



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"**

FIRST QUARTERLY PROJECT REPORT

Reporting period: January – March 2012

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	June 2012

Period covered by this report:	3 months (January – March 2012)
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	1,495,363	422,000

Resources	Donor	Amount
	UNDP/UNEP and SDC	422,000

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]*

<p>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. <i>[Indicate if included in SRF]</i></p>				
<p>Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change, any project contribution.]</i></p> <p>The first quarter of 2012 has been achieved remarkably against planned activities including completing an annual project review meeting 2011, an internal consultation workshop to finalize monitoring procedures guideline for DESIA (Lao version), and a consultation workshop on the revised draft DESIA Financial and Accounting Management manual with MOF at DG/DGG level.</p> <p>Beside planned activities, the project has also joint/participated other activities organized by PEI-Output 2 including activities on law dissemination and decree implementation for 17 provinces, and PEI annual experiences exchange workshop.</p>				
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>
<p>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</p>	<p>- Planned consultation workshop on the draft DESIA Financial and Accounting Management Manual with MOF at DG/DDG level had been organized on 28 – 29 March 2012 at Thalath district, Vientiane</p>	<p>5, 302 USD</p>	<p>- The draft financial management manual will be revised base on comments received from the consultation workshop. Furthermore, the draft financial management manual will also be sent to the MOF (particularly to</p>	<p>- After approval by the Minister, the DESIA financial and accounting management manual will be officially applied by DESIA and EMU staff.</p>

<p>financial management Indicators:</p> <ul style="list-style-type: none"> - Draft DESIA Financial Management Manual completed and applied by DESIA for obtaining and monitoring budget from at least 5 big development projects. - At least 10 staff of DESIA were trained and applied the software and the DESIA Financial Manual (4 of 10 staff are women) - At least 1 consultation workshop on the draft DESIA Financial Management Manual with MOF at DG/DDG level organize - At least 10 EMU staff were trained and applied the DESIA Financial Management Manual (3 of 10 staffs are women) 	<p>province.</p>		<p>concerned departments) for comments. The revised draft financial management manual will then be submitted to Minister of MoNRE for approval and officially application to development projects.</p> <ul style="list-style-type: none"> - With supporting from Hongsa Lignite Power Plant Project, three TOTs (training of trainer) on application of the draft DESIA financial management manual were organized in Xayabury province which included TOT for DNRE with 15 participants on 13 – 17 February 2012, TOT for EMU staff at Hongsa district with 12 participants on 20 – 24 February 2012, and TOT for EMU staff at Ngeun district with 12 participants on 27 February – 3 March 2012. - Short term training on 	
---	------------------	--	---	--

			<p>accountant and application of financial management software is planned to implement in Q2 – 2012. To organize the training a communication with software selling company has been conducted. However, further discussion on organizing the training is still required.</p>	
<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: - EIA report writing guideline (English and Lao version) completed/finalized and applied by DESIA staff</p>	<p>- A planned internal consultation workshop to finalize monitoring procedures guideline for DESIA (Lao version) was conducted at Thalath district, Vientiane province on 26 – 27 March 2012.</p>	<p>14, 263 USD</p>	<p>- The EIA report writing guideline has not been finalized due to international consultancy service has been finished. The DESIA had sent a requested letter to EMSP Technical Team Leader in assisting the PEI-ESIA in finalizing the EIA report writing guideline. It is expected that the draft EIA report writing guideline will be finalized in Q2 - 2012.</p>	<p>The EIA report writing guideline has not been completed during this quarter due to the fact that after the consultation workshop with stakeholders and training in November 2011, incorporation of comments into the revised draft was essentially required for the finalization of the draft. However, the international consultancy service has been expired.</p> <p>- A meeting between DESIA</p>

<p>- At least 2 consultation workshops on EIA report writing guideline (Lao version) and 1 consultation workshop to finalize the monitoring procedures guideline for DESIA are organized.</p>			<p>- The general IEE/EIA review guideline (English version) had been completed since August 2010 and translated in to Lao. However, the review guideline has to be in line with the EIA report writing guideline. Therefore, DESIA had requested EMSP in updating the review guideline using similar format and contents as the EIA report writing guideline. The review guideline is expected to complete in Q3 - 2012.</p>	<p>and TA-EMSP to discuss on support DESIA in providing technical assistant and extending time for Mr. Jean Noel DUFF with budget to cover the cost for finalizing the draft EIA report writing guideline, revising the general IEE/EIA review guideline to be consistent to and compatible with the EIA report writing guideline are needed.</p>
<p>Output 3.3 Through the implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out</p>	<p>- According to Q1-2012 work plan, there was no planned training during this quarter.</p>	<p>No expenditure</p>	<p>- The draft technical training material on the EIA report writing guideline will be finalized in Q2 - 2012. A meeting between DESIA and TA-EMSP is needed to discuss</p>	<p>- Delay in submission of the final EIA technical training materials will cause the delay in conducting training. It is expected that the final training material will be ready by Q2-2012. A meeting with TA-</p>

<p>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 ministries/agencies were trained - 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>on finalization of the draft training material and way forward to support DESIA.</p> <ul style="list-style-type: none"> - The intensive course on environment science basic knowledge has been advertised and there are four candidates applied for post. A recruitment of expert will be conducted based on UNDP system and it is expected that the course will be implemented in Q2-2012. 	<p>EMSP and DESIA team to discuss about international expert work will be required.</p> <ul style="list-style-type: none"> - Due to long extending of flood event in Bangkok the study exchange has been shifted to conduct in 2012. An official letter from MoNRE Thailand had been sent to DESIA. The date for study exchange has been set up on 2-6 April 2012 through the assistance and coordination of UNDP Laos, UNDP Thailand, and PEI Thailand.
---	--	--	---	---

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.]

- The PEI-DESIA 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.
- The PEI-DESIA staffs now has all position filled in November 2009 and all staffs are now fully oriented to the project/HACT, system and policies.

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]*

- Coordination between PEI-ESIA and PEI-IPD has been continued through joint activities on law dissemination and decree implementation for 17 provinces organized by PEI-IPD.
- PEI annual experiences exchange workshop.
- Several internal consultations, meetings and monthly meetings between PEI-ESIA and UNDP were organized to ensure smooth implementation of the project and preparation for PEI Phase II and will further continue.
- Coordination and knowledge sharing between all PEI components and relevant stakeholders had been continued through PEI-ESIA Annual Project Review Meeting for 2011 conducted at Lao Plaza Hotel on 20 January 2012.
- Workshop on “A sustainable development analysis of agricultural investment contracts in Lao P.D.R” supported by PEI organized by PEI-Output 2.

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]*

There was no audit during this reporting period. However, a follow up audit was carried out in February 2012 by Ernst and Young Lao Limited Company.

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

- Due to resignation of the project accountant a new one has been recruited. However as she

is new to the tasks she may require some times to learn and adapt with the project process particularly on financial process. This may cause the delay in preparing budgeting summary report as well as other unforeseen activities.

7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>		
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.

- 1) Joint activity on law dissemination and decree implementation for 17 provinces.
- 2) PEI annual experiences exchange workshop.
- 3) Monthly meeting between PEI-ESIA and UNDP to discuss on the way forward for smooth project implementation.
- 4) Mission for the assessment of national systems and corresponding implementation capacity of UNDP IPS.
- 5) Local project appraisal committee (LPAC) meeting for poverty environment initiative (PEI) programme framework for phase II.
- 6) Workshop on “A sustainable development analysis of agricultural investment contracts in Lao P.D.R” supported by PEI organized by PEI-Output 2.
- 7) Meeting between PEI-ESIA and experts from International Institute for Environment Development (IIED) to discuss on how PEI-IPD and PEI-ESIA can coordinate in development of the environment and social obligations for the model contract as well as time and substance of this activity.

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?

2nd quarterly work plan 2012 (April – June 2012) includes:

1. Develop sustainable financing assessment study
2. Workshop on initial result of sustainable financing assessment study
3. Internal consultation workshop on the first draft EIA reporting writing guidelines - Lao version
4. External consultation workshop on the revised first draft EIA reporting writing guidelines - Lao version
5. Joint monitoring between DESIA and IPD
6. Round table meeting between DESIA and IPD
7. Short term training on accountant and application of financial management software
8. Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA

9. Intensive course on "Environment Science Basic Knowledge" for DESIA 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: 75,000 USD

VI. ANNEXES

1. Annex 1: Quarter 1 Work plan 2012
2. Annex 2: Project Risk Log
3. Annex 3: Project Issues Log
4. Annex 4: Lessons learned log
5. Annex 5: Quarter 2 Work plan 2012

PREPARED BY

Prepared by:



.....
Arounna Vongsakhamphouy
Assistant Project Manager
PEI-Output 3

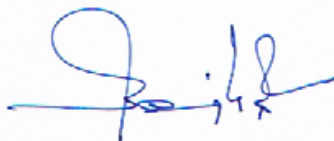
Date: 9/4/2012

Approved by:



.....
Mr. Lamphoukeo Kettavong
Deputy Head of Finance and Planning Division, DESIA
PEI-Output 3, Alternate Project Manager

Date: 10 APR 2012



.....
Mr. Thavone Vongphosy
PEI-Output 3, Alternate National Project Director

Date: 10 APR 2012

Project ID: 00672674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIA)

Quarterly Work plan 2012: Q1/2012

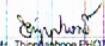
EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		Funded Amount-USD 2012			
			1	2	3		Source of Funds	Budget Description				
			Code		Name							
Activity Result 3.1. WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESIA Dept. The system works and is audited in accordance with international standards for financial management												
<p>Targets</p> <p>3.1.1 Funding mechanism developed approved by government, and applied by DECSA</p> <p>3.1.2 Sustainable financing assessment study produced</p> <p>Baseline:</p> <p>3.1.1 Draft DECSA Financial and Accounting Management Manual</p> <p>Indicator:</p> <p>3.1.1 DECSA Financial Manual completed and applied by DECSA for planning management of environment monitoring budget from development projects</p> <p>3.1.2 Result on sustainable financing assessment study was applied by DECSA for sustainable financing of ESIA monitoring</p> <p>3.1.3 Consultation workshop with MOF at DC Level organized</p>	<p>Action 3.1:</p> <p>Support the development and operation of sustainable ESIA funding system through finalizing the Financial and Accounting management registration manual for ESIA department, as well as assist ESIA 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)</p>	1. Salary for project accountant (12 months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,054		
		2. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	504		
									72400	Communication charge	96	
									72500	Stationery	120	
									72800	IT Maintenance	45	
									73400	Maint. Oper of Transport Equip	160	
									74200	Copy document for Management	21	
									74500	Bank Charge	6	
									74500	Sundry	36	
										Total for FN and ACC Training/Workshop	5,300	
										Sub Total for 3.1.1	5,300	
										71600	DSA	2,215
										71600	Fuel Reimbursement	89
										72400	Communication charge	63
										72500	Office supplies/Stationery	89
								73100	Conference room rental	1,241		
								73100	LCC Rental	300		
								73400	Rental of Bus or Van	949		
								74200	Copying hand-out and Report	354		
									Sub total	7,858		
Total Activity Result 3.1:												
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												
<p>Target</p> <p>3.2.1 H.E. general technical guideline developed</p> <p>3.2.2 EIA general technical guideline Lao version completed</p> <p>3.2.3 EIA Technical guidelines for agriculture and forestry plantation sectors produced</p> <p>3.2.4 Updated EIA review guideline to inline with EIA reporting writing guideline</p> <p>3.2.5 Field list of monitoring and review guideline carried out</p> <p>3.2.6 Draft of monitoring checklist/guidelines carried out</p> <p>3.2.7 EIA general technical guideline-English & Lao version finalized</p> <p>Baseline:</p> <p>3.2.1 EIA general technical guidelines -English version drafted</p> <p>3.2.2 Drafted EIA general technical guidelines Lao version (Lao version)</p> <p>3.2.3 Drafted reviewing and monitoring procedures guidelines (Lao version)</p> <p>Indicator</p> <p>3.2.1 EIA general technical guidelines-English version finalized</p> <p>3.2.2 Number of consultation concluded</p> <p>3.2.3 The updated EIA review guideline applied</p>	<p>Action 3.2.1:</p> <p>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</p> <p>1.Guidelines / Checklist development (Reviewing guideline, writing guidelines for developers and monitoring guideline)</p>	1. Salary for National consultant (12 months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,873		
		2. Equipment and Furniture					ESIA	TRAC/00012	72200	Furniture	1,395	
							UNDP	TRAC/00012	22805	Informatic Equipments	11,580	
		3. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	2,017		
									72400	Communication charge	364	
									72500	Stationery	450	
									72800	IT Maintenance	160	
									73400	Maint. Oper of Transport Equip	720	
									74200	Copy document for Management	84	
									74500	Bank Charge	25	
									74500	Sundry	144	
										Sub Total for 3.2.1.5.	4,622	
										D. Internal consultation workshop to finalize monitoring procedures guideline for DESIA (1 time inside VTE, 3 days, 30 pers)		

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIA)


Quarterly Work plan 2012: Q1/2012

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		Funded Amount USD 2012
			1	2	3		Source of Funds	Budget Description	
								Code	
							71600	Fuel Reimbursement	89
							72400	Communication charge	63
							72500	Office supplies/Stationery	76
							73100	Conference room rental	3,190
							73100	LCD Rental	900
							74200	Copying hand-out and Report	304
Subtotal Activity Result 3.2.1:		Sub total							4,622
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3):		Sub total							25,087
Grand Total (Activity 3.1 + Activity 3.2):		Sub total							32,945
								UNDP	11,680
								ESIA	21,265

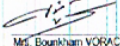
Prepared by:


 Ms. Thopplaphone PHOTHISANE
 Project Accountant

Certified by:


 Ms. Phokharavith PHISSAMAY
 Project Manager

Approved by:


 Ms. Bourkham VORACHIT
 National Project Director

Date: 10 January 2012

**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 March 2012
---	---------------------------	----------------------------

#	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	After the consultation workshop and training in November 2011	January 2012	Operational Organizational	Delay in finalization of EIA report writing guideline may cause the delay of other activities such as EIA technical	A meeting with TA-EMSP is required to discuss on support DESIA in providing TA (Mr. Jean Noel	DESIA, UNDP	PM	March 2012	Ongoing

	<p>finalization of the EIA report writing guideline is required by incorporating stakeholders' comments into the revised draft. However, the draft has not yet been finalized due to the international consultancy service TA has been expired.</p>			<p>training, and revision of the general IEE/EIA review guideline to be consistent to and compatible with the EIA report guideline.</p> <p>P = 5 I = 5</p>	<p>DUFF) with budget to cover the cost for finalizing the draft EIA report writing guideline, revising the general IEE/EIA review guideline to be consistent to and compatible with the EIA report writing guideline</p>				
2	<p>Finalization of EIA technical training material is due because the international consultancy service TA has been expired.</p>	<p>January 2012</p>	<p>Operational Organizational</p>	<p>Delay in submission of the final EIA technical training materials will cause the delay in conducting training.</p>	<p>A meeting with TA-EMSP and DESIA team to discuss about international expert work will be required.</p>	<p>DESIA UNDP</p>	<p>PM</p>	<p>March 2012</p>	<p>Ongoing</p>

**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 March 2012
---	---------------------------	----------------------------

#	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	After the consultation workshop and training in November 2011 finalization of	January 2012	Other	Delay in finalization of EIA report writing guideline may cause the delay of other activities such as EIA technical training, and revision of the general	A meeting with TA-EMSP is required to discuss on support DESIA in providing TA (Mr. Jean Noel DUFF) with budget to cover the cost for finalizing the draft	DESIA, UNDP	ESIA Department	March 2012	Ongoing

	the EIA report writing guideline is required by incorporating stakeholders' comments into the revised draft. However, the draft has not yet been finalized due to the international consultancy service TA has been expired.			IEE/EIA review guideline to be consistent to and compatible with the EIA report guideline. Priority = 5	EIA report writing guideline, revising the general IEE/EIA review guideline to be consistent to and compatible with the EIA report writing guideline				
2	Finalization of EIA technical training materials is due because the international consultancy service TA has been expired.	March 2012	other	Delay in submission of the final EIA technical training materials will cause the delay in conducting training. Priority = 5	A meeting with TA-EMSP and DESIA team to discuss about international expert work will be required.	ESIA Department	ESIA Department	March 2012	Ongoing

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 March 2012
---	---------------------------	----------------------------

#	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	March 2012	Technical cooperation between PEI-DESIA & EMSP has been in place. Revised draft EIA report writing guideline have been completed with consultation process among line agencies and private sectors (developers) jointly conducted by EMSP-TA and the PEI-DESIA team.	Finalization of the draft EIA report writing guideline and training materials is due because the international consultancy service TA has been expired.	A meeting with TA-EMSP is required to discuss on support DESIA in providing TA (Mr. Jean Noel DUFF) with budget to cover the cost for finalizing the draft EIA report writing guideline as well as the training materials.	ESIA Department

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

Second Quarterly Work plan 2012 (Q2 - 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	Source of Funds	PLANNED BUDGET		Funded Amount-USD 2012		
			4	5	6			Code	Budget Description Name			
Activity Result 3.1. MoNRE has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESIA Dept. The system works and is audited in accordance with international standards for financial management												
Targets Complete DESIA Financial and Accounting Management Manual as well as sustainable financing assessment study and applied by ESIA Department Baseline: Draft DESIA Financial Management Manual completed and implemental but not yet finalize Indicator: 1. Draft DESIA Financial Management Manual completed and applied by DESIA for obtaining and monitoring budget from at least 5 big development projects 2. At least 10 staff of DESIA were trained and applied the software and the DESIA Financial Manual (4 of 10 staff are women) 3. At least 1 consultation workshop on the Draft DESIA Financial Management Manual with MOP at DG Level Organize. 4. At least 10 EMU staff were trained and applied the DESIA Financial Management Manual	Action 3.1: Support the development and operation of sustainable ESIA funding system through finalizing the financial and Accounting management regulations manual for ESIA department, as well as assist ESIA 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. Salary for project accountant (4 months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,843		
		2. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	354		
									72400	Communication charge	96	
									72500	Stationery	120	
									72800	IT Maintenance	45	
									73400	Maint. Oper of Transport Equip	30	
									74200	Copy document for Management	21	
									74500	Bank Charge	6	
									74500	Sundry	36	
				3. Cost for sustainable Financing Assessment and DESIA Financial						Total Training/Workshop	12,322	
				3.1.1 Develop sustainable financing assessment study	X			ESIA	TRAC/00012		Sub Total for 3.1.1	5,997
									74200	Printing and publication	5,997	
				3.1.2 Workshop on initial result of sustainable financing assessment study (1 time, outside VTE, 1 day/time, 35 persons)			X	ESIA	TRAC/00012		Sub Total for 3.1.2	6,325
									71600	Fuel Reimbursement	190	
									71600	DSA	2,215	
							72400	Communication charge	63			
							72500	Office supplies/Stationery	89			
							73100	Conference room rental	2,481			
							73100	LCD Rental	309			
							73400	Rental of Bus or Van	633			
							74200	Copying hand-out and Report	354			
Total Activity Result 3.1:									15,519			
Activity Result 3.2. MONRE/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 3.2.1. EIA report writing guideline (English and Lao Version) completed. Baseline 3.2.1.1 EIA Report writing guidelines - English Version Drafted but not yet translate into Lao and finalized 3.2.1.2 Drafted monitoring guideline procedures for Developers (Lao Version) was produced but not yet finalized Indicator 3.2.1 EIA Report Writing guidelines-(English - Lao version finalized) completed and applied by DESIA 3.2.2 At least 2 consultation workshops on EIA report writing guideline (Lao version) and 1 consultation workshop to finalize the monitoring procedures guideline for DESIA are organized.	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. Furthermore, support material and draft IEE general technical guidelines for reviewing and monitoring IEE as well as development of reviewing and monitoring EIA guidelines for agriculture and forestry sector and monitoring procedures guideline for district and provincial levels. The development of eight guidelines will be through analysis and extensive consultation. 1. Guidelines for Checklist development; EIA report writing guideline; EIA review guideline; monitoring procedures guideline; IEE review guideline; IEE	1. Salary for National consultant (4 months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	6,497		
		2. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	2,017		
									72400	Communication charge	384	
									72500	Stationery	480	
									72800	IT Maintenance	180	
									72500	Office supplies/Stationery	720	
									73100	Conference room rental	84	
									73100	LCD Rental	25	
									74200	Copying hand-out and Report	144	
				3.2.1.1 The EIA Report Writing Guideline - Lao Version							12,795	
		A. Internal consultation workshop on the first draft of EIA report writing guidelines - Lao version (1 time inside VTE, 2 days/time, 30 pers)			X	ESIA	TRAC/00012		Sub Total for 3.2.1.1	3,562		
							71600	Fuel Reimbursement	89			

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

Second Quarterly Work plan 2012 (Q2 - 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	Source of Funds	PLANNED BUDGET		Funded Amount-USD 2012
			4	5	6			Code	Budget Description Name	
	monitoring guideline, EIA review and monitoring guidelines for agriculture and forestry sector, and monitoring procedures guideline for district and provincial level)						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	608	
			B. External consultation workshop on the revised first draft EIA reporting writing guidelines - Lao version (1 time, outside VTE, 1 daytime, 50 persons)			X	ESIA	TRAC/00012	Sub Total for 3.2.1.2.B	9,233
								71600	DSA	3,165
								71600	Fuel Reimbursement	89
								72400	Communication charge	63
								72500	Office supplies/Stationery	127
								73100	Conference room rental	3,544
								73100	LCD Rental	600
								73400	Rental of Bus or Van	633
								74200	Copying hand-out and Report	1,013
			3.2.1.2 Joint monitoring between DESIA and IPD (1 time, outside VTE, 5 days/time, 15 persons)			X	ESIA	TRAC/00012	Sub Total for 3.2.1.6	3,813
							71600	DSA	2,231	
							72400	Communication charge	63	
							72500	Office supplies/Stationery	76	
							73400	Rental of Bus or Van	1,139	
							74200	Copying hand-out and Report	304	
		3.2.1.3 Round table meeting between DESIA and IPD (1 time inside VTE, 1 daytime, 30 persons)			X	ESIA	TRAC/00012	Sub Total for 3.2.1.7	2,396	
							71600	Fuel Reimbursement	25	
							72400	Communication charge	63	
							72500	Office supplies/Stationery	300	
							73100	Conference room rental	1,008	
							73100	LCD Rental	300	
							74200	Copying hand-out and Report	300	
							74200	Translator	400	
Sub total 3.2.1									27,518	
Target: At least a study exchange on EIA and intensive course on "Environmental Science Basic Knowledge" are organized. DESIA staff have improved knowledge on Environment science and apply in EIA review process Baseline 1. Summary record of the first ministerial meeting on cooperation in water resources and Environment management between MONRE Laos and MNRE Thailand 2. DESIA staff has limited basic knowledge on Environmental Science Indicators: 1. Lesson learned from study exchange applied to improve quality of EIA system in Laos 2. At least 40 staff have been trained on basic knowledge	Action 3.2.2: Develop training materials and conduct trainings, including awareness raising workshop	3.2.2.1 Short term training on accountant and application of financial management software (2 courses, inside VTE, 10 pers)			X	ESIA	SDC	Sub Total for 3.2.2.3	8,038	
								72100	Tuition Fee and Material	8,038
		3.2.2.2 Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA (1 time, 5 days/time, 17 persons)	X				UNDP	SDC	Sub Total for 3.2.2.1	29,475
								71600	DSA	19,142
								71600	Terminal cost	2,584
								73400	Van Rental	2,100
									Air Fare	4,845
								74500	Sundry	804
		3.2.2.3 Intensive course on "Environment Science Basic Knowledge" for DESIA Staff (2 times, 5 days/time, 20 Pers/time, inside VTE)			X		UNDP/ESIA		Sub Total for 3.2.2.3	23,924
								SDC	71200	Tuition Fee

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

Second Quarterly Work plan 2012 (Q2 - 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			Funded Amount-USD 2012
			4	5	6		Source of Funds	Budget Description		
								Code	Name	
						SDC	71200	Advertisement Fee	500	
						TRAC00012	72500	Office supplies/Stationery	101	
						TRAC00012	73100	Conference room rental	1,418	
						SDC	73100	LCD Rental	1,500	
						TRAC00012	74200	Copying hand-out and Report	79	
						SDC	74200	Copying hand-out and Report	326	
						SDC	74200	Translator	5,000	
Sub total 3.2.2									31,962	
Total Activity Result 3.2 (3.2.1 + 3.2.2):		Sub total							59,480	
Grand Total (Activity 3.1 + Activity 3.2):		Sub total							75,000	
									SDC 30,000	
									TRAC 45,000	

Prepared by:



Ms. Nidalone Vissapra
Project Accountant

Certified by:



Mr. Lamphoukoo Kettawong
Alternate Project Manager



Approved by:

Date: 10 April 2012

Mr. Thavong Vongphosy
Alternate National Project Director