools at provincial level</p>				
<p>Target 1.3: Provincial officers utilize the operational tools by first quarter of 2012. Indicator: 1.3 Set of operational tools by first quarter of 2012 Baseline 1.3: the existing operational tools of other relevant projects</p>	<p>Activity 1.3.1: Determine, collect, identify and test of the most appropriate existing operational tools (poster, guideline and training modules for community base forestry/wildlife/agriculture/forest fire conservation/etc)</p> <ul style="list-style-type: none"> • Conducting field trip and organizing the consultation meeting with all stakeholders (provincial, district, and village). • Report the testing tools <p>Activity 1.3.2: Develop the operational tools to fit at the provincial, district and communities</p> <ul style="list-style-type: none"> • Publishing the existing tool and the tools to be implemented at the project site 		<p>Ongoing Existing tools has been collected such as posters, guidelines, manuals, extension material and training modules for community base forestry/ wildlife/ agriculture/forest fire conservation. Some of these have been reprinted and will be used by TWGs in the project areas.</p> <p>Testing tools will be done in early January 2012.</p> <p>To be finalized after having the results from testing existing tools.</p>	<p>Frequently cooperate and discuss with TWGs, UNDP and relevant organizations about existing tools to be published and practiced in the project sites.</p> <p>Project team and NC need to organize the consultation meeting with key stakeholder in national and provincial level after testing tools. The meeting will discuss the impact of tools tested and how to develop the tools in order to be used as acceptable and satisfy in project sites.</p>
<p>OUTCOME 2: National level stakeholders have the capacity to implement and enforce natural resources legislation, and in particular are able to support all provinces in Lao PDR with</p>				

legislation implementation and enforcement.			
OUTPUT 2.1: An agreed set of priority laws, regulations and/or articles, that are best addressed at National level			
<p>Target2.1: Provincial officers utilize the review report by first quarter of 2011</p> <p>Indicator 2.1: Available of review priority natural resource laws by the end of 2011</p> <p>Baseline 2.1: No priority natural resource laws related to Rio Convention available</p>	<p>Activity 2.1.1: Review the text of several national laws/regulations and determine/which laws, regulations that are the best addressed at the national level.</p> <ul style="list-style-type: none"> • Determine, collect, review and analysis relevant laws, regulations, decree and related regulation report reviewed • Initiate implementation of the priority legislation • Organize consultation meetings • Final Reviewing report. • Publish the final reviewing report 	14,595.46 USD	<p>Implement together with activities 1.1.1</p> <p>Seven important existing legal frameworks have been reviewing by UNFCCC TWG and the report was submitted to the project in October 2011.</p> <p>With support from a Nation consultant a review legal framework report will be completed in December 2011.</p>
OUTPUT 2.2: A compliance strategy at National level			
<p>Target 2.2 Provincial officers utilize the compliance strategy by first quarter of 2012</p> <p>Indicator 2.2 Available of compliance strategy that suitable for implementing at national level in the first quarter of 2012</p> <p>Baseline2.2: Existing compliance strategy needs improvement</p>	<p>Activity 2.2.1: Develop a compliance strategy (methodology)</p> <ul style="list-style-type: none"> • Determine, collect, review and analysis other existing strategies related and could be used. • Identifying Methodologies of a compliance. • Summarizing the strategy with project team /TWGs and writing report • Preparing and conducting the consulting meeting with project team and TWGs • Publish the compliance strategy • Organize the consultation workshop on the compliance strategy to provincial level 		<p>Implement together with activities 1.2.1</p> <p>Compliance strategy has been delay due to the un-function of TWGs in national level and the NC has not been recruited. However, during the monthly meeting with UNDP, some existing compliance strategies of the similar project are suggested, and the compliance strategies will be classified in national level and provincial level due to its different situation.</p>
OUTPUT 2.3: A package of operational tools at National level			

<p>Target 2.3: National level utilize the operational tools by first quarter of 2012. Indicator: 2.3 Set of operational tools by first quarter of 2012 Baseline 2.3: the existing operational tools of other relevant projects</p>	<p>Activity 2.3.1: Determine, collect, identify and test of the most appropriate existing operational tools (poster, guideline and training modules for community base forestry/wildlife/agriculture/forest fire conservation/etc)</p> <ul style="list-style-type: none"> • Conducting field trip and organizing the consultation meeting with all stakeholders (provincial, district, and village). • Report the testing tools 	<p>Implement together with activity 1.3.1 Q4th 2011 after all operational tools were identified and developed.</p>	
	<p>Activity 2.3.2: Develop the operational tools to fit at the national level</p> <ul style="list-style-type: none"> • Publishing the tools to be implemented at the project site 	<p>Implement together with activity 1.3.2 in Q4th 2011 after all operational tools were identified and developed.</p>	
<p>OUTCOME 3: Legislation and policy with regards to the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive.</p>			
<p>OUTPUT 3: The existing Environmental Protection Law and regulations with regards to Environmental Impact Assessment will be revised.</p>			
<p>Target 3.1 Approval of planning guideline/manual/ annual workplan and amendment of contradicting decrees Indicator 3.1: at least 2 report of monitoring and evaluation on workplan and draft decrees improvement Baseline 3.1: The existing of planning guideline/manual/ workplan and decrees</p>	<p>Activity 3.1.1: Support Department of Planning and Provincial and District to develop the planning guideline (Annual WorkPlan for Social-Economic Development Plan)</p> <ul style="list-style-type: none"> - Organize informal meeting with DoP/relevant organizations and Provincial authority on the development planning guideline/manual process. - Working with local authority to develop planning guideline/manual. 	<p><u>Ongoing</u> The activities, targets, indicators and baseline have been updated during the inception workshop held in 29 September 2011. A Project Manager initial organized a discussion with DPI and local authority to discuss how the project could contribute to national/provincial annual development plan.</p>	<p>Delay in forming TWGs at national and provincial level and insufficient technical staffs. UNDP VSO will be required to assist the project</p>
	<p>Activity 3.1.2: Review existing institutional structure, their mandate, and ToR of relevant organizations focusing on Rio convention.</p> <ul style="list-style-type: none"> - Organize the dialogue meeting 	<p>Pending: not applicable to implement.</p>	<p>In sufficient technical staff UNDP VSO will be required to assist the</p>

	<p>Activity 3.1.3: Review and identify the contradiction of decree/guideline and recommend for improvement.</p>		<p>Pending: not applicable to implement.</p>	<p>project</p> <p>In sufficient technical staff UNDP VSO will be required to assist the project</p>
<p>Project Management and Communication</p>				
<p>OUTPUT 4: Effective project management and institutional arrangements</p>				
<p>Target4.1: Effective managerial of project implementation. Indicator4.1: Project management team and project office established, operated and functioned. Baseline4.1: Project office has been established and management team has been fully formed Target 4.2: Technical and financial reports projected</p>	<p>Activity 4.1: Office management</p> <ul style="list-style-type: none"> • Requirement project staffs and day to day operation • Office Renovation • Equipment Procurement and installation 	<p>50,263.32 USD</p>	<p><u>On tract.</u> A functional project team was set up and recruitment of key staff is completed. Assistant of Project Manager started working in late January 2011 and Project accountant started working in mid-February 2011. Office renovation established. Office equipments and furniture procured.</p>	<p>The office renovation is fully functioned at national level.</p>

<p>according to deadlines</p> <p>Indicator 4.2: All technical and financial reports approved, signed and submitted according to deadlines.</p> <p>Baseline 4.2 Experience gained through preparing technical and financial reports from previous year</p> <p>Target4.3: Sound financial management reflected in satisfactory audit reports</p> <p>Indicator 4.3 audits/spot check reports no high risk observations and minimal medium/low risk observations</p> <p>Baseline4.3: Government has experience working with the UN on similar projects and previous year</p>	<p>Activity 4.2: Inception workshop, Establish Project Board, Organize Project Board Meeting</p>	<p>Ongoing</p> <p>Project Inception workshop organized on 29 September 2011.</p> <p>Official nomination of Project Board member ????</p> <p>And the Project Board Meeting has been prepared by project team and it is expected to organize at the end of December 2011.</p>	<p>Finalizing the inception workshop report and submitted to GEF for approval, the budget revision and new result framework that discussed and agreed by participants of the Inception Workshop.</p>
<p>Indicator 4.3 audits/spot check reports no high risk observations and minimal medium/low risk observations</p> <p>Baseline4.3: Government has experience working with the UN on similar projects and previous year</p>	<p>Activity 4.3: Conduct project monitoring/ monthly meeting</p>	<p>TWG meeting organized to monitor work progress of TWGs. The meeting organized on :</p> <ul style="list-style-type: none"> - 20 April 2011 - 30 May 2011 - 29 July 2011 - 26 August 2011. <p>Regular monthly meeting with UNDP CO has been organized.</p>	<p>- Project board meeting aims to be organized in Forth week of December 2011.</p> <p>- Consult with UNDP to review AWP2011 and early design AWP for 2012</p> <p>- Consult with UNDP to review monitoring and evaluation log frame</p> <p>- Early develop concept note and agenda for the board meeting</p> <p>- Consult with UNDP to early prepared annual report 2011</p>

	Action 4.4: Conduct Project spot check		1 st project spot check conducted on 15 September 2011 by UNDP and DIC spot check team.	Follow-up the spot check recommendation
	Total Payment from POA: UNDP support Service/direct payment Grand Total Approx:	85,042.64 USD 9,590 USD 94,632.64 USD		

2. Contribution to aid effectiveness-Update on implementation of the Vientiane Declaration and its Action Plan

Ministry of Natural Resource and Environment, particularly Department of Forestry Resource and Management, refers to project document regarding Vientiane Declaration (Article 2, Point Number. 17), Project document in executive summary "The Department of Forestry Resource and Management will strengthen national and local capacity to implement natural resources legislation with a focus on issues most relevant to the Rio Conventions" in order to meet with the goal, GEF/Project has preliminary prepared its own capacity building by reviewing the text of several national laws/regulations related to the Rio convention, developing of the compliance strategy in national and provincial level, identifying, selecting and developing the operational tools to be implemented at the project site and conducting the training workshop in the target province in order to be able to implement and enforcement those laws/regulations in target provinces related to the annual work plan, action 1.1-1.7, 2.1-2.5, 3.1-3.3

Under the direction of Department of Forestry Resource and Management, project always take into consideration the effectiveness, national ownership and building good coordination with relevant stakeholders including. The transparency and accountability also take into account by the project team. The implementation of the project activities is monitored closely for ensuring accountability against the government and UNDP rules and regulations in using of resources.

The project team try to harmonize and strengthen partnership with other development partners who provide support to the Ministry of Agriculture and Forestry (MAF) in the similar areas; for instance the project contributes to development of the provincial biodiversity action plan that lead by IUCN which IUCN has a main contract with TABI to support MAF in those assignment.

3. Update on partnerships

Through the national working groups meeting on 22 March and 20 April 2011, Department of Forestry, Forest Resource Conservation Division agreed to establish partnership with key stakeholders in national and provincial level as follows;

- National level:

1. UNFCCC, there are Climate Change Office (WREA), and other member from different government agencies included; Department of Energy (MEM), National Agriculture Research Institute (MAF), Agriculture Department (MAF), Water Resource Department (WREA), Department of Justice (MoJ).
 - Mr. Immala Inthabauy, climate change office, DoE is the team leader, and there are 8 member involved in UNFCCC technical working group
2. UNCBD, there are Division of Forest Resource Conservation (MAF), Department of Environment (WREA), Department of Forest Inspection (MAF), Agriculture Department (MAF), Science, Technology and Environment Agency, Legislation division (MAF office), Department of Justice (MoJ).
 - Mr. Bouaphanh Phanthavong, DoF, is the team leader, and there are 6 members from different government agencies involved in UNCBD technical working group.
3. UNCCD, there are Department of Management and Land Development, National Agriculture Research Institute (MAF), Meteorological Department, National Disaster Management Office, Forest protection Division (MAF).
 - Mr. Oloth Sengthaerghoung, NAFRI is the team leader, and there are 6 members from different government agencies involved in UNCCD technical working group.

- Provincial level:

1. UNFCCC team in Attapue province include; WREO, PAFO, DAFO, The People's

Supreme Court, Land Management Office, Biodiversity Conservation Office.
- Mr. Vongsay Manivong, deputy head of Attapue PAFO, is the team leader. There are 11 members from different provincial government agencies involved in UNFCCC technical working group.

2. UNCBD team in Xiengkhouang province involved as PAFO, WREO, Justice Office, Inspection Office, Livestock and Fishery office.

- Mr. Khamsy Chanthavong, director of Xiengkhoung DFRC, is the team leader. There are 6 members from different provincial government agencies involved in UNCBD technical working group.

3. UNCCD team in Savannakhet province include Savanakheth PAFO and Outhomphone DAFO.

- Mr. Phanya Phiewlamoun, Savanakheth PAFO, is the team leader, and There are 3 members including 1 Outhomphone DAFO technical involved in UNCCD technical working group.

These organization partners will work closely together to achieve the goal of the Rio convention. Furthermore, in the consultation meeting with three target technical working group in provincial level; Xiengkhouang province, the project set up the meeting with technical working group on 28 June 2011 and agreed to identify the initial target district as Kham, Phoukoud, Nonghed, Mork, and TarTorm districts. Savannakhet province, the meeting organized on 29 June 2011 and agreed to identify Outhumphone district as the project site. Attapue province, the technical working group meeting was set up on 14 July 2011 and agreed to have SanXay, Saysettha, Sanamxay, and SamakkySay as the initial target district. All of the districts mentioned, they were suggested by provincial authority and technical working group in provincials.

Given the fact that TWG members has limited time to support the project activities, therefore, the project try to develop a partnership with other development projects such as TABI outcome 1 which implementing by IUCN. The project will provide additional support to IUCN to conduct a provincial consultation and baseline data collection to prepare the PBSAP for Attapue province. The project also try to identify similarity, synergy and link with other initiative projects under other organizations such as SURORD/CIFOR, EC-FAO Food Security Programme, IFAD, MONRE Climate Change Office, Mekong River Commission, Asia Development Bank TA Climate Change Office, SEM and World Bank.

4. Update on gender mainstreaming

The project takes into account gender issues, for instant composition of key staff member, TWGs member and participation of women in number of project activities. Reviewing legal framework activity also considers which law that may have impact and better provides benefit to livelihood of poor people, especially women poor in the target areas. The project try to ensure that a national consultant will design an appropriate training tools that most suitable for women group.

5. Update on audit recommendations

Spot check by UNDP on 15 September 2011. Follow recommendation from Sport check team below action has been taken

6. List main challenges and issues (if any) faced during reporting period

The main issues from the 3rd quarter are reducing during the project implementation in 4th quarter. Some pending issues have been solved;

- The nominating technical working group in national and provincial level had fully established in 28 September 2011.

- The reviewing of legislation/laws/regulation/article related to natural resource management has been starting from the consultation meeting on 29 July 2011 and 26 August 2011 of key stakeholder at national level.
- The inception workshop had been organized on 29 September 2011 and involved by project board and key stakeholder at national and provincial levels. This made the project result framework has also been updated during the discussion and consultation meeting too.

Financial management was carried out properly as per the rules and regulations of the NIM. However, due to the wrong budget estimation in the first advance, thus the project's POA could not reach 80% and also pending advance more than six months. The project decided to return some advance to UNDP and request for new advance in 4th quarter of 2011.

The project board is not officially set up and approved yet.

If the delivery in 4th quarter still low, it will be a high risk to project extension approval in 2012.

Current, project assistant is leaving the project very soon. Requirement a new project assistant is under taken.

Budget revision has been done to reflect actual activities in 2011. The project has to increase travel budget under component/output 1 a lot in order to support provincial consultation meeting and baseline data collection carry out by IUCN and to cover training activities planned in 2012.

Response strategy:

NCSAFU will closely consult and communicate with UNDP and key stakeholders. The project will speed up the process in order to achieve the pending issues focus on priority output such as reviewing legislations, laws, regulations related to the natural resource management, designing the compliance strategy for the national and provincial, and creating the operational tools on be implement at the project sites.

Engaging a national consultant to assist in reviewing legal framework, design compliance strategy and operational tools (training manual, poster, etc.) under output 1 and 2.

Close consultation with UNDP CO to develop a concrete and practical workplan.

Engaging international volunteer to assist implementing outcome 3 in 2012

7. Rating on progress towards results

Output: [From table 1. Contribution to Strategic Goals]		
Output 1: Key stakeholder in the three provinces are implementing and enforcing important components of the existing natural resource management legislation	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 2: National level stakeholder have the capacity to implement and enforce natural resource legislation and in particular, are able to support all provinces in Lao PDR With legislation implementation and enforcement.	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3: legislation and policy with regards to the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive in nature.	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 4: Effective management and institutional arrangement for the project implementation.	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged

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

- Support IUCN to conduct the Provincial Biodiversity Strategies and Action Plan
- Support Department of Planning to develop Provincial and District planning guideline on Annual WorkPlan for Social-Economic Development Plan

V. FUTURE WORK PLAN

The priority action planned for the following year are to:

1. Preparation of a compliance strategy both in national and provincial levels.
2. A package of operational tools and capacity built for national level, local authorities and local communities
3. Documentation of the impacts of the tools on compliance across the project sites.
4. Continue establishment the project office which functioned with all furniture and IT equipment.
5. Organize monthly meeting with key stakeholder, UNDP and project management board.
6. The existing Environmental Protection Law and regulations with regards to Environmental Impact Assessment will be revised.
7. Contribution to the implementing partner workshop in preparation of the provincial biodiversity action plan and the improvement of the MPI/DoP planning guideline.
8. Capacity building to TWGs at national and provincial level through TOT workshop and consultation meeting on implementing and enforcement natural resource legislation, forest community management.
9. Conduct spot check and auditing
10. Conducting monitoring and evaluation of the TWGs implementation and implementation progress.
11. Communication and reporting.

2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

1. To reach the output1 and output2, a National Consultant will assist TWGs in national and provincial level in order to review the priority legislation related to the Rio convention, design the compliance strategy and create the operational tool to be implemented in the project site.
2. AWP, including timeframe for each output and budget will be reviewed base on the NCSA Follow-up inception workshop and actual activities in 2011.
3. Result framework for M&E has been changed through consultation with stakeholders in the Inception Workshop.

3. Estimated total budget required for the following year (2012): 369,490 USD

VI. ANNEXES

1. Annex 1: Combined Delivery Report
2. Annex 2: 2012 Annual Workplan
3. Annex 3: Project risk Log
4. Annex 4: Project issues log
5. Annex 5: Lessons learned log
6. Annex 6: Initial Monitoring and Communication Plan.
7. Annex 7: List of operational tools, compliance strategies and law/regulation available in the project.
8. Spot check report

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- Support IUCN to conduct the Provincial Biodiversity Strategies and Action Plan
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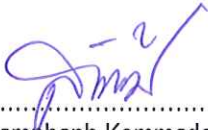
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8. Annex 8: Spot check report

PREPARED BY

Project Manager:



.....
Mr. Lamphanh Kommadam.
Deputy Director, Division of Forestry Resource Conservation.

APPROVED BY

Project National Director:



.....
Dr. Bouaphanh Phanthavong
Acting Director General, Department of Forestry Resource and Management
Date:

Annex 1: Combined Delivery Report



Combined Delivery Report by Activity With Encumbrance

UN Development Programme
Report ID: ungl143b

Page 1 of 1
Run Time: 03-05-2011 06:05:26

Section Criteria :

Business Unit: LAO10
Period: Jan-March (2011)
Selected Award Id: 00047700
Selected Activity Code: ALL
Selected Fund Code: 62000

Work Unit	Period	Location	UNDP Lao P.D.R.
00047700	Jan-March (2011)		

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
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Activity : ACTIVITY4 (4. Proj Managemnt & Oparation)

Fund : 62000 (GEF Voluntary Contribution)

71405 - Service Contracts-Individuals	2,027.97	0.00	0.00	0.00	2,027.97
7120 - Svc Co-Trade and Business Serv	0.00	0.00	0.00	2,610.00	2,610.00
72205 - Office Machinery	0.00	0.00	0.00	3,110.00	3,110.00
72320 - Wood & Paper Products	0.00	0.00	0.00	2,960.00	2,960.00
72410 - Acquisition of Audio Visual Eq	0.00	0.00	0.00	910.00	910.00
72420 - Land Telephone Charges	0.00	12.90	0.00	0.00	12.90
72605 - Stationery & other Office Supp	31.73	0.00	0.00	0.00	31.73
73107 - Rent - Meeting Rooms	192.26	0.00	0.00	0.00	192.26
74210 - Printing and Publications	18.67	0.00	0.00	0.00	18.67
74510 - Bank Charges	21.71	0.00	0.00	0.00	21.71
Total for Fund 62000	2,292.34	12.90	0.00	9,590.00	11,895.24
Total for Activity ACTIVITY4	2,292.34	12.90	0.00	9,590.00	11,895.24
Total for Project : 00057518	2,292.34	12.90	0.00	9,590.00	11,895.24

Total	2,292.34	12.90	0.00	9,590.00	11,895.24
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Signed By:

Silavanh SAWATHVONG Ph.D
National Project Director

Date:

04 MAY 2011



Selection Criteria :

Business Unit: LAO10
Period: April-June (2011)
Selected Award Id: 00047700
Selected Activity Code: ALL
Selected Fund Code: 62000

Warfina : 00057518 NCSA Policy 0	Project : 00057518 NCSA Policy 0	Applicable (2011)	07/01 National Extension	UNDP Lao PDR
Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp

Activity : ACTIVITY4 (4. Proj Managemnt & Oparation)

Fund : 62000 (GEF Voluntary Contribution)

71405 - Service Contracts-Individuals	3,653.69	0.00	0.00	0.00	3,653.69
71105 - Svc Co-Construction & Engineer	2,661.92	0.00	0.00	0.00	2,661.92
72120 - Svc Co-Trade and Business Serv	0.00	0.00	0.00	0.00	0.00
72205 - Office Machinery	0.00	2,350.00	0.00	- 2,350.00	0.00
72220 - Furniture	4,663.42	0.00	0.00	0.00	4,663.42
72320 - Wood & Paper Products	0.00	0.00	0.00	0.00	0.00
72405 - Acquisition of Communic Equip	445.40	0.00	0.00	0.00	445.40
72410 - Acquisition of Audio Visual Eq	0.00	0.00	0.00	0.00	0.00
72420 - Land Telephone Charges	71.38	0.00	0.00	0.00	71.38
72425 - Mobile Telephone Charges	43.68	0.00	0.00	0.00	43.68
72440 - Connectivity Charges	623.99	0.00	0.00	0.00	623.99
72505 - Stationery & other Office Supp	933.48	0.00	0.00	0.00	933.48
72510 - Publications	66.14	0.00	0.00	0.00	66.14
72605 - Acquis of Computer Hardware	217.77	0.00	0.00	0.00	217.77
73107 - Rent - Meeting Rooms	124.80	0.00	0.00	0.00	124.80
73410 - Maint, Oper of Transport Equip	74.88	0.00	0.00	0.00	74.88
74210 - Printing and Publications	0.75	0.00	0.00	0.00	0.75
74220 - Translation Costs	838.64	0.00	0.00	0.00	838.64
74510 - Bank Charges	9.98	0.00	0.00	0.00	9.98
74525 - Sundry	165.54	0.00	0.00	0.00	165.54
Total for Fund 62000	14,595.46	2,350.00	0.00	- 2,350.00	14,595.46
Total for Activity ACTIVITY4	14,595.46	2,350.00	0.00	- 2,350.00	14,595.46
Total for project : 00057518	14,595.46	2,350.00	0.00	- 2,350.00	14,595.46

Total	14,595.46	2,350.00	0.00	- 2,350.00	14,595.46
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Signed By:

Silavanh SAWATHVONG Ph.D
National Project Director

Date:

20 JUL 2011



Selection Criteria :

Business Unit: LAO10
Period: July-Sep (2011)
Selected Award Id: 00047700
Selected Activity Code: ALL
Selected Fund Code: 62000


Award Id : 00047700 NCSA Follow-up	Period : July-Sep (2011)
Project # : 00057518 Enforcement Rio Conventions	Impl. Partner : 01781 National Execution
	Location : UNDP Lao P.D.R

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Activity : ACTIVITY1 (1. NRM legislation Impl&enf)					
Fund : 62000 (GEF Voluntary Contribution)					
71305 - Local Consult-Sht Term-Tech	438.16	0.00	0.00	0.00	438.16
71620 - Daily Subsistence Allow-Local	3,260.52	0.00	0.00	0.00	3,260.52
72425 - Mobile Telephone Charges	306.71	0.00	0.00	0.00	306.71
72505 - Stationary & other Office Supp	149.22	0.00	0.00	0.00	149.22
72805 - Acquis of Computer Hardware	700.18	0.00	0.00	0.00	700.18
73107 - Rent - Meeting Rooms	225.34	0.00	0.00	0.00	225.34
73405 - Rental & Maint-Other Office Eq	100.15	0.00	0.00	0.00	100.15
73410 - Maint, Oper of Transport Equip	2,854.28	0.00	0.00	0.00	2,854.28
74210 - Printing and Publications	25.04	0.00	0.00	0.00	25.04
74525 - Sundry	557.09	0.00	0.00	0.00	557.09
Total for Fund 62000	8,616.69	0.00	0.00	0.00	8,616.69
Total for Activity ACTIVITY1	8,616.69	0.00	0.00	0.00	8,616.69
Activity : ACTIVITY2 (2. stakeholders capacity dev)					
Fund : 62000 (GEF Voluntary Contribution)					
71610 - Travel Tickets-Local	499.50	0.00	0.00	0.00	499.50
71620 - Daily Subsistence Allow-Local	1,445.92	0.00	0.00	0.00	1,445.92
71635 - Travel - Other	618.80	0.00	0.00	0.00	618.80
74525 - Sundry	432.52	0.00	0.00	0.00	432.52
Total for Fund 62000	2,996.74	0.00	0.00	0.00	2,996.74
Total for Activity ACTIVITY2	2,996.74	0.00	0.00	0.00	2,996.74
Activity : ACTIVITY3 (3. Legisla & policy Rio Imprvd)					
Fund : 62000 (GEF Voluntary Contribution)					
72215 - Transportation Equipment	0.00	0.00	0.00	22,542.07	22,542.07
Total for Fund 62000	0.00	0.00	0.00	22,542.07	22,542.07
Total for Activity ACTIVITY3	0.00	0.00	0.00	22,542.07	22,542.07
Activity : ACTIVITY4 (4. Proj Managemnt & Oparation)					
Fund : 62000 (GEF Voluntary Contribution)					
71405 - Service Contracts-Individuals	3,738.79	0.00	0.00	0.00	3,738.79
72120 - Svc Co-Trade and Business Serv	0.00	2,610.00	0.00	-2,610.00	0.00
72205 - Office Machinery	122.06	760.00	0.00	-760.00	122.06
72320 - Wood & Paper Products	0.00	2,960.00	0.00	-2,960.00	0.00
72410 - Acquisition of Audio Visual Eq	335.50	910.00	0.00	-910.00	335.50
72420 - Land Telephone Charges	26.35	15.68	0.00	0.00	42.03



Award Id : 00047700 NCSA Follow-up		Period : July-Sep (2011)			
Project # : 00057518 Enforcement Rio Conventions		Impl. Partner : 01781 National Execution			
		Location : UNDP Lao P.D.R			
	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
72425 - Mobile Telephone Charges	169.00	0.00	0.00	0.00	169.00
72440 - Connectivity Charges	500.75	0.00	0.00	0.00	500.75
72505 - Stationery & other Office Supp	415.94	0.00	0.00	0.00	415.94
72510 - Publications	88.26	0.00	0.00	0.00	88.26
72805 - Acquis of Computer Hardware	428.14	0.00	0.00	0.00	428.14
72810 - Acquis of Computer Software	93.89	0.00	0.00	0.00	93.89
73107 - Rent - Meeting Rooms	-9.14	0.00	0.00	0.00	-9.14
73410 - Maint, Oper of Transport Equip	300.45	0.00	0.00	0.00	300.45
73505 - Reimb to UNDP for Supp Srvs	0.00	341.84	0.00	0.00	341.84
74210 - Printing and Publications	-4.01	0.00	0.00	0.00	-4.01
74510 - Bank Charges	25.04	93.62	0.00	0.00	118.66
74525 - Sundry	47.07	18.79	0.00	0.00	65.86
76135 - Realized Gain	0.00	0.00	0.00	0.00	0.00
Total for Fund 62000	6,278.09	7,709.93	0.00	-7,240.00	6,748.02
Total for Activity ACTIVITY4	6,278.09	7,709.93	0.00	-7,240.00	6,748.02
Total for Project : 00057518	17,891.52	7,709.93	0.00	15,302.07	40,903.52
Award Total :	17,891.52	7,709.93	0.00	15,302.07	40,903.52

Signed By :


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Date :

11 NOV 2011

Annex 2: 2012 Annual Workplan



2012 Annual Work Plan

Project Title	Meeting the primary Obligations of the Rio Conventions through Strengthening Capacity to Implement Natural Resources Legislation
Project Number	00057518
UNDAF Outcomes	By 2012, the livelihoods of poor , vulnerable and food insecure populations are enhanced through sustainable development (within the MDG framework)
Expected UNDP Country Programme/CPAP Outcomes	Improved and equitable access to land, markets and social and economic services, environmentally sustainable utilization of natural resources.
Expected UNDP Country Programme/CPAP Outputs	<p>Output 1.2: The role of biodiversity, agro-biodiversity, land management and environment in general in the livelihoods improvements and poverty reduction strengthened through enhanced knowledge and management capacity.</p> <p>Output 1.3: Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multi-lateral environmental agreements and r elated national polices and legislation.</p>
Implementing Partner	Department of Forest Resources Management, Ministry of Natural Resources and Environment
Responsible parties	Ministry of Natural Resources and Environment, Department of Forest Resources Management

Brief Description

This project will strengthen the capacity of the Lao People's Democratic Republic (Lao PDR) to meet the primary obligations of the Rio Conventions through strengthening capacity to implement natural resources legislation. The activities of this project are both a direct result of, and represent a continuation of, the National Capacity Needs Self Assessment (NCSA) for Global Environmental Management. The Project Objective is to strengthen national and local capacity to implement natural resources legislation with a focus on issues most relevant to the Rio Conventions. The Project has three main outcomes:

- Outcome 1: key stakeholders in the three provinces are implementing and enforcing important components of the existing natural resource management legislation;
- Outcome 2: national level stakeholders have the capacity to implement and enforce natural resource legislation, and in particular are able to support all provinces in Lao PDR with legislation implementation and enforcement;
- Outcome 3: legislation and policy with regards to the Rio Conventions in Lao PDR is more

suitable to the national situation and more comprehensive in nature.

The immediate objective of the project will be pursued through delivering the following outputs:

- An agreed set of priority laws, regulations, and/or articles related to Rio Convention that could use as a reference and guideline for central and local authority.
- A compliance strategy that best fit with national and provincial context. The strategy will focus on support to provinces/districts to develop their annual development plans.
- A package of operational tools that will be used by the respective stakeholders at national and provincial/district levels. The tools may include but are not limit to: posters of laws/articles and endanger specie for wildlife trade, guideline on community forestry and, fishery, conservation agriculture management, forest fire control.
- Documentation of the impacts of the tools on compliance across the Project Sites.
- Legislative revision take into account the primary and secondary obligations to UNCBD, UNFCCC, UNCCD

This 2012 workplan and budget built on achievement and plan expenditure in 2011. Upon submission of the Q4- 2011 POA settlement, budget revision for 2012 is required.

Total budget for 2012 workplan is US\$399,491, including GEF Fund in the total amount of US\$369,491 and TRAC Fund of US\$30,000. Note that total TRAC Fund of US\$30,000 will use for Small Grant Programme (SGP) activities. UNDP, SGP and NCSAF agreed that TRAC fund to support SGP in 2012 will be channel through NCSAFU 2012 annual workplan.

Note: Due to the re-structure of the new Ministry (MONRE), the NCSA Follow-Up project has been transferred to the Department of Forest Resources Management (DFRM), Ministry of Natural Resource and Environment (MONRE), so that project has some difficult on project management which particularly on getting project documents approval. Currently, Project has Mr. Bauphanh Phanthavong as the acting National Project Director (NPD) to provide suggestion and any project convenient. Right now, DFRM has not had the official stamp yet, thus Acting NPD just only able to provide signature on the project document, and once DFRM has official stamp, project will re-stamp this 2012AWP. UNDP and Small Grant Programme (SGP) agreed to channel TRAC Fund of \$30,000 to support SGP via NCSAFU AWP 2012, under component 4.

Annual key priorities:

Key priorities to be achieved in 2012 are:

- 1) Finalized review legal framework and policies report (English version).
- 2) Compliance strategy that guide how to put the priority legal framework into action in the target areas;
- 3) Operational tools for each Rio Convention (UNCBD, UNCCD, UNFCCC).
- 4) Completion of provincial biodiversity strategy and action plan (Implement as a partner with IUCN/TABI outcome1).
- 5) Law enforcement and environmental awareness raising training manual and training provided to the central and local authorities, and local communities in the target provinces.

- 6) Testing operation (on-site)
- 7) Approved project extension until May 2013.
- 8) Audit for 2011 expenses (base on proposed schedule from UNDP CO)
- 9) Close collaboration and coordination with other development partner and line ministries to seek synergy and possibility for collaboration.

Annual key deliverables:

In accordance to the key priorities specified above, the key deliverables for 2012 are:

- 1) Finalized review legal framework and policies report (English version).
 - Final consultation meeting on the draft review legal framework reports.
 - Translation and editing (English version)
- 2) Compliance strategy that guide how to put the priority legal framework into action in the target areas;
 - Consultation meeting on draft compliance strategy and minute.
 - Provide training to central and local authority on how to use compliance strategy.
- 3) Operational tools for each Rio Convention (UNCBD, UNCCD, UNFCCC). Specific product will be identified and consulted with TWGs and UNDP.
 - Testing exiting tools (carry out by TWGs members at provincial level)
 - Below tools will be prioritized and developed:
 - o Community based forestry management guideline
 - o Community based carbon stock accounting, monitoring, and management guideline
 - o Guidellne for sustainable community land use and management
 - o Guidelines for community fisheries conservations/ management
 - o Training packages
 - o Community (Forest conservation, Land use, Fish conservation, Carbon monitoring) regulations/ agreement
 - o Posters
 - o Brochures
 - o Operational tools monitoring guidelines.
- 4) Completion of provincial biodiversity strategy and action plan (implement as a partner with IUCN/TABI outcome1).
 - Report of the first and second consultation workshop on PBSAP development and biodiversity baseline data in Attapeu province.
- 5) Law enforcement and environmental awareness raising training manual and training provided to the central and local authorities, and local communities in the target provinces.
 - Field visit to target provinces
 - Trainings workshop on using tool developed and law enforcement.
 - Monitoring and evaluation
- 6) Testing operation (on-site)
- 7) Approved project extension until May 2013.


- GEF approved for project extension
- DIC approved for projected extension.

8) Audit for 2011 expenses (base on proposed schedule from UNDP CO)

9) Close collaboration and coordination with other development partner and line ministries to seek synergy and possibility for collaboration.

Programme Period:	2010-2013	Estimated annualized budget:	USD 399,490
Key Result area (Strategic Plan):	Energy and Environment for sustainable Development	Total allocated resources:	\$ 399,490
Atlas Award ID:	00047700	TRAC Fund	\$30,000
Atlas Project ID:	00057518	GEF Fund	\$369,490
Duration:	January - December 2012	Unfunded budget:	
PAC Meeting Date:		Co-Financing:	
Management Arrangement :	NIM (National Implementation)		

Agreed by Implementing Partners: *[Signature]* Date: 10 JAN 2012
 Mr. Bouaphanh Phanthavong, Acting Deputy Director of DFRM
 Department of Forest Resource Management, Ministry of Natural Resource and Environment
 And Acting Project Board Executive
 Vientiane, Lao PDR

Agreed by  *[Signature]*
 Mr. Minh Phan
 UN Resident Coordinator and
 UNDP Resident Representative
 Vientiane, Lao PDR

Date: Jan 26, 2012

tools to fit at the provincial, district and communities 1.3.2.1: Update and upgrade existing tools and/or develop new tools 1.3.2.3: field visit to target areas and organize workshops on draft upgrade/ development tools for operational use 1.3.2.4: Finalize tools development 1.3.2.5: Publish and distribute final tools for operational use.	UNDP	62000	10003	71300	Local Consultants-Sht Term-Tech	1,000.00	
	DoF	62000	10003	71600	Travel/DSA	5,214.54	
	DoF	62000	10003	72400	Mobile Telephone Charges	200.00	
	DoF	62000	10003	72500	Stationery & Other Office Supply	250.00	
	DoF	62000	10003	73400	Rental car (Maint. Oper of Transport Equip)	2,566.00	
	DoF	62000	10003	74200	Printing and Publications	6,000.00	
	DoF	62000	10003	74500	miscellaneous	511.24	
	Sub-total: Activity 1.3.2						15,731.77
Activity 1.3.3: Organize Training of Trainer (ToT) on using compliance strategy and using operational tools in three target area. 1.3.3.1: TOR and recruitment a national consultant on TOT and VSO 1.3.3.2: Module development and deliver training course including TOT, to local agencies and communities in target area 1.3.3.2: Assess training impact	DoF	62000	10003	71300	Local Consultants-Sht Term-Tech	-	
	UNDP	62000	10003	71300	Local Consultants-Sht Term-Tech	10,000.00	
	DoF	62000	10003	71600	Travel/DSA	18,509.49	
	DoF	62000	10003	72400	Mobile Telephone Charges	200.00	
	DoF	62000	10003	72500	Stationery & Other Office Supply	2,000.00	
	DoF	62000	10003	73100	Rent meeting room	1,800.00	
	DoF	62000	10003	73400	Rental & Maint-Other Office Eq	4,200.00	
	DoF	62000	10003	74200	Printing and Publications	3,000.00	
	DoF	62000	10003	74500	miscellaneous	6,203.80	
	Sub-total: Activity 1.3.3						45,913.29
<p>OUTPUT 4: Documentation of the impacts of the tools on compliance with the project objectives</p> <p>Target 1: Communities and local authorities in three target areas ppplited tools and compliance strategy; and Assessment report</p> <p>Indicator 1: Respondent in the three project confirm that operational tools applicable and used .</p> <p>Baseline 1: Zero</p>	UNDP	62000	10003	71200	Inter Consultants	20,000.00	
	UNDP	62000	10003	71300	Local Consultants-Sht Term-Tech	15,000.00	
	DoF	62000	10003	71600	Travel/DSA	2,528.72	
	DoF	62000	10003	72300	Material and goods	9,000.00	
	DoF	62000	10003	72400	Mobile Telephone Charges	1,600.00	
	DoF	62000	10003	72500	Stationery & Other Office Supply	1,000.00	
	DoF	62000	10003	73100	Rent meeting room	1,000.00	
	DoF	62000	10003	73200	Premises alterations	9,000.00	
	DoF	62000	10003	73400	Rental car (Maint. Oper of Transport Equip)	3,000.00	
	DoF	62000	10003	74200	Printing and Publications	8,000.00	
	DoF	62000	10003	74500	miscellaneous	1,500.00	
	Sub-total: Action 1.4.1						71,628.72
	UNDP	62000	10003	71200	Inter Consultants	20,000.00	
	UNDP	62000	10003	71300	Local Consultants-Sht Term-Tech	15,000.00	
DoF	62000	10003	71600	Travel/DSA	1,286.62		
DoF	62000	10003	72400	Mobile Telephone Charges	100.00		
DoF	62000	10003	73400	Rental car (Maint. Oper of Transport Equip)	900.00		
DoF	62000	10003	74200	Printing and Publications	2,000.00		
DoF	62000	10003	74500	miscellaneous	-		
Sub-total: Action 1.4.2						39,986.62	

OFFLINE RISK LOG

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)		Award ID: 0004700		Date: 30 Nov 2011					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt. response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk	When was the risk first identified	Environmental Financial Operational Organizational Political Regulatory Strategic Other	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I =	What actions have been taken/will be taken to counter this risk	Who has been appointed to keep an eye on this risk	Who submitted the risk	When was the status of the risk last checked	e.g. dead, reducing, increasing, no change
1	Nominate letter /Appointment of the TWGs (provincial level)	29 March 2011	Operational / Strategic	This will severely impact the delivery of the project outputs P = 3 I = 4 Total = 12	Start formulating a contingency plan	PM	PM	31 June 2011	Solved
2	Project might not reach 80% of the budget expenditure for the 3 rd Quarter	24 July 2011	Financial / Strategic	This will severely impact the delivery of the project outputs P = 4 I = 1 Total = 4	The project and TWGs needs to rethink of the work plan and project implementation in national and provincial level.	PM	PM	20 August 2011	Solved
3	The main project technical activities may not be conducted if recruitment of national consultant delay and TWGs not well	12 March 2011	Strategic	There might be interruption in delivering project outputs P = 4 I = 3 Total = 12	The project and UNDP needs to rethink of the Strategy to start conduct the technical activities.	UNDP/PM	UNDP/PM	8 August 2011	Solved

OFFLINE ISSUES LOG

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSA)		Award ID: 0004700		Date: 30 Nov 2011					
#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	1 st Quarterly Request for Advance IPOA	7/Mar/11	Project made the first advance request payment included gov-in-kind, so Project need to transfer money from Gov in-kind back to UNDP amount 78,020,000.00 LAK	Financial report and 2 nd Quarterly advance of IPOA Ranking priority: 3	Project informed UNDP about a mistake on the transferring money to the project bank account. UNDP sent the official later requesting the project to transfer gov-in kind money back to UNDP bank account.	MAF	MAF, UNDP	22/Mar/11	Solved, Money already transferred back to UNDP account
2	Appointment of the project manager	12/Feb/11	There is a conflict between the new appointment of Project manager and the old appointment of project manager	The old appointment is Mr. Lamphanh Kommadam, but the new appointment is Mr. Bounkong Soukvimont. Ranking priority: 5	This issue was discussed in the government official meeting and national working group meeting. There will be a new appointment according to the appointment later from MAF.	MAF	MAF	27/Mar/11	Solved
3	PM attends the Party Political Training Course	27/May/11	Project Manager is busy to attend the Political training organized by MAF from 27 May to 29 July 2011.	NCSAFU project has a bit difficulty to coordinate with the government stakeholder/partner. The consultation of the project team has a bit limitation. Ranking priority: 3	Project team need to consult with the alternative Project Manger on the pending tasks and other issues during the unavailable of the PM.	MAF	MAF, UNDP	30/June/11	Solved
4	Nominate letter /Appointment of the TWGs	12/April/11	The late appointment of the TWGs	TWGs cannot submit the Q1, Q2 working plan and implement the technical activities. So the technical activities at national and provincial level are delay to	This issue was discussed in the government official meeting and national working group meeting. PM are the main person to coordinate with MAF and	MAF	MAF	10/June/11	Solved

				be implemented. Ranking priority: 5	the meeting agree to have the list staff non-approved hurry to submit the plan and implement as they can.				
5	IT equipments	12/April/11	The late of delivering IT equipment such as PC and Notebook computer, printers.	Project team has inconvenient to work without IT equipment such as computer, printer, Ranking priority: 5	- This issue was discussed in the Project board meeting. UNDP are the main person to coordinate with the computer shop to deliver the remaining items. - (For provincial level are delivering)	MAF	MAF	30/June/11	- National level, Solved - Provincial level, pending
6	Late work plan submission of TWGs in national and provincial levels	11/Nov/11	TWGs of each convention are late to submit the quarterly work plan to Project office.	NCSAFU project team is difficult to identify TWGs expected activities and put to the next quarterly work plan so that project can't spend project budget as planned. . Ranking priority: 4	Assist TWG to prepare their workplan and provide training to them.	MoRE	MoRE	30 Dec 11	Pending. Reducing
7	Re-Nominate letter /Appointment of Project Board	12/Sep/11	Re-structure of the new MoRE has delay the Project Board approval	It is difficult to have project official letter get approved by NPD and MoRE office eg. Conduct field trip approval letter. Ranking priority: 5	This issue was discussed in with the PM and acting NPD. PM and NPD will report the necessary for government office to find solutions	MoRE	MoRE	30 Dec 11	Pending. The meeting will undertake in late November
8	Difficult to get the official project letter approval from new ministry, MoRE	12/Sep/11	Project official letter approve get difficult to be signed due to the re-structure with in the government and it is effect to some project activities have been delay	Project official letter get approved by NPD and MoRE office eg. Conduct field trip approval letter. Ranking priority: 5	This issue was discussed in with the PM and acting NPD. PM and NPD will report the necessary for government office to find solutions	MoRE	MoRE	30 Dec 11	Pending

LESSONS LEARNED LOG

Annex 5

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)		Award ID: 0004700	Date: 30 Nov 2011
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Project Management	18/2/2011, 22/3/2011, 20/4/2011, 31/5/2011, 21/6/2011, 08/7/2011, 04/7/2011, 08/8/2011, 12/10/2011 9/12/2011	Organized monthly meeting with UNDP and stakeholder	Clearly identify the pending task and issue on the project implementation	Project team and key stakeholder are able to understand the issue and try to solve them.	Project team
2	Technical working group	29/Nov/11	Organized Orientation meeting on the project management and the financial management for key provincial stakeholders	- Clearly understanding on the project quarterly planning both technical activity and budget. - Clearly understanding on the UNDP and project financial process	Key provincial stakeholders can plan for the next coming quarterly workplan in order to conduct the activities in the project site.	Project team

Annex 6: Initial Monitoring and Communication Plan

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)	Award ID: 0004700	Date: 30 Nov 2011
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Types of Monitoring and Communication Action	Types of Stakeholders	Method of Monitoring and Communication	Due/Timeline for Each Type of Monitoring and Communication	Date of Completed Action	Status of Action
Annual Work Plans	Project→UNDP	Report	Annually		
Annual Procurement and HR Plan	Project→UNDP	Report/document	Annually		
Quarterly work plans and progress reports	Project→UNDP	Report	8 October		
Monthly Project Work plan, Financial and Progress Report	Project	Report/document	Monthly		
Monthly project meeting	Project→UNDP	Face-to-Face	Monthly (signed minutes to be submitted within 5 working days)	18/2/2011, 22/3/2011, 20/4/2011, 31/5/2011, 21,30/6/2011, 8/7/2011, 04/7/2011, 8/8/2011, 12/9,10/2011, 29/12/2011	
Project Board Meeting Report	Project Board→UNDP	Report	Quarterly		
Updated risk, issue, lessons learned logs and communication and monitoring plan	Project→UNDP	Report	Quarterly		
Audit	UNDP→Project	Visit, Report	Annually		
Audit Implementation Action Plan	Project→UNDP	Report	At least quarterly		
Spot Check	UNDP→Project	Visit, Report	Quarterly per IP		
Annual review meeting and progress reports	Project→UNDP	Report	Annually		
Quarterly Project Combine Delivery Report	UNDP→Project	Report	Quarterly		
FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations, including monthly Bank Reconciliation record, advance record	Project→UNDP	Report/documents	Quarterly		
UNDP Monthly Exchange Rate	UNDP→Project	Document	Monthly		
Quarterly Project Direct Payment List	Project→UNDP	Report/document	Quarterly		

Annex 8: Spot Check report

Spot Check Report

*Meeting the Primary Obligations of the Rio Convention
through Strengthening Capacity to Implement Natural Resources Legislation
(NCSA Follow-Up)*

Department of Forestry (DoF) of Ministry of Agriculture and Forestry (MAF)

15 September 2011

Spot Check Team Members: Ms. Khemphone Phaokhamkeo (UNDP/PMSU), Mr. Viriya Pounsiri, Mr. Bounyaseng Naxiengkham, Mr. Chanthaphone Akhavong, Ms. Phiengsavanh Thammasith (DIC/MPI)

Spot Check Team Leader: Iori Kato (Assistant Resident Representative/PMSU, UNDP)

Project Team Members: Mr. Lamphanh Kommadam (Project Manager), Mr. Hatthaphone Sisouvang (Assistant to PM), Ms. Mekpadabsy Insisiengma (Accountant)

Responsible UNDP PO/PA: Ms. Chitlatda Keomuongchanh (PO), Ms. Phengsy Norintha (PA)

Report prepared by: Iori Kato (Spot Check Team Leader, Assistant Resident Representative, UNDP)

Main observations:

1. Low delivery
2. Accuracy of tax payment and social contribution deduction from staff salary

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSA Follow-Up) Award ID: 00047700 / Project ID: 00057518				
Spot Check Areas	Observations	Recommendations	Target Date and Responsible Person	Status of Follow-up Action Taken
1 PROGRAMME			Early December 2011	
6. Project Board established?	The project has been transferred to DoF/MAF from WREA, and the new project management arrangement has been officially determined and notified (e.g. circular 23 June 2011). However, the Project Board as per the project document has not been set up.	The Implementing Partner, in consultation with UNDP, should establish the project board as stipulated in the Project Document at latest by the end of 2011, and convene its first meeting (e.g. annual review meeting).	NPD/PM & UNDP	
8. Minutes of Project meetings (e.g. monthly, quarterly, annual review meetings completed and signed by the chair of the meeting?)	The Implementing Partner indeed maintains all the necessary meeting minutes. Nonetheless, the contents and the format of such minutes could be improved.	It was recommended that (1) the minutes should clearly state for which month/quarter it is, on the top page, for ease of reference, (2) for the last month of any given quarter, the project could combine a quarterly meeting and a monthly meeting into one, e.g. the monthly meeting for September and the quarterly meeting for Q3, (3) the minutes should be more future looking and action oriented (e.g. clearly state who does what by when), than simply capturing what was discussed and should look at progress in terms of both substantive and financial progress, (4) a list of participants in the meeting should be included, and (5) the minutes should also signed by UNDP PO for acknowledgement.	Implement from the next meeting. PM	
11. All RBM logs updated and endorsed by the PM or NPD?	The project updates all RBM logs every month. However, these RBM logs are not yet discussed in the monthly meetings. <i>(Refer to the below Points 66-68 as well)</i>	All RBM logs, especially the Risk Log should be closely monitored by the project team and updated by the Project Manager. It should also be one item in the monthly meeting agenda.	PM	
12. A WP achievement on track?	The Spot Check team was advised that the delivery rate for the year is approximately 30%. The delay in the recruitment of an international expert seems to be one of the reasons for the slow delivery.	The Project should develop a plan to boost a delivery in 2011/Q4 to be reflected in the Q4 Work Plan. If need be, the project will have to revise the 2011 Annual Work Plan to reduce the annual budget to reflect the actual estimated annual delivery, and discuss with the donor (GEF) through UNDP as to how much of the unspent balance could be carried over to 2012. This carry-over, if any, will be reflected in the budget in the 2012 AWP, to be developed in Q4.	ASAP PM	
16. Field visit report completed?	Debriefing meeting and field visit	The contents of field visit reports could be improved. For	PM	

		reports are available.	instance, lesson learned and recommendations for further actions by the project should be clearly addressed in those reports.	
	18. Project progress report available for every quarter?	Progress reports are prepared and submitted to UNDP on time every quarter, signed by PM and NPD.	UNDP PO should counter sign to acknowledge the quarterly progress reports and send the signed page back to the project for filing.	PM and UNDP PO
2	PERSONNEL			
	33. Salary scale per approved UNDP NIM scale followed through?	The Spot Check team observed that some staff's salaries do not comply with the approved salary scale.	It was recommended that PM will (1) adjust the salary of those staff whose salaries are not in line with the NIM project personnel salary scale and implement the revised salary from the next salary payment, (2) determine whether the 'retroactive' adjustment to revise the salary could be done from the beginning of the contract of those staff not only from now on, (3) prepare a note-to-file signed by PM to explain and justify the salary adjustment (i.e. compliance with NIM policy), (4) inform the concerned staff in writing of the correction of their salaries, and (5) adhere to the NIM salary scale strictly, from the next recruitment or contract extension.	ASAP PM
	36. Personal Income Tax correctly calculated according to the Tax Law and filed with MoF by the employer?	The Implementing Partner / Project Team was not fully aware of correct way of calculating and filing its project staff's personal income tax to the government, including deduction (in this case, project staff are responsible for social security & health insurances by themselves).	It was recommended that the project shall strictly adhere to the National Tax Law.	From the next tax payment (ASAP) PM/Accountant
3	PROCUREMENT & GENERAL ADMINISTRATION			
	50. A list of the Request for UNDP Support Service maintained?	The Project has not kept the list of the requests made to UNDP for its CO Support Service.	The Project was advised by the Spot Check Team of the template of a list of the Request for UNDP Support Services, and recommended for maintaining and updating the list.	ASAP PM/Accountant
4	FINANCE			
	63. Reconciliation of IPOA vs. expenditure detail report / CDR is done quarterly, and results of reconciliation are reported to UNDP?	The Project has not undertaken the reconciliation.	The Project was advised by the Spot Check Team of the template of the regular reconciliation of IPOA vs. UNDP Atlas financial reports (e.g. CDR, Expenditure Detail Report, etc), and recommended for implementing the reconciliation as soon as possible.	From the next quarterly settlement. PM/Accountant
	66. Outstanding advances (from UNDP to project) older than 6 months are cleared?	(Refer to the above Point 12 as well) Because of the low delivery, the project has not been able to spend the last Advance which was provided in	1. The Project was advised by the Spot Check Team of a risk that the outstanding Advance older than 6 months will lead to the red indicator in UNDP global balanced scorecard and dashboard, and recommended for clearing the advance through delivery as soon as possible.	I. By end Q3.
	67. Delivery status of the current			

<p>advance (at least 80%)? 68. Delivery status of all previous advances (100%)?</p>	<p>Q1/2011 (meaning no Advance for Q2 nor Q3). It is uncertain if the project will be able to spend 80% of the Q1 advance, to be able to request for another advance for Q4. One of the reasons for the outstanding Advance (i.e. low delivery rate) seems to be because the Advance received in Q1 includes the budget for Direct Payment(s) which is to be done by UNDP, but not by the project.</p>	<p>2. Also, the Project was advised to consider returning the portion of Advance which was actually for Direct Payment, back to UNDP, so as to reduce the Advance balance. PM was recommended for seeking UNDP PO's advice as to how exactly to process such a refund, if so decided.</p>	<p>PM 2. ASAP PM & UNDP PO</p>	
<p>69. Pre-payment from the IP to its sub-project or a responsible party is recorded as expenditure in the FACE Reporting 70. Pre-payment from the project to its sub-project or responsible party is cleared in timely manner i.e. pre-payment for an activity should be cleared and reported back to the project in 2 months time</p>	<p>It was observed that the project may not be fully familiar with how to record the prepayment to its Responsible Parties as expenditure. The pre-payment (e.g. to Savannakhet) has not been recorded as expenditure in FACE.</p>	<p>The Project was advised to closely work with UNDP PA to correctly record pre-payment as expenditure in FACE, and any unspent balance by RP as negative expenditure or income.</p>	<p>ASAP from Q3 settlement Accountant and UNDP PA</p>	
<p>71. Cash & Bank Reconciliation Statement done and approved by the PM (monthly)?</p>	<p>It was observed that the bank reconciliation has been done regularly, but not as often as monthly.</p>	<p>It was recommended that the bank reconciliation shall be done every month.</p>	<p>ASAP Accountant</p>	
<p>77. If there is no receipt(s), e.g., when purchasing phone card, taking touk touk), a justification memo is kept in project file?</p>	<p>It was observed that the project is reimbursing the project personnel's mobile phone fee, using pre-paid.</p>	<p>It was recommended that the project change the modality of project personnel's mobile phone scheme from pre-paid to post-paid for easier and more precise reimbursement of project-related phone call costs.</p>	<p>ASAP PM/Accountant</p>	

Iori Kato 21 Sep 2011
Signature and date

Iori Kato
Signature and date

[Signature]
Signature and date

[Signature]
Signature and date

Spot Check Team Leader:

UNDP Unit Chief / Programme Officer:

Comment 21/09/11

NPD / PM