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MINUTES OF THE FIRST PROJECT BOARD MEETING

Project title and number	Building an Enabling Environment for Sustainable Development (revised title after the board meeting) (Award ID: 000885640)
Starting date	1 January 2019
Completion date	31 December 2020
Date and venue of the board meeting	11 March 2019 Raffles Hotel Le Royal

**11 MARCH 2019
RAFFLES HOTEL LE ROYAL
PHNNOM PENH
CAMBODIA**

I. INTRODUCTION

The first Project Board Meeting was organized from 8:30 am to 10:30 am. on 11th March 2019 at Raffles Hotel Le Royal.

II. ATTENDEES

	Name	Organization
1	H.E. Dr. Tin Ponlok	Secretary General, National Council for Sustainable Development (NCSD), National Project Director/Chair of Project Board
2	Mr. Nick Beresford	Resident Representative, United Nations Development Programme (UNDP)
3	Ms. Johanna Palmberg	Counsellor, Governance and Climate Change, Embassy of Sweden
4	H.E. Dr. Khieu Borin	Director General, General Directorate of Local Community (DDLCC), Ministry of Environment (MoE)
5	H.E. Heng Nareth	Director General, General Directorate of Environmental Protection, MoE
6	H.E. Chan Somaly	Deputy Secretary General, NCSD
7	H.E. E Vuthy	Deputy Secretary General, NCSD
8	Mr. Meng Monyrak	Department Director of Biodiversity Conservation, NSCD
9	Mr. Kung Seakly	Department Director of Community Livelihoods, GDLC, MoE
10	H.E. Ny Kimsan	Deputy Head, National Committee for Subnational Democratic Development Secretariat (NCDD-S)
11	Mr. Chhun Bunnara	Director, Programme Management and Support Division, NCDD-S
12	Mr. Sorn Sunsopheak	Deputy Director, Programme Management and Support Division, NCDD-S
13	Mr. Toch Sovanna	Department Director, Department of New and Renewable Energy, General Department of Energy, Ministry of Mines and Energy (MME)
14	Mr. Chiphong Sarasy	Chief of Renewable Energy Office, General Department of Energy, MME
15	Ms. Norng Ratana	Programme Analyst, UNDP
16	Mr. Ivo Besselink	Technical Advisor on Energy, UNDP
17	Dr. Moeko Saito Jensen	Environmental Policy Specialist, UNDP
18	Mr. Oum Sony	Policy Specialist, UNDP
19	Mr. Chheng Ngov-Veng	Energy and Green Growth Officer, UNDP
20	Ms. Srey Sraspanha	Programme Associate, UNDP
21	Mr. Tim Jenkins	Communication and Partnership Specialist, UNDP

III. AGENDA & OBJECTIVES

This first Project Board Meeting specifically aims to:

- a) Introduce and welcome the project board members at the meeting
- b) Present and review project component-based workplan for 2019
- c) Seek approval from the board members on the 2019 workplan and initial revised budget plan

Detailed agenda is as listed in Annex 2.

IV. KEY DISCUSSION POINTS AND ACTION

AGENDA ITEM 1: OPENING REMARKS

The first Project Board Meeting began with welcome remarks of Mr. Nick Beresford (UNDP), and Ms. Johanna Palmberg (Sida), followed by an opening remark by H.E. Dr. Tin Ponlok (NCSD).

Mr. Nick Beresford, Resident Representative, UNDP welcomed guests and thanked Sida for funding support and the Royal Government of Cambodia (RGC) for their leadership and collaboration. Acknowledged that the key notion of this project is the “circular economy” incorporating the sustainable use and consumption of natural resources, minimization and reuse of waste, and increasing use of solar energy as important strategies for enabling Cambodia to obtain positive health, social and environmental outcomes as it progresses towards upper middle-income status.

Ms. Johanna Palmberg, Counselor, Sweden expressed appreciation to the RGC and UNDP. Reiterated Sweden’s interest that this project will assist in solving problems in modernization. Explained the Government of Sweden, across all political parties, has agreed to the ‘Generation Goal’. This goal is to hand over to the next generation a society in which the major environmental problems in Sweden have been solved, without increasing environmental and health problems outside Sweden’s borders.

H.E. Dr. Tin Ponlok (Chair of Project Board), Secretary General, NCSD, thanked UNDP and Sweden for their support and is looking forward to this exciting project. Noting that the project fully aligns with the Rectangular Strategy, H.E. further highlighted that the timing of this project is really important for Cambodia to achieve and support the transition to a middle-income country. H.E. emphasized the importance of the project in providing innovative solutions to solid waste management, improving the livelihoods of communities within selected protected areas, bringing energy to off-grid communities, and adopting the circular economy principles.

AGENDA ITEM 2: PRESENTATION OF COMPONENT-BASED WORK PLAN 2019-20

The first Project Board Meeting was chaired by H.E. Dr. Tin Ponlok (NCSD).

Mr. Oum Sony, Policy Specialist, UNDP, made a presentation which covered:

1. Brief introduction on the project components; Natural Resource Management, Circular Economy, and Solar Energy;
2. The current project status; and
3. Joint Governance Mechanisms to present the lead agency for each component and the UNDP team members who will provide quality assurance and technical assistance to this project at the meeting.

Mr. Kung Seakly, Department Director, Department of Community Livelihood, GDLC, MOE, gave an overview presentation of Output 1.1 on Community based Natural Resources Management (CBNRM) covering:

1. Natural resource management issues in Cambodia;
2. Planned key activities including 1) Creation and strengthening of CPA networks; and 2) the CBNRM pilot support for Kulen Mountain in Siem Reap

Mr. Meng Monyrak, Department Director of Biodiversity Conservation, NCSD, delivered an overview of Output 1.2 Payments for Ecosystem Services (PES) covering:

1. The two targeted pilot sites for PES – Kulen Mountain and Kbal Chay in Sihanoukville and
2. Implementation of Sustainable Financing Options for scaling up.

H.E. E Vuthy, Deputy Secretary General, GSSD, NCSD, delivered an overview of Output 2 on Circular Economy for waste management covering:

1. Waste management issues in Cambodia;
2. Why the Circular Economy model is needed for waste management;
3. Key activities for 2019-2020; including a circular pilot work in Kep.

Mr. Toch Sovanna, Department Director of New and Renewable Energy, MME, gave an overview on Output 3 on Solar Energy covering:

1. The energy situation in Cambodia;
2. Opportunities to open-up/improve solar energy access, enabling policies, scaling strategies;
3. The proposed 2019-2020 work plan;

Ms. Ratana Norng, Programme Analyst, UNDP, updated the project board covering:

1. Proposed updates as a result of consultations:
 - Suggested title revision by H.E. Dr. Ponlok: *Building an enabling environment for sustainable development in Cambodia*
 - National project coordinator post created; and
 - Updated fund flow where funds for NCS
D and MoE will be managed by NCS
D and the rest of fund for other institutions (e.g. NCDDS, MME, NGOs) will be managed by UNDP for the effective and efficiency delivery of the project activities.2. The overall project budget
3. The project risks
 - Numerous activities with tight timelines (2 years)
 - Limited amounts available for each activity
4. The project fund flow.

AGENDA ITEM 3: DISCUSSION SESSIONS

The presentation was followed by a number of questions/comments raised by participants. Key points are summarized as follows (please refer to the annex below for more detailed comments).

About the project, the following remarks or recommendations were raised:

Ms. Johanna Palmberg (Sweden) noted several areas which need improvement for future practice

- Information concerning a meeting should be shared well in advance. It was not acceptable for the board members to receive information after working hours on Friday before the meeting on Monday;
- Timely and regular information sharing, especially on any changes on the budget and project activities with the donor (e.g. Sweden) is needed
- Budget revisions should be consulted well in advance with the donor (Sweden) for the donor's comments and approval, noting on possible impacts of budget revision on project delivery;
- Requested the project team to provide regular and timely updates to the Board members including the donor to keep everybody informed; and

- Emphasized the importance of reporting any failures or project problems, so that the project can improve and learn from failures.

Response: Taking full note of the points raised, UNDP proposed monthly meetings with Sida to update Sida on project implementation status. Project team will send advanced documents at least 1 week in advance for future board meetings.

H.E. Dr. Tin Ponlok suggested that better coordination/communication will help better inform all the members of the board including the donor about project progress and results and ensure discussion of important project issues.

About the **project documents**, the following remarks or recommendations were raised:

[Component 1: CBNRM and PES]

- An explanatory footnote as to why the budget/funding is missing under respective activities (1.3 integrated land use planning & 1.4) should be included.
- Additional financial support is required for activity 1.1. (CBNRM) for support for CBNRM
- Additional financial support is required for activity 1.2 for facilitating workshops and consultations. The current budget does not include the costs for workshops.

[Component 2: Circular Economy]

- For municipality waste management, the NCDD-S was proposed to lead the activity. For Industrial waste management, H.E. Heng Nareth was suggested as a focal point. For academia, ITC (waste) and RUPP (and four other universities) were proposed as partners, as there is already MoUs between them and NCSO for cooperation.
- Encouraged the Board to be realistic about challenges and opportunities moving from a linear economy to a circular economy in light of the fact that experiences from other countries indicate that transition towards a circular economy is not straightforward and requires technical, economic, environmental and social considerations. Circular economy options should be formulated and tested in a manner which fits with the Cambodia's context.

[Component 3: Solar Energy]

- Ministry of Mines and Energy was proposed to lead the work.

About the **project board decisions**

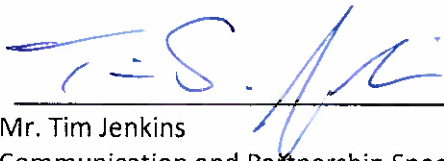
- The Project Board and implementing partners agreed to approve the fund flow and workplan in principle, with the budget approval to be made via email.
- Project Board meeting and Inception Workshop proposed for mid-June. The project team will follow up on this proposal.

AGENDA ITEM 4: CONCLUDING REMARKS

Conclusion

H.E. Dr. Ponlok thanked Sweden and UNDP colleagues for making this project possible. He expressed the many challenges the project could face: funds, time, and ambitious objectives. H.E. called on the team to be focused and efficient as well as good coordination. H.E. emphasized that the output of the project is not just a simple pilot. The scaling up phase of the project is the most important activity.

Minutes taker



Mr. Tim Jenkins
Communication and Partnership Specialist
Date: March 19, 2019

Seen and approved by



H.E. Dr. Tin Ponlok
Secretary General, National Council for Sustainable Development (NCSD)
Chair of Project Board/National Project Director

Date: 05 April 2019

Annexes:

- Annex 1: Detailed comments made by participants
- Annex 2: Meeting Agenda
- Annex 3: Presentations

Annex 1: Detailed comments made by participants

Ms. Johanna Palmberg (Sweden)

Highly support this programme, but some practicalities need to be in place. They include:

- Timely and regular information sharing is needed. Documents should not be sent out documents at the end of the working and expect them to be digested by Monday morning.
- Shifts in the budget should have been consulted with the donor.
- Reminded the Board that there are risks and consequences if donors are not kept in the loop. Requests on tightening up of communications and keeping the donor informed.
- this a short project, but it is highly important. Analysis on killing factors must be made important. Some things might not be achievable but there should be tight follow-up and communication so we can be aware of it. A failure could be a bigger success. We should not be afraid to say 'actually our thinking didn't work' but acknowledge that it's a learning process.
- It's poor economic management not to take gender into account.
- There are budgetary consequences so revisions to the budget needs to be shared before Sweden can approve.

H.E. Dr.Tin Ponlok (NCSD):

- Requests all colleagues to better manage and improve coordination between the donor.

Dr. Moeko Saito Jensen (UNDP):

- Appreciate and take full note of comments from Johanna. Proposes monthly meeting and to send advanced documents at least 1 week ahead.

H.E. Chan Somaly (NCSD):

- Raised a concern and question regarding Output 1. First, she asked why there is empty information Activity 1.3-1.6. Why this is the case? Activity 1.2 budget breakdown is only for the consultant or combine with other activities. The budget seems unfeasible to implement the activities.
- Requested clarification as there was missing information on the sheet, particularly, 1.3 and 1.4. Requested clarification on 1.3 activity as only funding for the consultant was mentioned, but no activities were listed for workshops or consultations.

H.E. Dr. Khieu Borin (MoE):

- Requested additional fund to be allocated for the activity 1.1.

Mr. Oum Sony (UNDP):

- Clarifies points on 1.3 and 1.4: once funding from the pilot is secured it will be reflected within the project document.

Dr. Moeko Saito Jensen (UNDP):

- Also replying to H.E. Chan Somaly – Parts of the budget in activity 1.2 could be used for both the consultants and workshops/consultations. As for outputs 1.3 and 1.4, funding was initially allocated, but due to change to the overall budget cut from Sida. The recommendation from the Government was to focus on community-based natural resource management and PES as a priority activity under this component. However, if further funding becomes available, suggest allocation for these activities.

H.E. Dr Tin Ponlok (NCSD):

- Requested to include a footnote as to why the budget/funding is missing under other activities.

Ms. Johanna Palmberg (Sweden):

- Explained budget reductions were outside of the Embassy's control. However, informed the board that a new country strategy could be developed by the end of the year.

H.E. Chan Somaly (NCSD):

- Suggested to either reduce the scope of the activity or secure additional funding.

H.E. Dr. Tin Ponlok (NCSD):

- Requested for clarification from UNDP colleagues. To speed things up, he suggested review of a work plan under each component, rather than the board approving item by item.

Mr. Nick Beresford (UNDP):

- Following Dr Ponlok's comments, suggested the board to broaden the parameters and do the approval online (email). He also encouraged not to wait until a project board meeting to inform everyone.

H.E. Dr. Tin Ponlok (NCSD):

- For component 2 on the Circular Economy: For municipality, suggests NCDD should lead. For Industry, suggested Excellency Heng Nareth. For academia, suggests using ITC (waste) and RUPP (NRM) as there is an MoU between them, 4 other universities, and NCSD. Asks to please consider ITC and RUPP. For component 3, he suggested Ministry of Mines and Energy lead on this final component.
- Encouraged the Board not be too naive on this model. Japan, China and US are struggling with their waste. How do we move from a linear economy to a circular economy? There's no silver bullet on what can be achieved in Cambodia's context. Minimization will be key, along with the behavioral change components.

Ms. Johanna Palmberg (Sweden):

- Reminds that Sweden needs budget notes and will then review. However, the budget can be agreed and approved via email.

H.E. Dr. Tin Ponlok (NCSD):

- The board agrees to approve the fund flow and workplan in principle, with the budget approval via email. UNDP and partners will work with all stakeholders and implementing partners on a detailed workplan. Proposed an inception workshop and next board meeting in mid-June if possible.

Annex 2: Meeting Agenda

Project: Toward Environmental Sustainability in Cambodia Project

Date: 11 March 2019

Time: 8:30 to 10:30 AM

Venue: Raffles Hotel Le Royal

Time	Content	Representative
8.00 – 8.30	Participants arrival and registration.	
8.30 – 8.35	Remark from UNDP	Mr. Nick Beresford Resident Representative, UNDP Cambodia
8.35 – 8.40	Remark from Sida	Ms. Johanna Palmberg Counsellor – Governance and Climate Change
8.40 – 8.45	Opening Remark from NCSD	H.E. Dr. TIN Ponlok , Secretary General of the National Council for Sustainable Development (NCSD)
8.45 – 8.50	Presentation 1. Introduction and update	Mr. OUM Sony Policy Specialist, National Project Manager UNDP
8.50 – 9.00	Presentation 2: community based natural resources management	Mr. KUNG Seakly Department Director, Department of Community Livelihood, General Directorate of Local Community, MOE
9.00 – 9.10	Presentation 3: Payments for Ecosystem service	Mr. MENG Monyrak Department Director, Department of Biodiversity Conservation, General Secretariat of Sustainable Development (GSSD), NCSD
9.10 – 9.20	Presentation 4: Circular Economy	H.E. E Vuthy Deputy Secretary General, GSSD, NCSD
9.20 – 9.40	Presentation 5: Renewable energy	H.E. VICTOR Jona Director General, General Department of Energy (GDE), Ministry of Mines and Energy
9.40 – 9.45	Presentation 6: Update, fund flow, and project budget	Ms. NORNG Ratana Programme Analyst, UNDP
9.45 – 10.15	Q&A	All Participants Moderated by Chair of the meeting
10.15 – 10.30	Concluding remarks	H.E. Dr. TIN Ponlok NCSD

