



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

**Government of Lao People's Democratic Republic
Ministry of Water Resources and Environment (MONRE)
Environment and Social Impact Assessment Department (DESIA)**

United Nations Development Programme

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

THIRD QUARTERLY PROJECT REPORT (QPR)

Reporting period: July – September 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:	3 months (July – September 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.]*

Planned consultation workshop on the draft DESIA financial management manual with Ministry of Finance at Director General Level has not been implemented during this quarter due to improvement and internal-restructure of WREA to Ministry of Natural Resources and Environment (MONRE). The consultation workshop is shifted to be conducted in Q1-2012 due to limited budget and dense schedule in Q4-2011. As recommended by PEI-UNDP sustainable financial management is part of the DESIA financial management manual. The purpose of the sustainable financial management is to analyze DESIA budget to support sustainable financing solutions including potential source of income and expenditure of DESIA, to fulfil its mandate as the lead organization for monitoring and evaluation implementation of the environmental and social management plans of investment projects as well as to identify and prioritize possible solutions to address budgetary shortfalls. An advertisement for national financing assessment expert had been advertised on Vientiane Time and Vientiane Mai newspapers. However, there is no candidate applied for the position. This issue was raised and discussed during monthly meeting with PEI-UNDP team and agree that the sustainable financial management will be conducted by a consultant company or national consultant which depend on budget available. It is expected that this work will be done in Q1-2012.

Due to waiting comments from Chief Technical Advisor of EMSP (Mr. Peter G. Jensen) and some centers of DESIA resulting in planned activities such as consultation workshop and training on the EIA guideline with DESIA staff, developers, and consulting firms have not been conducted during this reporting period. The comments will then be sent to the international expert for revising the guideline. It is expected that the guideline will be completed at the end of October 2011 and ready for consultation workshop and training in November 2011. A study exchange of DESIA staff with MNRE Thailand to learn and exchange experiences on EIA has been postponed to 20 – 26 November 2011 due to urgent government duty of the MNRE Thailand. The English training course for DESIA staff at 21 Century School has been continued and will be terminated after this term because field work in provinces results in absence of the staff attendance. The intensive training course for DESIA staff on environmental science basic knowledge has not been conducted during this quarter due to improvement and internal restructure of the

MONRE. This activity is expected to be organized in Q1- 2012 with possibility of involving international expert from Mahidol University to deliver the course. A further discussion between DESIA team and the international expert in arranging the course is needed.

However, there were some unplanned activities had been done during this quarter including revised PEI-UNDP SAICM Component project proposal for 11th round submission, reviewing and providing comments on the draft EIA guideline, and first round table meeting between IPD and DESIA.

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 financial management</p> <p>Indicators: - DESIA Financial Management Manual completed and applied by DESIA for obtaining and</p>	<ul style="list-style-type: none"> - Planned consultation workshop with MOF at Director General level on the draft DESIA financial management manual has not been implemented. - A planned activity on sustainable financial analysis which is a part of the financial management manual has not yet implemented in this quarter. 	<p>USD 267</p>	<ul style="list-style-type: none"> - The consultation workshop has been postponed and will be implemented in Q1- 2012 and led by person who understands the manual well. The draft manual will then be revised, finalized and submitted to the Minister for approval. - To implement the sustainable financial analysis a TOR for national financing assessment expert had been developed and revised from time to 	<ul style="list-style-type: none"> - Significant delay in revision and submission of the draft manual impacted on the external consultation workshop implementation and approval of the guideline. Revision and submission of the draft manual were delayed due to internal restructure of MONRE which might effect to the draft financial management manual therefore it must wait until the internal restructure completed and the draft manual will then be revised before conducting the consultation with MOF.

<p>management of environment monitoring budget from development projects</p> <p>- At least 10 staffs of DESIA and EMU were trained and applied the manual (3 of 10 staffs are women)</p>			<p>time based on the comments from the team. The position had been advertised in Vientiane Time and Vientiane Mai newspapers. However, there was no candidate applied for the position resulting in this planned activity has not yet been implemented during this quarter.</p> <p>- This issue had been raised and discussed during the monthly meeting and agreed that based on the project budget there would be two options including 1/. in case getting more budgets, a consultant company will be engaged for conducting this work and finalize the draft manual and 2/. in case getting little budget then the TOR will be revised to include only data management and Grace Wong (Senior Technical</p>	<p>- Draw out national financing assessment consultant recruitment process due to no application for the position. The reason might be because of short term assignment and it is quite required technical assignment.</p>
--	--	--	---	--

			<p>Advisor) will help conducting the required analyses.</p> <p>- Due to limited budget and dense schedule in Q4 this activity has been shifted to Q1-2012.</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:</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. - At least 20% applied the 	<ul style="list-style-type: none"> - The draft EIA guideline prepared by UNDP-TA was restructured and revised by the international expert (Jean Noel, EMSP-TA) and sent to DESIA, EMSP, and UNDP teams for comments/feedback. - Only comments from Law and Information Division and Energy Center were obtained. However, still waiting comments from EMSP's chief technical advisor and other 2 centers of DESIA resulted in the two planned activities such as consultation workshop and training on the guideline 	<p>No expenditure</p>	<ul style="list-style-type: none"> - The revised draft EIA guideline by EMSP-TA will be reflected on the health impact assessment guideline of MoH, which the EMSP-TA has received; and the technical guideline will include social aspects dealing with ethnic minority, gender and other cross-cutting issues, with support from ESIA department and inputs from ADB-TA support. - The EIA guideline stills in draft and has not been finalized due to waiting comments from concerned 	<ul style="list-style-type: none"> - Due to waiting comments from the EMSP's Chief Technical Advisor and some centers of DESIA and internal restructure of MONRE, the two planned activities on the EIA guideline have not been conducted during this quarter and postponed to be implemented in next quarter. - The draft EIA guideline will be revised based on comments/feedback and ready for consultation and training by November 2011. - If time and budget are appropriate and sufficient the specific sector guidelines will be prepared in a later stage at

<p>three guidelines at the central and provincial levels.</p>	<p>have not been implemented during this reporting period.</p> <ul style="list-style-type: none"> - Collaboration between PEI-ESIA and EMSP has been continued and strengthened; 		<p>parties. The comments will then be sent to the international expert for revision and finalize and ready for the consultation and training in November 2011.</p> <ul style="list-style-type: none"> - EMSP-TA will continue to assist in preparing IEE writing guideline. The EIA guideline should be consistence with the reviewing and monitoring guidelines. After finished the EIA guideline, up on budget available and request of DESIA, JND will continue review the reviewing and monitoring guidelines. - The reviewing and monitoring guidelines English version had been completed by UNDP – TA and translated into Lao. 	<p>the request of the DESIA;</p> <ul style="list-style-type: none"> - Restructuring the reviewing and monitoring guidelines chapter by chapter is needed using similar format and contents as the EIA guideline.
---	---	--	---	---

			<p>However, these guidelines are general technical guidelines/administrative checklist guidelines. Therefore, in a later stage EMSP-TA will help on restructuring these guidelines chapter by chapter using similar format and contents as the new EIA guideline.</p>	
<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: - Completed the technical training materials</p>	<ul style="list-style-type: none"> - The technical training material on the EIA guideline was not developed hence the planned training on the EIA guideline for DESIA staffs, developers, and consulting firms was not implemented. - English training course for DESIA staff has been continued and will be terminated the end of October 2011; - The study exchange of 	<p>USD 1,643</p>	<ul style="list-style-type: none"> - The technical training material on the EIA guideline will be developed based on the guideline once it finished. It is expected that the training material will be completed and ready for conducting the training in November 2011. - The English training course will be terminated at the end of October 2011 due to field work of DESIA staff in provinces resulting in absent of staff 	<ul style="list-style-type: none"> - Delay in submission of comments on the draft EIA guideline may affect incompleteness of the guideline. Technical training material has not been developed causing the delay in training. The technical training material will be developed based on the guideline. - Midterm review report on English training course is available. Final report on the course will be submitted to DESA at the end of October

<ul style="list-style-type: none"> - 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>DESIA staff to MNRE Thailand to exchange experience on EIA has not been implemented as planned and shifted to Q4-2011.</p> <p>- The intensive course has been postponed to Q1 - 2012 due to limited budget and dense schedule in Q4 as well as internal restructure of MONRE.</p>		<p>attending the course.</p> <ul style="list-style-type: none"> - The study exchange had been set up on 20 – 26 November 2011 with the assistance of the UNDP. The draft proposal and agenda have been developed and revised based on a discussion between PM (PEI-ESIA) and director Kitsana (MNRE, Thailand). UNDP helps in coordinating with MoNRE Thailand and concerned parties - A TOR for the intensive course has been drafted and sent to the team for comments. The TOR will then be revised based on feedback/comments. A recruitment of expert will be followed UNDP system and it is expected that the course will be conducted in Q1-2012. - The technical training materials on reviewing and monitoring guidelines will 	<p>2011.</p> <ul style="list-style-type: none"> - Due to internal restructure of MONRE Laos and urgent government work of MNRE Thailand therefore the study exchange has been shifted to conduct in Q4-2011.
--	--	--	--	---

			<p>be developed after restructure of the reviewing and monitoring guidelines by JND up on available budget and request of DESIA.</p> <p>- A TOR for the intensive training course for DESIA technical staff had been drafted and sent to UNDP for comment. The intensive training course will focus on environmental science basic knowledge, risk assessment, EIA, impact analysis, negotiation and resolution, and carrying out monitoring. The recruitment of PEI-ST consultant will be carried out in January 2012.</p>	
--	--	--	---	--

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]*

- Good cooperation between PEI-ESIA and EMSP has been continued through development of the EIA guidelines.
- Good communication between PEI-ESIA and PEI regional office in BKK as well as MONRE Laos and MoNRE Thailand has been started through organizing the study exchange of DESIA staff to exchange experience on EIA.
- Several internal consultations, meetings and monthly meetings between PEI-ESIA and UNDP were organized to ensure smooth implementation of the project and will further continue.
- Coordination between PEI-ESIA and PEI-IPD through a first roundtable meeting.
- Coordination between DESIA, DOE and UNDP has been continued through development and revision of the PEI-UNDP SAICM Component project for 11th round submission.
- Coordination between PEI-ESIA and PEI-NERI has been strengthened through PEI-ESIA representative's participated in Laos-Thailand study exchange seminar on awareness raising implementation for poverty reduction and environment.
- Coordination between PEI-ESIA and PEI Regional has been strengthened through a participation of National Project Manager's PEI-ESIA in "Climate Change Finance and Development Effectiveness Dialogue: a country-led approach to strengthening the effectiveness of Climate Finance", and participated in "Asia Pacific Consultations for the Four High Level Forum on Aid Effectiveness" organized by PEI regional.

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 is no audit during this reporting period.

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

- Due to no applicant applied for national financing assessment expert and internal-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.
- Waiting comments from the concerned parties caused the delay in finalising the EIA guideline and delay in implementation of planned consultation and training on the guideline. This activity will be implemented in Q4-2011.
- Due to urgent government duty of MoNRE Thailand the DESIA study exchange to Thailand has been postponed to Q4-2011.

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) PEI-ESIA internal meetings to discuss on challenges, achievements, spot check preparation, and quarter 4 work plan.
- 2) Monthly meeting between PEI-ESIA, EMSP and UNDP to discuss on the way forward to complete the EIA guideline.
- 3) The first roundtable meeting between PEI-ESIA and PEI-IPD hosted by IPD.
- 4) SAICM project proposal consultation meetings between PEI-ESIA, DOE and UNDP to discuss on the project proposal revision for 11th round submission. However, it has not been submitted to the secretariat because it was completed after the deadline.
- 5) The first half-day roundtable meeting between PEI-ESIA and PEI-IPD had been organized on 12 August 2011 with participation of persons at DG level. The first roundtable meeting was hosted by IPD. The objective was to discuss challenges related to investment management, and to identify opportunities for coordination and information-sharing. The outcomes of the meeting came up with a list of priority issues agreed by both Departments for follow-up actions, identify topic(s) to be addressed in greater detail at next meeting, and agreed on a tentative date for next meeting which will be hosted by PEI-ESIA.
- 6) A representative of PEI-ESIA participated in Laos-Thailand study exchange seminar on awareness raising implementation for poverty reduction and environment. The objective of the seminar was to exchange analysis on economic evaluation in ecological service from land use change and exchange knowledge on environmental management in tourism sector between Laos and Thailand organized by PEI-NERI on 18 – 19 August 2011, Luangprabang province. The expected output was to strengthen coordination, knowledge exchange between Laos and Thailand.
- 7) Two representatives of DESIA participated in “HACT Micro Assessment Workshop organized by DIC/MPI, UNDP, UNICEP and UNFPA” on 3rd August 2011.
- 8) PEI country and global midterm reviews had been implemented.
- 9) PEI-ESIA’s representatives participated in debriefing and presentation of the initial country evaluation results to all stakeholders on 6th September 2011. The main objective was to discuss and present results implementation evaluation of PEI programme in Laos and possibility for extension for 2012 – 2015 and solicit ideas, suggestions and opinions on activities and priorities for designing next phase of the program.
- 10) 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.
- 11) National Project Director of PEI-ESIA had participated in Asia Pacific Consultations for the Four High Level Forum on Aid Effectiveness on 14 September 2011, Bangkok, Thailand.

12) National Project Manager of PEI-ESIA participated in PEI regional meeting on 15- 16 September 2011, Houa Hin.

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?

4th quarterly work plan 2011 (October December 2012) includes:

1. Consultation workshop with DESIA staffs, developers, and consulting firms on the revised draft ESIA guidelines;
2. Training on the EIA guideline for DESIA staff, developers and consulting firms;
3. Study exchange to MoNRE Thailand of DESIA staff to learn and exchange experiences on EIA;
4. Second roundtable meeting between PEI-ESIA and PEI-IPD
5. External consultation workshop on the second revision draft reviewing and monitoring guidelines – Lao version;
6. Internal consultation workshop within DESIA staff to finalize the reviewing and monitoring guidelines – Lao version; and
7. Annual review meeting.

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:

78,000 USD

VI. ANNEXES

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

PREPARED BY

Prepared by:



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

Date: 03 / 09 / 2011

Approved by:



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

07 SEP 2011
Date:



.....
Mr. Phouvong Luangsaysana
Deputy Director General of DESIA
Alternate PEI-Output 3, National Project Director

07 SEP 2011
Date:

	implementation period due to no applicant's application			I = 5	TOR will be revised to capture only data management. The required data analysis will be performed by Senior Technical Advisor of UNDP PEI-Laos. The related activities have been shifted to Q1 2012.				
2	Finalization of EIA Guideline is due until Q4 2011	September 2011	Organizational Regulatory	Finalization of EIA guideline is due until Q4 2011. This has shifted the planned activities for consultation workshop and training of EIA guideline to November 2011. P=5 I=5	EMSP-TA has revised EIA guideline and has sent it to concerned people for comments. Follow-up action will be done to ensure that the draft will be improved before the consultation workshop and training in November 2011.	DESIA and EMSP	PM	September 2011	On progress

**Annex 2
OFFLINE ISSUES LOG**

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

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 September 2011
--	---------------------------	--------------------------------

#	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	Recruitment for a short term national financing assessment expert was not possible during	August 2011	Other	Unavailability of national financing assessment expert will cause the delay in activities related to financing assessment Priority = 5	More budgets will be sought to contract consultant company to finalize the financing manual. In case of little budget TOR will be revised to capture only data management. The required data analysis will be	DESIA, UNDP	ESIA Department	September 2011	Pending

	the implementation period due to no applicant's application				performed by Senior Technical Advisor of UNDP PEI-Laos. The related activities have been shifted to Q1 2012				
2	Finalization of EIA Guideline is due until Q4 2011	September 2011	other	Finalization of EIA guideline is due until Q4 2011. This has shifted the planned activities for consultation workshop and training of EIA guideline to November 2011; Priority = 5	EMSP-TA has revised EIA guideline and has sent it to concerned people for comments. Follow-up action will be done to ensure that the draft will be improved before the consultation workshop and training in November 2011;	ESIA Department, UNDP and EMSP	ESIA Department	September 2011	on going
3	The study exchange of DESIA staff to MNRE Thailand to exchange experience on EIA has not been implemented as planned and shifted to November 2011	August 2011	Request for change	Shifting activity to Q4 2011 may affect other planned activities during Q4 2011 such as implementation of consultation workshop and training on EIA guidelines which planned for November 2011	Reschedule for planned activities for November shall be identified earlier if they are overlap with the study exchange mission of DESIA staff to MNRE Thailand in November 2011.	ESIA Department	ESIA Department	September 2011	On going

Annex 3
LESSONS LEARNED LOG

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

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 September 2011
--	---------------------------	--------------------------------

#	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	July 2011	Technical cooperation between PEI-DESIA & EMSP has been initiated and strengthened. EIA Guidelines have been reviewed and revised by EMSP-TA with support from PEI-DESIA team.	EIA guidelines have been revised and sent to concerned people for comments. Delay in feedback for the comments will cause the delay in finalization process of the guidelines such as consultation workshop and training.	Follow-up with concerned people for feedback/comments on the revised draft to ensure that guidelines are updated and that the consultation workshop and training can be implemented as planned during Q4 2011	ESIA Department
2	Project Management	August 2011	Schedule for study exchange of DESIA staff to MNRE Thailand has been agreed and fixed for 20-26 November 2011. Study exchange will enhance capacity strengthening of DESIA staff on EIA related works and issues.	Study exchange was planned for Q3 2011 but was not succeeded because MNRE Thailand was not ready for receiving Laos delegates due to their tight schedule.	Coordination and communication have been done through official and non-official means to set up schedule for the visit to MNRE Thailand. The schedule has been set for 20-26 November 2011	ESIA Department

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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			RESPONSIB LE PARTY	PLANNED BUDGET			Funded	Un-Funded		
			7	8	9		Source of Funds	Budget Description		Amount- USD 2011	Amount- USD 2011		
								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 Year 2: Funding mechanism developed, approved by government, and applied by DESIA</p> <p>Baseline: 3.1.1 Draft ESIA Financial and Accounting Management Manual Completed and implemented by not yet approved</p> <p>Indicator: 3.1.1 ESIA Financial Manual completed and applied by DESIA for obtaining and management of environment monitoring budget from development projects 3.1.2 At least 10 staffs of DESIA and EMU were trained and applied the manual (3 of 10 staffs are women)</p>	<p>Action 3.1: Support the development and operation of sustainable ESIA funding system through finalizing the "financial and Accounting management regulation/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. Working day for national financial consultant (\$ 200/day x 20 days)	X	X	X	ESIA	TRAC/00012	71300	Financial Consultant	4,000	9,424		
		2. Salary for Project accountant	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,054	-		
		3. 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	35	-	
										Total for FN 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 with MOF at Director General level 1 time, inside VTE, 2 days, 35 pers.			X	ESIA	TRAC/00012		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	100	-		
								71600	Fuel Reimbursement	25	-		
Total Activity Result 3.1									8,955	9,424			

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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	Un-Funded		
			7	8	9		Source of Funds	Budget Description		Amount-USD 2011	Amount-USD 2011		
								Code	Name				
<p>Targets</p> <p>Year 2</p> <p>3.2.1 EIA Guideline completed</p> <p>3.2.2 The three technical guidelines approved by government and were applied</p> <p>Baselines:</p> <p>3.2.1 First Draft EIA Guideline (English version) completed but not yet finalized</p> <p>3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)</p> <p>3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and therefore required consultations</p> <p>Indicators:</p> <p>3.2.1 Completed the technical training materials</p> <p>3.2.2 Number of training conducted</p> <p>3.2.3 Staff of concerned line ministries/agencies were trained</p> <p>3.2.4 100 staffs at central and provincial levels were trained this year</p> <p>3.2.5 Lesson learn from study town applied to improve quality of EISA system in Laos</p> <p>3.2.6 Junior staffs have basic knowledge on environment and science</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	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,731	-		
		2. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	1,417	-		
									72400	Communication charge	384	-	
									72500	Stationery	480	-	
									72800	IT Maintenance	180	-	
									73400	Maint. Oper of Transport Equip	120	-	
									74200	Copy document for Management	84	-	
									74500	Bank Charge	25	-	
									74500	Sundry	144	-	
				3.2.1.1. Consultation workshop with DESIA staff, developers and consulting firms on the revised draft EIA Guideline-Eng Version 1 time inside VTE, 1 days 50 pers			X	ESIA	TRAC/00012		Sub Total for 3.2.1.4.	2,673	2,673
									73100	Conference room rental	1,400	1,400	
									73100	LCD & Projector Rental	300	300	
							72500	Office supplies	281	281			
							74200	Copying hand-out	281	281			
							74200	Translator	300	300			
							73400	Rental of bus or Van	100	100			
							71600	Fuel Reimbursement	12	12			
Subtotal Activity Result 3.2.1		Sub total							8,822	2,673			

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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	Un-Funded		
			7	8	9		Source of Funds	Code	Budget Description Name	Amount-USD 2011	Amount-USD 2011		
Targets Year 2 At least two technical training and three financial management training courses are organized	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-Eng Version delivered by international expert 1 time inside VTE, 3 days.50 pers			X	ESIA	TRAC00012		Sub Total for 3.2.2.1	3,693	-		
								71500	Per Diem	935	-		
									73100	Conference room rental	112	-	
									72500	Office supplies	374	-	
									73100	Colfee Break	748	-	
									74200	Copying hand-out	623	-	
									74200	Translator	900	-	
Subtotal Activity Result 3.2.2										3,693	-		
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 line ministries/agencies were trained 3.2.4 100 staffs at central and provincial levels were trained this year 3.2.5 Lesson learn from study town applied to improve quality of ESIA system in Laos 3.2.6 Junior staffs have basic knowledge on environment and science	Action 3.2.2 Development of training materials and conduct the trainings, including awareness raising workshop	3.2.3.1 Study visit to Thailand of PEI-ESIA staff to learn and exchange experience on ESIA 1 time , 3 days, 9 pers in Thailand		X		UNDP	TRAC00012		Sub Total for 3.2.3.1	23,136	6,359		
									71600	DSA	10,665	4,500	
									71600	Transportation cost	11,880	1,000	
									71600	Bus Rental and Taxi	591	859	
				3.2.3.2. English Training for DESIA staff	X	X	X	ESIA	TRAC00012		Sub Total for 3.2.3.2	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	TRAC00012		Sub Total for 3.2.3.3	3,872	-
										71600	Per Diem	623	-
										73100	Conference room rental	187	-
										72500	Office supplies	62	-
										73100	Colfee Break	312	-
										74200	Copying hand-out	187	-
										72100	Tuition Fee	1,000	-
								74200	Translation fee	1,500	-		

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

Q4 Work plan and Budget plan

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		
			10	11	12			Code	Budget Description	
									Name	USD
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										
Baselines	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	2. Salary for Project accountant (\$652/month x 3months Plus 5% increase)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,054
3.2.1 First Draft EIA Guideline (English version) completed but not yet finalized		3. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	354
3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)								72400	Communication charge	96
3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and therefore required consultations								72500	Stationery	120
Indicators								72800	IT Maintenance	45
3.2.1 The three technical guidelines completed								73400	Maint, Oper of Transport Equip	30
3.2.2 At least 2 workshops with concerned line ministries on draft reviewing and monitoring guidelines organized.								74200	Copy document for Management	21
3.2.3 At least 20% applied the three guidelines at the central and provincial levels.								74500	Bank Charge	6
3.2.3 At least 20% applied the three guidelines at the central and provincial levels.		4. Finance and Admin Training cost	X	X	X	ESIA	TRAC/00012	74500	Sundry	36
									Finance and Admin Training Cost	1,500
								71600	DSA	1,000
								71600	Travel Cost	500
Total Activity Result 3.1										3,908
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										
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. Salary for National consultant (\$1,502/month x 3 months Plus 5% increase)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,731
3.2.2 Reviewing and training material completed		2. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	1,417
3.2.3 Training on reviewing and monitoring guidelines conducted								72400	Communication charge	384
Indicators								72500	Stationery	480
3.2.1 Completed the technical training materials	1.Guidelines / Checklist development (Reviewing guideline, writing guidelines for developers and monitoring guideline)							72800	IT Maintenance	180
3.2.2 Number of training conducted								73400	Maint, Oper of Transport Equip	120
3.2.3 Staff of concerned line ministries/agencies were trained								74200	Copy document for Management	84
3.2.4 100 staffs at central and provincial levels were trained this year								74500	Bank Charge	25
3.2.5 Lesson learn from study town applied to improve quality of ESIA system in Laos								74500	Sundry	144
3.2.6 Junior staffs have basic knowledge on environment and science		3.2.1.1. Annual Review Meeting (inside VTE, 1day, 30pers.)			X	ESIA	TRAC/00012		Sub Total for 3.2.1.1	2,538
								72500	Office supplies	300
								73100	Conference room rental	863.00
								73100	LCD Rental	300
								73100	EarPhone	300
								74200	Copying hand-out	300
								74200	Translator fee	400
								73400	Rental of bus or Van	50
								71600	Fuel Reimbursement	25

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

Q4 Work plan and Budget plan

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			
			10	11	12			Budget Description		USD	
								Code	Name		
		3.2.3.1 Study Exchange to Thailand of PEI-ESIA staff to learn and exchange experience on ESIA (1 time, 5 days/time, 17 pers in Thailand)		X		UNDP/ESIA	TRAC/00012		Sub Total for 3.2.3.1	40,674	
								71600	DSA	30,345	
								71600	Airfare	7,429	
								73400	Bus Rental and Terminal Cost	2,100	
								73400	Copying hand-out & reports	500	
								74500	Sundry	300	
		3.2.3.2 Round Table Meeting between IPD & DESIA (11Times inside VTE, 35Pers, 1 Days)		X		ESIA	TRAC/00012		Sub Total for 3.2.2.5	2,383	
								73100	Conference room rental	1,008	
								73100	LCD & Projector Rental	300	
								73400	Bus Rental	50	
								72500	Office supplies	300	
								71600	Fuel Reimbursement	25	
								74200	Copying hand-out	300	
								74200	Translation fee	400	
Subtotal Activity Result 3.2.3										43,057	
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)										74,092	
Grand Total (Activity 3.1 + Activity 3.2):										78,000	
										UNDP	39,874
										ESIA	38,126

Prepared by:

Thipphaphone

Ms. Thipphaphone PHOTHISANE
 Project Accountant

Certified by:

Phy

Ms. Phokkharin PHISSAMAY
 Project Manager

Date: 07 OCT 2011

Approved by:

Luangkaysana

Mr. Phouvang LUANGKAYSANA
 Alternate National Project Director