

SECOND QUARTERLY WORK PLAN

Q2-2009

Project number: 00048165

Project Name: Second National Communication (SNC)

Period: April-May-June 2009

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
		April	May	June		Source of Funds	Budget Description	Amount-USD
Output 1: National Circumstances								
Total Activity 1:								
						71300	National Consultant	0
						71600	Travel	0
						72500	Supplies	0
						74500	Miscellaneous	0
	1.1. Collect and analyse all sector strategies, plans and studies relevant to the formulation of the SNC, including national development plans and strategies				UNDP	GEF/62000	National Consultant	0
	1.2. Update data and information on the national circumstances, including geographical characteristics, economy and education				WREA	GEF/62000	Travel	0
	1.3. Begin collection and analysis of information on specific needs and concerns arising from climate change impacts and/or the impact of the implementation of response measures				WREA	GEF/62000	Supplies	0
	1.4. Initiate evaluation of existing institutional arrangements for continuous preparation of national communication to the UNFCCC				WREA	GEF/62000	Miscellaneous	0
	1.5. Prepare draft National Circumstances chapter of the SNC based on outputs of activities 1.1, 1.2, 1.3 and 1.4 and distribute							0

	1.6 Conduct national and regional consultation of stakeholders on draft National Circumstances chapter and incorporate comments and feedback in finalising it																	0
Output 2: National Greenhouse Gas Inventory	Total Activity 2:																0	
Indicator 2.1: Formal establishment and approval of working groups by relevant Government sectors																	0	
Baseline 2.1: Working groups not yet identified and established																	0	
Indicator 2.2: Application of IPPC 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																	0	
Baseline 2.2: None of Lao national staff familiar with the IPPC Guide, GPG, and specific tools for standardized GHG inventory	2.2. Conduct training for the working group members on the use of the revised 1996 IPCC Guidelines, Good Practice Guidance (GPG), and GPG for LULUCF				UNDP	GEF/62000	71200	International Consultant									0	
Indicator 2.3: A minimum of three consultation workshops realized by the end of the third quarter of the second year	2.3. Review the 1990 GHG inventory, taking into consideration data gaps and areas needing improvement identified in the stock-taking exercise				UNDP	GEF/62000	71300	National Consultant									0	
Baseline 2.3: GHG inventory processes not yet initiated	2.4. Review reporting instructions for greenhouse gas inventory				WREA	GEF/62000	71600	Travel									0	
Indicator 2.4: 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	2.5. Identify and analyse key source categories and priority GHGs				WREA	GEF/62000	72400	Communication & Audio									0	
Baseline 2.4: 1990 GHG inventory available; First National Communication available	2.6. Collect activity data and statistics from national sources to fill inventory data gaps				WREA	GEF/62000	72500	Supplies									0	
Baseline 2.4: 1990 GHG inventory available; First National Communication available	2.7. Undertake national GHG inventory for the year 2000 and estimate emission trends to the year 2020				UNDP	GEF/62000	72800	Information Technology Equip									0	
Baseline 2.4: 1990 GHG inventory available; First National Communication available					WREA	GEF/62000	74500	Miscellaneous									0	

Total Activity 3:										0	
Output 3. Programmes containing Measures to Facilitate Adequate Adaptation to Climate Change									71200	International Consultant	0
									71300	National Consultant	0
									71600	Travel	0
									72400	Communication & Audio	0
									72500	Supplies	0
									72800	Information Technology Equip	0
									74500	Miscellaneous	0
									71200	International Consultant	
									71300	National Consultant	0
									71600	Travel	0
72400	Communication & Audio	0									
72500	Supplies	0									
72800	Information Technology Equip	0									
74500	Miscellaneous	0									
Total Activity 4:											0
Output 4: Programmes Containing Measures to Mitigate Climate Change									71300	National Consultant	0
									72800	Information Technology Equip	0
									71300	National Consultant	
									72800	Information Technology Equip	0
									71300	National Consultant	
									72800	Information Technology Equip	0
									71300	National Consultant	
									72800	Information Technology Equip	0
									71300	National Consultant	
									72800	Information Technology Equip	0
Total Activity 5:											15,000
Output 5: Other relevant information (research and systematic observation, technology transfer, education											

Indicator 3.1: 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

3.1. Conduct training for the working group members and MLSW (Disaster Management) on methods and tools for conducting vulnerability and adaptation assessment


Baseline 3.1: National Adaptation Programme of Action (NAPA) for climate change being developed; Lao staff have low capacity in undertaking vulnerability and adaptation assessments

Indicator 4.1: 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
Baseline 4.1: Lao staff have limited technical knowledge in this area

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.)

					WREA	TRAC	73400	Rent & Main other	
					WREA	TRAC	74200	Audio Visual & Print	
		X			WREA	TRAC	74500	Miscellaneous	40
5.2.9.1	Monitor and evaluate activity on drawing competition				WREA	TRAC	74500	Miscellaneous	40
5.2.9.2	Monitor and evaluate activity on mural painting				WREA	TRAC	74500	Miscellaneous	40
5.2.9.3	Monitor and evaluate activity on Green School	X			WREA	TRAC	74500	Miscellaneous	40
5.2.9.4	Monitor and evaluate activity on T-Shirts			X	WREA	TRAC	74500	Miscellaneous	40
5.2.9.5	Monitor and evaluate activity on banners			X	WREA	TRAC	74500	Miscellaneous	40
5.2.9.6	Monitor and evaluate activity on public awareness at bus station			X	WREA	TRAC	74500	Miscellaneous	40
5.2.9.7	Monitor and evaluate activity on canal cleaning			X	WREA	TRAC	74500	Miscellaneous	50
5.2.9.8	Monitor and evaluate activity on concert			X	WREA	TRAC	74500	Miscellaneous	60
Output 8: Project Management									100
Target 8.1: Effective managerial and institutional arrangements for project implementation established									
Indicator 8.1: Project management team and project office established and operational by the end of the first quarter of the project									
Baseline 8.1: SNC project office have not yet been established and management team has not been fully formed									
					UNDP	GEF/62000	71400	Contra. Serv. Indivi	
					WREA	GEF/62000	71600	Travel	
					WREA	GEF/62000	72400	Communication	
					UNDP	GEF/62000	72500	Supplies	
							73400	Rental & Maint of other equip	100
							73500	Reimbursement costs	0
							74100	Professional Services	0
							74200	Audio visual & Print Prod Costs	0
							74500	Miscellaneous	0
					UNDP	GEF/62000	71400	Contra. Serv. Indivi	
8.1	Project Office operations								
8.2	Inception Workshop				WREA	GEF/62000	71600	Travel	
8.5	Micro assessment on Implementing Partner Capacity/ Audit and spot check				WREA	GEF/62000	72400	Communication	
					UNDP	GEF/62000	72500	Supplies	

Target 8.2: Technical and financial reports projected according to deadlines					UNDP	GEF/62000	73400	Rental & Maint of other equip	100
Indicator 8.2: 95% of technical and financial reports approved, signed and submitted according to deadlines.					WREA	GEF/62000	73500	Reimbursement costs	0
Baseline 8.2: Experience gained through preparing technical and financial reports for other projects					UNDP	TRAC/00012	74100	Professional Services	0
Target 8.5: Partner implementing capacity assessed					UNDP	GEF/62000	74100	Professional Services	0
Indicator 8.5: One micro assessment report completed in year one					UNDP	GEF/62000	74200	Audio visual & Print Prod Costs Supplies	0
Baseline 8.5: No micro assessment yet conducted					UNDP	GEF/62000	74500	Miscellaneous	0
Output 9: Addressing climate change challenges								Total Activity 9:	0
							71200	International Consultant	0
							71200	International Consultant	0
				X	UNDP	TRAC/00012	71200	International Consultant	0
Sub total Project Activities: Act1+ Act2+Act3+ Act4+Act5+Act8+Act9:									
							Total Budget will be disbursed to SNC Project 2009:		15,100
							Total Budget will be disbursed from UNDP 2009:		12,900
							Total GEF Fund:		2,200
							Total TRAC Fund:		100
							Total TRAC Fund:		15,000

Prepared by:
Project Accountant: 
Date:
SNC Project

Certified by:
National Project Director
Date:
SNC Project



Dr. Wengsavanh DOUANSAVANH