



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ  
United Nations Development Programme

**Government of Lao People's Democratic Republic  
Water Resources and Environment Administration (WREA)  
Environmental and Social Impact Assessment Department (ESIA Dept)**

**United Nations Development Programme**

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

**FIRST QUARTERLY PROJECT REPORT  
(QPR)**

**Reporting period: January – March 2011**

## I. PROJECT INFORMATION AND RESOURCES

<b>Project number and title:</b>	00072674 “ Poverty Environment Initiative (PEI, Output 3)”
<b>Implementing Partner:</b>	Environmental and Social Impact Assessment (ESIA) Department of the Water Resources and Environment Administration (WREA)
<b>Responsible Parties (if applicable):</b>	
<b>Donors:</b>	UNEP - UNDP

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

<b>Period covered by this report:</b>	3 months (January – March 2011)
<b>Date of annual review:</b> <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 Water Resource and Environment Administration (WREA) 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 WREA 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 1<sup>st</sup> 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 WREA 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.]*

PEI-ESIA conducted the annual review meeting on Jan 21 2011. The annual workplan for 2011 was formally approved.

The project consists of three main outputs including the establishment of ESIA financial and accounting management manual; formulation of three technical guidelines on general EIA, reviewing, and monitoring; and capacity building. The ESIA financial and accounting management manual has been drafted and revised based on comments made through consultation with cabinet office of WREA. Next level of consultation with director general will be conducted in Quarter 2-2011. The manual will then be revised again for the submission to minister of WREA for approval. Two technical guidelines (on reviewing and monitoring) in English version have been completed last years. The Lao version of the two guidelines has been translated but further improvement will be required through consultation with concerned personnel. On the other hand, the technical guideline on general EIA has not yet been completed. The plan for accomplishment of general EIA guideline was requested to postpone by international consultant since July 2010. After more than two quarters of delay, the consultant informed DESIA and UNDP Laos not to continue his assignment at the end of February 2011. At the moment the general EIA guideline is still in first draft. During this quarter a meeting between DESIA, PEI and EMSP teams was held to discuss on technical collaboration. EMSP (funded by the Finish Government) will assist DESIA and PEI team to finalize the general EIA guideline using its own fund. Further discussion between the parties will be organized to jointly design the work plan. For the capacity building component, training on general EIA guideline has not yet been realized because awaiting for the guideline to be finalized.

<b>Quarterly outputs and indicators</b> <i>[According to project document and/or quarterly work plan]</i>	<b>Key activities completed during reporting period</b>	<b>Expenditures</b> <i>[Actual expenditures against activities completed]</i>	<b>Progress towards achieving outputs and targets achieved against indicators</b>	<b>Reasons if progress below target and response strategies</b> <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
<p><b>Output 3.1</b> 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</p> <p>Indicators: - ESIA Financial 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>	<p>- The planned activity such as external consultation workshop on the draft ESIA financial and accounting management manual with MOF at director general level has not been implemented. However, it was shifted to be implemented in Q2 - 2011.</p> <p>- Two trainings on the draft financial and accounting management manual for 6 staffs from DESIA and 5 staffs from EMU districts (Hongsa and Xayabury districts) had been implemented during 04<sup>th</sup> - 08<sup>th</sup> April 2011 in Sayyabouly Province. According to the annual workplan, these two</p>	<p><b>USD 4,402.07</b></p>	<p>- Currently the draft ESIA financial manual has been revised based on the comments from the consultation with cabinet office of WREA and resubmitted to the cabinet office for approval. After then the planned consultation workshop on the draft manual at director general level will be implemented in Q2 – 2011.</p> <p>- It is expected that useful comments will be provided by the DG/DDG from concerned departments. The manual will then be revised according to the comments and submitted to WREA’s minister for approval.</p> <p>- Trainings on application of the Financial and Accounting Management</p>	<p>- The external consultation workshop on the draft financial and accounting management manual has been delayed due to the draft manual is under consideration and approved by the cabinet office of WREA before conducting the external consultation workshop with MOF at director general level. However, it is expected that this activity will be implemented in Q2 – 2011.</p>

	<p>trainings were planned to be carried out in Q2. However, given that other workshops on the technical EIA guidelines could not take place in Q1 (due to EIA consultant's resignation), the project has revised workplan to carry out the framing on financial and accounting management manual in this quarter instead.</p>		<p>manual for DESIA staff and EMU districts have been organized in Q1 for effective budget use.</p>	
<p><b>Output 3.2</b></p> <p>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"> <li>- The three technical</li> </ul>	<ul style="list-style-type: none"> <li>- The planned activity such as a consultation workshop with developers and consulting firms on the revised draft EIA Guideline - English version was not implemented during this reporting period due to cancellation of the international consultant's (Mr. Jean Foerster) work to finish the EIA guideline.</li> </ul>	<ul style="list-style-type: none"> <li>- No expenditure for this output during this reporting period.</li> </ul>	<ul style="list-style-type: none"> <li>- The international consultant has quitted his consultancy service with the DESIA without completing the EIA guideline.</li> <li>- PEI-Output 3 team (PEI-ESIA and PEI-UNDP) discussed about the issue. A meeting between PEI-Output 3 and EMSP teams was organized. The</li> </ul>	<ul style="list-style-type: none"> <li>- The consultation workshop on the revised draft EIA guideline with developers and consulting firms was not implemented as planned due to the international expert has discontinued his assignment to complete the EIA guideline. After a long postponement of assignment, the international consultant informed his decision not to continue his work only at the end of</li> </ul>

<p>guidelines completed</p> <ul style="list-style-type: none"> <li>- At least 2 workshops with concerned line ministries on draft reviewing and monitoring guidelines organized.</li> <li>- At least 20% applied the three guidelines at the central and provincial levels.</li> </ul>			<p>objectives of the meeting were to discuss on way forward in completing the EIA guideline and possibility collaboration between PEI and EMSP.</p> <ul style="list-style-type: none"> <li>- EMSP will assist the DESIA to finalize the EIA guidelines through the provision of technical assistance with international consultant to finalize the Guideline. In addition EMSP will also develop checklist and guideline for hydropower and mining sectors. In doing so a joint work plan to finalize the EIA guidelines will be developed and prepared with the engagement of concerned persons.</li> </ul>	<p>February 2011. This late notice causes not enough time to find the replacement to complete the guideline and conduct the consultation workshop. Hence, the planned activity has not been implemented during this reporting period.</p> <ul style="list-style-type: none"> <li>- However, the meeting between PEI-Output 3 and EMSP had been done and will further continue to discuss on ways forward in finalizing the guideline.</li> <li>- To finalize the EIA guidelines, a joint work plan between DESIA and EMSP/international TA must be developed and prepared and expected to be done in the next quarter.</li> </ul>
<p><b>Output 3.3</b></p> <p>Through the implementation of the capacity building</p>	<p>- The planned activity such as training on EIA guideline for DESIA staffs,</p>	<p>- <b>USD 1,345</b></p>	<p>- As mentioned above the international expert has rejected to</p>	<p>- Training and awareness raising materials must be developed based on the EIA</p>

<p>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"> <li>- Completed the technical training materials</li> <li>- Number of training conducted</li> <li>- Staff of concerned line ministries/agencies were trained</li> <li>- 100 staffs at central and provincial levels were trained this year</li> <li>- Lesson learn from study town applied to improve quality of ESIA system in Laos</li> <li>- Junior staffs have basic knowledge on environment and science.</li> </ul>	<p>developers, and consulting firms (English Version) has not been conducted during this quarter due to the international expert has cancelled his consultancy service to complete the guideline.</p> <ul style="list-style-type: none"> <li>- English training for DESIA staff has been continued.</li> </ul>		<p>continue his service therefore the training was not conducted as planned.</p> <ul style="list-style-type: none"> <li>- However, the training on the EIA guideline will be organized after finalizing the EIA guideline.</li> </ul>	<p>guideline. Currently, the training and awareness raising materials have not yet been developed. Follow-up on this work with EMSP/international TA must be done and will be continued.</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]*

- Collaboration between PEI team (national consultant from other PEI outputs) meeting had also been conducted during this quarter. 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 will further continue in supporting the finalization of the EIA guideline as well as development of specific reviewing and monitoring guidelines for mining and hydropower sectors.

## **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]*

A UNDP spot check was carried out on 28 January 2011. Key recommendations 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 will address all the spot check recommendations in the coming quarter.

There was also an audit during this reporting period. The minutes of the audit had been sent to DESIA. The draft report on audit result will be sent to UNDP by 20 April 2011 and the final report on audit result will be submitted to the UNDP and DESIA by early May 2011.

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

- Delay in conducting a consultation workshop on the draft ESIA financial and accounting management with Ministry of Finance at director general level due to the draft financial and accounting management manual has not yet been approved by the cabinet office of WREA. This activity will move to implement in the second quarter.
- Delay in finalizing the EIA guideline as well as conducting training on the guideline caused by the cancelation of the international consultant in finalizing the guideline. Finalizing and training on the EIA guideline were rescheduled to do in the next quarter of 2011 with assistance of EMSP.

**7. Rating on progress towards results**

<b>Output:</b> [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.

- Internal meeting to discuss on the way forward to complete the EIA guideline.
- Project monthly meetings between PEI-ESIA and PEI-UNDP.
- Participated in the training on Communication – Introduction, 23<sup>rd</sup> February 2011.
- Participated in Kick Off Internal Audit 2010, 3<sup>rd</sup> February 2011.

#### V. FUTURE WORK PLAN

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

1. Consultation workshop on the draft ESIA Financial and Accounting Management Manual and Procurement and Inventories/Fixed Assets Management Policies with MOF at Director general level.
2. External Consultation workshop on the Second Revised Draft reviewing and monitoring Guidelines - Lao version.
3. Internal Consultation workshop within DESIA to finalize the reviewing and monitoring guidelines - Lao version.
4. Intensive course for ESIA Staff on "Environment Science Basic Knowledge".
5. English Training for ESIA staff.

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

N/A

3. Estimated total budget required for the following quarter:

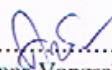
USD 29,235

VI. ANNEXES

1. Annex 1: Project Risk Log
2. Annex 2: Project Issues Log
3. Annex 3: Lessons learned log
4. Annex 4: Quarter 1 Work plan 2011
5. Annex 5: Quarter 2 Work plan 2011


PREPARED BY

Prepared by:


  
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Arounna Vongsakhamphou  
Assistant Project Manager  
PEI-Output 3

Date: 19/4/2011

Approved by:

  
.....  
Ms. Phakkavanh Phissamay  
Head of Finance and Planning Division, DESIA  
PEI-Output 3, Project Manager

28 APR 2011  
Date: .....

  
.....  
Mme. Bounkham Vorachit  
Director General of DESIA  
PEI-Output 3, National Project Director

28 APR 2011  
Date: .....

**Annex 1  
OFFLINE RISK LOG**

*(see Deliverable Description for the Risk Log regarding its purpose and use)*

<b>Project Title: Poverty Environment Initiative</b>	<b>Award ID: 00072674</b>	<b>Date: 31 March 2011</b>
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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	International	February		TA of EMSP requires	Joint work plan	DESIA,	PM	Februar	On-

	expert who is responsible for developing EIA guideline has cancelled his work to revise the draft guideline. The draft guideline will be revised/finalized by TA of EMSP with its own fund.	2011	Operational Organizational	time to review the draft EIA guideline as well as the other two guidelines on reviewing and monitoring to keep consistency Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline P = 5 I = 5	between DESIA, PEI and EMSP team will be discussed	UNDP and EMSP		y 2011	going
2	Finalization of EIA guideline is smoothly accomplished and quality	March 2011	Organizational Regulatory	Finalization of guideline may require more efforts for TA of EMSP as the expert does not involve the design of guideline from the outset. Poor quality of the guideline may prevail if the guideline is not consistent with the other two guidelines on reviewing and monitoring. P=5 I=5	Joint work plan between DESIA, UNDP and EMSP will be developed.  DESIA will work in close cooperation with expert of EMSP to ensure that all information and related documents are provided to the expert.	DESIA and EMSP	PM	April 2011	On-going

**Annex 2  
OFFLINE ISSUES LOG**

*(see Deliverable Description for the Issues Log regarding its purpose and use)*

<b>Project Title: Poverty Environment Initiative</b>	<b>Award ID: 00072674</b>	<b>Date: 31 March 2011</b>
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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	International expert who is responsible for developing EIA guideline has cancelled his work to revise	February 2011	Request for change	TA of EMSP requires time to review the draft EIA guideline as well as the other two guidelines on reviewing and	Joint work plan between DESIA, PEI and EMSP team s will be discussed	DESIA, UNDP, and EMSP	ESIA Department	February 2011	Solved

	the draft guideline. The draft guideline will be revised /finalized by TA of EMSP with its own fund.			<p>monitoring to keep consistency</p> <p>Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline</p> <p>Priority = 5</p>					
2	Planned consultation workshop on the draft ESIA financial and accounting management with Ministry of Finance was not implemented during the reporting period. The activity was moved to implement in the next quarter.	March 2011	Other	<p>Shifting the activity to implement in the next quarter may delay other activities</p> <p>Priority = 5</p>	The activity was moved to implement in the next quarter. Appropriate time will be scheduled by ESIA Department team.	ESIA Department and UNDP	ESIA Department	March 2011	On-going



**Annex 3**  
**LESSONS LEARNED LOG**

*(see Deliverable Description for the Lessons Learned Log regarding its purpose and use)*

<b>Project Title: Poverty Environment Initiative</b>	<b>Award ID: 00072674</b>	<b>Date: 31 March 2011</b>
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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	February 2011	Technical cooperation with EMSP has been developed to finalize general EIA guideline. EMSP has committed to provide technical assistance with finance to cover	After long postponement of work since July 2010, international consultant for developing EIA technical guideline cancelled his assignment at the end of February 2011. The long delay of consultant's assignment and a short notice of consultant's job cancellation caused difficulty	EMSP has committed to finalize general EIA guideline by using its own fund. A joint work plan will be developed by DESIA, PEI-UNDP and EMSP.  For future recruitment, international consultant shall be recruited to work as one-off time allocation or on a	ESIA Department

			<p>the related cost for finalizing the general EIA guideline.</p>	<p>for DESIA to recruit new consultant for finalizing the guideline and also cannot implement related activities as planned such as consultation workshop with developers and consulting firms as well training on the guideline.</p>	<p>two-phase approach with a short time interval to ensure the job accomplishment with quality.</p>	
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EXPECTED OUTPUTS and indicators including baseline and annual target	Key Activities (List of all activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		Budget Description	Funded Amount USD 2011
			1	2	3		Source of Funds	Code		
<b>Activity Result 3.1: WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESAC Dept. The system works and is audited in accordance with international standards for financial management</b>										
<b>Targets</b> Year 2	<b>Action 3.1</b> Support the development and operation of sustainable ESAC funding system through involving the 'Users of and Accounting Management responsibilities' of ESAC Department as well as senior ESAC Department with the implementation of the manual, by supporting specific training on financial management and budgeting as needed by different users under the accountants for more detail phases see the supporting document	1. Working day for national financial consultant @ 30days x 3 days	X	X	X	ESIA	TRAC0001	7100	Personal Consultant	600
Working mechanism developed, approved by government and agreed by DCSA		2. Salary for Project accountant (500months x 3 months)	X	X	X	ESIA	TRAC0001	7100	National Accountant	1,050
<b>Indicators</b>		3. Management costs (20% of All Management Activities)	X	X	X	ESIA	TRAC0002		Reclassification	804
3.1.1 Draft ESAC Financial and Accounting Management Manual (Completed) and implemented by not yet started								7000	Communication charge	36
								7000	Stationery	120
								7000	IT Maintenance	40
								7000	Main Cost of Transport Costs	30
								7000	Cost Allocation to Management	21
								7000	Bank Charge	4
								7000	Travel	38
								7000	Sub for PE and ACC Transfers/Portfolios	1,047
3.1.1.1 Draft Financial and Accounting Management Manual (Completed) and implemented by not yet started		3.1.1.1 Consultation workshop on the draft ESAC Financial and Accounting Management Manual and Procurement and Inventory/Asset Assets Management Policies with ROP at Director general level. (1 time, inside VTE, 2 days/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.1.1	1,047
								7100	Conference room rent	1,000
								7200	Office supplies	20
								7000	Printing material	20
								7000	Phone of staff in VTE	18
								7000	Cost reimbursement	25
<b>Total Activity Result 3.1</b>										
<b>Activity Result 3.2: WREA/ESAC Dept has developed revised technical guidelines and procedures that support the ESAC Dept, concerned authorities, state enterprises and developers to conduct best environmental and social assessment and mitigation practices</b>										
<b>Targets</b> Year 2	<b>Action 3.2.1</b> Support materials and draft general technical guidelines for reviewing ESAC reports as well as staff for development of general technical guidelines for developers and consultants for the preparation of ESAC reports and reviewing guidelines. The development of these guidelines will be through analysis and reference consultation	1. Salary for National consultant @1,500month x December Plus 1% increase	X	X	X	ESIA	TRAC0001	7100	National Consultant to PEI	4,770
3.2.1.1 All systems completed		2. Management costs (20% of All Management Activities)	X	X	X	ESIA	TRAC0002		Reclassification	1,419
3.2.2 The three technical guidelines approved by government and were signed								7000	Communication charge	64
								7000	Stationery	40
								7000	IT Maintenance	16
								7000	Main Cost of Transport Costs	10
3.2.2.1 Draft EA Guidelines (English version) completed but not yet finalized								7000	Cost Allocation to Management	34
3.2.2.2 Completed and finalized reviewing and monitoring guidelines (English version)								7000	Bank Charge	25
3.2.3 Draft reviewing and monitoring guidelines in a separate unit in draft not yet finalized and further support (consulting)								7000	Travel	14
<b>Indicators</b>		3.2.3.1 Consultation workshop with developers and consulting firms on the revised draft EA Guidelines - English version (1 time inside VTE, 1 day/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.2.3.1	1,079
3.2.1 The three technical guidelines completed								7100	Conference room rent	1,000
								7100	IT & Computer Equip	36
								7200	Office supplies	20
								7000	Printing material	20
								7000	Phone of staff in VTE	18
								7000	Cost reimbursement	12
3.2.2 As soon as possible, approved the three guidelines at the central and provincial levels								7000	Sub Total for 3.2.2.1	1,069
<b>Subtotal Activity Result 3.2.1</b>										
<b>Targets</b> Year 2	<b>Action 3.2.2</b> Development of training materials and conduct the training, including awareness raising workshop	3.2.2.1 Training on EA Guidelines for DCSA staff, developers, and consulting firms (English Version delivered by international expert) (1 time inside VTE, 2 days/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.2.2.1	1,069
As least two technical training and three financial management training courses are organized								7000	Personal	300
<b>Indicators</b>								7100	Conference room rent	112
3.2.1 The training material on EA guidelines								7200	Office supplies	20
3.2.2 Reviewing and training material completed								7100	Costs	30
3.2.3 Training on reviewing and monitoring guidelines conducted								7000	Communication charge	64
3.2.1 Completed the technical training materials								7000	Stationery	40
3.2.2 Review of training materials								7000	IT Maintenance	16
3.2.3 Draft of conceptual base technical guidelines were finalized								7000	Main Cost of Transport Costs	10
3.2.4 VTE staff at central and provincial levels were trained								7000	Cost Allocation to Management	34
3.2.5 Awareness trainings have been applied to improve quality of ESAC system in Laos								7000	Bank Charge	25
3.2.6 Senior staff have been trained on environment and science								7000	Travel	14
<b>Subtotal Activity Result 3.2.2</b>										
3.2.2.1 English Training for DCSA staff			X	X	X	UNEP	TRAC0002		Sub Total for 3.2.2.1	1,000
<b>Subtotal Activity Result 3.2.3</b>										
<b>Total Activity Result 3.2.1+3.2.2+3.2.3</b>										
<b>Grand Total Guidelines 3.1+3.2+3.3</b>										

Prepared by

*Signature*  
 Ms. Thachawan PHESSAWY  
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Certified by

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 Project Manager

Date: 18 January 2011

UNEP  
 ESIA  
 30,371

PEI Q2 2011 Work plan and Budget plan  
 Project ID: 0002674  
 Project Name: Poverty Environment Initiative (PEI)  
 Output 3: (ESIA)

PEI Q2 2011 Work plan and Budget plan

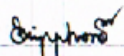
EXPECTED OP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		Budget Description Name	Funded Amount USD
			4	5	6		Source of Funds	Code		
Activity Result 3.1. WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESA Dept. The system works and is audited in accordance with international standards for financial management										
Targets										
Year 2:										
Funding mechanism developed, approved by government, and applied by DESA										
Baseline:										
3.1.1 Draft ESIA Financial and Accounting Management Manual										
Completed and implemented by not yet approved										
Indicator:										
3.1.1 ESIA Financial Manual completed and applied by DESA for obtaining and management of environment monitoring budget from development projects										
3.1.2 At least 10 staffs of DESA and EMU were trained and applied the manual (2 of 10 staffs are women)										
Action 3.1: Support the development and operation of sustainable ESIA funding system through finalizing the "financial and Accounting management regulation/manual" for ESA department, as well as assist ESA Department with the implementation of the manual, by supporting specific training on financial management and budgeting as needed by different levels within the department. (for more detail please see the supporting document)										
1. Working day for national financial consultant (\$ 200/day x 22days)										
X X X ESA TRAC00012 71300 Financial Consultant 4,400										
2. Salary for Project accountant (\$652/month x 3months)										
X X X ESA TRAC00012 71400 National Accountant 1,956										
3. Management costs (20 % of All Management Activities)										
X X X ESA TRAC00012 Miscellaneous 354										
72400 Communication charge 96										
72500 Stationery 120										
72800 IT Maintenance 45										
73400 Maint. Oper of Transport Equip 30										
74300 Copy document for Management 21										
74500 Bank Charge 5										
74500 Sundry 36										
Total for FM and ACC Training/Workshop 2,547										
5. Financial and Accounting training/Workshop:										
3.1.1. Consultation workshop on the draft ESIA Financial and Accounting Management Manual and Procurement and Inventories/Fixed Assets Management Policies with MOF at Director general level (1 time, inside VTE, 2 days/1time, 33 pers.)										
X ESA TRAC00012 Sub Total for 3.1.1 2,547										
73100 Conference room rental 1,960										
72500 Office supplies 200										
74200 Copying hand-out 262										
73400 Rental of bus or Van 400										
71600 Fuel Reimbursement 25										
Total Activity Result 3.1 9,257										
Activity Result 3.2. WREA/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices										
Targets										
Year 2:										
1. Salary for National consultant (\$1,502/month x 12months Plus 5% increase)										
X X X ESA TRAC00012 71400 National Assistant to PM 4,731										
2. Salary for a Short-Term National Consultant Plus Cost for Advertisements (\$1,502/month x 2.5 months)										
X X X ESA TRAC00012 71400 Short-Term National Assistant to PM 3,755										
3. Cost for Advertisements for replacement of Short-Term National Consultant										
X X X ESA TRAC00012 71400 Short-Term National Assistant to PM 250										
4. Management costs (80 % of All Management Activities)										
X X X ESA TRAC00012 Miscellaneous 1,417										
72400 Communication charge 364										
72500 Stationery 480										
72800 IT Maintenance 180										
73400 Maint. Oper of Transport Equip 120										
74200 Copy document for Management 54										
74500 Bank Charge 25										
74500 Sundry 144										
3.2.1 ESIA Guideline completed										
3.2.2 The three technical guidelines approved by government and were applied										
Baseline:										
3.2.1 First Draft ESIA Guideline (English version) completed but not yet finalized										
3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)										
3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and therefore required consultations										

PEI Q2 2011 Work plan and Budget plan  
 Project ID: 00072674  
 Project Name: Poverty Environment Initiative (PEI)  
 Output 1 (ESAD)


PEI Q2 2011 Work plan and Budget plan

EXPECTED OP 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		Budget Description Name	Funded Amount USD
			4	5	6		Source of Funds	Code		
		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	TRAC/00012		Sub Total for 3.2.1.2.	1,751
								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
		3.2.1.3. Internal Consultation workshop within DESIA to finalize the reviewing and monitoring guidelines - Lao version ( 1 time inside VTE, 2 days/time .25 pers)		X		ESIA	TRAC/00012		Sub Total for 3.2.1.3.	1,197
								71600	Per Diem	312
								73100	Conference room rental	75
								72500	Office supplies	281
								73100	Coffee break	249
								74200	Copying hand-out	281
		3.2.2.2. English Training for ESIA staff	X	X	X	ESIA	TRAC/00012		Sub Total for 3.2.2.2	3,000
								72100	English Training	3,000
		3.2.3.3. Intensive course for ESIA Staff on "Environment Science Basic Knowledge" (inside VTE, 20Pers, 5 Days)		X		ESIA	TRAC/00012		Sub Total for 3.2.3.3	3,872
								71600	Per Diem	620
								73100	Conference room rental	187
								72500	Office supplies	62
								73100	Coffee break	312
								74200	Copying hand-out	187
								72100	Tuition Fee	1,000
								74200	Translation fee	1,500
Total Activity Result 3.2 ( 3.2.1 + 3.2.2 + 3.2.3 )										19,979
Grand Total ( Activity 3.1 + Activity 3.2 )										26,235
										UNOP
										ESIA
										26,235

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Date: 08 April 2011

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