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PROJECT PROGRESS REPORT¹ PERIOD July – September 2012 (3rd Quarter)

A. BASIC INFORMATION

Project ID	00079132
Project Title	Low Emission Capacity Building Programme Philippine Project (LECB PHL Project)
Implementing Partner	Climate Change Commission
Project Duration	Project Preparatory Phase: October 2011 – March 2012; Project Implementation: April 2012 – December 2014
Total Project Fund	Project Preparatory Phase: \$30,000 allocated; Project Implementation: \$ 802,500
Annual Budget (Year)	Project Preparatory Phase \$ 24,132.98; Project Implementation: \$ 81,930

B. TECHNICAL ACCOMPLISHMENTS

(Evidence-based reporting, include photo-documentation (description, date, location) as an attachment)

1. Summary of Accomplishments – a narrative of the technical accomplishments

Summary of Accomplishments

The launch of the Low Emission Capacity Building (LECB) Philippine Project serves as the focal point of activities for the third quarter of project implementation. To further boost the project appreciation phase of the LECB project, the Climate Change Commission initiated sectoral briefing through Inception Workshops, partnerships and representations to support NGA's individual efforts relative to the project. The Project Management Office (PMO) was also established dedicated solely for the effective supervision of the programs intended under the project. For the 3rd quarter of project implementation, the following specific activities were accomplished:

- **IMPLEMENTATION ARRANGEMENTS AND PROJECT INCEPTION**

Pre-Inception Workshop

A Pre-Inception Workshop meeting was conducted last July 17, 2012 at Climate Change Office to gather recommendations from target sectors of LECB project on the execution of Inception Workshop. A total 16 participants (13 Females and 3 males) representing sectors from transport, agriculture, energy, industry and bilateral donors attended meeting.

¹ Template for Quarterly and Annual Reporting

The following supplementary materials relative to the event are attached as part of the Annex 1:

- Sample invitation letter (Annex 1.1)
- Attendance Sheet (Annex 1.2)
- Presentation (Annex 1.3)

Inception Workshop

The LECB Philippine Project was officially launched through an Inception Workshop conducted last July 30, 2012 at Crowne Plaza Hotel, Ortigas, Pasig City. A total of 56 participants attended the event (20 male participants and 36 female participants) from national government agencies, academe, civil society group and bilateral donors.

Details and press releases for the event are also uploaded on the following links:

- Official website of the Climate Change Commission (<http://climate.gov.ph>)
- Press Release of the Climate Change Commission – (<http://www.climate.gov.ph/index.php/news/press-releases/432-group-to-craft-phl-ghg-emission-reduction-roadmap>)

The following supplementary materials relative to the event are attached as part of the Annex 2:

- Inception Highlights (Annex 2.1)
- Inception Workshop Program (Annex 2.2)
- List of Participants (Annex 2.3)
- Photodocumentation of the Workshop (Annex 2.4)
- Press releases of the Climate Change Commission on Inception Workshop LECB project (Annex 2.5)
- Presentations (Annex 2.6)

National Steering Committee Creation

Identified key sector agencies for LECB project were invited for membership to the National Steering Committee (NSC) last August 22, 2012.

The following supplementary documents relative to the National Steering Committee are attached as part of Annex 3:

- A more comprehensive list of members to the NSC containing their contact details (Annex 3.1)
- Copies of formal communication of the different agencies and institutions to the Climate Change Commission containing information of the permanent and/or alternate representative/s for the National Steering Committee (Annex 3.2)
- Sample acknowledgement and recognition letter by the CCC to the agencies (Annex 3.3)

Establishment of the Project Management Unit

Shortlisted applicants for the Project Management positions (Senior Technical Assistant, Technical Assistant and Administrative Assistant) were interviewed last July 7, 2012. The criteria for selection of applicants as well as the list of applicants who were present for the interview are presented in Annex 4.

From the short-listed applicants, the following personnel were selected and hired on August 1, 2012:

- Ms. Leilani Cortes, Senior Technical Assistant
- Ms. Mylene M. Claudio, Technical Assistant
- Ms. Melinda Lara, Administrative Assistant

Project Management Accomplishments

- ***Canvassing and Procurement for PMO Office Set-Up and Operations***

Canvassing for operations and office supplies and equipment of PMO was conducted for a month since August 2, 2012. Procurement immediately follows on the month of September, which completes the initial set-up of PMO office.

- ***Hiring of Lay-out Artist***

The project will be hiring a lay-out artist to design the webpage and IEC materials for the project. The TOR (attached as Annex 5) for the position was announced and uploaded in the website of the Climate Change Commission on October 1, 2012. Deadline for submission of application is on October 6, 2012.

- **OUTCOME 1: GHG Emissions Inventory**

- Terms of Reference (TOR) for the technical working group (TWG) 1 crafted to serve as guide for the selection of pool of technical experts from key institutions and stakeholders of the Project with the purpose of doing GHG inventories. The said TOR is subject for approval in the 1st NSC Meeting on October 8, 2012. The sample TOR for TWG 1 per sectors is supplemented in this report as Annex 6.1.

- **OUTCOME 2: NAMAS and LEDS**

- Terms of Reference (TOR) for the technical working group (TWG) 2 crafted to serve as guide for the selection of pool of technical experts from key institutions and stakeholders of the Project with the purpose of doing the roadmap for NAMAs and LEDS. The said TOR is subject for approval in the 1st NSC Meeting on October 8, 2012. The sample TOR for TWG 2 per sectors is supplemented in this report as Annex 6.2.

- **OUTCOME 3: MRV System**

- Terms of Reference (TOR) for the technical working group (TWG) 3 crafted to serve as guide for the selection of pool of technical experts from key institutions and stakeholders of the Project with the purpose of creating a national MRV system. The said TOR is subject for approval in the 1st NSC Meeting on October 8, 2012. The sample TOR for TWG 3 per sectors is supplemented in this report as Annex 6.3.

- **SCOPING MEETINGS WITH KEY GOVERNMENT AGENCIES**

Scoping meetings with the Environmental Management Bureau (September 21, 2012 10-12nn) and the Bureau of Agricultural Statistics (September 21, 2012 2-4PM). Purpose of the meeting is to introduce the LECB Project and to identify their capacity needs. Discussion on possible workshop dates for this year form part of the agenda. Highlights of the meetings are attached in Annex 7.

- **PLANNED AND UPCOMING ACTIVITIES**

- Scoping meeting with the Department of Transportation and Communications
- Conduct of scoping meetings with key government agencies in preparation for the GHG inventory workshops to be given to them (DOTC and DTI)
- Conduct of Scoping workshops for Waste and Industrial Processes on October 16-17 and October 18-19, 2012 respectively.
- Conduct of Scoping Workshop for Agriculture Sector on November 13-14, 2012.
- Hold two National Steering Committee meetings: 1st NSC meeting on October 8, 2012 and 2nd NSC Meeting on December 12, 2012.
- Participation in the LECB National Capacity Building Workshop in Morocco on October 2-4, 2012.

2. Accomplishment Matrix

Project Outcome 1				Robust national system for preparation of GHG emission inventories have been established at a national level				
Project Output 1				Enhanced capacity in conducting the GHG inventory as well as institutionalize the national GHG inventory process for the industry, agriculture, waste and transport sectors				
Project Annual Targets				BREAKDOWN OF DELIVERABLES FOR THE CURRENT YEAR	Planned Activities for the Quarter	ACCOMPLISHMENTS FOR THE 3 rd QUARTER ² (July - Sept, 2012)	ACCOMPLISHMENTS TO DATE	REMARKS
Target Description	#: Yr 1	#: Yr 2	#: Yr 3					
Conduct of capacity building workshops for the preparation of national GHG inventories for the transport, waste and industry sectors	4			<ul style="list-style-type: none"> 4 capacity building workshop 	<ul style="list-style-type: none"> 1 workshop to be conducted for the quarter 	<ul style="list-style-type: none"> Not able to conduct a workshop 	<ul style="list-style-type: none"> ➤ None yet 	<i>Based on the scoping meeting with key agencies, workshops will be scheduled in the last quarter. Earliest capacity building workshop is for the waste sector to be conducted on October 16-17, 2012.</i>
Participation in the global meeting	1			<ul style="list-style-type: none"> Participation in 1 global meeting 	<ul style="list-style-type: none"> One global meeting scheduled on the last quarter but since the workshop is scheduled on October 2-4, 2012, payment for DSA and airfare is accounted in the 3rd quarter. 	<ul style="list-style-type: none"> Global meeting not scheduled on the 3rd quarter 	<ul style="list-style-type: none"> ➤ None yet 	<i>The global meeting is scheduled on October 2-4, 2012. Hence, technical and financial report of our participation to the said activity will be reflected in the 4th quarter.</i>

² Indicate in the bracket the specific quarter for which the report is being prepared

Project Outcome 4		Project Management, Including Monitoring and Evaluation						
Project Output 1								
Project Annual Targets				BREAKDOWN OF DELIVERABLES FOR THE CURRENT YEAR	Planned Activities for the Quarter	ACCOMPLISHMENTS FOR THE 3rd QUARTER³ (July - Sept, 2012)	ACCOMPLISHMENTS TO DATE	REMARKS
Target Description	#: Yr 1	#: Yr 2	#: Yr 3					
Project Start Up				<ul style="list-style-type: none"> Project Management Operations 	<ul style="list-style-type: none"> Shortlisting/Hiring of PMO Setting up of the PMU 	<ul style="list-style-type: none"> Project Management Staff on board. 	<ul style="list-style-type: none"> ➤ August 1, 2012 	
				<ul style="list-style-type: none"> Project Inception workshop 	<ul style="list-style-type: none"> Orientation and Pre-Inception Workshop Meeting for prospect members of Project Steering Committee Board. Inception Workshop 	<ul style="list-style-type: none"> Orientation and Pre-Inception Wokshop meeting. Inception Workshop conducted. 	<ul style="list-style-type: none"> ➤ July 17, 2012 ➤ July 30, 2012 	
				<ul style="list-style-type: none"> 2 Steering Committee Meetings 	<ul style="list-style-type: none"> First Steering Committee Meeting 	<ul style="list-style-type: none"> Invitation for prospect Steering Committee Members. 	<ul style="list-style-type: none"> ➤ August 22, 2012 	<i>Due to on-going National budget deliberations for year 2013, prospect NSC members from NGAs are unavailable for the proposed date. The 1st NSC is move on October 8, 2012.</i>

³ Indicate in the bracket the specific quarter for which the report is being prepared

Continuation

Project Outcome 4		Project Management, Including Monitoring and Evaluation						
Project Output 1								
Project Annual Targets				BREAKDOWN OF DELIVERABLES FOR THE CURRENT YEAR	Planned Activities for the Quarter	ACCOMPLISHMENTS FOR THE 3rd QUARTER⁴ (July - Sept, 2012)	ACCOMPLISHMENTS TO DATE	REMARKS
Target Description	#: Yr 1	#: Yr 2	#: Yr 3					
Project Start-Up				<ul style="list-style-type: none"> Monitoring and Evaluation 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
				<ul style="list-style-type: none"> Promotion and Knowledge Management 	<ul style="list-style-type: none"> Set-up of LECB Website 	<ul style="list-style-type: none"> Hiring of lay-out artist 	<ul style="list-style-type: none"> September 20-30, 2012 	

C. FINANCIAL DELIVERY - Based on Cash Advance from UNDP (* attachment FACE form. Please see Annex 8)

Project Outcome 1													
Project Output													
Deliverables for the Year	Major Activities Conducted	Budget in USD			Expense Code	Expenditures in USD				Budget Balance		Delivery Rate (%) To Date (I/A) *100	Remarks
		Budget Code	Annual Budget (A)	Budget for the Quarter (B)		For the Quarter		To Date		For the Quarter H=B -(D + E)	For the Year I= A -(F + G)		
						UNDP (D)	Gov't (E)	UNDP (F)	Gov't (G)				
	Procurement of supplies, equipments and office furniture;			46,419.14			19,983.84		19,983.84	26,435.30			

⁴ Indicate in the bracket the specific quarter for which the report is being prepared

	NSC meeting												

**Differentiate financial delivery by Donor, if Project has multiple donors*

D. MAINSTREAMING GENDER EQUALITY

1. Project Management

- Majority of permanent and alternate representatives for the National Steering Committee of the LECB project are women. See list of NSC members in Annex 3.

2. Capacity Building and Policy, Planning and Programming

- The list of attendees for all LECB PHL Project activities are gender disaggregated.

E. PARTNERSHIPS

- Participated in the Environmental Management Bureau's GHG capacity building program held in Kimberly Hotel, Tagaytay on August 21-22, 2012 through Ms. Sandee Recabar. She gave an overview on GHG Inventories and introduced the LECB project.
- Participated in the ASEAN + 3 NAMA Capacity Building of the Department of Energy held in F1 Hotel on September 3-4, 2012. Ms. Sandee Recabar of Climate Change Commission, presented LECB Philippine project among others during the event.
- A scoping meeting with the Environmental Management Bureau and Bureau of Agricultural Statistics were done on September 21 2012, respectively. The purpose of the meeting is to assess the level of awareness and available data of the two departments in preparation for the full-blown capacity building workshops on GHG inventory.
- Looking at the inclusion of the Department of Science and Technology as part of the Project Steering Board.
- Reviewing NEDA's suggestion to include the Eco-Efficient Water Infrastructure Roadmap (EEWIN) for the LECB project.

F. IEC AND KNOWLEDGE MANAGEMENT

- In the end view of promoting LECB Philippine Project on domestic scale and introduction in international scale, the project will be creating a webpage created and linked to the CCC website as well as brochures and pamphlets about the project.
- Participation in webinars organized by the LECB Global Support Unit NAMAs (i.e. UNDP Nama Training on August 23 and September 11, 2012).

G. INDICATIVE IMPACTS OF THE PROJECT

H. LESSONS LEARNED / EMERGING LESSONS

- Based on the scoping meetings with DENR-EMB and DA-BAS, we need to take into account the cost of airfare and accommodation of participants from their regional offices. For the workshops to be scheduled next quarter for EMB and BAS, due to lack of funds, the project will not be able to shoulder the travel and accommodation of participants from their regional offices. EMB and BAS will cover for the costs, while the LECB project will cover the expenses for the workshop proper.
- The scoping meetings enable the LECB Project staff to realize that 1-day workshops are not enough. It should be noted that in preparing for the annual work plan for 2013 and 2014, more days should be allotted for workshops so it could be included so that the budget would be appropriated accordingly.

I. ACTIONS TAKEN REGARDING AUDIT AND/OR SPOT CHECK FINDINGS

J. RISK LOG UPDATE

- *Assess identified risks and record new risks that may affect project implementation:*

#	Description	Date Identified	Type ⁵	Status	Countermeasures / Management response ⁶

⁵ Environmental, Financial, Operational, Organizational, Political, Regulatory, Strategic, Other

⁶ What actions have been taken/will be taken to counter this risk

Prepared by: Ms. Sandee G. Recabar
Technical Officer
Implementing Partner

Signature: _____

Noted by: Ms. Joyceline A. Goco
Program Manager
Implementing Partner

Signature: _____

Date: October 8, 2012

