



Lao People Democratic Republic

Peace Independence Democracy Unity and Prosperity

Ministry of Natural Resource and Environment

Department of Environment

No. 050 /MONRE – DOE

Vientiane, Date... 21... Feb 2012

Minutes of Annual Review meeting

Second National Communication Project, 18 January 2012

Introduction

The Annual Review Meeting of the Second National Communication (SNC) Project was held on Wednesday 18th January 2012 at the Mecure Hotel, Vientiane, Lao PDR from 8:30 to 12:30. This meeting was co-chaired by Mr. Sisavath Vithaxay, Vice Minister of Natural Resource and Environment (MONRE), on behalf of the Lao Government and Ms. Kyoko Yokosuka, Deputy Resident Representative of UNDP to Lao PDR.

After the opening remarks, Mr. Syamphone Sengchandala, SNC Project Manager and Mr. Bruno Cammaert, UNDP's Head of Environment Unit co-chaired the meeting and led the discussions.

The aim of the meeting was to review the progress of the SNC project for 2011, its associated lessons learnt and to discuss and approve work plan for 2012.

The meeting was attended by members of technical work groups (TWG) of SNC, line ministries for instance representatives of the MONRE, Ministry of Agriculture and Forestry (MAF), Ministry of Foreign Affairs (MOF), and Ministry of Public Work and Transportation (MPWT), and many other sectors, such as National Agriculture and Forestry Research Institute (NAFRI) and the European Union. There were a total of 35 people representing various organizations and disciplines attended the meeting (please refer to list of participants in annex 1).

Mr. Sisavath Vithaxay opened the meeting by recognizing the significance of climate change issue, at global, regional and national levels, as it links to every sector namely economic development, agricultural production and ecosystem. He then stated the objectives of the meeting and advised all of

the participants to engage in a productive discussion and come up with the best possible approaches in order to complete SNC on time in 2012.

Ms. Kyoko Yokosuka, Deputy Representative of UNDP to Laos, reaffirmed the urgency of the project by stating that the deadline of the project is in July 2012 and this was the last annual review meeting. She also assured everyone that the National Communication (NC) is an on-going process and it is possible that the United Nation Framework Convention on Climate Change (UNFCCC) may require ratified countries to produce NC more frequently. Thus, SNC is not just a report, but a tool to strengthen national technical and institutional capacities to carry on NC tasks in the future.

Mr. Syamphone Sengchandala, the Project Manager of the SNC Project and the Director of the Climate Change Office (CCO) presented the SNC progress and lessons learnt for 2011. He incorporated the background to the SNC Project including the Lao PDR's ratifications of the Rio Declaration and the Kyoto Protocol in 1995 and 2003 respectively. He further explained the project approaches as a build on from the previous NC (First National Communication or FNC) project, which was completed in 2000. Following the progress and lessons learnt for the year 2011, Mr. Sengchandala presented the annual work plan for 2012. The annual work plan was unanimously approved by the meeting.

Major the achievements, challenges and lessons learned in 2011 are as follows:

- National circumstances chapter of SNC is completed in Lao and English
- National Greenhouse Gas (GHG) Inventory chapter of SNC is completed in Lao and English
- The revised version of program containing measures to facilitate adequate adaptation to climate change chapter is basically completed. The draft was prepared by a national consultant and revised by international consultant. The revised draft is to be discussed with TWG next week.
- The first draft of the program containing measures to mitigate climate change chapter is technically completed. The draft has been revised and commented and the final version is expected to be completed in the near future within Q1 of 2012.
- Constraints and gaps, and related financial, technical and capacity needs chapter is scheduled to be conducted and completed in the first quarter of 2012. The team is in the process of recruiting local and international consultants for this assignment.
- The first audit of the project on effective management has been carried out and the results are satisfactory.

After fruitful discussions the following issues were identified and some recommendations were given:

- There is a need to address discontinuity of designated TWG members by informing policy makers (higher authority) of the relevant sectors, of which TWG members reside in, in order for the policy makers to allocate tasks, roles and responsibilities related to SNC as their priority

rather than as their additional tasks. Adding to that note it may be necessary to appoint personnel on a more permanent basis.

- There is a need to improve coordination of SNC project with higher level of national governance by sending reports to ministers and the heads of offices.
- There is a need to ensure productive discussions in meeting and workshop by inviting the same people, who have been to previous workshops and meetings so they are familiar with the subject being discussed and to effectively participate in the meeting. This can be done by addressing a specific name on invitation letter.
- There is a need to work closely with National Statistics Department to corroborate available data and to make better use of findings as a result of SNC project.
- There is a need to speed up the recruitment of personnel and procurement of equipment by giving more authority to the project management team to do the task,. At the moment, the limit is as low as \$5000.
- Acquisition of information considered relevant to achieving the objectives of the project is difficult and takes time to obtain. Some information is required to purchase. Project will have to allocate budget for such expenses.
- Acquired data sometimes conflicting, therefore expert judgment is necessary.
- Limitation of national human resources on climate change issues and climate change related issues. International consultants will be necessary and this will be more expensive.
- Planned budget needs to be reviewed as allocated budget is low therefore retaining and recruiting high quality personnel is a challenge.
- Need to assess the origin and accuracy of the data used in SNC before finalizing SNC. It is a concern that some of the data used dated back in 2000. This data would not be accurate as there has been significant change in economic development. However, the requirement of report may suggest so. In the future with frequent reporting, this gap will hopefully get narrower.

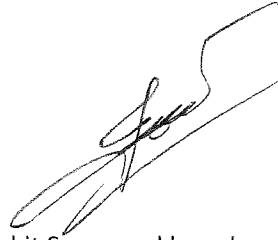
Mr. Bruno Cammaert stated in his final remarks that a lot of work for SNC has been done and now concentration should be channeled to completing SNC and ensuring its sustainability. Mr. Syamphone Sengchandala closed the meeting by urging everyone to cooperate as the project is approaching its deadline in July this year.

SNC Project Manager



Syamphone Sengchandala

Program Analyst, UNDP



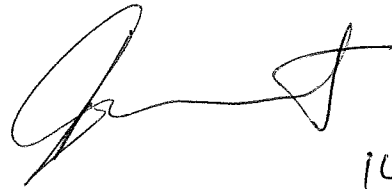
Vichit Sayavongkhamdy

**Acting Director General of DoE
SNC National Project Director**



Khampadith Khammounheuang

Head of Environment Unit, UNDP



14/2/12.

Bruno Cammaert