



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 Environment (MONRE)
Department of Environment and Social Impact Assessment (DESIA)**

United Nations Development Programme

**PROJECT ID: 00072674
PROJECT TITLE: "POVERTY ENVIRONMENT INITIATIVE,
OUTPUT 3"**

ANNUAL PROJECT REPORT

Reporting period: January – December 2011

I. PROJECT INFORMATION AND RESOURCES

Project number and title:	00072674 “ Poverty Environment Initiative (PEI, Output 3)”
Implementing Partner:	Environmental and Social Impact Assessment (ESIA) Department of the Ministry of Natural Resources and Environment (MONRE)
Responsible Parties (if applicable):	
Donors:	UNEP - UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
May 2009	November 2009	December 2011	December 2011

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

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	1,495,363	300,000

Resources	Donor	Amount
	UNDP	300,000

II. PURPOSE

[To be completed in cooperation with UNDP Programme Analyst; Summarizes Main objectives of the project and link to MDG/NSEDP/UNDAF as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or project document]

The project “Environmental and Social Impact Assessment: Reducing Negative Social and Environmental Impacts of Investment in Lao PDR” is one of the four outputs of the Poverty Environment Initiative (PEI) Framework in Lao PDR. Supported by UNDP/UNEP, PEI in Lao PDR aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes.

Corresponding to output 3 of the PEI Lao PDR, this project aims to support the Environmental and Social Impact Assessment (ESIA) Department of the Ministry of Natural Resources and Environment (MONRE) at the national and provincial level in order to address growing environmental threats and to prevent and minimize negative environmental and social impacts of the rapid development activities in key sectors, such as agriculture, hydropower, mining, industry and infrastructure.

The specific objective of the project is to enhance capacities of the ESIA Department of MONRE to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective coordination with the concerned line ministries and state enterprises.

UNDAF Outcomes/Indicators: UNDAF Outcome 1: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within DMG framework).

Expected Outcomes/Indicators: Outcome 1.1: Improved and equitable access to land, markets and social and economic services, environmentally utilization of natural resources, with balance population growth.

Expected Outputs/Indicators: Output 1.1: Improved and diversified incomes of rural household, with a focus on increased market accessibility, through implementation of human development and infrastructure initiatives. Outcome 1.1.3: Enhance knowledge and management capacity of ecosystems, biodiversity, natural resources and environment, and population dynamics.

III. PROJECT PERFORMANCE AND RESULTS FOR 3rd QUARTER 2011

1. Contribution to the strategic goals *[To be completed in cooperation with UNDP Programme Analyst]*

Outcome 3:

Capacities of the ESIA Department of MONRE to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective coordination with the concerned line ministries and state enterprises increased.

[Indicate if included in SRF]

Progress towards achieving outcome *[A brief analysis of the status of the situation and any observed change, any project contribution.]*

Output 3.1: A system for obtaining funds to substantially cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management.

Trainings on application of the Financial and Accounting Management manual for DESIA staff and EMU districts have been organized for effective budget use. The draft DESIA financial management manual has been initially applied to development projects such Theun Hinboun Expansion hydropower, Phoubia, and Nam Ngeum 5 projects and would also be applied to Hongsa project.

The draft DESIA financial management manual has been revised based on comments from consultation with cabinet office of MONRE. The draft will be finalized after holding consultation with MOF at DG level during 2012 work plan. As part of financial manual, a sustainable financing study will be conducted by a national financial expert whose position will be advertised and filled during Q1 2012.

Output 3.2.: General technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.

EMSP assists DESIA to finalize the EIA report writing guideline through provision of technical assistance with international consultant to finalize the guideline. As a result of technical collaboration, the draft EIA report writing guideline prepared by UNDP-TA was restructured and revised by EMSP-TA. Two consultation workshops on the revised draft EIA report writing guideline were conducted in November. The first workshop was organized for the DESIA while the second one was for consulting firms and developers. The draft is now being finalized and is expected to be completed during Q1 2012.

The EIA general review guideline had been completed since Aug 2010. However, the EIA review guideline has to be in line with the EIA report

writing guideline, therefore, the review guideline will be updated by EMSP-TA using similar format and contents as the EIA guideline in 2012. The general monitoring procedures guideline had been finalized.

Outcome 3.3: Implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.

The draft technical training material on EIA report writing guideline was developed and used to train DESIA staff, consulting firms and developers during Q4 2011. The draft technical training material will be finalized during Q1 2012.

English training for DESIA staffs completed.

Staff's capacity of concerned line ministries/agencies and DESIA at central and provincial level has been improved. Training workshop on strengthening capacity of DNRE and relevant sectors of 8 provinces in reviewing of IEE reports and monitoring of the implementation of environment measures had been conducted in December 2011.

The TOR for intensive course on environment science basic knowledge has been revised and advertised on the UNDP website. The course is expected to be conducted in Q2 2012.

The study exchange has been postponed to 2012 but has yet determined a specific date. Assistance of the UNDP in coordinating with MNRE Thailand will be required.

Quarterly outputs and indicators <i>[According to project document and/or quarterly work plan]</i>	Key activities completed during reporting period	Expenditures <i>[Actual expenditures against activities completed]</i>	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
Output 3.1 A system for obtaining funds to substantially	-Two trainings on draft financial and accounting management manual for 6	USD 6,200.75	- Trainings on application of the Financial and Accounting Management	- Revision and submission of the draft ESIA financial manual were delayed due to

<p>cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management</p> <p>Indicators:</p> <ul style="list-style-type: none"> - DESIA Financial Management Manual completed and applied by DESIA for obtaining and management of environment monitoring budget from development projects - At least 10 staffs of DESIA and EMU were trained and applied the manual (3 of 10 staffs are women) 	<p>DESIA staff and 5 staffs from EMU districts in Sayyabouly province had been implemented. This draft ESIA Manual has been initially applied to development projects such as NT2 hydropower project and would also be applied to Hongsa project.</p> <ul style="list-style-type: none"> - A consultation workshop between DESIA and Cabinet Office of MONRE on the draft ESIA Financial and Accounting Management Manual finished. The draft manual has been revised based on the comments. - A planned consultation workshop with MOF at Director General level on the draft DESIA financial management manual has not been implemented during this reporting period. 		<p>manual for DESIA staff and EMU districts have been organized for effective budget use.</p> <ul style="list-style-type: none"> - The draft ESIA financial manual has been revised based on comments from the consultation with cabinet office of MONRE. - Consultation workshop on the draft manual with MOF at DG level had not been implemented as planned due to internal restructure of MONRE during the reporting period. - Sustainable financing study had not been implemented due to resignation of national financing assessment consultant during Q3 and the replacement had not yet been refilled. 	<p>internal restructure of MONRE as well as resignation of national financial expert. Further consultation workshop on the manual with MOF at DG level is planned during 2012 annual work plan. Once the workshop is organized the manual will then be revised and submitted to the Minister of MONRE for approval.</p> <ul style="list-style-type: none"> - To finalise ESIA financial manual, national financial expert is required to be refilled urgently. TOR had been revised to attract more applicants by extending the period of consultancy service up to 6 months. An advertisement for the position is planned during Q1 2012. Once the financial expert is on board the expert will ensure that consultation workshop with MOF at DG level for finalizing the manual as well as a sustainable financing study will be completed.
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	<ul style="list-style-type: none"> - A planned activity on sustainable financial analysis which is a part of the financial management manual has not yet been implemented during this reporting period. 			
<p>Output 3.2 Technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - The three technical guidelines completed - At least 2 workshops with concerned line ministries on draft reviewing and monitoring guidelines organized. 	<ul style="list-style-type: none"> - PEI-ESIA together with PEI-UNDP has developed technical collaboration with EMSP teams to refine EIA guidelines by using partner's financial resources and technical assistant. - The draft EIA guideline prepared by UNDP-TA was restructured and revised by Jean Noel, EMSP-TA and sent to DESIA, EMSP and UNDP teams for comments/feedbacks. - The draft EIA guidelines had been revised based on the comments received. - 2 consultation workshops 	USD 23,746.75	<ul style="list-style-type: none"> - ESPM assists DESIA to finalize the EIA guidelines through provision of technical assistance with international consultant to finalize the guidelines. - The draft EIA general technical guidelines will be finalized and will be sent to DESIA. It is expected that the finalized EIA guideline will be sent to DESIA in early January 2012. - The EIA general review guideline had been completed since August 2010. However, the review guideline has to be in line 	<ul style="list-style-type: none"> - UNDP-TA quitted his consultancy service with un-complement of the EIA report writing guideline. However, the EMSP assisted DESIA in finalizing the guideline by providing international TA as well as budget to cover expenditure for the international TA. - The draft EIA guidelines will be finalized. An email to follow-up the work with the international expert will be required. - Restructuring the reviewing and monitoring guidelines chapter by chapter is needed

<p>- At least 20% applied the three guidelines at the central and provincial levels.</p>	<p>on the revised draft EIA guidelines were conducted in November. The first workshop was organized for the DESIA while the second one was for consulting firms and developers</p> <ul style="list-style-type: none"> - External consultation workshop on the second revised draft reviewing and monitoring guidelines Lao – version was conducted in December. - Internal consultation workshop to finalize the reviewing and monitoring guidelines Lao version was also organized in December. - Three consultation workshops were organized including workshop on lessons learned of strengthening capacity of PWREO and relevant sectors of 9 provinces in reviewing of IEE reports and monitoring of the 		<p>with the EIA guideline, therefore, the review guideline will be updated by EMSP-TA using similar format and contents as the EIA guideline in 2012.</p> <ul style="list-style-type: none"> - The general monitoring procedures guideline had been finalized. 	<p>using similar format and contents as the EIA guideline.</p> <ul style="list-style-type: none"> - A specific technical guideline for agriculture and plantation sector will be developed in 2012.
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	<p>implementation of environment measures, and a workshop on lessons learned of the implementation of the decree on EIA.</p> <ul style="list-style-type: none"> - Collaboration between DESIA and IPD has been established and strengthened. 			
<p>Output 3.3</p> <p>Through the implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Completed the technical training materials - Number of training conducted - Staff of concerned line 	<ul style="list-style-type: none"> - English training for DESIA was completed - An outline of objectives for study tour to Thailand was developed - The study exchange of DESIA staff to MNRE Thailand to exchange experience on EIA was not realized as planned due to long flood event in Thailand during the last quarter of 2011. The study exchange is shifted to be conducted during 2012. - Technical training material on the EIA 	USD 45,126.48	<ul style="list-style-type: none"> - English training for DESIA staffs completed. - The draft technical training materials were developed and trained DESIA staff, consulting firms and developers during Q4 2011. - The draft technical training material on EIA guidelines will be revised during Q1 2012. - Staff's capacity of concerned line ministries/agencies and DESIA at central and 	<ul style="list-style-type: none"> - The intensive course has been postponed to Q1 2012 due to limited budget and busied schedule in Q4 2011 as well as internal restructure of MONRE. - Delay in submission of the final EIA technical training materials will cause the delay in conducting training. An email to follow-up work with international expert will be done by DESIA team. - Due to long flood event in Bangkok during Q4 2012 the study exchange has been shifted to conduct in 2012. An

<p>ministries/agencies were trained</p> <ul style="list-style-type: none"> - 100 staffs at central and provincial levels were trained this year - Lesson learn from study exchange applied to improve quality of ESIA system in Laos - Junior staffs have basic knowledge on environment and science. 	<p>guidelines had been developed as a draft.</p> <ul style="list-style-type: none"> - Training on strengthening capacity of DNRE and relevant sectors of 8 provinces in reviewing of IEE reports and monitoring of the implementation of environment measures was conducted. 		<p>provincial level has been improved. TOT of DNRE and relevant sectors of 8 provinces in reviewing of IEE reports and monitoring of the implementation of environment measures will be conducted in 2012.</p> <ul style="list-style-type: none"> - The study exchange has been postponed to 2012 but has yet determined a specific date. Therefore, an assistance of the UNDP in coordinating with MNRE Thailand is needed. - The TOR for intensive course on environment science basic knowledge has been revised and advertised on the UNDP website. The course is expected in Q1 2012. 	<p>email to set the date for the study exchange will be sent to MNRE Thailand with the assistance and coordination of UNDP.</p>
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2. Update on implementation of the Vientiane Declaration and its Action Plan

[Brief update on any achievement and/or problem related to the implementation of the Vientiane Declaration. It should also include issues related to the introduction of HACT and actions planned for the following period.]

Generally, the project has taken a strong ownership and strengthened capacity in terms of technical and management aspects. Trainings of trainers have been conducted to improve ESIA technical challenge, while project and financial management trainings were carried out regularly to improve the management issue. In terms of financial management for instance, procurement regulations and recruitment processes have been based on the Vientiane Declaration.

However, some difficulties were evident in the initial stage that related to the introduction of HACT due to project staff members were new and need time to adjust to the new project management system. Currently, these difficulties have been overcome.

3. Update on partnerships *[Brief update on any achievement and/or problem in developing partnerships and inter-agency collaboration. It should also include strategies for south-south cooperation]*

Several internal meetings and meetings with PEI-UNDP were organized to ensure smooth implementation of the project. Monthly meeting between PEI-ESIA and PEI-UNDP teams has been done and will further continue.

- Collaboration between PEI-ESIA and EMSP has been initiated and continued to finalize the EIA report writing guideline as well as development of specific reviewing and monitoring guidelines for mining and hydropower sectors.

- Good cooperation with ADB project on peer review for the EIA report writing guideline.

- Good cooperation with WB through LAF 007 project in organizing workshop on lessons learned of the implementation of the Decree on Environmental Impact Assessment, and training on strengthening capacity of DNRE and Relevant Sectors of 9 Provinces in Reviewing of IEE Reports and Monitoring of the Implementation of Environment Measures.

- Coordination between PEI-ESIA and PEI-IPD through two roundtable meetings on possibility of information/data sharing on laws, defining joint monitoring as well as classifying development project and identifying areas for future collaborative activities.

- Coordination between PEI-ESIA and PEI-NERI has been strengthened through PEI-ESIA representative's participated in Laos-Thailand study exchange seminar on environmental valuation studies and policy mainstreaming.

- Coordination between PEI-ESIA and PEI Regional has been strengthened through participation of PEI-ESIA National Project Manager in "Climate Change Finance and Development Effectiveness Dialogue: a country-led approach to strengthening the effectiveness of Climate Finance", "Asia Pacific Consultations for the Four High Level Forum on Aid Effectiveness" and PEI regional lessons-learned workshop organized by PEI regional.

- Coordination and knowledge sharing between all PEI components and joint planning for PEI Phase II through PEI retreat on 19 – 21 December 2011 in Luangphabang province.

4. Update on gender mainstreaming *[Brief update on any achievement and/or problem in terms of mainstreaming gender within the project activities. Strategy for the following period]*

N/A

5. Update on audit recommendations *[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

An audit was conducted in Q1. The report on audit result was submitted to UNDP and DESIA during Q2 with the following results:

- Delay in the filing and payment of PIT, which is due on the 15th day of the following month, to the tax department for several months in 2010.
- The PIT has not been paid on the remuneration to the Project's accountant who resigned in May 2010, for April and May 2010 amounting to approximately LAK 746,892.

The PEI-Output 3 project team had addressed all the audit recommendations in Q 2.

In addition, spot checks were also carried out during Q1 and Q3.

Key recommendations for Q1 spot checks include:

- The project needs to follow up with UNDP to get the formally endorsed version of the 2011 AWP to file it at project site.
- Develop a 2011 project procurement plan with both the procurement to be carried out by the project and UNDP. The project shall prepare procurement plan for inventory.
- Submit the plan to UNDP, should there are needs for UNDP procurement support services. If there is need for obtaining UNDP support service the project shall prepare procurement plan and submit to UNDP.
- The project needs to convert different currencies to one common currency e.g., Kip or USD when do any evaluation of the quotations that have different currencies.
- Indicates the Quarter that is under the analysis to make it more reader-friendly; Justify the discrepancies convincingly and with all the reasons that have implications on the discrepancies; The project could also use the Lao language when doing the analysis, should such need arise.
- The project needs to follow up with UNDP to get a formally signed copy of the revised budget for 2011 at the project site.
- Recommend the project stamps original invoices with "goods received" before make payments to supplier(s). This includes any invoice for conference premises, e.g., for a workshop.
- Strongly recommend the project to inform DIC and UNDP of any inconformity between NIM and government operational policies that may have negative implication on the project management, in particular regarding the issues that must comply with the government policies like this one on PIT for example.

The PEI-Output 3 project team had addressed all the spot check recommendations in Q 2.

Key recommendations for Q3 spot checks include:

- The project was recommended to inform DIC/MPI of project extension that is already agreed upon by UNDP.

- The project drafts an exit strategy from the beginning of project extension to be commenced in January 2012.
- The project needs to spend 100% of Q2 advance during Q3 before requesting for Q4 advance.
- Current advance should be spent for at least 80% to request new advances. The project should carefully plan and review activities to ensure that project delivery in accordance with AWP and QWPs.
- Pre-payment requested for a particular activity should be cleared within 2 months. If the activity cannot be conducted as planned, the prepayment should be “cancelled” and “returned” to bank account. For this particular issue observed, we recommend the project to follow up and clear all prepayment immediately

The draft minutes of the spot check had been drafted by UNDP spot check team and sent for comments. A comment was sent to the spot check team and now waiting for final report from the spot check team

6. List main challenges and issues (if any) faced during reporting period [as well as response strategies adopted]

- Due to the fact that no applicant applied for national financing assessment expert and internal-MONRE restructure caused the delay in implementation of the external consultation workshop on the draft DESIA financial management manual. This activity will move to be implemented in Q1-2012.
- Due to internal restructure of MONRE consultation workshop on the draft manual with MOF at DG level is expected to be implemented in Q2 – 2012.
- Due to long extending flood event in Thailand the DESIA study exchange to MNRE Thailand had not been organized as planned and postponed to 2012. This may delay the implementation of some activities in 2012.
- Challenge on coordination across MONRE Departments, and line ministries, particularly when trying to develop a cross-sectoral project and as a result the cross-sectoral project/SAICM project could not be submitted.

7. Rating on progress towards results

Output: [From table 1. Contribution to Strategic Goals]		
Output 3.1	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.2	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.3	<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

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.

- Participated in Kick Off Internal Audit 2010, 3rd February 2011
- Internal consultation meeting between PEI-DESIA and EMSP to discuss on the way forward to complete the EIA Guidelines
- PEI exchange meeting: country programs of Laos and Rwanda at Lane Xang conference room of UNDP Laos, 17th May 2011
- Sustainable investment forum at ICTC, Vientiane capital, during 18th to 19th May 2011
- PEI program meeting with UNDP-UNEP Regional Advisors at UNDP, 20th May 2011
- Two representatives of DESIA participated in “HACT Micro Assessment Workshop organized by DIC/MPI, UNDP, UNICEP and UNFPA” on 3rd August 2011.
- PEI country and global midterm review.
- National Project Manager of PEI-ESIA participated in Climate Change Finance and Development Effectiveness Dialogue: a country-led approach to strengthening the effectiveness of Climate Finance on 12 -13 September 2011, Bangkok, Thailand.
- National Project Director of PEI-ESIA participated in Asia Pacific Consultations for the Four High Level Forum on Aid Effectiveness on 14 September 2011, Bangkok, Thailand.
- National Project Manager of PEI-ESIA participated in PEI regional meeting on 15- 16 September 2011, Houa Hin

The Poverty-Environment Initiative Phase II Planning Retreat.

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?

- Consultation workshop on the draft DESIA financial and accounting management manual with MOF at DG/DDG level;
- Develop sustainable financing assessment study;
- Assessment workshop on result of sustainable financing study;

- Internal consultation workshop on the first draft EIA guidelines - Lao version;
- External consultation workshop on the revised first draft EIA guidelines - Lao version;
- Internal consultation workshop within DESIA to finalize the EIA Guidelines - Lao version;
- Internal consultation workshop to finalize monitoring procedures guideline for DESIA;
- Internal consultation workshop on the updated EIA review guideline;
- External consultation workshop on the updated EIA review guideline;
- Joint monitoring between DESIA and IPD;
- Round table meeting between DESIA and IPD ;
- Develop and Internal consultation workshop within DESIA staff on Reviewing and Monitoring IEE general technical guideline;
- External consultation workshop with concerned line agencies on the IEE general technical guideline;
- Internal consultation workshop within DESIA staff on Reviewing and Monitoring EIA guidelines for agriculture and forestry sector;
- External consultation workshop with concerned line agencies on the EIA guideline for agriculture and forestry sector;
- Internal consultation workshop within DESIA staff on standard for E & S Obligation model under concession agreement (CA) for Agriculture and Forestry Sector;
- External consultation workshop with concerned line agencies on standard for E & S Obligation model under CA for Agriculture and Forestry Sector;
- Develop and Internal consultation workshop within DESIA staff on monitoring procedure/guideline for district & provincial levels;
- External consultation workshop with concerned line agencies on monitoring checklist/guideline for district & provincial levels;
- Training on application of DESIA financial and accounting management manual for EMU staff;
- Training on reviewing, monitoring, and EIA guidelines - final Lao Version for Selected Province from PEI's Target Province;
- Short term training on accountant and application of financial management software;
- Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA;
- Intensive course on "Environment Science Basic Knowledge".

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

N/A

3. Estimated total budget required for the following year:


USD 373,312

VI. ANNEXES

1. Annex 1: Annual Work Plan 2011
2. Annex 2: Project Risk Log
3. Annex 3: Project Issues Log
4. Annex 4: Lessons learned log
5. Annex 5: Draft Annual Work plan 2012


PREPARED BY

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.....
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PEI-Output 3, National Project Director

Date: 10/01/2012

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET Source of Funds	Budget Description		Funded Amount-USD 2011	
			Q1	Q2	Q3	Q4			Code	Name		
Activity/Result 3.2. WRE/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESIA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices												
Targets Year 2	Action 3.2.1: Support materials and draft general technical guidelines for reviewing ESIA reports as well as start the development of general technical guidelines for developers and consultants for the preparation of ESIA reports and monitoring guideline. The development of three guidelines will be through analysis and extensive consultation. 1. Guidelines for draft development (Reviewing guideline, writing guidelines for developers and monitoring guideline)	1. Salary for National consultant (\$1,502/month x 12 months. Plus 5% increase)	X	X	X	X	ESIA	TRAC00012	71400	National Assistant to PM	18,925	
3.2.1 EIA Guideline completed		2. Management costs (80 % of All Management Activities)	X	X	X	X	ESIA	TRAC00012		Miscellaneous	5,668	
3.2.2 The three technical guidelines approved by government and were applied										72400	Communication charge	1,536
Baselines										72500	Stationery	1,909
3.2.1 First Draft EIA Guideline (English version) completed but not yet finalized										72800	IT Maintenance	720
3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)										73400	Maint. Oper of Transport Equip	480
3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and indicators										74200	Copy document for Management	336
3.2.1 The three technical guidelines completed										74500	Bank Charge	100
3.2.2 At least 2 workshops with concerned line ministries on draft reviewing and monitoring guidelines organized										74500	Sundry	576
3.2.3 At least 20% applied the three guidelines at the central and provincial levels												
			3.2.1.1. Annual Review Meeting (inside VTE, 1day, 30pers.)				X	ESIA	TRAC00012		Sub Total for 3.2.1.1	2,578
										72500	Office supplies	249
										73100	Conference room rental	1,248
										73100	LCD & Projector Rental	302
										74200	Copying hand-out and Translator fee	717
										73400	Rental of bus or Van	50
									71600	Fuel Reimbursement	12	
										Sub Total for 3.2.1.2.	1,757	
		3.2.1.2. External Consultation workshop on the Second Revised Draft reviewing and monitoring Guidelines - Lao Version (1 time inside VTE, 1 days/time: 40 pers)				X	ESIA	TRAC00012				
									73100	Conference room rental	1,120	
									73100	LCD & Projector Rental	150	
									72500	Office supplies	200	
									74200	Copying hand-out	224	
									73400	Rental of bus or Van	50	
									71600	Fuel Reimbursement	12	
										Sub Total for 3.2.1.3.	1,997	
		3.2.1.3. Internal Consultation workshop within DESA to finalize the reviewing and monitoring guidelines - Lao version (1 time inside VTE, 2 days/time: 25 pers)				X	ESIA	TRAC00012				
									71600	Per Diem	312	
									73100	Conference room rental	75	
									72500	Office supplies	281	
									73100	Coffee Break	249	
									74200	Copying hand-out	291	
										Sub Total for 3.2.1.4.	2,643	
		3.2.1.4. Consultation workshop with developers and consulting firms on the revised draft EIA Guideline - English version (1 time inside VTE, 1 days/time: 50 pers)				X	ESIA	TRAC00012				
									73100	Conference room rental	1,400	
									73100	LCD & Projector Rental	300	
									72500	Office supplies	281	
									74200	Copying hand-out	281	
									74200	Translator	300	
									73400	Rental of bus or Van	100	
									71600	Fuel Reimbursement	12	
										Sub Total for 3.2.1.5.	1,421	
		3.2.1.5. Internal consultation on the first draft EIA guideline - Lao version (1 time, inside VTE, 2 day/time, 30 persons)				X	ESIA	TRAC00012				
									71600	Per Diem	374	
									73100	Conference room rental	75	
									72500	Office supplies	337	
									73100	Coffee Break	299	
									74200	Copying hand-out	337	

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET Source of Funds	Budget Description	Amount USD 2011	
			Q1	Q2	Q3					Q4
			Code		Name					
		3.2.1.6. External consultation workshop on the revised draft EIA guideline - Lao version (1 time, inside VTE, 1 day/time, 50 persons)		X			ESIA	TRAC00012	Sub Total for 3.2.1.6.	1,160
						71600	Per Diem		312	
						73100	Conference room rental		37	
						72500	Office supplies		281	
						73100	Coffee Break		249	
						74200	Copying hand-out		281	
		3.2.1.7. Internal Consultation workshop within DESIA to finalize the EIA Guideline - Lao version (1 time inside VTE, 2 days/time, 50 pers)		X			ESIA	TRAC00012	Sub Total for 3.2.1.7	2,319
						71500	Per Diem		623	
						73100	Conference room rental		75	
						72500	Office supplies		561	
						73100	Coffee Break		499	
						74200	Copying hand-out		561	
Subtotal Activity Result 3.2.1									37,999	
	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1 Training on EIA Guideline for DESIA staffs, developers, and consulting firms (English Version delivered by international expert) (1 time inside VTE, 3 days/time, 50 pers)	X				ESIA	TRAC00012	Sub Total for 3.2.2.1	3,693
Targets Year 2										
At least two technical training and three financial management training courses are organized										
Baselines										
3.2.1 No training material on EIA guideline										
3.2.2 Reviewing and training material completed										
3.2.3 Training on reviewing and monitoring guidelines conducted										
Indicators										
3.2.1 Completed the technical training materials										
3.2.2 Number of training conducted										
3.2.3 Staff of concerned law ministries/agencies w										
3.2.4 100 staffs at central and provincial levels										
3.2.5 Lesson learn from study tour applied to improve quality of ESM system in Laos										
3.2.6 Justice staffs have basic knowledge on environment and science										
		3.2.2.2 Training on reviewing, monitoring, and EIA guidelines - final Lao Version for DESIA staffs (1 time inside VTE, 2 days, 50 pers)		X			ESIA	TRAC00012	Sub Total for 3.2.2.2	1,446
						71600	Per Diem		623	
						73100	Conference room rental		75	
						72500	Office supplies		125	
						73100	Coffee Break		249	
						74200	Copying hand-out		374	
						74200	Translator		900	
Subtotal Activity Result 3.2.2									5,139	
		3.2.3.1 Study visit to Thailand of PE/ESIA staff to learn and exchange experience on ESIA (1 time, 3 days/time, 9 pers in Thailand)		X			UNDP	TRAC00012	Sub Total for 3.2.3.1	23,136
						71600	DSA		10,665	
						71600	Transportation cost		11,850	
						71600	Bus Rental and Taxi		591	
		3.2.3.2 English Training for ESIA staff	X	X	X		ESIA	TRAC00012	Sub Total for 3.2.3.2	12,000
						72100	English Training		12,000	
		3.2.3.3 Intensive course for ESIA Staff on "Environment Science Basic Knowledge" (inside VTE, 20Pers, 5 Days)		X			ESIA	TRAC00012	Sub Total for 3.2.3.3	3,872
						71600	Per Diem		623	
						73100	Conference room rental		157	
						72500	Office supplies		62	
						73100	Coffee Break		312	
						74200	Copying hand-out		187	
						72100	Tuition Fee		1,000	
						74200	Translation fee		1,500	

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		Funded 2011
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description	
		3.2.3.4. Printing cost	X	X	X	X	ESIA	TRAC00012	Sub Total for 3.2.3.4	8,400
		3.2.3.5 Translation of EIA guideline and Editing of 3 Guidelines and 1 Manual	X	X			ESIA	TRAC00012	Publication of Reviewing, monitoring, and EIA guidelines	8,430
									Sub Total for 3.2.3.5	2,856
									Translation of EIA guideline	2,856
Subtotal Activity Result 3.2.3		Sub total								50,264
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)										93,192
Grand Total (Activity 3.1 + Activity 3.2)										128,000
										UNDP 23,136
										ESIA 96,864

	USD
Total Budget in 2011	120,000
Budget need in 2011	120,000
Pending fund in 2011	(0.00)

Prepared by:

Chitaphone
 Ms. Chitaphone PHOTHSANE
 Project Accountant

Certified by:

Pf
 Ms. Pichkhavanh PHIESAMAY
 Project Manager

Date: 10 January 2011

Approved by:



Worachit
 Mr. Worachit WORACHIT
 National Project Director

**Annex 2
OFFLINE RISK LOG**

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 December 2011
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	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 = <i>(in Atlas, use the Management Response box. Check “critical” if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using “+”, for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>
1	Timely ensured recruitment of national financial expert	Nov 2011	Financial Operational Organizational	Late arrival of national financial expert will impact on the implementation of the financial management activities including	TOR had been revised to attract more applicants by extending the period of consultancy service up to 6	ESIA Department and UNDP	PM	Dec 2011	On-going

				organizing consultation workshop with MOF at DG level to finalize ESIA financial manual and conducting a sustainable financial study as part of the financial management manual.	months. Vacancy advertisement will be posted in January 2012. Successful candidate will finalize ESIA financial manual by conducting consultation workshop with MOF at DG level. In addition consultant will also conduct a sustainable financing study as part of the financial management manual.				
2	Internal restructure of MONRE	October 2011	Organizational	Due to internal restructure of MONRE some activities were not seen as implementable even during Q1-2012 for instance consultation workshop on the draft manual with MOF at DG level and sustainable financing study. This long delay may cause the delay in other activities which related to sustainable financing manual that need to be finalized through the above consultation process	Follow-up actions need to be taken with concerned agencies during Q1-2012 to schedule the activities as seen feasible.	ESIA Department	PM	Dec 2011	Pending

3	Due to long extending flood event in Thailand the DESIA study exchange to MNRE Thailand had not been realized and postponed further into 2012 work plan.	Dec 2011	Financial Organizational	Postpone study exchange into 2012 work plan may delay the implementation of some activities in 2012 if the schedule for such purpose has not yet been set and agreed upon. P=5 I=5	A follow-up communication with MNRE Thailand to set the visit schedule shall be done as soon as possible since the arrangement will take even more than one month. In addition budget for the visit will be sought.	ESIA Department and UNDP	ESIA Department	Dec 2011	On-going
4	Submission of the final EIA technical training materials	Dec 2011	Financial	Delay in submission of the final EIA technical training materials will cause the delay in conducting training. P=5 I=5	An email to follow-up work with international expert to ensure that the final training materials are delivered as soon as possible	ESIA Department	ESIA Department	Dec 2011	On-going
5	Timely ensured recruitment of consultant for intensive course on environment science basic knowledge	Dec 2011	Organizational Finance	Late arrival of the consultant will delay the training process and may cause an overlap with other activities. P=5 I=5	The TOR for intensive course on environment science basic knowledge has been revised and advertised on the UNDP website. The recruitment process will follow UNDP standard to ensure that selected consultant is qualified. Once consultant is recruited training schedules will be set up.	ESIA Department and UNDP	ESIA Department and PM	Dec 2011	On-going

**Annex 3
OFFLINE ISSUES LOG**

(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 December 2011
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the issue <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the issue first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Request for Change Problem Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority = <i>(in Atlas, use the Management Response box)</i>	What actions have been taken/will be taken to address this issue <i>(in Atlas, use the Management Response box)</i>	Who has been appointed to address this issue <i>(in Atlas, use the Management Response box)</i>	Who submitted the issue <i>(In Atlas, automatically recorded)</i>	When was the status of the issue last checked <i>(In Atlas, automatically recorded)</i>	e.g. pending, solved <i>(in Atlas, use the Management Response box. If solved, check the “Solved” box)</i>
1	Timely ensured recruitment of national financial expert	Nov 2011	Request for change	Late arrival of national financial expert will impact on the implementation of the financial management activities including organizing consultation workshop with MOF at DG level to finalize ESIA	TOR had been revised to attract more applicants by extending the period of consultancy service up to 6 months. Vacancy advertisement will be posted in January 2012. Successful candidate will finalize ESIA	ESIA Department and UNDP	ESIA Department	Dec 2011	On-going

				financial manual and conducting a sustainable financial study as part of the financial management manual.	financial manual by conducting consultation workshop with MOF at DG level. In addition consultant will also conduct a sustainable financing study as part of the financial management manual.				
2	Internal restructure of MONRE	Oct 2011	Problem	Due to internal restructure of MONRE some activities were not seen as implementable even during Q1-2012 for instance consultation workshop on the draft manual with MOF at DG level and sustainable financing study. This long delay may cause the delay in other activities which related to sustainable financing manual that need to be finalized through the above consultation process	Follow-up actions need to be taken with concerned agencies during Q1-2012 to schedule the activities as seen feasible.	ESIA Department	ESIA Department	Dec 2011	On-going
3	Due to long extending flood event in Thailand the DESIA study exchange to MNRE Thailand had not been realized and postponed further into 2012 work plan.	Dec 2011	Others	Postpone study exchange into 2012 work plan may delay the implementation of some activities in 2012 if the schedule for such purpose has not yet been set and agreed upon. P=5 I=5	A follow-up communication with MNRE Thailand to set the visit schedule shall be done as soon as possible since the arrangement will take even more than one month. In addition budget for the visit will be sought.	ESIA Department and UNDP	ESIA Department	Dec 2011	On-going

4	Timely ensured recruitment of consultant for intensive course on environment science basic knowledge	Dec 2011	Problem	Late arrival of the consultant will delay the training process and may cause an overlap with other activities.	The TOR for intensive course on environment science basic knowledge has been revised and advertised on the UNDP website. The recruitment process will follow UNDP standard to ensure that selected consultant is qualified. Once consultant is recruited training schedules will be set up.	ESIA Department and UNDP	ESIA Department	Dec 2011	On-going
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Annex 4
LESSONS LEARNED LOG

(see [Deliverable Description](#) for the Lessons Learned Log regarding its purpose and use)

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 December 2011
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
	Project Management Project Results Human Factor Other		<i>Describe what has worked well. What factors supported this success?</i>	<i>Describe the challenges or areas for improvement and what was unanticipated</i>	<i>How were challenges overcome and how should things have been done differently/better?</i>	
1	Project Management Project Results Human Factor	Dec 2011	Technical cooperation between PEI-DESIA & EMSP has been established and strengthened. Revised draft EIA Guidelines have been completed with consultation process among line agencies and private sectors (developers) jointly conducted by EMSP-TA and the PEI-DESIA team.	The technical training material on the EIA guidelines is still in draft version which required to be finalized as soon as possible	An email to follow-up work with the international expert is needed. The draft technical training material on EIA guidelines is expected to be finalized in early January 2012.	ESIA Department
2	Project Management	De 2011	Despite study exchange of DESIA staff to MNRE Thailand was not achieved during the reporting period but the arrangement was discussed and planned to be undertaken in 2012. Study exchange will enhance capacity strengthening of DESIA staff on EIA related works and issues.	Study exchange was planned for Q4 2011 but was not succeeded because unforeseen flood event in Bangkok has been prolonged and shut down most public infrastructure in Bangkok.	Coordination and communication for rearrangement of the visit will be done through official and non-official means to set up schedule for the visit to MNRE Thailand with the assistance of UNDP.	ESIA Department

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET			Funded Amount in USD	
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description			
									Code	Name		
Activity Result 3.2. WREA/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESIA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices												
Target	Action 3.2.1:	1. Salary for International consultant (6 months Plus Home leave)			X	X	ESIA	TRAC/00012	71400	Senior Technical Advisor	135,000	
3.2.1.1 IEE general technical guideline developed	Support materials and draft general technical guidelines for reviewing ESIA reports as well as start the development of general technical guidelines for developers and consultants for the preparation of ESIA reports and monitoring guideline. The development of three guidelines will be through analysis and extensive consultation. 1.Guidlines / Checklist development (Reviewing guideline, writing guidelines for developers and monitoring guideline)	2. Salary for National consultant (12 months)	X	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	19,493	
3.2.1.2 EIA general technical guideline-Lao version completed		3. Equipment and Furniture									63,575	
3.2.1.3 EIA Technical guidelines for agriculture and forestry plantation sectors produced				X			ESIA	TRAC/00012	72140	Accounting Software	10,000	
3.2.1.4 Updated EIA review guideline to inline with EIA reporting writing guideline				X			ESIA	TRAC/00012	72220	Furniture	1,895	
3.2.1.5 Field test of monitoring and review guideline carried out				X			UNDP	TRAC/00012	72215	Vehicle for Project Operating	40,000	
3.2.1.6 Draft of monitoring checklist/guidelines carried out				X			UNDP	TRAC/00012	72805	Informatic Equipments	11,580	
3.2.1.7 EIA general technical guidelines-English & Lao version finalized			4. Management costs (80 % of All Management Activities)	X	X	X	X	ESIA	TRAC/00012		Miscellaneous	8,068
Baseline												
3.2.1.1 EIA general technical guidelines - English version drafted										72400	Communication charge	1,536
3.2.1.2 Drafted EIA general technical guidelines-Lao version										72500	Stationery	1,920
3.2.1.3 Drafted reviewing and monitoring procedures guidelines (Lao version)									72800	IT Maintenance	720	
									73400	Maint. Oper of Transport Equip	2,880	
									74200	Copy document for Management	336	
									74500	Bank Charge	100	
									74500	Sundry	576	
		3.2.1.1. Annual Review Meeting (inside VTE, 0.5 day, 30 pers.)				X	ESIA	TRAC/00012		Sub Total for 3.2.1.1	2,306	
									71600	Fuel Reimbursement	89	
									72500	Office supplies/Stationery	89	
									73100	Conference room rental	975	
									73100	LCD Rental	300	
									74200	Copying hand-out and Report	354	
									74200	Translator	500	
		3.2.1.2 The EIA Guideline-Lao Version										
		A. Internal consultation workshop on the first draft EIA guidelines - Lao version (1 time, inside VTE, 2 day/time, 30 persons)		X			ESIA	TRAC/00012		Sub Total for 3.2.1.2.	3,562	
									71600	Fuel Reimbursement	89	
									72400	Communication charge	63	
									72500	Office supplies/Stationery	75	
									73100	Conference room rental	2,127	
									73100	LCD Rental	600	
									74200	Copying hand-out and Report	608	
		B. External consultation workshop on the revised first draft EIA guidelines - Lao version (1 time, inside VTE, 1 day/time, 50 persons)		X			ESIA	TRAC/00012		Sub Total for 3.2.1.3.	5,435	
									71600	Fuel Reimbursement	89	
									72400	Communication charge	63	
									72500	Office supplies/Stationery	127	
									73100	Conference room rental	3,544	
									73100	LCD Rental	600	
									74200	Copying hand-out and Report	1,013	

EXPECTED CP OUTPUTS and Indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET			Funded Amount in USD
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description		
									Code	Name	
		3.2.1.4 Round table meeting between DESIA and IPD (2 time inside VTE, 2 days/time, 30 pers)		X		X	ESIA	TRAC/00012		Sub Total for 3.2.1.8.	4,790
									71600	Fuel Reimbursement	177
									72400	Communication charge	127
									72500	Office supplies/Stationery	152
									73100	Conference room rental	2,127
									73100	LCD Rental	600
									74200	Copying hand-out and Report	608
									74200	Translator	1,000
		3.2.1.5 IEE Guideline									
		A. Develop and internal consultation workshop within DESIA staff on Reviewing and Monitoring IEE general technical guideline (1 time inside VTE, 2 days/time, 30 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.9	3,258
									71600	Fuel Reimbursement	89
									72400	Communication charge	63
									72500	Office supplies/Stationery	76
									73100	Conference room rental	2,127
									73100	LCD Rental	600
									74200	Copying hand-out and Report	304
		B. External consultation workshop with concerned line agencies on the IEE general technical guideline (1 time, inside VTE, 1 day/time, 50 persons)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.10	5,935
									71600	Fuel Reimbursement	89
									72400	Communication charge	63
									72500	Office supplies/Stationery	127
									73100	Conference room rental	3,544
									73100	LCD Rental	600
									74200	Copying hand-out and Report	1,013
									74200	Translator	500
		3.2.1.6 Reviewing and Monitoring EIA guidelines for agriculture and forestry sector									
		A. Internal consultation workshop within DESIA staff on Reviewing and Monitoring EIA guidelines for agriculture and forestry sector (1 time inside VTE, 2 days/time, 30 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.11	3,258
									71600	Fuel Reimbursement	89
									72400	Communication charge	63
									72500	Office supplies/Stationery	76
									73100	Conference room rental	2,127
									73100	LCD Rental	600
									74200	Copying hand-out and Report	304
		B. External consultation workshop with concerned line agencies on the EIA guideline for agriculture and forestry sector (1 time, inside VTE, 1 day/time, 50 persons)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.12	5,935

EXPECTED CP OUTPUTS and Indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	Source of Funds	PLANNED BUDGET		Funded
			Q1	Q2	Q3	Q4			Code	Budget Description Name	Amount in USD
								71500	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	1,013	
								74200	Translator	500	
		C. Internal consultation workshop within DESIA staff on standard for E & S Obligation model under CA for Agriculture and Forestry Sector (1 time inside VTE, 2 days/time, 30 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.13	3,258
								71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	76	
								73100	Conference room rental	2,127	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	304	
		D. External consultation workshop with concerned line agencies on standard for E & S Obligation model under CA for Agriculture and Forestry Sector (1 time, inside VTE, 1 day/time, 50 persons)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.14	5,935
								71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	1,013	
								74200	Translator	500	
		E. Develop and internal consultation workshop within DESIA staff on monitoring procedure/guideline for district & provincial levels (1 time inside VTE, 2 days/time, 30 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.15	3,258
								71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	76	
								73100	Conference room rental	2,127	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	304	
		F. External consultation workshop with concerned line agencies on monitoring checklist/guideline for district & provincial levels (1 time, inside VTE, 1 day/time, 50 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.16	5,935
								71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	1,013	
								74200	Translator	500	

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

DESIA Annual Work 012

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		Funded Amount in USD		
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description			
									Code		Name	
		3.2.1.7 Development Policy Brief			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1	5,000	
								74200	Printing and Publications		5,000	
Subtotal Activity Result 3.2.1		Sub total									77,169	
Target 3.2.2.1 At least one technical training and two financial management training courses are organized 3.2.2.2 Training material on EIA general technical guidelines completed Baseline 3.2.1 Craft training material on EIA general technical guideline Indicator 3.2.1 Completed the EIA general technical training materials 3.2.2 Number of training conducted 3.2.3 Staff of concerned line ministries/agencies were trained	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1 Training on application of DESIA financial and accounting management manual for EMU staff (2 times/year, outside VTE, 3 days/time, 20 pers)			X		ESIA	TRAC/00012		Sub Total for 3.2.2.1	15,471	
									71500	DSA		4,177
										71500	Fuel Reimbursement	89
										72400	Communication charge	63
										72500	Office supplies/Stationery	456
										73100	Conference room rental	6,390
										73100	LCD Rental	1,800
										73400	Rental of Bus or Van	1,899
										74200	Copying hand-out and Report	608
				3.2.2.2 Training on reviewing, monitoring, and EIA guidelines - final Lao Version for Selected Province from PEI's Target Province (1 time outside VTE, 5 days, 35 pers)			X		ESIA	TRAC/00012		Sub Total for 3.2.2.2
									71600	DSA	7,975	
									71600	Fuel Reimbursement	89	
									72400	Communication charge	63	
									72500	Office supplies/Stationery	89	
									73100	Conference room rental	6,203	
									73100	LCD Rental	1,500	
									73400	Rental of Bus or Van	2,532	
									74200	Copying hand-out and Report	354	
		3.2.2.3 Short term training on accountant and application of financial management software (2 courses, inside VTE, 10 pers)		X			ESIA	TRAC/00012		Sub Total for 3.2.2.3	8,038	
									72100	Tuition Fee and Material	8,038	
Subtotal Activity Result 3.2.2		Sub total									42,313	
		3.2.3.1 Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA (1 time, 5 days/time, 17 pers)		X			UNDP	TRAC/00012		Sub Total for 3.2.3.1	40,674	
									71600	DSA	30,345	
									71600	Transportation cost	7,429	
									73400	Bus Rental and Terminal cost	2,100	
									73400	Copying and Reports	500	
									74500	Sundry	300	


Project ID: 00072574
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

Draft Annual Work 112

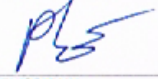
EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		Funded Amount in USD	
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description		
									Code		Name
		3.2.3.2 Intensive course on "Environment Science Basic Knowledge" for DESIA Staff (2 times, 5 days/time, 20 Pers/time, inside VTE)		X			ESIA	TRAC/00012	Sub Total for 3.2.3.3	23,424	
								72100 Tuition Fee		15,000	
								72500 Office supplies/Stationery		101	
								73100 Conference room rental		1,418	
								73100 LCD Rental		1,500	
								74200 Copying hand-out and Report		405	
								74200 Translator		5,000	
Subtotal Activity Result 3.2.3		Sub total									64,098
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)											409,736
Grand Total (Activity 3.1 + Activity 3.2):											447,109
										UNDP	102,354
										ESIA	344,755

	USD
Total Budget in 2012	122,000
Budget need in 2012	447,109
Additional budget needed in 2012	(325,109)

Prepared by:


 Ms. Thipphalane PHOTHISANE
 Project Accountant

Certified by:


 Ms. Phakkhavanh PHISSAMAY
 Project Manager

Date: 10 January 2012



Approved by:


 Ms. Boonlath YORCHIT
 National Project Director