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Government of Lao People's Democratic Republic

***Ministry of Agriculture and Forestry
Permanent Secretary Office***

UNDP and FAO

4th Quarterly Project Report, 2012

October – December 2012

**Mainstreaming Biodiversity into Agricultural and Land Management in
Lao PDR's Policies, Plans and Programmes (ABP)**

“Agro-Biodiversity Project (ABP)”

Project ID: 00075435 / ATLAS Award ID 00060069

I. Project Information and Resources

Project number and title	75435 Mainstreaming Biodiversity in Lao PDR's Agricultural and Land Management Policies, Plans and Programmes (ABP) Project
Implementing Partner	- Permanent Secretary Office (PSO), MAF
Responsible Parties (if applicable)	- FAO through Letter of Agreement- Department of Planning (DoP), MAF; National Agriculture and Forestry Research Institute (NAFRI), MAF and Department of Forestry, MAF through a proposed Executive Board
Additional collaborating parties (as per project document)	- National Agriculture and Forestry Extension Service (NAFES), MAF - Water Resources and Environment Administration (WREA), now Ministry of Natural Resources and Environment (MoNRE) - National Land Management Authority (NLMA), now MoNRE - Ministry of Justice (MoJ) - Other GOL & MAF organizations and institutions - Non Profit Organizations (NPOs), iNGOs, Mass Organizations, and Private Sector
Donor/partner	<ul style="list-style-type: none"> • GEF (in-cash) • UNDP (in-cash and in-kind) • FAO (in-kind) • SDC (in-kind, parallel*)

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
11 April 2010	July 2011	10 April 2015	July 2016

Period covered by this report	October – December 2012
Date of annual review	December 2012

Total Budget	Original Budget (US\$)	Latest Signed Revision (USD)
2012	485,709	428,467
Quarter 4	67,456.50	67,456.50

Resources	Donor	Amount (USD)
	GEF	61,759.42
	UNDP (in-cash)	5,697.08
	TOTAL	67,456.50

II. Purpose

- **Main Objectives of the Project**

A. ABP long term solution and Objective

The long term solution of the project: Lao PDR's biodiversity, including agro-biodiversity, is maintained, protected and sustainably used as a key to poverty alleviation and adaptation to climate change impact. Within this solution the overall goal is conservation and sustainable use of biodiversity resources in agro-ecosystems in Lao PDR for the attainment of food security and sustainable economic development.

The project objective is: to provide farmers with the necessary incentives, capabilities and supporting institutional framework to conserve¹ agricultural biodiversity within farming systems of Lao PDR.

B. GEF Strategic objectives and Outcome

GEF-4 Second Strategic Objective and Program (SO2): To Mainstream Biodiversity in Production Landscapes/Seascapes and Sectors.

GEF (Fourth) Strategic Program (SP-4): Strengthening the policy and regulatory framework for Mainstreaming biodiversity (SP 4) [(GEF's 5th Strategic Program (SP-5): *Fostering markets for biodiversity goods and services (SP 5) is not mentioned, but is also applicable for the project*].

GEF Expected Outcome: Policy and regulatory frameworks governing sectors outside the environment sector incorporate measures to conserve and sustainably use biodiversity.

Target for this reporting period (October – December 2012) are:

- i) PBSAP for Xiengkhoung province finalized;
- ii) Training to national and provincial authorities on PCA writing;
- iii) Annual review meeting for 2012 organized
- iv) Annual report for 2012 finalized
- v) 2013 and Q1 work plan submitted to UNDP on time.
- vi) FFS sub-project proposal available in both Lao and English.
- vii) Capacity of national and provincial authorities increased through providing training on legislation and policies related to natural resource management including agro-biodiversity conservation.
- viii) Inputs to NBSAP and provincial BD action plan.
- ix) Establishment of common ABP-TABI steering committee.
- x) Draft guideline for selection sub-project.

III. Project Performance and Results

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

UNDAF Outcome: By 2015, the government ensures sustainable natural resources management through improved governance and community participation.

UNDP Country Programme (CP) Outcome: By 2015, sustainable natural resources management enhanced through improved governance and community participation

UNDP CPAP Outputs: Capacities of national and local authorities enhanced for better environment management as per Forestry and Fishery Laws; and Communities' engagement in NRM strengthened.

Progress towards achieving GEF and UNDP outcome

So far the project has been implemented more less one year span of time. The project team was established and started to work and learn to understand the holistic livelihood and BD management practices in the project sites, as well as across the country. Lessons learnt have been collected. ABP actively searched for development partners, collaborating projects (e.g. TABI), GOL and other stakeholders, who are continuously improving the situation and the project overviews, proposes and integrates initiatives and interventions to local development plans and actions.

- **Progress towards achieving project outcomes**

To a large extent the project takes its departure from the Convention of Biodiversity which have three priority goals i.e. conservation of biological diversity (or biodiversity), sustainable use of its components (including agro-biodiversity) and fair and equitable sharing of benefits arising from genetic resources.

The ABP project contributes to strengthening policies and strategic interventions in agro-biodiversity in agro-ecosystems through long-term capacity development across sectors, including planning, implementation, monitoring, awareness, communication, production, extension & research, and market support.

Agricultural biodiversity or Agro-biodiversity embraces all components of biological diversity of relevance to food and agriculture, and all components of biodiversity that constitute the agro-ecosystem – the variety and variability of animals, plants and micro-organisms. Thus, the agro-biodiversity covers both cultivated and wild organisms.

The ABP project is fully aligned with the National Agro-Biodiversity Programme (NABP, 2004) which includes five main thematic components: 1) crop and crop associated biodiversity; 2) livestock; 3) non-timber forest products and other terrestrial food resources; 4) aquatic resources; and 5) household agriculture production systems.

The ABP project is centred on three interrelated components, in short: a) Legal Framework Support, b) Local Agro-biodiversity support and 3) Project Management.

During this reporting period, the capacity of local GoL officers was strengthened in communication and management including planning and sub-projects identification and writing. Farmers were visited and invited for discussion baseline and involvement to perform action plans. Around 25 sub-projects were

submitted. They are almost in Lao, which are to be translated into English. More than 20 officers were attended English courses, this will facilitate communication and direct expression, while working with CTA in long term. Facilitators and district officers visited farmers of target villages, in order to get basic information to support sub project development. At project management, communications with TABI (sister project under SDC funding supported) for establishing common plan were done, but not yet into action. The project coordinated with other projects for synergy and complimentary activities. The basic coordination between ABP and institutions and development projects were set up for proper management of biodiversity. Progress of some activities for example Farmer Field School is slowly due to many factors. The main factor is associated with lacking of human resources to support the project activities. The recruitment process of CTA has significantly lengthy, which is not yet finalized and subsequently leads to delay recruiting the international and national technical assistants. The Assistant Project Manager had finished his contract in October 2012 and the project had to recruit a new APM to support the project.

The mainstreaming of biodiversity into agricultural and land management legislation, includes the development and promotion of policies that encourage and support sustainable use of agro-biodiversity in agricultural landscapes. It implies a primary focus on agriculture and natural resources and includes the legal framework related to environmental friendly management of terrestrial and aquatic resources supporting the livelihoods of rural people.

The project outcome one will be pursued under four thematic headings/outputs:

- Integrating agro-biodiversity into policies
- Promoting coordination on agro-biodiversity
- Enhancing institutional capacity for agro-biodiversity
- Increased understanding among key stakeholders of agro-biodiversity and its significance.

2.1 Component/Outcome 1: Legal Framework Support

The support to the formulation of the second NBSAP is continuing feeding comments on progress and drafts; although the NBSAP has been moved to MoNRE. ABP is committing to support toward its finalization. A working document has been shared and written comments feedback included advice on making the NBSAP more concise as well as adding more issues on agro-biodiversity. ABP team participated in the consultation workshop that organized in Vientiane by IUCN and MONRE, with objectives to finalise NBSAP amendment. Many comments and inputs were made through intersectoral group discussion. NBSAP will become main document for BD management in the country, it encompasses the National Agro-biodiversity Programme (NABP), which is advised to be adjusted by MAF to fit better for ABD management. ABP will do more to support development of laws, regulations and practices related to ABP conservation and use.

Provincial Biodiversity Strategy and Action Plan (PBSAP) draft has been nearly finalized by IUCN, which is waiting for approval of local Government. The draft was sent to ABP project in late October in hard and soft copy. IUCN is currently waiting for input/feedback from the local GoL to finalize the draft and will resend to all for feedback including the English version. Further, ABP will support implementing PBSAP in its pilot districts and kumbans.

During the 4th quarter of 2012 discussions with relevant partners (TABI, CA, SADU, NARAFCO, Village Science, local institutions and NUDP) at central and local levels on possible future collaboration have continued and consolidated to some extent for example developing collaboration activities/project papers. Workshops and meetings for drafts and amendments of biodiversity related laws and regulations were conducted, which provided useful information, opportunity and invited comments and inputs from public including ABP to add NRM's for better future biodiversity in Laos. The project

has also participated in sub-sector working group meetings including NGO's on Policies considerations, Agribusiness and Upland Development.

Substantial interventions under the outcome/component one were workshops and meetings for upgrading awareness and capacity of district and provincial staff to develop activity/plan/project in managing NR and prepare draft project proposals with local authorities and Northern Agriculture and Forestry College (NAFC) for developing medicinal plants and wild vegetables conservation garden, curriculum on NRM and supporting students with incentives to do practices and thesis on BD conservation in the project sites, implementation plan in Annex 18.

2.2 Component/Outcome 2: Local Agro-biodiversity Support

The Component two/outcome 2 focuses on the development of incentives and capacity for the conservation and sustainable use of agro-biodiversity with a focus on Community, District and Provincial levels.

In support of the component, six outputs/thematic areas will be pursued:

- Strengthening the capacity of PAFO and DAFO to act on agro-biodiversity management and to adapt extension packages and services, including diversifying the seed supply system
- Conducting Participatory Land Use Planning including the development and implementation of Participatory Natural Resources Management plans at village level in order to be able to identify products for sustainable use and niche marketing
- Establishing in-situ² conservation areas for agro-biodiversity in order to be able to protect local biodiversity hotspots
- Promotion of biodiversity-friendly farming approaches in two pilot sites such as organic farming and a reduction in pesticide and fertilizer use, while encouraging the use of important regional, national and local biodiversity to sustain fertility and land and water resources
- Identification and development of market incentives for agro-biodiversity for farmers and agribusiness
- Linking with the private and public sector through agro-biodiversity planning agreements.

The project has engaged a national consultant/company to provide translation service to the project. All FFS concept notes or sub-project proposals that have been submitted from local authorities in Xiengkhoung and Luangprabang provinces will be translated into Lao to facilitate consultation and inputs from FAO and UNDP in selecting and screening the sub-projects to be implemented in the next quarter.

During the project monthly meeting of December 2012, the meeting has agreed that special working session to develop guideline for selection and screening and management procedures will be organized. This meeting will allow the project to move forward implementing sub-projects in the next reporting period.

Collaboration with TABI Project on participatory land use planning activities has been initiated. District facilitator was participated in the TABI participatory land use planning that was organized in Xiengkhoung province on 13 November 2012. The meeting was discussed about the lessons learnt during first and second rounds that TABI conducted land use planning and plans for the third round mission. The project team will closely work with TABI to conduct on-the-job training for local authorities

² In agriculture, in-situ includes in-nature and on-farm. Further, in-situ conservation means the conservation of ecosystems and natural habitats and the maintenance and recovery of viable populations of species in their natural surroundings and, in the case of domesticated or cultivated species, in the surroundings where they have developed their distinctive properties.

in conducting participatory land use planning as well as carrying out land use planning in the project areas (khum ban Ang and ban Kueng, Xiengkhoung province).

The project has continued providing capacity building in English and IT skills to the project team and staff of local authorities in the two target provinces. During the project monthly meeting for December 2012, the meeting agreed to review performance of the current consultancy service before renew a contract for this institution.

3. Component/Outcome 3: Effective Project Management

The purpose of this component is to ensure that the project is implemented in a timely manner, well monitored and cost effective under the principles of adaptive management (plan-do-evaluate-adjust and learn), whereby lessons learned during its implementation as well as lessons from other initiatives/projects are fed into a refined project implementation. The project document underlines a general need for upgrading implementation capacities and special emphasis are being paid to enhancing national capacity building. There is only one Output under this component.

The current APM finished his contract in October 2012. The project has recruited a new APM. The new APM will be on board in early of Q1 2013. Contract of District facilitators and project accountant have been renewed. They are continuing assisting and facilitating the project activities in both central and local levels. Regular reporting from district facilitator has been made.

The communication within project teams was regularly committed. The aims were to follow-up action plan, sub-project proposals, and administration issues. During the quarter discussion was made with local teams to proceeding establishing a pilot area of around 200 hectares for BD conservation and use in each district, this is on the proceeding of request for its allocation by local governor. Discussion of progress with District Facilitator and agreements were made regarding the follow-up of the Oyster mushrooms, basic skills development, A/BD school awareness, field surveys and other pending issues. The communication was to follow up last quarter commitment to identify stakeholders including other projects, to identify suitable project sites, to discuss and agree on technical aspects of site selection and proposals for planned activities in target areas, to discuss roles and responsibilities of key players and implementation plan.

The NPM attended the NBSAP workshop in Vientiane on 13 December 2012. The objectives of the workshop were: 1) to have inputs from various sectors to finalise NBSAP as umbrella for BD conservation and management nationally, 2) to discuss further to develop in detail biodiversity programmes by sector. In the workshop, ABP propose to revive the National Agrobiodiversity Programme.

Continued efforts have been made to normalize the collaboration with TABI in phase II and in a meeting with Deputy of the Department of Planning and Cooperation – a meeting ABP-TABI was promised to be held in December to discuss and take action on collaboration elements under a common umbrella and a formulation of "Collaboration Matrix".

Monthly meetings with UNDP and FAO are working well and support day-to-day management issues. The project board was updated, Mr. Somphanh Chanphengxay was assigned to replace Dr. Phouangparisack Pravongviengkham, who moved to be Vice Minister to Agriculture and Forestry, MAF is fully responsible for ABP implementation as the overall governing bodies (Steering Committees, etc).

Although the announcement of the FAO CTA through FAO website started from 10 to 18 July 2012 and the recruitment process conducted in mid-September 2012, but has not been yet on board so far, this delays/jeopardises the implementation of the project.

The re-organization of WREA and movement of some parts of Department of Forestry to the new Ministry of Natural Resources (MoNRE), as a result MONRE has become an executive agency for biodiversity strategy, whereas agro-biodiversity is still under guidance of MAF.

The annual project meeting for 2012 has been postponed to Q1 2013. Draft 2012 annual report has been developed. 2013 Workplan and Q4 2012 Settlement has been submitted to UNDP in timely manner. Level of the delivery could not meet 80% of the total budget, thus the new request for advance will be made sometime in Q1 2013 based on approved quarterly workplan.

Project Performance and Results - Progress towards achieving outcome

Annual outputs and indicators (a per Q1 Work plan)	Key activities completed during reporting period	Expenditures USD	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies (if applicable, explore underlying factors and reasons for gaps in output and target)
<p>Outcome 1: National policy and institutional frameworks for sustainable use and in-situ conservation of biodiversity in agro-ecosystems Revised Indicator: Number of new national plans, policies, laws, strategies and guidelines with agro-biodiversity sections (End Target: 6, 2012 target: 2)</p> <p>Output 1.1: Biodiversity conservation, including agro-biodiversity, incorporated into Government policies, laws and other legal instruments</p>				
<p>Revised indicator and target:</p> <p>1.1: Number of national workshops with biodiversity content (End Target: 10, 2012 Target: 4)</p> <p>Baseline: 1.1: Emphasis on agro-biodiversity in BD strategy and action plan (i.e. NABP) is weak.</p>	<ul style="list-style-type: none"> - Many workshops were organized by GoL agencies and some projects dealing NRM: amendment of laws (agriculture, Forestry, environment,...). ABP teams participated and actively gave inputs and recommendations, Although ABP organise a few. - Additional comments on NBSAP "working in process document" continued to be provided to IUCN stressing in particular to include Agrobiodiversity issues being as part of Biodiversity in NBSAP, which was clearly raised at 13 December workshop held by MoNRE. - Progress of PBSAP in Xieng Khouang and Attapeu was tangible: draft reports in Lao and English were prepared and sent in to ABP. - IUCN also sent off link to ABP team to make possible download the PBSAP report. But PBSAP is still awaiting input/feedback and approval from the local GoL to finalize the draft and further officially 	<p>USD 13,868.02 (Payroll for project staff and consultant fee)</p>	<p>NBSAP and PBSAP expected finalization mid 2012. But delayed NBSAP and PBSAP are both important. Once these were officially approved, series of interventions related to BD management for sustainability will be worked out, policies, programmes and plans for development will include BD issues in the actions/activities. This also will support expanding BD conservation areas with planned management. Laws and regulations related to BD will be formulated and developed. This will support pFLUP and ABP as well.</p>	<p>Apparently targets in quarter were reached indirectly. Although the CBD focal point has moved from MAF (DoF) to MoNRE, which has slowed down the process of NBSAP II formulation. But overall responsibility for CBD and other Rio Conventions remains with MAF so far.</p> <p>National NBSAP II committee is not yet firmly assigned. although NBSAP has been initiated by IUCN with support of projects and agencies. This is served as triggering steps to go ahead with its draft. Therefore delay of comments/feedbacks from government officials and key stakeholders were frequent.</p>

	endorsed/recognized. The document will be used as tools to mainstream and manage NR properly.			
Output 1.2: Institutional coordination of agro-biodiversity enhanced at national level				
Revised indicator and target: 1.2: Number of yearly agro-biodiversity inter-sectoral coordination meetings (End Target: 2, 2012 Target:4) Baseline: 1.2: No formal coordination mechanism for agro biodiversity conservation.	There was strong interest in Agro-biodiversity raised among institutions, because treats are frequently happening, while access and fair benefits sharing was not well addressed. In this quarter, several national inter-sectoral coordination meetings were convened mainly on related legal framework settings.	No expenditures charged	ABP propose to be proactive organising meetings to push updating and officialising the National Agro-biodiversity Programme (NABP) and other . To push establishing a sub-working group on Agro-bio-diversity, MAF is to be core and host to initiate.	Proper plans were not well prepared.
Output 1.3: Institutional capacity of MAF to plan for, implement and effectively communicate on agro-biodiversity enhanced at national level				
Revised indicator and target: 1.3: Number GOL officers participated in meetings where agro-biodiversity issues are discussed (End Target: 400, 2012 Target: 200) Baseline: 1.3: Institutional and staff capacities of MAF to mainstream biodiversity into agriculture and land use policies are low.	<ul style="list-style-type: none"> - Consultation Workshop on BD was jointly organized in Vientiane in December 2012 (MoNRE, IUCN) to finalize NBSAP II, 70 participants attended. The workshop aimed at harmonized CBD (Nagoya) in Lao BD management. - SPS consultation meeting was organised in Vientiane on 14 December 2012, 45 attendants (international and national experts) discussed about treats to trade of BD products. - Meeting on CA assessment after 9 year programme implemented. - NAFRI organised a Meeting on response to climate change from biodiversity point of view, 40 participants attended. While planned workshop by IUCN supported by ABP 	Expenditures charged to 1.1	ABP – continue to share inputs and support meetings and consultation workshops to seed idea and push mainstreaming biodiversity in policies, programmes and plans at various levels. Share information and adapt lesson learnt from CA.	GOL is actively concerning biodiversity management. But shortage of resources will jeopardise the process and delay commitment.

	<p>in Northern Region continued to postpone.</p> <p>- Biodiversity and Environment issues are highly concerned. Other Meeting and Workshop were organised, more than 500 participants contributed. Main issues were on effective laws and regulations through inter-sectoral comments for amendment.</p>			
<p>Output 1.4 Key stakeholders understanding and capacity to respond to agro-biodiversity conservation and sustainable use enhanced</p>				
<p>Revised indicator and target:</p> <p>1.4: Number of tools developed to support and enhance incorporation of agro-biodiversity into national and institutional frameworks (End Target: 6, 2012 Target: 2)</p> <p>Baseline: 1.4: Existing tools such as training, extension, communication and mapping are not adequately used for wider stakeholder awareness or capacities to enable them to mainstream biodiversity into their work.</p>	<p>- At national level: number of related laws and decrees were on intra, inter sectoral and public consultation for invitation for inputs and comments: Forestry, Environment, Agriculture, .. These will be important tools to guide and ease incorporation Agro-biodiversity in policies, strategy and action plans of local governments and private sectors.</p> <p>- Agro-biodiversity Awareness and curriculum support initiatives have been discussed with Northern Upland Agricultural and Forestry College (NAFC) in Luang Prabang and 1st draft of sub-project proposal was prepared by NAFC and amended by ABP. This was expected to be implemented in 1st quarter of 2013.</p> <p>Project proposals on ABD curriculum/end study practice, ABD related activities at primary & secondary schools have been submitted.</p>	<p>No expenditures charged</p>	<p>Local awareness of the importance of biodiversity values has solid foundation. Various sub-project suggestions are being formulated (Agro-biodiversity awareness and curriculum improvement at primary and secondary schools and others being considered.</p>	<p>Laos is a country, which is aimed to be governed/admintered by Laws. So ABP will support and facilitate BD concerned parties to develop tools/legals concerning BD with close collaboration with public and private sectors.</p>
<p>Outcome 2: Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the Provincial, District and community levels.</p>				

Output 2.1: Capacity and accountability of provincial and district governments to mainstream Biodiversity into agriculture increased

<p>Revised indicator and target:</p> <p>2.1: Number of Technical Service Centres in cluster villages with agro-biodiversity conservation and sustainable use activities (End Target: 4, 2012 Target: 2)</p> <p>Baseline: 2.1: Existing tools such as training, extension, communication and mapping do not incorporate biodiversity conservation issues</p>	<ul style="list-style-type: none"> - Primarily 6 cluster villages with 28 villages were supposed to work in. In-depth follow-up discussions continued with district offices and technical service centres. Suggestions were to strengthening capacity of the centres to render services in BD management properly. The intervention would be upgrading of technical skill, communication, IT, incentives and other necessities to run the office. More than 40 intervention ideas to be followed up. - Proposals for capacity development at district level have been developed. The English teaching is continuing. Mid-term report was made. - The basic IT skill development by training in Phonexay and Phoukoud continued. Progress report was stressing that many staff preformed their communication better. 	<p>USD 33,161</p>	<p>Identification of P of TSC was discussed: 6 TSC to be strengthened. Activities including capacity-building, logistics arrangement, continued to discuss for support.</p> <p>Training on PCM/PCAP writing for provincial and district technical staff was organised mid-October 2012 for three days.</p>	<p>Continue to discuss with districts on realistic proposals, approaches, and mechanism to set up a strengthened TSC at Kumbans.</p>
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Output 2.2: Participatory land use plans integrating agro-biodiversity developed

<p>Revised indicator and target:</p> <p>2.2: Number of cluster villages with pFLUP plans (End Target: 8, 2012 Target: 1)</p> <p>Baseline: 2.2: Existing area with participatory land use plans and participatory NRM plans are low and do not include agro-biodiversity conservation</p>	<ul style="list-style-type: none"> - Continued to work with TABI on the basis of complementarity. - Attendance pFLUP workshop, organized by TABI. - Discussion about pFLUP with DAFO. 	<p>no expenditure done</p>	<p>Led by TABI the project assists local pFLUP in Phonexay and Phoukoud districts. 8 clusters, 28 villages selected for pFLUP as discussed with districts. And 4 TSC with be strengthened.</p> <p>Long-list of proposed pilot areas prepared by districts.</p> <p>pFLUP tools workshop has been co-funded (TABI lead)</p>	<p>But there is 2 teams of pFLUP in the districts, could not do Land Use Planning for planned Clusters, Villages and Families timely. Suggestion to have more teams in each district, at least 2 per each. Perhaps supported by central teams.</p>
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Output 2.3: In-situ conservation for important agro-biodiversity				
<p>Revised indicator and targets:</p> <p>2.3a: Number of districts with in-situ agro-biodiversity conservation plans (End target: 2, 2012 Target: 0)</p> <p>2.3b: Area of in-situ conservation for important agro-biodiversity established. (End target: 100,000 ha, 2012 Target: 0)</p> <p>Baseline: 2.3: Currently there are no existing allocations of land for in-situ conservation of agro-biodiversity.</p>	<ul style="list-style-type: none"> - Some targets are being added in Xieng Khouang PBSAP. - Discussions with Provincial and district authorities. - Followed up on Medicinal consultation workshop, that was held at Xiengkhouang. 	No expenditure yet	<ul style="list-style-type: none"> - Activities being discussed: Conservation and Domestication activities of medicinal plants are being pursued in Phoukhout & Phonexay districts. - Proposal for pilot garden in its conservation and use was formulated with Northern Agriculture and Forestry College, reviewed for amendment, expected to be in action in beginning of 2013. - and sub project on the issue has been formulated by districts. 	The teams continue to with the districts on the process of acquire conservation areas.
Output 2.4 Farmers in two pilot sites with the skills, knowledge and incentives necessary to undertake biodiversity-friendly farming				
<p>Revised indicator and target:</p> <p>2.4: Number of male and female farmers graduated from FFS (Target: 1,000), 2012 Target: 100)</p> <p>Baseline: 2.4: Existing tools such as training, extension, communication and mapping do not incorporate biodiversity conservation issues</p>	<ul style="list-style-type: none"> - Issues were discussed with Districts and Facilitators. - Follow-up for FFS consultants to be provided by FAO (under contract MAF-FAO-UNDP) 	1,175.26	To push FAO to recruit the consultants timely.	Delays in signing LoA – has subsequently
Output 2.5 Value-chain research, studies and analyses used to identify, process, pack and market agro-biodiversity and biodiversity friendly				
<p>Revised indicator and target:</p> <p>2.5: Number of value added agro-biodiversity products marketed for local or international markets (Target 10, 2012 Target: 2)</p> <p>Baseline: 2.5: Existing market for agro-biodiversity and biodiversity friendly products are ineffective in promoting biodiversity friendly agro-ecosystems</p>	<ul style="list-style-type: none"> - continued to consolidate lessons learned from workshops and TABI sub-projects BD products markets' concerns, responses and challenges. - Sharing lessons with other project such SADU 	Charged to output 3.	ABP know better overall situation of marketing BD produce in local and international markets: advances and constraints.	Further discussions will be taken with central & local authorities on Producing, logistics problems, Policies pivoting the issues.

management.				
Outcome 3: Effective project management Revised Indicator: Number of Strategic Recommendations from the Agro-Biodiversity Stakeholder Committee (Target: 6, 2012/3)				
Output 3.1: Improved capacity of IP for integrated planning, management, monitoring and evaluation of programmes				
Target 1: Effective management structure in place (MAF), including relevant staffing, revised organogram, plans, budgets, M&E indicators and reporting formats, to support integrated programmatic planning, management, monitoring and evaluation.	<ul style="list-style-type: none"> - Recruitment of consultants to implement specific project activities. - Follow-up with MAF and SDC on the managing structure of project for complementarity. - Transfer budget to districts. - Keep regular communication with districts. - Reporting Q3, Planning Q4, Planning 2013, Planning Q1 2013. - Regular Monthly meeting of the team. - continued to strengthen local office of ABP. - Recruitment of project driver. - Workshop on Gender capacity building: 12-14 December 2012 on project writing. 	USD 8,523.84	<ul style="list-style-type: none"> - The recruitment of FAO CTA through FAO website was carried out from 10 to 18 July 2012. The recruitment process was done and completed in late Sep. 2012. The FAO CTA assignment was delayed and expected to be on board in December 2012. - MAF promised to have common Management team (meeting on 17 December 2012. It was agreed to pursue common planning, share resources with TABI and other project where possible (field, communication/website, etc), but formal agreement still to be worked out. - Field visit reports have been shared with UNDP, FAO and TABI. - Procurement for field equipments for ABP field offices in LPB & XHK (2 Scanners and 2 Desk-phones), with one additional Camera for ABP Vientiane office. - Several contacts and meetings with other development partners have been made. - Project driver on board. 	<ul style="list-style-type: none"> - CTA was on the process of assignment by FAO. - Office equipment on the process of procurement. - Slow decision making (new project and unfamiliarity with UNDP procedures). - Delayed follow-up on Vice Minister's guidance on aligning work plans with TABI. - Several short dialogue meetings with key stakeholder were organized such as meeting with IUCN, TABI, Gov agencies and FAO to seek their views and inputs on project activities.
Indicator 3.1: Number of MAF-organized cross project meetings (Target: 10, 2012: 4)				
Baseline 1: Lack of programme management capacity in general and integrated programmatic approach in particular.				

2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc

Early to tell. The project design, the NIM and encouragement to inter-project and inter/intra-agency collaboration, however, are important elements to support the principles. Efforts are made to delegate certain responsibilities to local level.

MAF is considering establishing a sub-sector working group on Agro-biodiversity and the project is attending meetings in "Market Development" and "Upland" sub-groups.

The Harmonized Approach to Cash Transfers (HACT) is applied to do activities towards its ultimate goals and the project follows the current UNDP NIM system.

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]

As early as April 2010, the Minister of MAF formally established a "MAF Inter-agency Coordination/ Executive Board consisting of the Dir Gen of Planning (Chair), Dir Gen of DoF, Dir Gen of NAFRI, and Dep Perm Sec of PSO – coordinating MAF projects concerned with conventions and protocols including ABP. The Board has yet to meet in 2012.

The monthly meetings with FAO and UNDP provide an excellent entry point for contacts to other project and development partners and several contacts have been made.

Regular contacts with other upland development projects (NUDP, LEAP, CA, SARAFCO, etc) and participation in meetings have provided valuable contacts and networks.

The project design does not specifically mention south-south cooperation, but on the other hand if good opportunities emerge - they will be pursued e.g. assisted by UNDP and FAO.

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]

Gender issues have been included in 2012 work plan and gender analysis was discussed and carried out and incorporated during sub-project formulation. Participating in gender workshop to learn about gender strategy on capacity strengthening mainly for poor groups, who have poor access to resources 12-14 December 2012.

5. Update on the implementation of audit & Spot Check recommendations [Brief update on progress achieved and problems encountered. Actions planned for the following period]

The first external audit was carried early March. The final audit report was received end May. No spot check has so far taken place. The next external audit will be in first quarter 2013.

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

The challenges encountered are:

- Lengthy day-to-day decision making (recruitment, payments, planning, etc.) – Higher degree of delegation of work has been proposed.

- Delayed recruitment of CTA and other short-term TAs. This is critical with regard to the foreseen preparation mission for Farmer Field Schools – which much depends on the cropping season – thus with the risk of up to one year delays.
- Poor reporting capacity of staff - Better planned daily, weekly and monthly workplans required.

7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>	
Output 1.1-1.4	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 2.1-2.6	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 3.1	<input type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input checked="" 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.

- As per project document the CTA should have been engaged by FAO, but due to delayed recruitment so far, the ABP team did more efforts to compliment and implement project activities in particular of sub-project identification, farmer field school building and so on instead of CTA.
- MAF decision on Common Steering Committee with TABI continued to delay. But meeting with MAF on 17 December 2012 was indicating that organisation ABP-TABI will be reviewed and finalized soon. DoPC and UNDP will communicate on the issues.

V. FUTURE WORK PLAN

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

- Annual review meeting
- Participate in the SOP training
- Draft guideline for selection sup-projects.
- Speeding up activities (finish of sub-project proposals, its translation, comments, prioritization, screening, formulation and implementation, etc).
- Follow-up on specific areas for close collaboration with TABI including aligned work plans
- Formalize specific collaboration mechanism with other projects and relevant agencies

(depending on activity).

- Work closely with governing bodies (MAF Coordination Board Versus national and provincial Steering Committees with TABI).
- Continue to pursue concept of priority planning.
- Followed-up on the recruitment of FAO CTA and other TAs.
- Maintain effective management of day to day works.
- Keep continue monitoring and lessons learned done upon activities.
- Keep and maintain office facility and transportation means in order.
- Coordinate with IUCN to organize the NBSAP consultation in the Northern part;
- Capacity building for local authorities on English skills;
- Review the annual development plan of MAF to assess the gap and identify where agro-biodiversity is missing in the plan and try to mainstream in the annual development.
- Networking with TWGs to prepare database of who doing what related to agrobiodiversity at national and target provinces.

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

• n/a


- **Estimated budget required for Q4 of 2012:**
Total USD 67,456.50
USD 42,249.50 is ABP POA
USD 26,207.00 UNDP Direct Payment.

ANNEXES

- Annex 1: Q1 Work Plan cum budget for 2013
- Annex 2: Work Plans & Reports Forms, District Facilitators
- Annex 3: Internal monitoring of deadlines of reports and other deliverables
- Annex 4: Risk Log for reporting period
- Annex 5: Issues Log for reporting period
- Annex 6: Lessons Learned Log (Accumulated)
- Annex 7: Minutes of Monthly Meeting, October, November and December 2012

DRAFTED BY

Mr. Bounkong Souyimonh,

NPM 

Date: 31 December 2012

APPROVED BY

Mr. BounAi Nounouannavong, NPBM




Date:

Acknowledged by UNDP

.....

Date:

Annex 1: Q1 2013 Workplan

1st Quarterly Workplan cum Budget of 2013

Country: Lao PDR
 Programme Code & Title: 00060069 – ABP
 Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)
 Responsible Officer (s): Ms. Chitlada Keomoungchanh
 Implementing Institution: Permanent Secretary Office, MAF

Expected Outputs and Indicators & Targets	2013				Respon Parties	Funds	Dofos	Budget Description	Amount in USD	
	Q1	Q2	Q3	Q4						
<p>Objective: To provide farmers with the necessary incentives, capabilities and supporting inst. framework to conserve agro-biodiversity within the farming systems of Lao PDR</p> <p>Updated Indicator: Area of provincial agro-biodiversity conservation and sustainable use (Target: 100,000 ha)</p> <p>Outcome 1: National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems</p> <p>OUTPUT 1.1: BIODIVERSITY CONSERVATION, INCLUDING AGRO-BIODIVERSITY, INCORPORATED INTO GOVERNMENT POLICIES, LAWS AND OTHER LEGAL INSTRUMENTS</p>										
<p>Target: 1.1.1 Agro-biodiversity is incorporated into the 2nd NBSAP 1.1.2 Agro-biodiversity is incorporated in to the land law and/or agricultural law, etc. 1.1.3 Agro-biodiversity is incorporated in the EIA/IEE monitoring guidelines. 1.1.4: Agro-biodiversity is incorporated in the sectoral strategic development.</p> <p>Indicator 1.1.1 Reviewed National Agrobiodiversity Programme. Approved draft 2nd NBSAP. 1.1.2 Draft review and/or amendment of Land Law/Agriculture law approved by the NA. 1.1.3 Draft EIA/IEE general or monitoring guideline finalize and approved by DESIA. 1.1.4: Draft National Agriculture strategy to 2020.</p>	x	x	x	x	FAO	62000	GEF	71200	International Consultants	0.00
					FAO	62000	GEF	71300	Local Consultants	10,000.00
					ABP	62000	GEF	71300	Local Consultants	15,000.00
					ABP	62000	GEF	71400	Contractual Service-Individual	9,500.00
					UNDP	62000	GEF	71600	Travel	0.00
					ABP	62000	GEF	71600	Travel	4,200.00
					FAO	62000	GEF	72100	Contractual Services-Companies	0.00
					ABP	62000	GEF	72200	Equip. and Furniture	0.00
					ABP	62000	GEF	72300	Materials & Goods	0.00

<p>Target 2.5: Value chain research activities focused (at least 70%) on products already marketed by women or women groups.</p> <p>Indicator 2.5.1: No of profitable products identified, processed, packed and marketed for local or international markets. 2.5.2: Two value added agro-biodiversity products marketed for local or international markets 2.5.3: Targeted gender sensitive value chain promotion.</p> <p>Baseline 2.5: Existing market for agro-biodiversity and biodiversity friendly products are ineffective in promoting biodiversity friendly agro-ecosystems management.</p>	<p>2.5.1 Undertake desk studies and prepare a project strategy for marketing/ market development of ABD friendly (incl organic) products and certification system (close collaboration with TABI and other projects);</p> <p>2.5.2 Undertake additional market development studies/interventions</p> <p>2.5.3 Train farmer groups in improved post harvest techniques</p> <p>2.5.4 Develop partnerships between Farmer groups, middlemen and producers</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>FAO</p> <p>FAO</p> <p>ABP</p> <p>FAO</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p> <p>ABP</p>	<p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p>	<p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p>	<p>71200</p> <p>71300</p> <p>71400</p> <p>71600</p> <p>71600</p> <p>72100</p> <p>72200</p> <p>72300</p> <p>72400</p> <p>72500</p> <p>72600</p> <p>73100</p> <p>73200</p> <p>73400</p> <p>74200</p> <p>74500</p>	<p>International Consultants</p> <p>Local Consultants</p> <p>Contractual Service-Individual</p> <p>Travel</p> <p>Travel</p> <p>Contractual Services-Companies</p> <p>Equip. and Furniture</p> <p>Materials & Goods</p> <p>Communic & Audio Visual Equip.</p> <p>Supplies</p> <p>Grants</p> <p>Rental and Maintenance-Premises</p> <p>Premises Alterations</p> <p>Rental & Maint of Other Equip.</p> <p>Audio Visual & Print Prod Costs</p> <p>Miscellaneous Expenses</p>	<p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p>				
<p>Total output 2.5:</p>									<p>0.00</p>				
<p>Output 2.6: PRIVATE AND PUBLIC SECTOR AGREEMENTS TO MAINSTREAM AGRO-BIODIVERSITY INTO THEIR PLANS</p>													
<p>Target 2.6: Private and public sector's involvement and incentives for biodiversity conservation strengthened.</p> <p>Indicator 2.6: Two private and public sector agreements (covering different types of agro-biodiversity) with government to mainstream biodiversity considerations into their</p>	<p>2.6.1 Conduct case studies on private public sector agreements.</p> <p>2.6.2 Conduct provincial workshops to promote private public sector agreements.</p> <p>2.6.3 Facilitate private and public sector agreements (formal and informal).</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>FAO</p> <p>FAO</p> <p>ABP</p> <p>FAO</p>	<p>62000</p> <p>62000</p> <p>62000</p> <p>62000</p>	<p>GEF</p> <p>GEF</p> <p>GEF</p> <p>GEF</p>	<p>71200</p> <p>71300</p> <p>71400</p> <p>71600</p>	<p>International Consultants</p> <p>Local Consultants</p> <p>Contractual Service-Individual</p> <p>Travel</p>	<p>0.00</p> <p>0.00</p> <p>0.00</p> <p>0.00</p>

and integrated programmatic approach in particular. Poor office space

Plan & Budgets.

3.1.6 Conduct Project team monthly meetings, annual review meeting, facilitated networking and other coordination meeting (e.g. with TABi).

3.1.7 Spot check and audit;

3.1.8 Prepare Quarterly, Annual and Terminal reports.

UNDP	62000	GEF	71600	Travel	0.00
FAO	4000	UNDP	71600	Travel	5,000.00
UNDP	4000	UNDP	71600	Travel	2,000.00
ABP	62000	GEF	72100	Contractual Services-Companies	0.00
FAO	4000	UNDP	72100	Contractual Services-Companies	0.00
ABP	62000	GEF	72200	Equip. and Furniture	350.00
ABP	62000	GEF	72300	Materials & Goods	3,500.00
FAO	4000	UNDP	72300	Materials & Goods	0.00
ABP	62000	GEF	72400	Communic & Audio Visual Equip.	500.00
FAO	4000	UNDP	72400	Communic & Audio Visual Equip.	0.00
ABP	62000	GEF	72500	Supplies	1,100.00
FAO	4000	UNDP	72500	Supplies	0.00
ABP	62000	GEF	72600	Grants	0.00
ABP	62000	GEF	73100	Rental and Maintenance-Premises	906.00
FAO	4000	UNDP	73100	Rental and Maintenance-Premises	0.00
ABP	62000	GEF	73200	Premises Alternations	0.00
ABP	62000	GEF	73300	Rental & Maint of Info Tech Eq.	0.00
ABP	62000	GEF	73400	Rental & Maint of Other Equip.	2,000.00
FAO	4000	UNDP	73400	Rental & Maint of Other Equip.	0.00
UNDP	62000	GEF	74100	Audit fee	2,000.00

Annex 2: Detailed monthly work plans cum status, Vientiane and district facilitators

Vientiane

ABP - Key activities – Oct 2012 (presented at Monthly meeting 10 Oct., & status end Oct.)

No	Task	Resp.	Dead-line	Details	Status end Oct
1	Draft work plan for October	PM, NPM	8 Oct	Including field visit programme	Done
2	Revised procurement plan	NPM, NPD, UNDP	3 Oct	Including equipment for field offices	Done
3	Formal submission of Q3 progress report	NPM, NPD	10 Oct	2 nd draft of Q3 progress prepared 4 Oct.	Done
4	Follow-up on CTA recruitment by FAO	NPD	ASAP	Announcement for candidates FAO	Done
5	Comments on 1 st draft of NBSAP, PBSAP	NPM, PA	regularly	Agro-biodiv. was not clearly elaborated. Need for inputs.	Done
6	Follow-up on the PBSAP	NPM, PA	regularly	Reflecting programmes, plans and mechanism for BD management in XK provinceo.	Done, Chitlatda follow up an update version draft
7	Discussion with field facilitators, Fuevue and Khamsao on proposed activities and pilot sites	DFs, NPM	Regularly	Project ideas (22 XK and 12 LB) not well justified and needs more details.	Done with good inputs from Mr Fuevue and Mr Khamsao
8	English and IT training in provinces	DFs, NPM	Regularly	Progress on training,	Well done
9	Workshop on capacity building of district staff	APM, NPM	3 days	Issues: PCAP, M&E	Done
10	Feed back on Project proposals, PAFO, LB	APM, NPM	Regularly	Comments and feedback on proposed provincial interventions. Alternatively, the APM write proposals based on PCAP format in close collaboration with DF and DAFO.	Pending
11	Visit to NAFRI, LARREC, and projects, related to proposed field activities	NPM, APM	3 times	to have projects identified	Partly done (LARREC)
12	Appraise additional district office equipment needs	DFs, APM, NPM	End Oct	scanners and other office supplies	Done
13	Visit local projects	DFs, NPM, APM	May	Related to provincial proposals and part of field programme	Done

ABP - Key activities – Nov. 2012 (presented at Monthly meeting 10 Nov.)

No	Task	Resp.	Dead-line	Details	Status end June
1	Q4 2012 work plan cum budget review	APM, ACC, NPM, NPD, UNDP	2 Nov.	Include costs for driver	Nearly done, waiting for more details from field
2	Monthly progress report	NPM	25 Nov.	Report to government	done
3	Interview of CTA candidates from short list	FAO	Early Nov.	To seek qualified candidate for CTA post	done
4	Monthly Meeting w UNDP	APM, NPM, NPD	ASAP after field visit	Including District Facilitators	Postponed
5	Monthly district work plan	Fuevue and Khamsao	1 Nov.	See separate sheets	Done
6	Follow-up on next draft of NBSAP	NPM	ASAP	Follow-up on next draft incl. missing points	communication with IUCN
7	Follow-up on the PBSAP	NPM, APM	End Nov.	Final draft	Done, waiting for official adoption by Gov.
8	NIM Principles	UNDP	Mid Nov.	Update among partners	Done on certain issues
9	Review sub project proposals	NPM, APM	Whole month	Follow-up on proposed activities incl. meetings with CA, and others	Done

10	Feed back on project proposals, PAFO, LB	APM, NMP	Continuous	As per detailed implementation plan of proposed local interventions	Done
11	Purchase of office equipment/ furniture for district office	DF, DAFO, APM, NPM	ASAP	facilitate, and condition field offices	Nearly done
12	Announcement for AMP and Driver for project	NPM	30 Nov	Former APM left after one year contract. Driver (s) are needed for driving to field stations	done

ABP - Key activities – December 2012 (presented at Monthly meeting 30 Nov.)

No	Task	Resp.	Dead-line	Details	Status end June
1	Project proposals reviews, in Lao	NPM, NPD, UNDP	Continuously or daily	To look consistency and feasibility of the proposals	Partly done
2	AMP interview and assignment	Panel	20 Dece	APM on board	done
3	Driver Interview and assignment	Panel	20 Dec	To have on board	done
4	Monthly Meeting	NPM, NPD, UNDP, FAO	30 Dec	Smoothing workplan and reporting	done
5	Monthly district work plan	Fuevue and Khamsao	1 Nov.	See separate sheets	Done
6	Follow-up on NBSAP	NPM	mid Dec	Attendance workshop to fanalize draft	done
7	Follow-up on the PBSAP	NPM, APM	End Dec.	Final draft approval by local gov.	pending
8	NIM Principles training	UNDP	In Dec. Nov.	Strengthening capacity for specific issues	prnding
9	Review sub project proposals	NPM, APM	continued	Translation of sub projects submitted	Partly done
10	Feed back on project proposals, PAFO, LB	APM, NMP	Continuous	Detailed information for local interventions, proposal fittings	Done
11	Purchase of office equipment/ furniture for district office	NPM	24 Dec	Fcontinue to acilitate, and condition field offices in order to be ready to fit	done



Subject: Monthly Report - October 2012

Date: 30/10/2012

Reported by: Mr. Khamsao Mouaxengcha, DF

Site project: Phonexay district

Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)

Implement Institution: Permanent Secretary Office, MAF

N o.	Outcom e	Out put	Activities	Responsible Persons	W 1	W 2	W 3	W 4	W 5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
		1.1	Biodiversity conservation, including agro-biodiversity, incorporated into Government policies, laws and other legal instruments							
		1.2	Institutional coordination of cgro-Biodiversity enhanced at national level							
		1.3	Institutional capacity of MAF to plan for, implement and effectively communicated on agro-biodiversity enhanced at national level							
		1.4	Key stakeholders understanding and capacity to respond to agro-biodiversity conservation and sustainable use enhanced							
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels									
		2.1	Capacity and accountability of provincial and district governments to mainstream BD into agriculture increased							
		2.1. 2	Assisted DAFO to proposed project proposal of nursery improvement to provide to villages	DAFO, DF	X	X	X	X		continue
		2.1. 2	English and computer training were regular training by DAFO staff in LP	DAFO	X	X	X	X	X	continue
		2.1. 3	Facilitate DAFO to proposed mushroom proposal	DAFO, DF	X	X				Continue to revise
		2.2	Participatory land use plans integrating agro-biodiversity developed							

		2.3	In-situ conservation for important agro-biodiversity								
		2.3.2									
		2.4	Farmers in two pilot sites with the skills, knowledge and incentives necessary to undertake biodiversity-friendly farming								
		2.4.1									
		2.5	Value-chain research, studies and analysis used to identify, process, pack and market agro-biodiversity and biodiversity friendly community products								
3	Effective Project Management										
		3.1	Improved capacity of IP for integrated planning, management, monitoring and evaluation of programmes								
		3.1.1	Participated PCM and PCAP training at Thalad, Vientiane province	DAFO, WU, DoH, DESO, DF		X					
		3.1.2	Meeting with District team to follow up project proposal and information collection by which department	DAFO, WU, DoH, DESO, DF				X			
		3.1.3	Prepare plan for district team for next field visit to target village (3 building village)	DAFO, DF				X	X		
		3.1.4	Discussed/hiring with DAFO head for ABP - PX cashier and now is working	DF		X					

Subject: Monthly plan - November 2012



Date: 30/10/2012

Reported by: Mr. Khamsao Mouaxenhag, DF

Site project: Phonexay district

Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)

Implement Institution: Permanent Secretary Office, MAF

No.	Outcome	Output	Activities	Responsible Persons	W1	W2	W3	W4	W5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
		1.1	Biodiversity conservation, including agro-biodiversity, incorporated into Government policies, laws and other legal instruments							

	1.2	Institutional coordination of agro-Biodiversity enhanced at national level							
	1.3	Institutional capacity of MAF to plan for, implement and effectively communicated on agro-biodiversity enhanced at national level							
	1.4	Key stakeholders understanding and capacity to respond to agro-biodiversity conservation and sustainable use enhanced							
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels								
	2.1	Capacity and accountability of provincial and district governments to mainstream BD into agriculture increased							
	2.1.1	Support to DoH for proposal of medicinal conservation and processing	DoH, DF		X	X	X		delay from last month
	2.1.2	Assist DAFO to revise a proposal of mushroom	DAFO, DF			X	X		Revise
	2.2	Participatory land use plans integrating agro-biodiversity developed							
	2.2.1.	Participated TABI PFLUP	DAFO, DF		X?	X?			Depend on TABI plan
	2.3	In-situ conservation for important agro-biodiversity							
	2.3.1	Continue to propose nursery proposal appraisal	DAFO, DF		X	X	X		
	2.4	Farmers in two pilot sites with the skills, knowledge and incentives necessary to undertake biodiversity-friendly farming							
	2.5	Value-chain research, studies and analysis used to identify, process, pack and market agro-biodiversity and biodiversity friendly community products							
3	Effective Project Management								

	3.1	Improved capacity of IP for integrated planning, management, monitoring and evaluation of programmes								
	3.1.1	The english and computer training are attending for DAFO staff	DAFO	X	X	X	X			
	3.1.2	Paln for office renovation is needed to be better and safe for equipments	DAFO, DF			X	X			
	3.1.3	Field visit to Nambo cluster (B. Thapho village) for participatory data collection by District team to propose activitie with farmers	DAFO, TSC, DOH, DESO, DF	X						

Subject: Monthly Report - December 2012

Date: 27/12/2012

Reported by: Mr. Khamsao Mouaxengcha, DF

Site project: Phonexay district

Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)

Implement Institution: Permanent Secretary Office, MAF

No	Outcome	Output	Activities	Responsible Persons	W 1	W 2	W 3	W 4	W 5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
		1.1	Biodiversity conservation, including agro-biodiversity, incorporated into Government policies, laws and other legal instruments							
		1.2	Institutional coordination of cgro-Biodiversity enhanced at national level							
		1.3	Institutional capacity of MAF to plan for, implement and effectively communicated on agro-biodiversity enhanced at national level							
		1.4	Key stakeholders understanding and capacity to respond to agro-biodiversity conservation and sustainable use enhanced							
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels									

	2.1	Capacity and accountability of provincial and district governments to mainstream BD into agriculture increased								
	2.1.2	Assisted PDES to revise the proposal of school awareness sent to VTE	PDES, DF	x						completed and sent to VTE
	2.1.2	Assisted/facilitated DAFO to propose proposal of Nursery improvement	DAFO, DF		x	X				
	2.1.3	Facilitated/revise a proposal of DAFO staff for fire protection and forest regeneration	DAFO, DF		x	x	x			
	2.1.4	Prepared plan for field trip to Donekham cluster	DAFO, DF		X					Delay because the time not available
	2.2	Participatory land use plans integrating agro-biodiversity developed								
	2.2.1									
	2.3	In-situ conservation for important agro-biodiversity								
	2.3.1									
	2.4.	Farmers in two pilot sites with the skills, knowledge and incentives necessary to undertake biodiversity-friendly farming								
	2.4.1									
	2.5	Value-chain research, studies and analysis used to identify, process, pack and market agro-biodiversity and biodiversity friendly community products								
3 Effective Project Management										
	3.1	Improved capacity of IP for integrated planning, management, monitoring and evaluation of programmes								
	3.1.1	Closed coordinated with PC coordinator and district coordinator for how to run project activities.	PC, DC, DF	x	x					
	3.1.2	Facilitated to School and Computer training center for the trainees certificate and report of training	DF		x	x				
	3.1.3	Prepared report of expenditure send to VTE	DF							
	3.1.4	Prepared annual report for ABP VTE	DF		x	x				



Subject: Monthly Report - October, 2012

Date: 31-Oct-2012

Reported by: Fueue CHERTHAI (Phoukoud District Project Facilitator)

Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)

Implement Institution: Permanent Secretary Office, MAF

No.	Outcome	Output	Activities	Responsible Persons	W1	W2	W3	W4	W5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels									
			Facilitated and monitored the English skills development for district officers (purchased stationery, provided fuel reimbursement to four technical service center staffs)	Fueue & DAFO	x	x	x	x	x	The English training has been starting since 10th, September with around 20 trainees. The two classes are taken on Tuesday and Thursday. The pre-test report from the trainer/s pending, and will be sent to VTE.
			Three provincial(PAFO, PHD and DoE) and three district ABP project implementation partners(DAFO and District Public Health Office), and the district project facilitator attended PCM and PCAP training which organized by ABP in Thlad, Keo Oudom district, Vientiane province.	Provincial and Dist partners and DF		x				
			Coordinated Mr. Viengvilay, Department of Public Health regarding the medicinal plants conservation and domestication proposal preparing, and he said the proposal is being starting.	Mr. Viengvilay & Fueue		x	x	x		
			Prepared ABP Phoukoud office asset list and forwarded to ABP Vientiane Office.	Fueue					x	



	Prepare weekly, monthly reports, workplans and budgets.	DAFO&Fuevue	x	x	x	x	x		
	Prepare weekly, monthly activity and expenditure reports.	DAFO&Fuevue	x	x	x	x	x		

Subject: Monthly Report - November, 2012

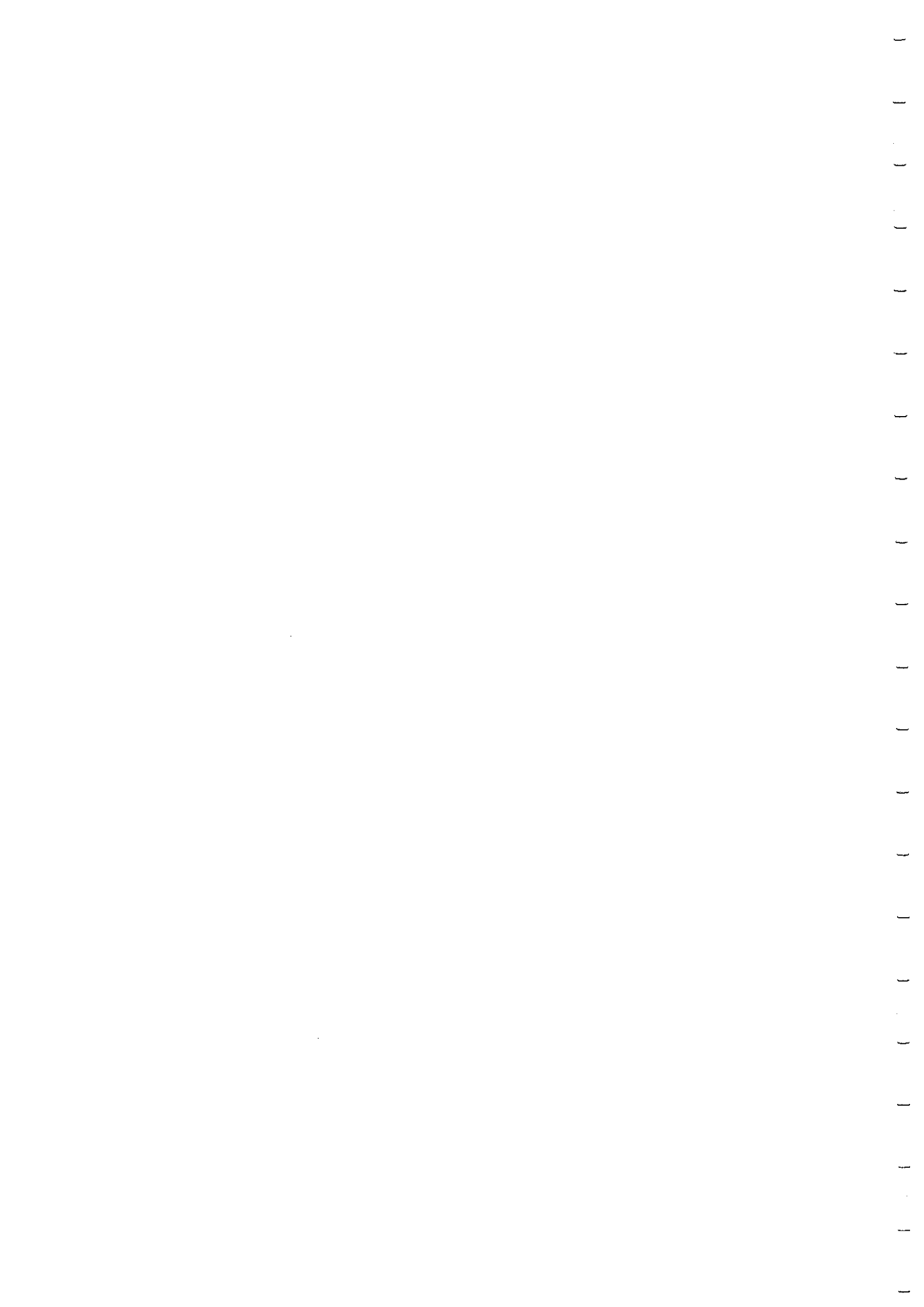
Date: 4-Dec-2012
 Reported by: Fuevue CHERTHAI (Phoukoud District Project Facilitator)
 Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)
 Implement Institution: Permanent Secretary Office, MAF

No.	Outcome	Output	Activities	Responsible Persons	W1	W2	W3	W4	W5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels									
			Summarized the list of ABP prioritized interventions/district proposed projects and target Kum-bans based on ABP previous list of interventions and the activities proposed by villages during TABI pFLUP. Around 15 new sub-projects were listed as following: 1) Local rice quality improvement and IPM, 2) Organic vegetable cultivation in rainy season, 3) Chilli cultivation and marketing, 4) Coffee planting, 5) Rice-fish cultivation, 6) Promotion of local chicken rearing (black meat chicken), 7) Promotion of indigenous pig rearing, 8) Planting grass for cows, 9) Biogas, 10) pFLUP, 11) Community forest conservation, 12) Conservation and promotion of wild tea planting, 13) Conservation and management of biodiversity at big rocket mountain(Phou bang fai), 14) Management forest to increase the products of NTFPs for marketing, 15) Medicinal plants conservation and domestication. On 8th, November, 2012 a meeting was held among ABP district team. The main objectives of the meeting were to give brief orientation about the PCAP template to the district and technical service centre staff, and assigned the names of staff to be responsible for each proposal preparation. the deadline for the proposals preparing is on 30th, December, 2012.	Fuevue and DAFO	x					
				Fuevue and DAFO		x				
			Facilitated and monitored the English training for district officers such as purchased the needed teaching materials, stationeries and paid the fuel reimbursement for four technical service centre staffs as per week by week depending on the distance of each centre and based on the attendance sheet.	Fuevue & Khamtic	x	x	x	x	x	

	Assisted Phoukoud district health office to prepare the proposal for "Medicinal plants conservation and domestication in Donglong", Phoukoud district, Xiengkhouang province.	Fuevue, Dr. Thongher & Mr Amphone	x	x	x	x	x	x												
	Assisted Phoukoud district Information, culture and tourism office to prepare the proposal for "Biodiversity conservation and management at big rocket mountain"	Fuevue, Mr Boun Som & Mr Amphone	x	x	x	x	x	x												
	Purchased necessary office supplies and stationeries	Fuevue & Khamtic																		
3	Effective Project Management																			
	Coordinated with the district and provincial coordinators and implementation partners to plan and budget requisition for the field visits and monthly budget for admin costs	Fuevue & DAFO	x	x																
	Attended TABI meeting regarding to the general report of TABI's pFLUP in Phoukoud district and planning for next steps (the list of pFLUP villages and Kumbans was shared with VTE)	Fuevue	x																	
	Coordinated TABI district coordinator (Mr. Khamlar) to get TABI current sub projects implementing in Phoukoud district (the list was shared with VTE)	Fuevue	x																	
	Brief orientation about ABP district accounting system and other related works to the cashier.	Fuevue	x																	
	Prepared November expenditure report and budget requisition plan for December, 2012	Fuevue & Khamtic																		x

Subject: Monthly Plan - December, 2012
Date: 4-Dec-2012
Prepared by: Fuevue CHERTHAI (Phoukoud District Project Facilitator)
Project Code & Title: 00075435 - Agro-Biodiversity Project (ABP)
Institution: Permanent Secretary Office, MAF

No.	Outcome	Output	Activities	Responsible Persons	W1	W2	W3	W4	W5	Comments/Updated
1	National policy and institutional frameworks for sustainable use, and in-situ conservation of biodiversity in agro-ecosystems									
2	Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels									





Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Phoukoud District
District Agriculture and Forestry Office
Agro Biodiversity Project (ABP)

No...../ABP
Date:/...../2012

**Monthly Report
For December, 2012 ABP Field Office,
Phoukoud District, Xiengkhouang Province**

- According to the monthly work plan for December 2012 of ABP field office, Phoukoud district, Xiengkhouang Province.
- According to the actual task implementation in December 2012.

Therefore, ABP Phoukoud office and the district Agriculture and Forestry Office of Xiengkhouang Province have summarized the tasks carried out in December, 2012 as following:

I. Tasks implementation

1. Sub project proposal preparation

- Closely coordinated with Phoukoud district Public Health Office to prepare the proposal for “Medicinal plants conservation and domestication at Donglong site, Phoukoud mountain foot hill”, Phoukoud district, Xiengkhouang province. And the Agriculture and Forestry Extension sector, PAFO, especially the sub project responsible person to revise the proposal of “Banna planting” to the PCAP template, which was trained. The brief information of the two proposals are shown as below:

Project Name	Project Targeted Location	Implement Period	Estimated Budget	Proponent Organization	Contact Person
Medicinal plants conservation and domestication	Donglong site, Phoukoud mountain foot hill, Phoukoud district.	From Jan, 2013-Jul, 2014	263,015,000 LAK	Phoukoud district health office	Dr. Thongher Tel: 5556 5151 Email: need_u2008@yahoo.com
Banana Planning	Longhang, Langchong & Vangtong	Feb 2013 – Jan 2014	103,772,000 LAK	Agriculture Division/ PAFO	Mr. Buakham Mob: 22947622 Email: khamboa@yahoo.com

- Coordinated with the district information, culture and tourism office to prepare the proposal for “Biodiversity conservation planning and management at big rocket mountain” , at Ban Xong and Nongkang, Kumban Ang and Sui-viengxai, Phoukoud district and assisted the district Industry and trade office prepared the proposal for “ Management and expand promotion of NTFPs(Had Kor and Had Wai)” at Ban Bong and Ban Nyodphe, Kumban Thai-Longkhan, Phoukoud district, Xiengkhouang Province. The main goal of the two sub projects is to contribute in biodiversity management and conservation for sustainable use. The two proposals are being done around 60%, and some of the contents and budget are being developing.

2. English Training for district and technical service center staff.

- Closely monitored the training course, facilitated for purchasing teaching aids, training materials as flash cards, color paper and taps etc. and paid fuel reimbursement for the technical staffs who

- attended the English training. And also prepared and printed 18 certificates for training participants.
- On 25th/Dec/2012 at 17:00 to 19:00 PM, a certificates handover ceremony was held, chaired by Mr. Khamphone Oudomsouk the vice district governor of Phoukoud /ABP district project steering committee, and co-chaired by Mr. Viengkham Chanthala, the head of DAFO. During the ceremony many trainees and the chairmen proposed that they would like ABP to facilitate the budget in order to extend the training course and the training hours should be more than before.
- 3. Administrations and other tasks.**
- Purchased of necessary office supplies for December 2012 such as printer toner for office, extension code, note books, pens, A4 paper and others.
 - Prepared detailed expenditure report for purchasing stationery supply, transportation cost, snacks and others for the English training course from September to December 2012.
 - Updated project asset list for Phoukoud district, Xiengkhouang province.
 - Prepared monthly report for December, fourth quarterly and 2012 annual activity and expenditure reports for ABP Phoukoud district, Xiengkhouang province.

II. Facilities, difficulties and solutions

1. Facilities

- The district project steering committee as well as the DAFO were closely coordinated especially, the preparation and attending for closing English training ceremony.
- Sufficient budget for office supplies and admin costs for December, 2012.

2. Difficulties

- The district and technical service centre staffs are lacked of experience on project proposal preparation so it takes time for a proposal to be prepared.
- The national level is slowly to check/comment the district and provincial sub project proposals which already sent, therefore the project concerned partners, especially, the key person of the sub projects/concept notes are lacking of confidence.
- Lack of necessary office equipments as telephone, scanner, photocopy machine, so it is difficult and takes times for sending and copying of project documents.

3. Solution

- Closely working with the key person for each sub-project, especially, the district and technical service center staffs.
- Increase the coordination between the project national and local levels, speed up to check the proposals in order to revise or approve budget for its activity implementation.
- Should speed up to provide necessary office equipments for the field office in order to communicate and sending project documents faster.

Certified by:
District Project Coordinator

Report by:
District Project Facilitator

Acknowledged by:
Head of DAFO



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Phoukoud District
District Agriculture and Forestry Office
Agro-Biodiversity Project (ABP)

No...../ABP
Date:/...../2012

**4th Quarterly Report for ABP Phoukoud District, Xiengkhouang
(October-December, 2012)**

- Based on the monthly work plans from Oct to December, 2012 of ABP Phoukoud district office.
- Based on the activities implemented during the last quarter.

Therefore, ABP District Facilitator and Phoukoud District Agriculture and Forestry Office, Xiengkhouang Province have been reporting the activities has implemented as following:

III. Works/activities carried out

1. Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels.

1.1 Sub project proposals preparation.

- On 8th November, 2012 ABP Phoukoud field office and District Agriculture and Forestry Office (DAFO), Xiengkhouang province held a meeting with the district and technical service center officers, the total number of participants was 20 people, 6 female, the meeting was attended by Mr. Khamlar Vilaysouk, Phoukoud DAFO Deputy. The main objective of the meeting was to give brief orientation on the project proposal template(PCAP) and the goal of ABP project to the district and technical officers to understand and also to assign the sub project proposals for each staff to be responsible for the proposal preparation, as shown in the following table:

No	Name of activity/sub project	Target Kumban	Responsible partners	Contact person
Crop cultivation sector				
01	Local rice quality improvement and IPM	Thai-Longkhan	DAFO	Mr. Phonephanee
02	Organic vegetable in rainy season	Khueng-Longhang	DAFO	Mr. Sengaloun
03	Chilli planting promotion	Khueng-Longhang & Sui-Viengxai	DAFO	Mr. Khammouan Mr. Sengchan
04	Coffee promotion	Thai-Longkhan	DAFO	Mr. Somlith
Livestocks and fishery sector				
01	Rice-fish cultivation	Khueng-Longhang	DAFO	Ms. Bounhom
02	Indigenous chicken rearing(Black meated)	Ang	DAFO	Ms. Syvannee
03	Indigenous pig raising	Sui-Viengxai & Ang	DAFO	Ms. Khamphone
04	Fodder grass planting for cows	Sui-Viengxai & Ang	DAFO	Mr. Syphone

05	Biogas	Ang&Thai-Longkhan	DAFO	Mr. Sengvilaysot
Forestry, NTFPs and medicinal plants				
01	pFLUP	Sui-Viengxai	DAFO	Mr. Khamking
02	Community forest conservation	Khueng	DAFO	Mr. Phoutthasone
03	Wild tea conservation and domestication	Thai-Longkhan	DAFO	Ms. Khanthong
04	Biodiversity conservation and management at big rocket mountain site(Phou bang fai)	Thai-Longkhan, Sui-Viengxai & Ang	DICTO	Mr. Bounsom
05	NTFPs management (Had Kor & Had Wai)	Thai-Longkhan	DITO	Mr. Soukan
06	Medicinal plants domestication demo site	Khueng(DoH)	DoH	Dr. Thongher
07	Medicinal plants conservation and domestication at Donglong, Phoukoud mountain foot hill	Ang	PHD	Dr. Viengvilay

Note: The proposal of medicinal plants conservation and domestication at Donglong, Phoukoud mountain foot hill was given to Phoukoud district health office to prepare.

- Coordinated/assisted Phoukoud district health office to prepare the proposal for “medicinal plants conservation and domestication”. And the Agriculture Extension sector, PAFO, especially, the key person to revised the proposal for “Banana planting” to the PCAP template which trained as shown in the following table:

Name of project	Target project location	Project period	Expected budget	Responsible partner	Contact person
Medicinal plants conservation and domestication	Donglong, Phoukoud foot hill, Ban Xai & Ban Poua, Kumban Ang, Phoukoud.	Jan, 2013-Jul, 2014	263,015,000 LAK	Phoukoud DoH	Dr. Thongher Tel: 5556 5151 Email: need_u2008@yahoo.com
Banana planting	Ban. Longhang, Langchong & Vangtong, Kumban Kheung-Longhang	Feb, 2013-Jan, 2014	103,772,000 LAK	Agriculture Extension sector/PAFO	Mr. Khamboua Tel: 22947622 Email: khamboa@yahoo.com

- Coordinated/assisted District Information, Culture and Tourism Office to prepare the proposal for “Conservation and management of biodiversity at big rocket mountain site” at Ban Xong and Ban Nongkang, Kumban Ang and Sui-Viengxai, Phoukoud district. And District Industry and Trade office to prepare the proposal for “NTFPs conservation and management (Had Kor & Had Wai)” at Ban Bong and Ban Nyodphe, Kumban Thai-Longkhan. The main objective of the two projects aim to contribute in conservation, management and sustainable use of local biodiversity. The two proposals have been developed around 60%, and some of the contents and budgets are being developed.

1.2 Capacity building for provincial and district implementation partners

Agro Biodiversity Project (ABP) has an important role on capacity building, development for provincial and district implementation partners and communities in relation with the conservation, management and sustainable use of the local biodiversity.

- **English Training:** the basic English skills development training for provincial and district implementation partners is one of the projects' outcomes. Therefore, ABP has facilitated/supported the budget and necessary stationery for a short-term English training (three months from Sep to Dec, 2012) for district and technical service center officers, the total number of trainee was 20 people, 5 female. The trainees came from different district offices such as: DAFO, DNRE, DoH, DWO, DPIO, DICTO and four technical service centers. The objective of the training was to enhance the basic English skills of the district and technical service center implementation partners and to increase the relationship between ABP and other related offices in the district. On 25th/Dec/2012 at 17:00 to 19:00 PM, a certificates handover ceremony was held, chaired by Mr. Khamphone Oudomsouk who is the vice district governor of Phoukoud /ABP district project steering committee, and co-chaired by Mr. Viengkham Chanthala, the head of DAFO. During the ceremony many trainees and the chairmen proposed that they would like ABP to facilitate the budget in order to extend the training course and the training hours should be more than before. The project also supported one of the provincial project implementation partners (provincial project coordinator) to attend a short term English training course at Tonsivit Vocational School.
- **PCM and PCAP training for provincial and district implementation partners:** On 10th-12th /10/2012, three of ABP provincial project partners and four of district attended the project cycle management(PCM) and how to prepare a project proposal by using PCAP format, the training was organized by ABP and held in Thalad, Keo Oudom district, Vientiane province.
- **Computer training plan for district and technical service center staffs:** ABP and Phoukoud district have drafted a training and budget requisition plans to organize a short computer training course for around twenty participants (district and technical service center staffs), especially, the key person who responsible for the proposals preparing. The training is planned to organize at Phoukoud DAFO because it will spend less buget than taking the team to train in Phonsavanh. The detailed plan was already posted to Vientiane office.

3.4 Other tasks carried out.

- Coordinated with TABI district project coordinator to get the list of TABI current SPAs in Phoukoud district for both which the proposals are being developed and already approved to implement. Around 14 of TABI's SPAs are implementing in Phoukoud district and around 10 are being developed.
- Coordinated with DAFO officer to compile the pFLUP data in Phoukoud district which carried out by Namngum Watershed Management project and TABI (See Phoukoud pFLUP data summarizing in Annex 1)
- Updated the asset list for ABP Phoukoud district, Xiengkhouang province.

2. Project management

- Coordinated with project provincial, district coordinator and other stakeholders for the field activity implementation planning, budgets for activities and office admin budgets as monthly and quarterly and also prepared regular reports.
- On 13th/Nov/2012, attended TABI's meeting regarding the general progress report from the implementation team of pFLUP carried out round 1&2 in ten villages in Kumban Thai-Longkhan and round 1,2&3 in five villages in Kumban Khueng-Longhang and planning for round 3 in Kumban Thai-Longkhan and round 1,2&3 in Kumban Ang.

IV. Advantages, Risks and solutions

1. Advantages

- The district steering committee as well as DAFO have been closely in guiding the district project activity implementation;
- Sufficient budget for office supplies and admin costs for every month available timely;
- The provincial and district coordinator as well and other concerned partners were closely cooperated in planning, task implementation and proposal preparation.

2. Risks

- The national project level is late for checking/providing comments for the proposals which sent, so some of the sub project are off-season such as: bee keeping, BD Awareness raising at schools and communities;
- The approving budget for monthly office supply and admin costs were mostly at the end of the month, so it causes lake for the expenditure report;
- Lacked of essential office equipments such as desk telephone, scanner, photocoppy machine as it is hard and delay for sending and photocopying of project documents;
- Some of the provincial and district implementation partners lacked of experience and attention on project proposals/concept notes preparing, therefore, it took longer of time and are still pending.

3. Solutions

- The national project level should speed up for checking/providing comments to the proposals sent in order to revise or approving budget for the field activity implementation;
- The approving of monthly budget for office supply and admin costs should be faster than before
- Necessary office equipments for ABP district office should be provided in order to communicate or sending project documents faster;
- Closely assist district and technical service center officers in preparing the sub project proposals;
- A consultation meeting should be organized between the national and local levels in order to discuss the running of project activities smoothly.

V. Future work plan (1st Qt, 2013)

1. Capacities and incentives to mainstream biodiversity, especially agro-biodiversity, at the provincial, district and community levels.

- Follow up the pending project proposals/concept notes and forward to the NPM/VTE team for additional feedbacks/ comments
- Prepare detailed plan and implement field activities of the approved sub-projects

2. Project management.

- Monthly activities planning with project provincial and district coordinator as well as other stakeholders;
- Attend the planning, progress report or lesson learned meeting of the project partners at district, provincial or national levels as per require;
- Prepare weekly, monthly and quarterly activities and expenditure reports;
- Coordinate with other project implementation partners in the district, provincial levels as well as other related projects.

Acknowledged by:

DAFO Head

Certified by:

District Coordinator

Prepared by:

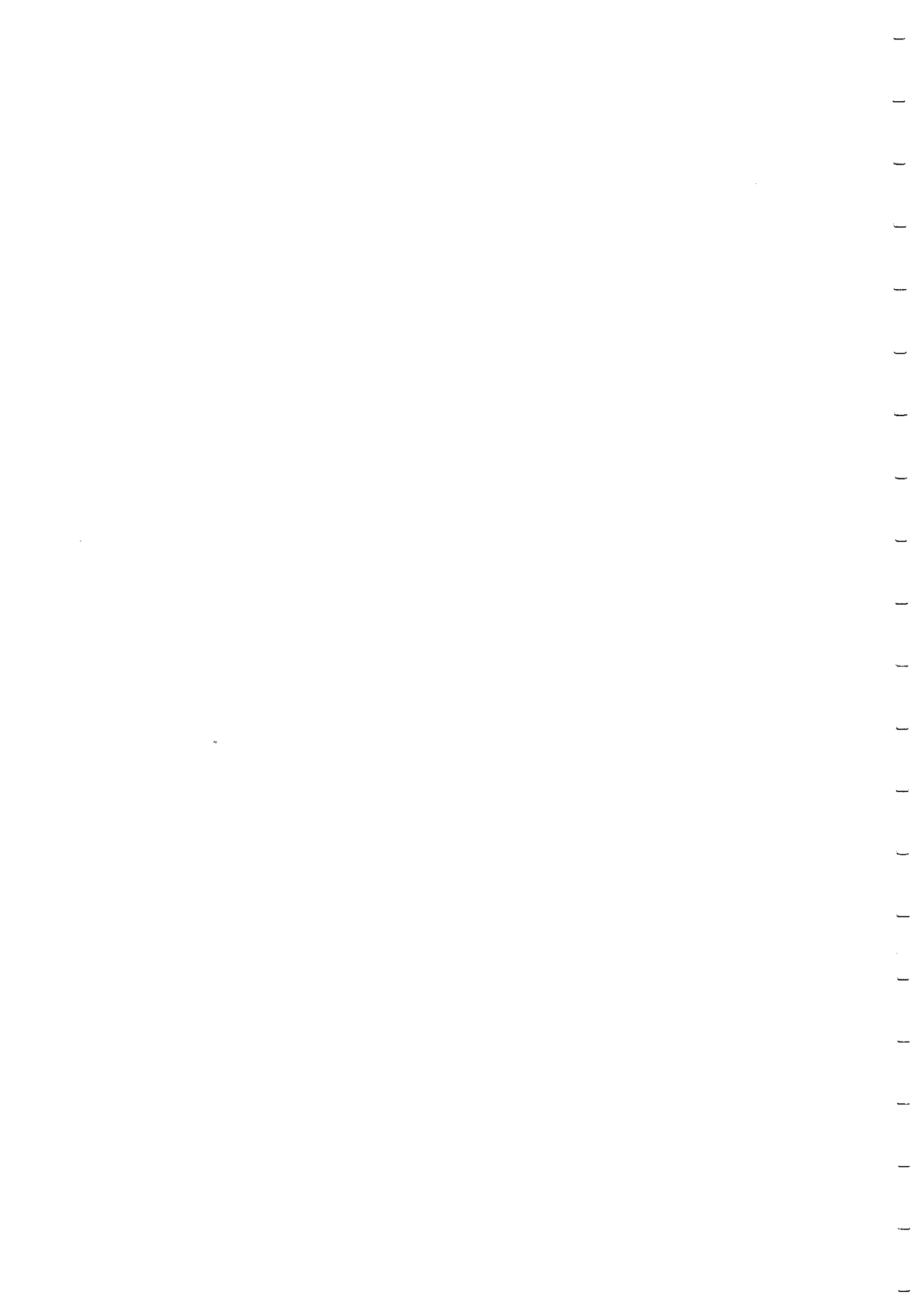
District Facilitator

Summazing data pFLUP carried out in Phoukoud district, Xiengkhouang province

No.	Name of Kumban and villages	Carried out by Namngum Watershed Management project		Carried out by TABI	
		Year of implementation	Remark	Year of implementation	Remark
Kumban Kheung-longhang (Total: 12 villages)					
01	B. Vangtong		Not yet	2012	Completed
02	B. Longhang		Not yet	2012	Completed
03	B. Langchong		Not yet	2012	Completed
04	B. Mien		Not yet	2012	Completed
05	B. Paen		Not yet		Not yet
06	B. Kheung	2005	Completed	2012	Completed
07	B. Phoungman	2005	Completed	2012	Completed
08	B. Hangouam	2005	Completed		
09	B. Naxaithong	2005	Completed		
10	B. Houadtan	2005	Completed		
11	B. Phouvieng	2005	Completed	2013	Planning in beginning 2013

12	B. Phiangloun	2005	Completed	2013	Planning in beginning 2013
Kumban Thai-longkhan(Total: 10 villages)					
01	B. Longkha		Not yet	2011-2012	Completed 1&2, implementing 3
02	B. Longkhan		Not yet	2011-2012	Completed 1&2, implementing 3
03	B. Mouangkham		Not yet	2011-2012	Completed 1&2, implementing 3
04	B. Nakhar		Not yet	2011-2012	Completed 1&2, implementing 3
05	B. Ngodphe	2005	Completed	2011-2012	Completed 1&2, implementing 3
06	B. Lethong	2005	Completed	2011-2012	Completed 1&2, implementing 3
07	B. Yai	2005	Completed	2011-2012	Completed 1&2, implementing 3
08	B. Choi	2005	Completed	2011-2012	Completed 1&2, implementing 3
09	B. Mixay	2005	Completed	2011-2012	Completed 1&2, implementing 3
10	B. Bong	2005	Completed	2011-2012	Completed 1&2, implementing 3
Kumban Ang(Total: 5 villages)					
01	B. Xai	2005	Completed	2013	Planning in beginning 2013
02	B. Poua	2005	Completed	2013	Planning in beginning 2013
03	B. Phouexo	2005	Completed		
04	B. Xong	2005	Completed		
05	B. Ang	2005	Completed		
Kumban Sui-Viengxai(Total: 15 villages)					
01	B. Nongkang	2005	Completed		No plan yet
02	B. Xaioudom	2005	Completed		No plan yet
03	B. Nakhouan	2005	Completed		No plan yet
04	B. Nongtang	2005	Completed		No plan yet

05	B. Sui	2005	Completed		No plan yet
06	B. Pangpang	2005	Completed		No plan yet
07	B. Namchat	2005	Completed		No plan yet
08	B. Xiengded	2005	Completed		No plan yet
09	B. Douk	2005	Completed		No plan yet
10	B. Mang	2005	Completed		No plan yet
11	B. Chomsy	2005	Completed		No plan yet
12	B. Xiengnga	2005	Completed		No plan yet
13	B. Somboun		Not yet		No plan yet
14	B. Namsam		Not yet		No plan yet
15	B. Sacksod		Not yet		No plan yet



Annex 3: Internal Monitoring of Deadlines of Reports and other deliveries

Project Title: Agro-Biodiversity Project (ABP)			Award ID: 00060069		Date: 8 October 2012	
Report and deliverables	Responsible	Method	Deadline	Date of Completion	Status	
Annual Procurement Plan 2012	Project → UNDP	Document	N/A			
5th Revised AWP cum budget 2012	Project → UNDP	Document	12	10/07/12		
QWP cum budget Q4, 2012	Project → UNDP	Document	quarterly	10/10/12		
Petty Cash Report	Project	Report/document	Monday, weekly			
Rolling Issues Decision and follow-up table	Project	Rolling Document	Monthly, weekly			
Monthly project meeting	Project	Rolling Plan	Monthly		Done	
Updated risk, issue, lessons learned logs and communication and monitoring plan	Project → UNDP	Report	31 Oct	31 Oct		
			30 Nov	30 Nov		
			31 Dec	31 Dec		
Spot Check	UNDP → Project	N/A	N/A	N/A	None yet	
Quarterly Project Combined Delivery Report	UNDP → Project	N/A	N/A			
FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations, including monthly Bank Reconciliation record, advance record	Project → UNDP	Report/documents	10 Jan 2013	10 Jan 2013		
UNDP Monthly Exchange Rate	UNDP → Project	Document	10/07/12	N/A		
Quarterly Project Direct Payment List	Project → UNDP	Report/document	None	31 Oct		
				30 Nov		
				31 Dec		
Petty Cash Report	Project	Report/document	Weekly	Weekly		
Report to MPI	NPM	Report/Document	Quarterly			

Annex 4: Risk Log for Reporting Period

Project Title: Agro-Biodiversity Project (ABP)							Award ID: 00060069		Date: 3 January 2013	
S	Description	Date Identified	Type	Impact & Probability	Counter measures / Mgmt response	Owner	Submitted, updated by	Last Update	Status	
1	New APM recruitment	November 2012	Organizational/Operational	Pressure on project implementation, reporting. I=2, P=4, Total 8	NPD and NPM take over at temporary time	NPM/NPD/UNDP	NPM	End December	solved	
2	Recruitment of driver	Mid December 2012	Rendering service, administration	Log book record not regularly performed I = 4, P = 2, Total 8	Hiring temporary driver or hiring car	NPM	NPM	23 December	Solved	
3	Translator recruitment/contract by year	20 December	Operational	This delays sub project approval I= 3, P=4, Total 12	Follow-up and coordinate with UNDP	NPM/UNDP	NPM	15 December	solved	
4	Delayed formal collaboration between related projects & particular TABI	15 Nov 2012	Organizational/Operational	This delayed common work plan and max synergy I= 4, P=4, book reTotal 16	Continued Follow-up and coordination	NPM/MAF	NPM	20 December	Some projects proposals worked out	
5	Coordination field and central ABP offices	20 December 2012	Organizational/Operational	This delay field implementation & sub-projects preparation. I= 3, P=3, Total 9	Follow-up and recommendation	NPM/MAF	NPM	5 Oct.	No change	
6	Subprojects translation	15 Nov. 2012	Operational	This lower field works I= 2, P=4, Total 8	Flag at monthly meetings and follow-up with MAF & UNDP	NPM/MAF	NPM	15 December	Partly solved	
7	Weekly and monthly workplan and activity	20 Nov. 2012	Organizational/Operational	This jeopardise important activities and lower job-satisfaction & other risk I= 4, P=5, Total 20	Flag at monthly meetings and follow-up with MAF & UNDP	NPM/MAF	NPM	8 Oct.	Partly solved	

Annex 5: Issues Log for reporting period

Project Title: Agro-Biodiversity Project (ABP)							Award ID: 00060069	Date: 8 October 2012
Description	Date Identified	Type	Impact & Priority	Counter measures / Mngt response	Owner	Submitted/updated by	Last update	Status
PSC not formally yet set-up and approved	10 Sep 2011	Other	Meeting with MAF concerned officers. I=3, P=4, Total: 12	Encourage MAF to make decision	NPM	NPM	15 December	to have it 2013
4 Status of Agricultural Biodiversity Programme	15 Sep 2011	Other	ABP is as NBSAP sectoral issues (NBSAP draft not yet officialised), MAF to revive its ABP programme. I=2, P=4, Total: 8	Bring the matter to the attention of senior MAF decision makers.	NPM/ NPD	NPM	20 Dec.	Discuss with NAFRI DG, proposed to have a workshop to introduce NABP that has been adopted in 2005 by MAF. To be used as umbrella. The date to be identified later.
5 Strengthening district government focal point/direct counterpart	8 Oct.20	Other	clear who the district facilitators should work closely with/address issues. I=3, P=4, Total: 12	Flag the matter at monthly meetings	PM/MAF	APM	20 Dec.	Solved

Annex 6: Lessons Learned Log (accumulated)

Project Title: Agro-Biodiversity Project (ABP)					Award ID: 00060069	Date: 8 October 2012
Type	Date Identified	Successes	Shortcomings/lessons learned	Recommended Solutions	Submitted, updated by	
1 Recruitment of staff	15 Sep 2012		Late recruitment. Takes longer time than envisaged to start-up project.	Start early with recruitment. Provide extra resources to NPM during initial phases.	Sen Cons	
2 Co-financing	15 Dec 2011		Co-financing arrangement confuses partners. It takes time to explain partners about GEF project structures.	Clear consensus with partners before implementation.	Sen Cons	
3 Financial management	10 Jan 2012		Lack of awareness of importance of in-time payments and quick decision making. Acquaintance with NIM by Government staff takes time.	Strictly follow NIM rules and regulations. Close monitoring and spot checks	Sen Cons	
4 Teambuilding	20 Feb 2012		DFs receive little support. Teambuilding important for field staff isolated from main office.	Frequent visits to districts by Vientiane based staff and frequent visit of DFs to Vientiane (work plans/monthly meetings, etc.)	Sen Cons	
5 Equipment and funds transfer to field operations	20 Feb 2012		Delayed funds and basic equipment transfer to DFs constraint progress at field DFs level. Timely submission of basic equipment to field staff.	Immediate transfer of equipment and funds to central	central	



MINUTES OF 14th MONTHLY MEETING
October 2012

Friday, 10 October 2012 (14:00 to 16:00hrs), ABP Office, MAF

1. Objectives

The objectives of the meeting were to follow up progress from last meetings and discuss other pending issues

2. Participants

- Mr. Bounkong Souvimonh, NPM, ABP
- Mr. Souksavanh Sisouvong, APM, ABP
- Ms. Viengthong Sengkhamkhoudlavong, Accountant, ABP
- Ms. Nou Xayleuyang, Cashier, ABP
- Ms. Bounsong Thammavong, Admin Officer, ABP
- Mr. Bruno Cammaert, Chief Env.Unit, UNDP
- Ms. Chitlatda Keomuongchanh, PA, Env.Unit, UNDP
- Mr. Ilari Sohlo, NRMA, FAO

3. Meeting Agenda

- Overall progress – Q3 activities and follow up actions from the last meeting.
- Issues related to HR, consultancies
- IT & equipment issues
- Sub-project concept notes and proposals
- Basic skill developments
- Budget/finance/reporting issues
- AOB

4. Results of the Meeting

Overall progress - Q3 activities and follow up actions from the last meeting

- N/PBSAP – IUCN sent link to download the PBSAP report to ABP team including UNDP. IUCN is waiting for input/feedback from the local GoL to finalize the draft and will resend to all for feedback including the English version. UNDP had informed about financial closure in the Atlas system and request all project to close PO in the system. Therefore, final payment for IUCN could be done as the draft reports sent to the ABP and UNDP will be used as outputs and final payment can made as soon as possible. The ABP has to provide the evaluation form for and send to UNDP by next week to clear the final payment. Chitlatda will contact IUCN to ask them to send the draft reports both hard and soft copies to the project team.

- The NBSAP consultation meeting in the Northern provinces has not been confirmed by IUCN. Chitlatda will follow up with IUCN regarding the meeting schedule and agenda, etc.
- The monthly meetings with FAO & UNDP are regularly carried out.
- Informal meetings with Chris & Pheng of TABI have been carried out by the NPM & Pre-CTA. Continuation of the efforts integration of the TABI & ABP with one NPM and collaboration elements under a common umbrella were discussed
- Several contacts and meetings with other development partners have been made
- The fifth field visit to LB conducted during 20 – 21 Jul. The aims were to follow-up on last visits action plan and to in-depth discuss sub-project proposal from NAFC. Participants include Souk, Ole & Khamsao. A draft sub-project proposal is attached in Annex III.
- The NPM, Pre-CTA and project staffs attended the medicinal consultation workshop in Xiengkhuang province on 26 Jul. 2012. The workshop report finalized and distributed to all participants.

Issues related to HR, consultancies

- The APM's current contract expired on 29 Sep. 2012. The NPM promised to conduct the performance evaluation of the APM and renew/extend his contract on Wednesday, 3 Oct. 2012 by two o'clock at the latest. His new ToR will be more on technical aspects that will be revised later or after the contract signing
- The FAO CTA recruitment has been progressing well – the key panel involved the participation of the UNDP & ABP. FAO is currently in the process of contacting the first candidate. In case the first candidate declines the terms of employment offer, the post will be offered to the second candidate. The FAO CTA will be ready on board in mid-Oct. 2012
- The FAO TAs: Mr. Ilari reported that the recruitment process has not started due to needing CTAs to review and endorse the TA ToRs. However, the process of recruitment could be faster as FAO has lists of some TA applicants in their database. FAO could select some and invite them for the interview once the announcement is opened. Mr. Ilari was given the task to follow up with FAO Country Repetitive whether the CTA endorsement is really or FAO could start the recruitment process in order to get the TAs on board to work with CTA. FAO will inform the ABP & UNDP team about this.
- ABP Driver: ABP received two applications from the persons who used to drive the ABP car to LB & XK during the past quarters of 2012. It was agreed with UNDP that the ABP should place an advertisement for this post in local newspapers. The two applicants as mentioned-above are encouraged to include in the shortlist. The recruitment process should be the same as other project staffs' following the NIM rules
 - The recruitment of an English teacher (IC) for Phoukoud of XK completed & the contract signed on 3 Sep. 2012. The first payment made on 14 Sep. 2012
 - The translator: ABP requested for quotations from a number of suppliers. Only 3 individual consultants submitted their proposals "Mr. Phatsakone Dejevongsa, Mr. Bounsy Douangkhemthong & Mr. Sisaveuye Chanthavisack". The ABP selection committee finalized and conducted the evaluation process. The selection/

evaluation results signed and approved by the PMB/NPD. However, Mr. Bounkong proposed to invite additional translators to apply and finalize the process again as there might be more chance of getting a good translator. In response Mr. Bruno underlined the finalization of the new selection process should be done and completed by the end of this week “follow the NIM procurement rules”, and if not then the project should go ahead by hiring the selected translator within a one-year period, next week at the latest. Payments to the translator will be done on a task-by-task basis. The screening process will be started as soon as the sub-project proposals are translated.

- District office cashiers: The DAFO Heads (of PK & PX) nominated a volunteer staff to assist in works of the ABP Field Offices in relation to the day-to-day administrative and financial management, etc. It has been agreed that the ABP should cover project related transportation, communication and other miscellaneous costs of the volunteer as a lump sum per month per person, such as so-called “Incentive”. The District Facilitator’s roles should be more focus on technical aspects
- Annual leave: the NPM stated that the ABP staffs are contracted for a one year basis are advised to follow the Government regulations on personnel leave as stated in the contract. Therefore, to take annual leaves they owe to follow the Government/MAF procedures, the procedures are in the project filing documents. In response, Mr. Bruno underlined that all the project staffs from the UNDP supported NIM projects are eligible to take annual leaves and other leaves in accordance with the agreement on NIM Rules between the UNDP CO & GoL (DIC/MPI). UNDP will send out the most updated NIM Rules/guidelines to the NPM for further reference

IT & equipment issues (Scanners, Desk-phone & Camera)

- Mr. Souk stressed an urgent need for procurement of the above-mentioned equipment. It was agreed that the ABP sends out an email to the Procurement Unit/UNDP and start purchasing equipment ASAP – follow the NIM Rules (Standard Operating Procedures)

Sub-project concept notes and proposals:

- ABP received 18 sub-proposals from project key partners of which LB-12, XK-4, LARReC-1 & PSO-1 (see-Annex II). None of these sub-project proposals has been translated into English except the A/BD capacity development/NAFC (LB), item#09. Mr. Bruno stressed the urgent need in translation of all the proposals prior the FAO CTA and other TAs are being in place. He also suggested that ABP sends out one or two pages of the technical docs to the translator/s “for test” and see if the quality of the translation is met with the ABP requirement. Regarding the prioritization of the sub-project proposals Mr. Bounkong suggested Bruno, Chitlatda and Ilari to help on developing the draft criteria so that the ABP team could build on/follow accordingly

Basic skill developments (English, IT/Computer & PCAP trainings):

- In Phoukoud (XK): the English training course for District technical staffs started on 10 Sep. 2012. The trainees divided into 2 groups [group A. Beginnerx7pax; and B. Pre-intermediatex13pax]. The venue for the training is DAFO of Phoukoud. The 1st term starts from Sep – Dec. 2012 (Mon – Fri). The objective of the training is to increase English proficiency of District technical staffs

- In Phonexay (LB): the English & computer trainings for District technical staffs started in mid Sep. 2012. The 1st term starts from Sep – Dec. 2012 (Sat – Sun). All the trainees travel from/ to Phonexay for attending the training courses in LB provincial town
- A 3-day PCM/PCAP training is scheduled for mid-Oct. 2012 at Thalad in VTE province. Participants include representatives from two project target provinces and districts and project staffs. 2 resource persons/trainers from DoP/MAF. UNDP recommended that the training should be organized once prioritization of the sub-projects is completed. ABP should select the eligible proposal and use it as a case study/assignment during the training workshop.

Budget/finance/reporting issues:

- The fourth QWP cum budget of 2012 and target are due to be ready by next week. The third QPR of 2012, including the FACE/ICE form/IPOA settlement will be ready to submit to the UNDP on 10 Oct. 2012. There has been an under-spend in the ABP's budget (from the 3rd advance) which will be carried over to Q4 of 2012
- **AOB:**
- The 2012 ARM is scheduled for January next year (date & time TBD by ABP). Chitlatda will follow with the NAPA FU - if these 2 projects could join the 2012 ARM
- Any of the project team "ABP, FAO, UNDP, etc" day-to-day coordination, communication, information sharing/exchanging will be done via email, with copying to the persons who are concerned about it

Immediate Actions

- Chitlatda to coordinate with IUCN to ask them to send hard copy and soft copy of NBSAP and PBSAP to the ABP team. Based on the draft report, ABP has to prepare the evaluation form and send to Chitlatda to facilitate the final payment procedures.
- Chitlatda to follow with IUCN regarding the schedule and agenda of the NBSAP consultation meeting in the Northern provinces
- Organize a regular project monthly meeting with FAO & UNDP
- Continue collaboration with TABI and other development partners
- Conduct the performance evaluation of the APM and renew/extend his contract on Wednesday, 3 Oct. 2012 by two o'clock at the latest.
- Revised the APM's ToR after the contract signing. ToR to be shared with UNDP for adjustment and comments.
- Signing of the FAO CTA contract
- Follow up with FAO regarding the FAO TAs recruitment and its process
- Place an advertisement for the post of a project driver and recruit
- Draft ToR for the District office cashiers (PK & PX)
- Coordinate with UNDP regarding the most updated NIM Rules/guidelines for the NPM
- Sends out an email to the Procurement Unit/UNDP and start purchasing the equipment
- Translation of the sub-project concept notes and proposals
- Draft a criteria for prioritizing and screening of the sub-project proposals and formulating
- Conduct a 3-day PCM/PCAP training at Thalad in VTE province

- Preparation of the fourth QWP cum budget of 2012 and targets
- The third QPR of 2012, including the FACE/ICE form/IPOA settlement
- Follow up with NAPA FU regarding the organization of the 2012 Joint ARM
- Preparation of the 2012 ARM

Minute of Meeting: November 2012
28 November 2012

Objective:

1. Objective:

To monitor and follow up on the progress of October Work Plan implementation and make tentative November draft Plan and discuss other interest issues.

2. Participants

- Mr. Bounkong Souvimonh, NPM, ABP
- Ms. Viengthong Sengkhamkhoudlavong, Accountant, ABP
- Ms. Nou Xayleuyang, Cashier, ABP
- Ms. Bounsong Thammavong, Admin Officer, ABP
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Overall progress - Q3 activities and follow up actions from the last meeting

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- The NPM, Pre-CTA and project staffs attended the medicinal consultation workshop in Xiengkhuang province on 26 Jul. 2012. The workshop report finalized and distributed to all participants.

Issues related to HR, consultancies

- The NPM conducted the performance evaluation of the APM and renew was not encouraged. Announcement for new APM was discussed and urged to do by PM following NIM procedures.
- The FAO CTA recruitment has reported that FAO is proceeding recruitment process made by FAO Rome. ABP urged FAO to assign soon to avoid jeopardy to the implementation of the project. FAO is currently in the process of contacting the first candidate. In case the first candidate declines the terms of employment offer, the post will be offered to the second candidate.
- ABP Driver: ABP posted an announcement for this Job Vacancy in Vientiane Time Newspaper. Twenty candidates applied for this post. Three qualified candidates were shortlisted.
 - The English course is continuing: local staff were strengthened in Phoukoud, XK and Phonexay, LP.
 - The translator: Three applicants were submitting their interest with quotation, there were two individual consultants (“Mr. Phatsakone Dejevongsa, & Mr. Sisaveuye Chanthavisack”) and one company (Mr. Bounsy Douangkhemthong) submitted their proposals. The ABP selection committee will finalize and conduct the evaluation process.
 - District office cashiers: They were trained on the job by DF

IT & equipment issues: Two scanners were purchased one for each district.

Sub-project concept notes and proposals:

- ABP received 22 sub-proposals from project key partners of which LB-12, XK-8, NAFC-1, CA-1, LARReC-1 & PSO-2. None of these sub-project proposals has been translated into English except the A/BD capacity development/NAFC (LB) and CA’s.
- **AOB:**
- The 2012 ARM is scheduled for January next year (date & time TBD by ABP). Chitlatda will follow with the NAPA FU - if these 2 projects could join organising together 2012 ARM.
- Any of the project team “ABP, FAO, UNDP, etc” day-to-day coordination, communication, information sharing/exchanging will be done via email, with copying to the persons who are concerned about it

Minute of Meeting: December 2012 Monthly Meeting Date 28 Decmber 2012

Attended by:

- Mr. Bounkong Souvimonh, Project Manager, MAF
- Ms. Chitlatda, Project/Programme Analyst, UNDP
- Ms. Yvette, Programme Officer, UNDP
- Mr. Saly Soukpanya, Programme Officer, FAO
- Ms. Viengthong, Project Accountant.

The Meeting discussed and Agreed upon the following issues:

I. Annual review meeting that schedule on 16th Jan:

1. List of invitees will be prepared by the ABP team and send to UNDP by 7th Jan. Proposed invitee will include: representatives from TABI, MAF-Planning Department, steering committee of TABI, project board members, NARI, NUDP, FAO, District facilitator, Provincial counter parts in both provinces, land department, RARIC, IUCN, STEA, DEC, SDC, etc.
2. Chair for the meeting: Dr. BounAy, and co-chair Ms. Kyoko
3. Venue; of the meeting: Meeting room of MAF (TBC –by Mr. Bounkong by 7th Jan)
4. Invitation will be prepared by ABP team and send out by 8 or 9th Jan. Ms. Viengthong will call to follow-up their participation.
5. Ms. Viengthong was asked to do budget estimation for the annual review meeting. The expenditure for this activitie could be put in Q4 expenditure although we do it on 16th, we can still put that in. Ms. Vienthong has to issue check back date (before 31 Dec 2012) and record this ad prepayment in the IPOA to be sent to UNDP on 10th Jan. Drop Ms. Chilatda a call if she needs more clarification.
6. Document to be distributed during the meeting include: 2012 annual report, 2013 AWP, 1st QWP 2013, agenda and powerpoint presentation. Mr. Bounkong will update the draft Q3 progress report based on feedback from UNDP, finalized, and signed it and send to UNDP. For Q4 progress report will be sent to UNDP for review by tomorrow. UNDP will provide feedback by 7th or 8th Jan. While waiting for feedback, Mr. Bounkong will work on the draft 2012 annual reports based on Q1-Q3 progress report and once get inputs from UDNP, he will consolidate in the report. The draft 2012 will be shared with UNDP by 10th Jan for review.
7. Powerpoint presentation: once the 2012 annual report is finalized, the powerpoint will be drafted. Structure of the powerpoint will be the same as last year: introduction to the project framework, overall budget and expenditure up to now, progress of the implementation in 2012, challenges and lesson learnt, proposed workplan for 2013.
8. Ms. Yvette and Ms. Chitlatda have to brief Kyoko on the preparation of the annual review meeting, tentatively on 8 or 9th, so they would expect the list of invitee will send to them by 7th and the invitation will be sent out as per set dateline.

For template of the contract of translator:

Please see attached file. Please update information in the yellow highlight. Note you should prepare for this consultancy and shared us. Template of TOR is attached herewith fyi as well. As we discuss this morning, we would encouraged you to request list of previous product that the first rang candidate provided a service, and do a reference check by phone call or can be by sending the reference paper to them to fill in. This will help us to ensure that quality of their service is good and acceptable.

For extending the English course in the provincial level:

Please send the evaluation form to participants and ask them to fill the form. After that you have to summarize the rathing that selected participants provide to you. Base on this you could you the evaluation by using the same form. If the response from participants is good, then you could put in the evaluation sheet that you recommend to extend the contract for them. Based on this you could renew the contract. You have to ask the institution to

provide a quotation for the new period. Note to file should be prepared before renew the contract – just refer to the evaluation and new quotation.

II. Q1 2013 will be focused on:

- Sub-project activities, which the working session to discuss on the process on how to select, implement and responsibilities will be set after the annual review meeting.
- CTA recruitment
- Coordinate with IUCN to organize the NBSAP consultation in the northern part
- Established the common programme board/steering committee between TABI/ABP: Mr. Bounkong will contact TABI to get the name list and include name from ABP side and get approval from MAF. The letter should be sent to inform DIC, with copy to UNDP, FAO, TABI and SDC.
- Capacity building for local authorities – extending the contract for English course
- Review the annual development plan of MAF to assess the gap and identify where agro-biodiversity is missing in the plan and try to mainstream in the annual development.
- Networking with TWGs to prepare database of “who doing what” related to agrobiodiversity at national and target provinces.
- Workshop on Review of National Agrobiodiversity Programme and ITPGRFA jointly organized with NAFRI.
- Translation of sub-project documents and other projects’s in to English and Lao toaccommodate and speed up the project implementation.
- Field visits as due.

III. Training on ToT of Biodiversity concerning laws through the Handbooks that were developed by MAF and NCSAFU project:

Mr. Bounkong will check with Mr. Bounlam about their plan and to confirm with UNDP and FAO whether they will do the TOT next week or not.

IV. CTA:

Based on the meeting between UNDP (Mr. Minh, Kyoko) and MAF (Dr. Parisak, ABP, TABI and Planning department), Dr. Parisak has assigned Planning department to lead on the establishment the common project management system and finalize the recruitment of CTA. UNDP sent a letter to Mr. Somphanh to follow-up. This is required Dr. BounAy and Mr. Bounkong to coordinate with planning department and responds to the UNDP letter.

V. APM:

APM assignment, contract arrangement for getting him on board as soon as possible and the contract extension for accountant and district facilitators is reminded to NMP.

VI. 2013AWP: NPM would finalize and sign by this week.

VII. Audit is proposed to be in March, the project is reminded to prepare all necessary documents,

VIII. SOP training is an import event mainly for a new project, ABP NPM and APM will attend it.

