



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ  
United Nations Development Programme

## Government of Lao People's Democratic Republic

*Name of Implementing Partner*

**United Nations Development Program**

**Annual Project Report**

**Project ID: 00048165**

**Project Name: Second National Communication**

**Reporting Period: 01 January 2009 – 30 December 2009**

### I. Project Information and Resources

<b>Project number and title:</b>	Second National Communication
<b>Implementing Partner:</b>	Water Resource And Environment Administration
<b>Responsible Parties (if applicable):</b>	United Nations Development Programme
<b>Donors:</b>	GEF, UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
1 November, 2008	1 January, 2009	31 October, 2011	31 May, 2012

<b>Period covered by this report:</b>	1 November, 2008- 31 December, 2009
<b>Date of annual review:</b> <i>[Indicate if planned or actual]</i>	04January , 2010

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	741,500	No revision yet

Resources	Donor	Amount
GEF	GEF	405,000
UNDP	UNDP TRAC	336,500

## A SUMMARY OF BUDGET AND EXPENDITURE AGAINST EACH OUTPUT

Expected project outcomes	Expected outputs	Amount by Source of Fund										Total Budget	Total Expenses	%
		00012					10005							
		UNDP (TRAC)					GEF							
		Budget	Exp	%	Budget	Exp	%	Budget	Exp	%	Budget			
<b>Outcome 1</b> By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within the MDG framework)  <b>Outcome 2</b> Improved and equitable access to land, markets and social and economic services, environmentally sustainable utilization of natural resources	<b>Output 1.</b> National Circumstances Chapter		2,106		12,000	1,405.88						12,000	3,511.88	
	<b>Output 2.</b> National Greenhouse Gas Inventory		2,107		34,300	17,817.07						34,300	19,924.07	
	<b>Output 3.</b> Programme containing measures to facilitate adequate adaptation to climate change				26,570	19,505.66						26,570	19,505.66	
	<b>Output 4.</b> Programs containing measures to mitigate climate change				8,000	6,720.16						8,000	6,720.16	
	<b>Output 5.</b> Other information considered relevant to achievement of the objective of the convention	35,000	17,244.09		3,550	3,560.69						39,050	20,804.78	
	<b>Output 8.</b> Effective management	5,000			34,580	31,258.99						39,580	31,258.99	
	<b>Output 9.</b> Addressing climate change	40,500	78,420.36									40,500	78,420.36	
	Exchange rate gain												-257.42	
<b>Total</b>		<b>81,000</b>	<b>99,877.45</b>		<b>119,000</b>	<b>80,268.45</b>					<b>200,000</b>	<b>179,888.45</b>	<b>89.94</b>	

## II. Purpose

### 1. Main Objectives of the Project: *(as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or Project Document)*

#### **Project Development Objective**

The project will strengthen the technical and institutional capacity to assist the Lao People's Democratic Republic in mainstreaming climate change concerns into sectoral and national development priorities, including the Seventh (7<sup>th</sup>) National Socio-Economic Development Plan.

#### **Project Immediate Objective**

The project will enable the Lao People's Democratic Republic to prepare and submit its second national communication to the UNFCCC and meet its Convention obligations

## III. PROJECT PERFORMANCE AND RESULTS

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

#### **Intended Outcome**

The overall project output is the Second National Communication Report that is prepared and approved by the Government for submission to the UNFCCC. **Details of the current outputs are as the followings;**

1. National Circumstances Chapter (Output I)
2. National Greenhouse gas inventory (Output II)
3. Programme containing measures to facilitate adequate adaptation to climate change is (Output III)
4. Other information considered relevant to achievement of the objective of the convention (Output V)
5. Effective management (Output VIII)
6. Address climate change challenges (Output IX)

**Progress towards achieving outcome** *[A brief analysis of the status of the situation and any observed change, any project contribution.]*

#### **Outcome 1: National Circumstances Chapter :**

There is a strong engagement and leadership from the technical working groups in this output (National Circumstances). The draft version of the chapter has been completed in Lao language and has been circulated for comments. Following the submission of the draft report by the local consultant, a meeting was held at the project office with UNDP's Program Analyst to discuss the draft. It was agreed that there was a need to use updated data as the baseline used by the consultants for this was derived from the First National Communications on Climate Change which was completed in October, 2000, the consultant has been instructed to coordinate and consult more with the technical working groups to acquire updated data while keeping an eye on good practices of IPCC guidelines. The technical working groups have access to more recent

data base. Consultation workshops are planned for the first quarter of 2010 in order to finalize the chapter by integrating the comments received from different stakeholders.

**Outcome 2: National Greenhouse Gas Inventory :**

The project organized a three day training workshop which was conducted by an international consultant to nineteen members of the technical working groups, climate change office and project staff and also local consultants. The workshop aimed at familiarizing the participants with the tools for conducting greenhouse inventories and IPCC guidelines. Based on the training, the project has initiated data collection and compilation. The project has received a draft report of the GHG and is being circulated for comments. This inventory is being conducted with support from the technical working groups.

**Outcome 3: Programme containing measures to facilitate adequate adaptation to climate change :**

The project also organized a three day workshop, back to back, to the GHG training conducted by an international consultant. Similar to the GHG inventory workshop, the technical working group, climate change office and project staff members were trained on vulnerability and adaptation assessment. The project has recruited a consultant to conduct this study and the consultant has submitted a draft version of the report in Lao language. Efforts are currently under way to translate the report into English. The report has also been circulated for comments. A workshop is planned in the first quarter to discuss the draft and also feels that there is a need for more training particularly in modeling techniques.

**Outcome 4: Programs containing measures to mitigate climate change:**

The project organized training for two CCO staff on mitigate climate change in Malaysia.

**Outcome 5: Other information considered relevant to achievement of the objective of the convention :**

The project was actively involved in generating awareness on climate change and its impact on the environment to different strata of the society. In this endeavor, the project supported fourteen schools comprising tentatively a thousand students for a campaign for 'green' schools. Similarly, the project also supported the Division of Promotion, under the Department of Environment, who in collaboration with the Ministry of Information also conducted climate change awareness programs through photo and painting completion, concerts including banners which were posted in strategic locations. The project also supported the activities of the government's program on World Environment Day. These activities were widely covered both in the print and the electronic media. This output contributed in generating awareness on climate change to the people at large.

**Outcome 8: Effective management:**

The management of the project has been improving, the project staff members and government staff have been practicing new tool for management such as Result Based Management and Project Financial Management. The project staff are receiving regular training from United Nations Development Program and the Department of International Cooperation to strengthen their management ability. The project is gradually contributing in enhancing the management capacity of the Climate Change Office, Department of Environment.

**Outcome 9: Address climate change challenge:** There has been a very strong political engagement and government leadership in addressing this output. The project organized two training/consultation programs, in collaboration with SNV and SDC, for the Lao Delegation in preparation for UNFCCC COP 15. These programs were aimed at familiarizing the Lao delegation on COP processes and strengthening the negotiation skills of the Lao delegation. The training programs were attended by high ranking officials of the Ministry of Foreign Affairs, Water Resources and Environment Administration (WREA), Ministry of Agriculture and Forestry including other relevant line agencies. The second training program was chaired and attended by HE Mme Khempeng Pholsena, Minister to the Prime Minister's Office and head of WREA who was also the deputy team leader of the Lao COP 15 delegation. The project also provided logistical and partial financial support to the Lao Delegation to attend COP 15. Furthermore, the project facilitated bilateral and multi lateral high level meetings, with different organizations, in Copenhagen for the Lao delegation where possibilities for new joint programs on climate change were discussed and there was overwhelming support for Laos and positive outcomes are expected.

The project was actively involved in generating awareness on climate change and its impact on the environment to different strata of the society. In this endeavor, the project supported fourteen schools comprising tentatively a thousand students for 'green' schools. Similarly, the project also supported the Division of Promotion, under the Department of Environment, who in collaboration with the Ministry of Information and Culture also conducted climate change awareness programs through photo and painting completion, concerts including banners which were posted in strategic locations. The project also supported the activities of the government's program on World Environment Day. These activities were widely covered both in the print and the electronic media. This output contributed in generating awareness on climate change to the people at large.

**2. Update on implementation of the Vientiane Declaration and its Action Plan** *[Brief update on any achievement and/or problem related to the implementation of the Vientiane Declaration. It should also include issues related to the introduction of HACT and actions planned for the following period.]*

The financial management, procurement procedures and recruitment process of the project has been based on the Vientiane Declaration. The government is trying its best to ensure that the planned activities and reporting are in line with the work plan.

The principle of the Harmonized Approach to Cash Transfer (HACT) has been regarded as important agenda for the implementation of the project activities. The current financial form provided under this principle has provided the management team simpler ways on how to link financial figures to the management of project activities. However, there is still a need to come up with a practical way in performing a financial analysis corresponding to the progresses of the project activities. However, there is still a need to come up with a practical way in performing a financial analysis corresponding to the progresses of the project activities. There were difficulties in the beginning while introducing this system and the understanding is also limited to some extent.

The project in collaboration with the World Bank also organized a donor co-ordination meeting on June 30, 2009 with the aim of coordinating and mobilizing support for climate change activities

and avoiding duplication on efforts and waste of resources. The meeting was attended by ten donor agencies. The detailed list is annexed.

**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]*

Collaborative efforts are under way in strengthening and building synergy among different national, regional and international institutions and agencies. There is existing partnership between, SNV, ADB, WB, IGES and UNDP within the climate change office. With the arrival of the International Advisor, efforts are currently underway in developing a south-south partnership in program development and resource mobilization coupled with sharing lessons learned. All the above mentioned partners including SDC supported the training and consultation workshop for the Lao PDR delegation to COP 15 which was organized with the aim of strengthening the capacity coupled with briefing the delegation on negotiation techniques.

<i>Outcome [Indicate if included in SRF]</i>					
<i>Progress towards achieving outcome [A brief analysis of the status of the situation and any observed change, any project contribution.]</i>					
<i>Annual outputs and indicators [According to project document and/or annual work plan]</i>	<i>Key activities completed during reporting period</i>	<i>Expenditures [Actual expenditures against activities completed]</i>	<i>Progress towards achieving outputs and targets achieved against indicators</i>	<i>Reasons if progress below target and response strategies [If applicable, explore underlying factors and reasons for gaps in output and target]</i>	
<b><u>Output 1: National Circumstances;</u></b>	Draft of National Circumstances completed in Lao	3,511.00			
<b><u>Target 1.1: An updated report on current country's situation with regard to sector policies, national strategies/plans, mechanisms and capacity for climate change adaptation and mitigation initiated</u></b>			1.1 Consultant recruited Literature reviewed Draft report completed Consultation with UNDP and other stakeholders	Local consultant sick and had to go to Japan for treatment Consultation with the working groups after consultant returns after treatment in February 2010	
<b><u>Indicator 1.1: Elaboration of one technical national circumstances report containing updated information on climate change in Lao PDR initiated</u></b>	Data and information related to update current country's situation were collected and integrated into National Circumstances Chapter				



<p><b>Output 2: National Greenhouse Gas Inventory</b>  <b>Target 2.1:</b> Formal establishment and approval of working groups by relevant Government sectors</p> <p><b>Target 2.2:</b> All members of 5 new established sector working groups are able to apply IPCC Guide, GPG, and other relevant tools to review and update the national GHG inventory</p> <p><b>Target 2.3:</b> Widespread participation by relevant Government Sectors in the GHG Inventory</p> <p><b>Indicator 2.3:</b> A minimum of three consultation workshops realized by the end of the third quarter of the second year</p> <p><b>Target 2.4:</b> Technical report containing the updated GHG inventory and estimated GHG emissions up to 2020 circulated to all stakeholders by end of 2009</p>	<p>Technical working groups had been trained on greenhouse gas inventory</p>	<p>19,924.07</p>	<p>2.1 nineteen members of working group trained, focusing on five sectors: Agriculture, energy, forestry, industry and waste management.  2.2 Training realized  More training required</p>	<p>Target not fully reached and more trainings planned in 2010</p>
	<p>Activity data for related sectors have been initial collected for national GHG inventory  A national consultant was recruited to lead and cooperate on National Greenhouse Gas Inventory</p>			

<p><b>3. Programmes containing Measures to Facilitate Adequate Adaptation to Climate Change</b>  <b>Indicator 3.1:</b> At least three persons from each working group – of which at least one is a woman - trained on methods and tools for climate change impact assessment</p>	<p>Technical working groups had been trained on vulnerability and adaptation assessment</p>	<p>19,505.66</p>	<p>3.1 Nineteen members of the working group trained focusing on five sectors: Agriculture, energy, forestry, industry and waste management Training realized. Five women members trained.  More training required</p>	<p>Target not fully reached and more trainings planned for 2010</p>
	<p>A national consultant was recruited to responsible for coordinating in vulnerability and adaptation assessment.</p>			
	<p>Participate training course on “the second national communications with emphasis on vulnerability and adaption assessment for Asian countries” in Malaysia</p>			
<p><b>Outcome 4: Programs containing measures to mitigate climate change</b>  <b>Indicator 4.1:</b> At least three persons from each working group trained on methods and tools for climate change impact assessments, participant list; before and after training assessments  <b>Indicator 4.2:</b> At least five key barriers to climate change identified by each of</p>	<p>Two CCO staff was trained on mitigate climate change in Malaysia</p>	<p>6,720.16</p>		

<p>the sectors by the end of the second year of the project  <b>Indicator 4.3:</b> One National GHG Mitigation plan and mitigation assessment with gender aspects available and disseminated by the middle of the third year of the project</p>				
<p><b>5. Other Information Considered Relevant to Achievement of the Objective of the Convention</b>  <b>Indicator 5.1:</b> One set of recommendations on mainstreaming of climate change produced and distributed to relevant sectors by the middle of the second year;  recommendaions concerning gender and climate change  <b>Indicator 5.2:</b> At least five different informational materials (e.g. posters, leaflets)-with reflection of gender issues and climate change impacts elaborated and disseminated by the end of the second year  <b>Indicator 5.3:</b> Government approval of institutional arrangements by the end of the second year</p>	<p><i>Activities for climate change and environment awareness have been successfully conducted; the World Environment Day.</i></p>	<p>20,804.78</p>		

<p><b>Indicator 5.4:</b> One technical report on other information considered relevant to the achievement of the objective of the Convention produced and distributed by the end of the second year of the project</p>				
<p><b>8. Project Management</b>  <b>Indicator 8.1:</b> Project management team and project office established and operational by the end of the first quarter of the project  <b>Indicator 8.2:</b> 95% of technical and financial reports approved, signed and submitted according to deadlines</p>	<p>Project office established</p>	<p>30,862.09</p>	<p>8.1 Project office established, staff recruited on second quarter of 2009  8.2 submitted meeting deadlines expect in unavoidable circumstances</p>	<p>Delay in the recruitment of project staff including local and international consultants</p>
<p><b>9. Addressing climate change challenges</b>  <b>Indicator 9.1:</b> Establishment of coordination mechanism for climate change activities  <b>Indicator 9.2:</b> National Climate Change Strategy elaborated and endorsed by Government  <b>Indicator 9.3:</b> Significant contributions towards the SNC process and related technical briefings  <b>Indicator 9.4:</b></p>	<p>9.1 Established Technical working groups  9.2 National Climate Change Strategy in the process of finalization</p>	<p>78,420.36</p>	<p>9.1 Technical working group established with 25% women members Steering committee established with six members five sectors including UNDP's Environment Unit Chief  9.2 Final draft submitted to HE</p>	<p>Target achieved  9.2 Strategy expected to be approved by the Government</p>

<p><i>Implementation of National Climate Change strategy is evident in the activities of at least three sectors</i></p>	<p><i>9.3 Organized consultation workshop for high level Lao Delegation to COP 15 Support Lao delegation to participate in COP 15</i></p>		<p><i>Minister, Head of WREA</i>  <i>9.3 Two workshop realized. High level participation from different line ministries 55 people trained Five people attended COP 15</i></p>	<p><i>within the next quarter.</i>  <i>Target achieved</i></p>
	<p><i>9.4 Strategy draft finalized</i></p>			<p><i>Strategy not yet approved</i></p>

**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]*

The mainstreaming gender within project activities is progressing well with five members of TWG being female and one female member also represents the Women's Union of Lao PDR. Efforts are also underway to further strengthen this component.

**5. Update on audit recommendations** *[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

NA

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

1. Limitation of human resource on climate change and limited experience in national communications
2. Continuation of the team for FNC and SNC is limited
3. Need for more technical training on GHG inventory and V&A Assessment
4. Need for more inter-action regular with the technical working groups and focal points
5. Need for capacity development for technical working groups.
6. Complication and time consuming to get formal approval for project activities
7. Project staff members are new to NIM policy and need time to familiarize themselves with the procedures. More relevant project staff members need to attend relevant trainings.
8. Need for training in English language to both the TWG and staff as materials and resources are in English and staff lack the proficiency.
9. Need for more working space as the project has grown and the space limited, it is reflecting on the efficiency and productivity of the team.

**7. Rating on progress towards results**

<b>Output:</b> <i>[From table 1. Contribution to Strategic Goals]</i>	
Output 1	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 2	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged

Output 3	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 4	<input type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 5	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 8	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 9	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged

#### IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

*Provide information about any activities undertaken by the project that were NOT envisaged in the work plan but which contributed to the outcome and/or outputs? E.g. advocacy and policy dialogue.*

1. COP 15 trainings/consultation workshops added value and expertise to the high level Lao delegation to COP15. These activities will have long term positive ramifications on climate change policies and programs of the Lao government.
2. Activities aimed at generating awareness including the World Environment Day were conducted which generated awareness in all strata of the population on climate change and environmental conservation.

#### V. FUTURE WORK PLAN

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

1. Consultation and finalization of National Circumstances Chapter
2. Continue working on national GHG inventory particularly focusing on a series of trainings to further strengthen technical working groups in terms of data collection, data entry and data analysis.

3. Continue working on V&A Assessment, some additional trainings on modeling are required
4. Further training on GHG and V&A for technical working groups is required
5. Continue pending activities such as Output 3: Programmes containing Measures to Facilitate Adequate Adaptation to Climate Change and output 4 Programmes Containing Measures to Mitigate Climate Change

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

1. Additional trainings on modeling for crop, water resources, forestry and health.
2. Training for capacity building of technical working groups to strengthen their ability to understand technical English language.
3. Need for more consultation within technical working groups and focal points.

3. **Estimated total budget require:** USD 330,000 for 2010 (US\$ 180,000 track funds and US\$ 150,000 from GEF)

**ANNEXES**

1. Annex 1: Annual Work Plan for 2010
2. Annex 2: Project Monitoring and Communication Plan
3. Annex 3: Project Risk Log
4. Annex 4: Project Issue Logs
5. Annex 5: Project Lesson Learned Logs

**PREPARED BY**

Project Manager

Date: 15/12/2010



Mr. Syamphone SENGCHANDALA

**APPROVED BY**

National Project Director

Date: 15/12/2010



Dr. Viengsavanh DOUANSAVANH



# ANNEX 1: ANNUAL WORK PLAN 2010

Y2-2010

Project number: 00048165

Project Name: Second National Communication (SNC)

Period: January to December 2010

EXPECTED GP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	TIMEFRAME				RESP ONSIB LE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount-USD
<b>Output 1: National Circumstances</b>									<b>Total Activity 1: 9,000.00</b>
							71300 National consultant		2,000.00
							71600 Travel		3,000.00
							72500 Supplies		2,000.00
							74200 Translation Cost		1,000.00
							74500 Miscellaneous		1,000.00
							71600 Travel		3,000.00
<b>Target 1.1:</b> An updated report on current country's situation with regard to sector policies, national strategies/plans, mechanisms and capacity for climate change adaptation and mitigation initiated	1.1 Consultation of National Circumstances Chapter work shop	X				WREA	GEF/62000		
<b>Indicator 1.1:</b> Elaboration of one technical national circumstances report containing updated information on climate change in Lao PDR initiated		X				WREA	GEF/62000	Supplies	2,000.00
<b>Baseline 1.1:</b> Baseline data on national circumstances is made available from the FNC document completed in 2000		x				WREA	GEF/62000	Miscellaneous	1,000.00
	1.3 Finalization and translation of National Circumstances Chapter	X				WREA	GEF/62000	National consultant	2,000.00
						WVREA	GEF/62000	Translation Cost	1,000.00
<b>Output 2: National Greenhouse Gas Inventory</b>									<b>Total Activity 2: 87,800.00</b>
							64300 International ALD		40,000.00
							71300 National consultant		10,000.00
							71400 Contrac service indi		7,000.00
							71600 Travel		16,000.00
							72400 Communication & Audio		3,000.00
							72500 Supplies		2,000.00
							72800 Acquis of Computer Hardware		5,000.00
							74500 Miscellaneous		4,800.00
<b>Target 2.1:</b> Establishment of five sectoral working groups, with at least 30% female members									
<b>Indicator 2.1:</b> Formal establishment and approval of working groups by relevant Government sectors									
<b>Baseline 2.1:</b> Working groups identified and established	2.1 Technical Advice on National Greenhouse Gas Inventory	X	X	X	X	UNDP	TRAC/00012	International ALD	40,000.00

and indicators including baseline and annual target	(List all the activities to be undertaken during the year towards stated output)	ONSIB				LE PARTY	Source of Funds	Budget Description	Amount-USD	
		Q1	Q2	Q3	Q4					
<p><b>Target 2.2:</b> All members of 5 new established sector working groups are able to apply IPCC Guide, GPG, and other relevant tools to review and update the national GHG inventory</p> <p><b>Indicator 2.2:</b> Application of IPCC Guide, GPG, and other relevant tools to review and update the national GHG by five strong National Technical Working Groups; before and after training assessments for working group members</p> <p><b>Baseline 2.2:</b> None of Lao national staff familiar with the IPCC Guide, GPG, and specific tools for standardized GHG inventory</p>	2.2. Training on national GHG inventory for the year 2000 and estimate emission trends to the year 2020 training	X	X	X		WREA	71400	Contrac service indl	7,000.00	
		X				UNDP	71600	Travel	2,000.00	
		X	X			WREA	71600	Travel	5,000.00	
		X	X			WREA	72400	Communication & Audio	500.00	
		X	X			WREA	72500	Supplies	500.00	
		X	X			WREA	74500	Miscellaneous	2,000.00	
									10,000.00	
		2.2.1 Conduct follow up training on National GHG inventory for the year 2000 and estimate emission trends to year 2020 training		X			UNDP	71600	Travel	2,000.00
			X	X			WREA	71600	Travel	5,000.00
			X	X			WREA	72500	Supplies	500.00
		X	X			WREA	72400	Communication & Audio	500.00	
		X	X			WREA	74500	Miscellaneous	2,000.00	
	2.3. Conduct an uncertainty assessment with regards to emission factors and activity data	X	X			WREA	71300	National Consultant	10,000.00	
<p><b>Target 2.3:</b> Widespread participation by relevant Government Sectors in the GHG inventory</p>										
<p><b>Indicator 2.3:</b> A minimum of three consultation workshops realized by the end of the third quarter of the second year</p> <p><b>Baseline 2.3:</b> GHG inventory processes not yet initiated</p>	2.4. Explore opportunities for strengthening data management systems within and outside the government to increase accuracy for the preparation of national GHG	X	X			WREA	71600	Travel	2,000.00	
<p><b>Target 2.4:</b> Technical report containing the updated GHG inventory and estimated GHG emissions up to 2020 circulated to all stakeholders by end of 2009</p>	2.5 Explore cost-effective programmes to develop country-specific emission factors for improvements to future national GHG inventory exercises		X			WREA	72400	Communication & Audio	2,000.00	

EXPECTED OUTPUTS and indicators including baseline and annual target	Key Activities (List the activities to be undertaken during the year towards stated output)	TIMEFRAME				RESP ONSIB LE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount-USD
		<b>Indicator 2.4:</b> One technical report containing updated National GHG Inventory and scientific proven information on GHG emission trend up to 2020 for Lao PDR available in hard and soft copies by the end of the first quarter of the third year of the project	2.6. Prepare the draft technical report for the national GHG inventory and circulate to all relevant stakeholders. Organise consultation workshops to present and discuss the results of the GHG inventory		X				WREA
<b>Baseline 2.4:</b> 1990 GHG inventory available; First National Communication available	2.7 Support IT Equipment to 5 Main Technical Working Group 2.8 Finalise the results of the national GHG inventory as a separate technical output with detailed references and methodologies for dissemination to all relevant stakeholders to further raise their awareness		X	X		UNDP WREA	72800 Acquis of Computer Hardware 74500 Miscellaneous	5,000.00 800.00	
<b>Output 3: Programmes containing Measures to Facilitate Adequate Adaptation to Climate Change</b>								<b>Total Activity 3: 88,000.00</b>	
<b>Target 3.1:</b> Members of five working groups, especially women and the National Disaster Management Authority of MLSW able to realize vulnerability and adaptation assessments	3.1 Technical Advice on Vulnerability and Adaptation Assessment						64300 International ALD 71300 National Consultant 71400 Contrac service indi 71600 Travel 72400 Communication & Audio 72500 Supplies 74500 Miscellaneous	40,000.00 9,000.00 7,000.00 19,000.00 5,000.00 3,000.00 5,000.00	
<b>Indicator 3.1:</b> At least three persons from each working group – of which at least one is a woman - trained on methods and tools for climate change impact assessment	3.2. Conduct training Generate appropriate climate change scenarios for the Lao PDR, using integrated models such as MAGICC and SCENGEN	X	X	X	X	UNDP	TRAC/00012 64300 International ALD	40,000.00	
<b>Baseline 3.1:</b> National Adaptation Programme of Action (NAPA) for climate change being developed		X	X	X	X	WREA	GEF/62000 71405 Contrac service indi	7,000.00	
								<b>Total Activity 3.1: 10,000.00</b>	
			X	X		UNDP	GEF/62000 71600 Travel	2,000.00	

and indicators including baseline and annual target	(List all the activities to be undertaken during the year towards stated output)	ONSIB LE PARTY				Source of Funds	Budget Description	Amount-USD
		Q1	Q2	Q3	Q4			
<b>Indicator 3.2:</b> One technical report presenting the national vulnerability and adaptation assessment produced and distributed by the first quarter of the third year; one chapter addressing gender and vulnerability to climate change		X	X			WREA GEF/62000	71600 Travel	5,000.00
		X	X			WREA GEF/62000	72500 Supplies	500.00
<b>Baseline 3.2:</b> Lao staff have low capacity in undertaking vulnerability and adaptation assessments		X	X			WREA GEF/62000	72400 Communication & Audio	500.00
<b>Target 3.2:</b> Specific sectoral technical reports analyzing relevant data and information concerning vulnerability and adaptation to climate change, including associated measures, plans and programmes		X	X			WREA GEF/62000	74500 Miscellaneous	2,000.00
<b>Indicator 3.2:</b> At least five sectoral technical reports available by the end of Quarter 9 of the project	3.3. Conduct modelling trainings on crop, water resources, forestry and health for TWG							10,000.00
<b>Baseline 3.2:</b> National Adaptation Programme of Action drafted, providing a useful basis for this target		X	X			UNDP GEF/62000	71600 Travel	2,000.00
<b>Target 3.3:</b> National technical report analyzing relevant data and information concerning vulnerability and adaptation to climate change, including associated measures, plans and programmes, and with one section specifically addressing gender and vulnerabi		X	X			WREA GEF/62000	71600 Travel	5,000.00
		X	X			WREA GEF/62000	72500 Supplies	500.00
<b>Baseline 3.3:</b> National Adaptation Programme of Action drafted, providing a useful basis		X	X			WREA GEF/62000	72400 Communication	500.00
		X	X			WREA GEF/62000	74500 Miscellaneous	2,000.00
	3.4. Draft technical report of the V&A assessment for the Lao PDR and circulate it to relevant stakeholders. Organise consultation workshops to discuss the results of V&A and the draft national adaptation plan and its mainstreaming	X	X			WREA GEF/62000	71300 National Consultant	9,000.00

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List the activities to be undertaken during the year towards stated output)	TIMEFRAME				RESP ONSIB LE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount-USD	
	3.5. Carry out more advanced sectoral vulnerability and adaptation assessments in agriculture, forest, water and water resources, and human health using global circulation models	X	X			WREA	GEF/62000	71600	Travel	5,000.00
	3.6. Identify long-term priority adaptation strategies and measures, resulting from improved understanding of climate change effects on the country	X	X			WREA	GEF/62000	72400	Communication & Audio	4,000.00
	3.7. Discuss uncertainties in emission and climate change scenarios in V&A assessments	X	X			WREA	GEF/62000	72500	Supplies	2,000.00
	3.8. Identify national needs for adaptation technologies and the transfer of these technologies from other countries	X	X			WREA	GEF/62000	74500	Miscellaneous	1,000.00
	3.9. Synthesise information and prepare long term adaptation strategies and measures based on NAPA and V&A assessment		X		X					
	3.10. Finalise V&A assessment and the national adaptation plan, and disseminate results									
<b>Output 4: Programmes Containing Measures to Mitigate Climate Change</b>								<b>Total Activity 4</b>		<b>53,100.00</b>
								64300	International ALD	40,000.00
								71300	National Consultant	3,000.00
								71600	Travel	6,000.00
								72500	Supplies	3,000.00
								74500	Miscellaneous	1,100.00

and indicators including baseline and annual target	(List all the activities to be undertaken during the year towards stated output)	ONSIB LE PARTY				Source of Funds	Budget Description	Amount-USD
		Q1	Q2	Q3	Q4			
<b>Target 4.1:</b> Members of five working groups – with at least one woman from each working group - able to apply appropriate methods and tools for mitigation analyses and assessment	4.1. Conduct training for the working group members on the use of appropriate methods and tools for mitigation analyses and assessment (LEAP, ETO, STAIR, MARKAL-MACRO etc.)		X	X	X	TRAC/00012	64300 International ALD	40,000.00
<b>Indicator 4.1:</b> At least three persons from each working group trained on methods and tools for climate change impact assessment; participant list; before and after training assessments	4.2. Review previous work and studies on mitigation and renewable energy development, including the FNC, and strategies for power generation, and off-grid electrification using renewable energy		X	X	X	GEF/62000	71300 National Consultant	3,000.00
<b>Baseline 4.1:</b> Lao staff have limited technical knowledge in this area								
<b>Target 4.2:</b> Key barriers to climate change identified by each of the sectors involved	4.3. Based on the results from the GHG inventory, develop a baseline scenario for GHG emission by sources and removal by sinks		X	X	X	GEF/62000	71600 Travel	6,000.00
<b>Indicator 4.2:</b> At least five key barriers to climate change identified by each of the sectors by the end of the second year of the project	4.4. Conduct a climate change mitigation assessment using modeling tools		X	X	X	GEF/62000	72500 Supplies	3,000.00
<b>Baseline 4.2:</b> Barriers have not yet been identified	4.5. Identify and screen mitigation options for reduction potential and cost		X	X	X	GEF/62000	74500 Miscellaneous	1,100.00
<b>Target 4.3:</b> National GHG Mitigation Plan and Mitigation Assessment (technical report) with gender issues related to climate change impacts produced and distributed	4.6. Identify national needs for mitigation technology and the transfer of these technologies from other countries		X	X	X			
<b>Indicator 4.3:</b> One National GHG Mitigation Plan and Mitigation Assessment with gender aspects available and disseminated by the middle of the third year of the project	4.7. Assess potential for accessing funding through the Clean Development Mechanism and identify potential CDM projects		X	X	X			
<b>Baseline 4.3:</b> 1990 GHG inventory available; First National Communication available	4.8. Identify barriers to climate change mitigation and propose improvements to the national regulatory framework with regards to barriers to climate change mitigation		X	X	X			



EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List the activities to be undertaken during the year towards stated output)	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount-USD
	4.9. Develop a projection of GHG emission by sources and removal by sinks under different mitigation scenarios, taking into account national sustainable development objectives		X		X				
<b>Output 5: Other Information Considered Relevant to Achievement of the Objective of the Convention</b>							<b>Total Activity 5</b>		
							71300 National Consultant	-	
							71600 Travel	-	
							72500 Supplies	-	
							74500 Miscellaneous	-	
<b>Indicator 5.1:</b> One set of recommendation on mainstreaming of climate change produced and distributed to relevant sectors by the middle of the second year; recommendation concerning gender and climate change	5.1. Assess the level of integration of climate change issues into national development policies 5.2. Formulate recommendations to increase the mainstreaming for climate change into social, economic and environmental policies								
<b>Baseline 5.1:</b> The issue of mainstreaming climate change has not yet been addressed; issue of the differential impacts of climate change according to gender has not yet been discussed in detail at the policy level	5.3. Assess the level of awareness of climate change among policy makers, non-government organisations, research institutions, and relevant private sector entities								
<b>Target 5.2:</b> Raising awareness and education on topics related to environmental issues	5.4. Identify needs for awareness, training and education programmes on climate change issues								
<b>Indicator 5.2:</b> At least five different information materials ( e.g. posters, leaflets) with reflection of gender issues and climate change impacts elaborated and disseminated by the end of the second year.	5.5. Assess and establish suitable institutional arrangements for the transfer of mitigation and adaptation technologies								

Baseline and annual target	List all the activities to be undertaken during the year towards stated output)	ONSIB LE PARTY				Source of Funds	Budget Description	Amount-USD
		Q1	Q2	Q3	Q4			
<b>Baseline 5.2:</b> No competitions, campaign and contests organized yet	5.6. Formulate recommendations for the development of mechanisms to improve regional and international transfer of appropriate technologies and their dissemination to a broad range of stakeholders							
<b>Indicator 5.3:</b> Government approval of institutional arrangement by the end of second year	5.7. Explore opportunities and recommend measures for promoting climate change information sharing and exchange with neighbouring countries and other international networks							
<b>Target 5.3:</b> Raising awareness and education on topics related to environmental issues for school children	5.8. Technical report on other information considered relevant to the achievement of the objective of the Convention to be included in the SNC							
<b>Output 8: Project Management</b>								<b>Total Activity 8: 32,100.00</b>
						71400	Contra. Serv. Indivi	10,100.00
						71600	Travel	2,000.00
						72400	Communication	2,000.00
						72500	Supplies	4,000.00
						73400	Rental & Maint of other equip	2,000.00
						73500	Reimbursement costs	6,000.00
						74200	Audio visual & Print Prod Costs Supplies	5,000.00
						74500	Miscellaneous	1,000.00
<b>Target 8.1:</b> Effective managerial and institutional arrangements for project implementation established	8.1 Project Office operations	X	X	X	X	71400	Contra. Serv. Indivi	10,100.00
<b>Indicator 8.1:</b> Project management team and project office established and operational by the end of the first quarter of the project		X	X	X	X	71600	Travel	2,000.00
<b>Baseline 8.1:</b> SNC project office have not yet been established and management team has not been fully formed		X	X	X	X	72400	Communication	2,000.00
		X	X	X	X	72500	Supplies	4,000.00
		X	X	X	X	73400	Rental & Maint of other equip	2,000.00



EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List the activities to be undertaken during the year towards stated output)	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount:USD
				X	X		X	X	GEF/62000
		X	X	X	X	WREA	74200 Audio visual & Print Prod Costs Supplies	5,000.00	
		X	X	X	X	WREA	74500 Miscellaneous	1,000.00	
							<b>Total Activities</b>	<b>60,000.00</b>	
							64300 International ALD	40,000.00	
							72100 Contractual services companies	10,000.00	
							71600 Travel	5,000.00	
							72500 Supplies	2,500.00	
							72400 Communication	1,000.00	
							74500 Miscellaneous	1,500.00	
		X	X	X	X	UNDP	TRAC/00012 International ALD	40,000.00	
		X	X	X	X	WREA	TRAC/00012 Contractual services companies	10,000.00	
	9.1 Technical working group' Capacity building on English cours		X			WREA	71600 Travel	5,000.00	
	9.2 Promotion activities		X			WREA	72500 Supplies	2,500.00	
			X			WREA	72400 Communication	1,000.00	
			X			WREA	74500 Miscellaneous	1,500.00	
		<b>Sub total Project Activities: Act1+Act2+Act3+ Act4+Act5+Act6+Act8+Act9:</b>						<b>330,000</b>	
		<b>Total Budget will be disbursed to SNC Project 2010:</b>						<b>151,000</b>	
		<b>Total Budget will be disbursed from UNDP 2010:</b>						<b>179,000</b>	
		<b>Total GEF Fund:</b>						<b>150,000</b>	
		<b>Total TRAC Fund:</b>						<b>180,000</b>	

Prepared by  
Project Manager  
Date: 08 /1/2010

Certify by  
National Project Director  
Date: 08 /1/2010

Approved by:  
UNDP Resident Representative  
Date:

Mr Symphone SENGCHANDALA

Dr. Viengsavanh DOUANSAVANH



## ANNEX 2: MONITORING AND COMMUNICATION PLAN

Project Title: Second National Communication (SNC)				Award ID: 0004615	Date: 10 January 2010
Types of Monitoring and Communication Action	Types of Stakeholders	Method of Monitoring and Communication	Due/Timeline for Each Type of Monitoring and Communication	Date of Completed Action	Status of Action
Quarterly work plans and progress reports	Project → UNDP	Report	Before 8 April 2010		
Monthly Project Work plan, Financial and Progress Report	Project	Report/document	Monthly		
Monthly project meeting	Project → UNDP	Face-to-Face	Monthly (signed minutes to be submitted within 5 working days)		
Project Board Meeting Report	Project Board → UNDP	Report	Six monthly		
Updated risk, issue, lessons learned logs and communication and monitoring plan	Project → UNDP	Report	Before 8 April 2010		
Annual Review Meeting and Progress Reports	Project → UNDP	Report	Yearly		
Spot Check	UNDP → Project	Visit, Report	Quarterly		
Quarterly Project expenditure detail	UNDP → Project	Report	10/4/2010		
Annual Expenditure Details	UNDP → Project	Report	15/1/2011		
Annual Combine Delivery Report	UNDP → Project	Report	April 2011		
FACE (Fund Authorization and Certificate of Expenditures) Form and	Project → UNDP	Report/documents	Before 8 January 2010		

**ANNEX 2: MONITORING AND COMMUNICATION PLAN**

other POA documentations, including monthly Bank Reconciliation record, advance record	Monthly	Monthly	Monthly	Monthly	
UNDP Monthly Exchange Rate	UNDP→Project	Document	Monthly	Monthly	
Quarterly Project Direct Payment List	Project→UNDP	Report/document	Quarterly		

## OFFLINE RISK LOG

Project Title: Second National Communication (NIM Support Project)		Award ID: 00048165		Date: 10 January 2010					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Delayed recruitment of International Technical Advisor for SNC	25 August, 09	Organizational	This might affect the SNC initial timeframe I=4 P=4 Total 16	Follow up and coordinate with UNDP to monitor the process	UNDP	PM	10 January 2010	
2	Climate change is new topic for Laos; limited resource person; particularly in the technical fields of GHG inventory and V&A Assessment	25 August, 09	National capacity	This may result in delayed of project time frame I=4 P=4 Total=16	Input technical advisor/consultants from international	UNDP and WREA	PM	10 January 2010	
3	Designated technical working groups needs capacity development, and continuation coordination with the project	1 Oct, 09	National capacity and organizational	This may result in limited contribution by TWG to the project I=3 P=4 Total=12	Needs more input trainings on general climate change in relation to their sector role and English language trainings	UNDP/ WREA	PM	10 January 2010	



## OFFLINE ISSUES LOG

Project Title: Second National Communication (NIM Support Project)		Award ID: 00048165		Date: 10 January 2010					
#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Project staff are new, therefore, they need time to learn and adapt to NIM policy in implementing and management	1 August,09	Organizational	This may delay the implementation of activities in the initial stage I=3 P=3 Total=9	Needs more input trainings on project management	UNDP	PM	10 January 2010	
2	Climate change office was newly establish, some new staff members need capacity development	1 August,09	Organizational	This is important in the long run that the government shall run the project themselves I=4 P=4 Total 16	Needs more input trainings on general climate change background and English language	WREA	PM	10 January 2010	

Annex 5: Project Lesson Learned Log

Project Title : Second National Communication		Award ID : 00048615		Date: 10 January 2010	
Lesson ID	Date Logged	Type	Description	Recommendation	
01	10/1/2010	Management	Carry cash to province for activities	Should have discussion on the meeting between UNDP and project team	
			Consultant Contract Service	All consultant whether National, International need have official contract Service before start work	
			New NIM Policy	The New NIM Policy Need to inform to all project before implementing	
			Spot check	Orientation Work shop should be done before carry out spot check	

