

**Water Resource and Environment Administration  
Environmental and Social Impact Assessment Department  
Poverty - Environment Initiative, UNDP  
Minute of the Monthly Meeting, February 2010**

**Place, Date and time:** ESIA Department, 15<sup>th</sup> February 2010, 14:00-15:00 pm

**Participants:**

Mr. Somvan Bouctavong (Director of ESIA Center for Infrastructure and Investment Projects)  
Mr. Lamphoukeo (Assistant Project Manager)  
Mr. Rico Tuor, UNV, UNDP  
Ms. Grace Wong (PEI Technical Advisor)  
Ms. Arounna Vongsakhamphouy (Assistant Project Manager, PEI)  
Mr. Latsamy Vorrarath (Mining and Industrial Center, ESIA Department)  
Mr. Jean Foerster (International Expert, PEI-Output 3)  
Mr. Aliyasack Tounalom (Infrastructure and Public Investment Project Center, ESIA Department)  
Ms. Phonethaly Chanthavong (Infrastructure and Public Investment Project Center, ESIA Department)  
Mr. Vichit Sayavongkhamdy (Programme Analyst, UNDP)

**Objective:** To discuss on necessary information for developing EIA guideline, scoping of EIA guideline, ESIA guideline manual, primary ESIA process manual, and training materials.

	Issues	Action
1	Information needed for developing general EIA guidelines will be provided to international expert accordingly.	Mr. Somvang
2	PEI has no fund to develop sectoral /specific guidelines. Therefore a meeting with WB or ADB or other agencies will be an opportunity to seek for fund.	Mr. Foerster, Mr. Rico, and Mr. Vichit will look for the opportunity to have a meeting with agencies.
3	Detail training materials/manual will be developed base on the guidelines. For developing training materials it is important to know staff background such as education, experiences etc., and it has to take into account on which level that needs to be trained. Training of Trainer (TOT) will be applied. All stakeholders and relevant agencies will be invited to participate in the training.	Mr. Somevang will provide all information need to Foerster in order to develop the training materials.
4	Meetings with important persons and line Ministries such as Ministry of Agriculture and Forestry, Ministry of Public Work, and Ministry of Mining and Energy will be an advantage in order to know their role and involvement in ESIA process.	Mr. Somvang and other assigned staffs will coordinate with these government agencies and arrange meetings.
5	ESIA review for government and private sector projects will be briefed based on EIA Decree	Mr. Thongsamleth from Law and Information Center of ESIA Department
6	Information on ESIA section's (of WERA) organizational structure, budget, number and responsibility of staff, and resources will be briefed.	Mr. Lamphoukeo Kettavong from Planning and Financing Division of ESIA Department.
7	Document on IEE and EIA scale for development projects as well as environment standard in Laos will be provided.	Mr. Somvang, Ms. Arounna, and assigned staff.

8	The second mission for the international experts is 26 <sup>th</sup> April 2010.	
9	Training on UNDP report format particularly risk log and issues log will be informed.	Mr. Vichit Sayavongkhamdy
10	Mr. Lamphoukeo proposed that a management coordination team has to be established to coordinate all the four components of PEI so that a summary of progress of all components can be informed and followed-up by the team. The establishment of the so called "outcome board" is under process.	Mr. Rico and Mr. Vichit
11	2 more sets of desktop will be included in this year procurement plan.	Mr. Lamphoukeo

Remark: next meeting will be take place at ESIA Department on 22<sup>nd</sup> Feb 2010 at 14:00pm.

**Recorded by:** Aounna Vonsakhamphouy  
**Date:** 18 February 2010

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Mr. Lamphoukeo Kettavong (Assistant Project Manager): .....



Mr. Rico Tuor (UNV, UNDP): .....

*Rico Tuor*