

**Water Resource and Environment Administration
Environmental and Social Impact Assessment Department
Poverty - Environment Initiative Project, UNDP
Minute of the Monthly Meeting, January 2010**

Place, Date and time: UNDP Vientiane, 25th January 2010, 14:00-15:00 pm

Participants:

Mr. Somvan Boudtavong (Director of ESIA Center for Infrastructure and Investment Projects),
Mr. Lamphoukeo (Assistant Project Manager),
Mr. Rico, UNV, UNDP
Ms. Khamxang (Project Accountant),
Ms. Arounna (Assistant Project Manager),
Mr. Ratsamy

Objective: To discuss on annual work plan for 2010, Q1 work plan for 2010, and procurement plan for 2010

| | Discussion | Action |
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| 1 | Remained budget from 2009 will be allocated for DSA and Travel allowance for the two international experts. Final payment will pay according to final report | Ms. Khamxang Vongkhamsao |
| 2 | Total budget for 2010 is 120,000\$ however for implementing this year activities it requires 200,000\$. This means that extra budget of 80,000\$ needs to be sought. Therefore, a discussion/consultation with UNDP management level should be done in order to find out solutions. | Mr. Rico will raise this issues to Linda, Director of Environment Unit at UNDP |
| 3 | Finalize Annual work plan: since this year's budget is not yet clearly known how much UNDP will approve, the annual work plan will be finalized according to the approved budget. | Mr. Lamphoukeo, Mr. Somvang, Ms. Arounna, and Ms. Khamxang |
| 4 | Time allocation for the two international experts: due to different working duration of the two international experts (one international expert has 8 weeks consultancy and the other international expert has 6 weeks consultancy). Louise has submitted her drafted work plan and set up her 6 weeks work for one period (from 20 Jan to 30 Feb 2010, she already started her work). Jeans Foester will start his work on 1 st February. Concerning on limited budget Mr. Somvang raised that it will be great if Louise can divide her working time into two periods because it needs time for translations and preparation of documents. Louise has to work sometime with Jeans Foerster who will develop the guideline to make sure that the review forms of ESIA can put into the developed guideline. Furthermore, if Louise's working time is divided into two periods, this year budget will increase. | Mr. Rico will bring the issues to discuss/consult with the Director of Environment Unit at UNDP |

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| 5 | Finalize the contract of 2 international experts: Louise's contract had already been finalized. As for Jeans Foerster, his contract finalization is in final step. | Mr. Rigo will be responsible for this issue and he will also follow up detail Jeans' work plan. |
| 6 | TOR for Financial expert of the project must be developed and follows UNDP rules and procedures | Mr. Somvang, Mr. Lamphoukeo, and Mr. Rico |
| 7 | Training on UNDP report format and introduction to UNDP working system will be informed. | Mr. Rigo |
| 8 | Set up PEI team monthly meeting will be arranged | Mr. Rico will confirm the exact date |

Recorded by: Arounna Vonsakhamphouy *AVS*
Date: 25 January 2010

Mr. Lamphoukeo Kettavong (Assistant Project Manager): 

Mr. Rico Tuor (UNV, UNDP): 