



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

**Government of Lao People's Democratic Republic
Water Resources and Environment Administration (WREA)
Environmental and Social Impact Assessment Department (ESIA Dept)**

United Nations Development Programme

**PROJECT ID: 00072674
PROJECT TITLE: "POVERTY ENVIRONMENT INITIATIVE,
OUTPUT 3"**

**ANNUAL PROJECT REPORT
(APR)**

Reporting period: 01 January – 31 December 2010

I. PROJECT INFORMATION AND RESOURCES

Project number and title:	00072674 “ Poverty Environment Initiative (PEI, Output 3)”
Implementing Partner:	Environmental and Social Impact Assessment (ESIA) Department of the Water Resources and Environment Administration (WREA)
Responsible Parties (if applicable):	United Nations Development Programme
Donors:	UNEP - UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
October 2009	December 2009	December 2011	December 2011

Period covered by this report:	January – December 2010
Date of annual review: <i>[Indicate if planned or actual]</i>	12 th January 2011

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	1,495,363	300,000

Resources	Donor	Amount
	UNDP TRAC	300,000

II. PURPOSE OF THE PROJECT

[To be completed in cooperation with UNDP Programme Analyst; Summarizes Main objectives of the project and link to MDG/NSEDP/UNDAF as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or project document]

The project “Environmental and Social Impact Assessment: Reducing Negative Social and Environmental Impacts of Investment in Lao PDR” is one of the four outputs of the Poverty Environment Initiative (PEI) Framework in Lao PDR. Supported by UNDP/UNEP, PEI in Lao PDR aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes.

Corresponding to output 3 of the PEI Lao PDR, this project aims to support the Environmental and Social Impact Assessment (ESIA) Department of the Water Resource and Environment Administration (WREA) at the national and provincial level in order to address growing environmental threats and to prevent and minimize negative environmental and social impacts of the rapid development activities in key sectors, such as agriculture, hydropower, mining, industry and infrastructure.

The specific objective of the project is to enhance capacities of the ESIA Department of WREA to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective coordination with the concerned line ministries and state enterprises.

UNDAF Outcomes/Indicators: UNDAF Outcome 1: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within DMG framework).

Expected Outcomes/Indicators: Outcome 1.1: Improved and equitable access to land, markets and social and economic services, environmentally utilization of natural resources, with balance population growth.

Expected Outputs/Indicators: Output 1.1: Improved and diversified incomes of rural household, with a focus on increased market accessibility, through implementation of human development and infrastructure initiatives. Outcome 1.1.3: Enhance knowledge and management capacity of ecosystems, biodiversity, natural resources and environment, and population dynamics.

III. PROJECT PERFORMANCE AND RESULTS

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

Intended Output 3:

The overall project output is to have enhanced capacities of the ESIA Department of WREA to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective and increased coordination with the concerned line ministries and state enterprises. Details of the current outputs are as the followings:

Output 3.1: A system for obtaining funds to substantially cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management.

Output 3.2: General technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.

Output 3.3: Implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.

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

Output 3.1: A system for obtaining funds to substantially cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management.

To support the development and operation of a sustainable financing mechanism of the DSEIA, a national financial expert was recruited and worked closely with Finance and Planning Division of DESIA. An ESIA financial and accounting management manual has been developed and drafted by the national financial expert. The draft financial and accounting management manual was developed for implementation and specific use within the DESIA and for concerned sectors who receive budget allocation from DESIA only. The purpose of the draft manual is to set principles and procedures in financial management for DESIA including regulation and processing of financial and budget management, procurement and inventories/fixed assets management policies, vehicle management, and internal auditing and self-assessment procedure. A consultation meeting and a workshop on the draft manual were conducted within the Planning and Finance Division, the ESIA Department, and the WREA respectively. The draft manual was revised and presented during the Q3 meeting at UNDP office. To make the draft clearer, understandable, and useable the Minister of WREA suggested to hold more consultations with technical staffs from cabinet office of WREA before conducting an external consultation with Ministry of Finance. Although, the financial management manual has not yet been finalized, the draft manual had been applied in several development projects as a test. This test application of the draft was organized as a training for DESIA and EMU staffs at Khammouan and Borikhamxay provinces particularly on application of planning and reporting format.

During meeting with PEI-UNDP team in November 2010, it was agreed that there was a need to add updated data into the draft manual to highlight potential discrepancies between

ESIA-related revenues, DESIA organizational budgetary needs and existing budget allocations, as part of the sustainable financing assessment. PEI senior technical advisor (Ms. Grace Wong) will assist in developing TOR and work with the national financial expert to carry out this assessment. This work will begin in 2011. The draft manual will be revised accordingly and submitted to Minister of WREA for approval. Following the approval of the manual, training on application of the financial manual will then be implemented in EMU districts.

Output 3.2.: General technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.

Two international consultants were contracted to provide specific technical support to this output. One was responsible for developing guideline for reviewing ESIA report, and guideline for IEE/EIA compliance and effects monitoring. The purpose of developing these two technical guidelines is to serve as a guiding tool for DESIA staffs at central and provincial levels in reviewing ESIA report and monitoring implementation of EMMP of development projects. The second consultant was responsible for developing guideline for EIA report writing for developers/consulting firms.

The first consultant came on board on 18 January 2010 while the second consultant began on 8 February 2010. The two consultants developed the first drafts of all three technical guidelines. The guidelines were submitted to ESIA Department for comments. Due to the fact that comments on the guideline required more times, the two consultants were requested to journey home when they finished the first draft and would resume their final second mission after the revision has been made according to the comments. In lieu to that an internal consultation meeting among staff of ESIA Department was conducted and comments were made and sent to the two consultants for revision in March 2010. The second mission of consultants was planned to take place at the end of April 2010.

However, because of various days in the revision of the drafts to comply with comments made by ESIA Department team, the plan for their second mission to Vientiane at the end of April was cancelled and rescheduled. In doing so, long distance communication with the two consultants was done through teleconference. Eventually, only one international consultant was positively responded to do the revision of the draft guidelines on reviewing and monitoring and to conduct second mission to Vientiane in July 2010. An external consultation workshop with concerned line ministries on the revised draft reviewing and monitoring guidelines was conducted by the international expert on 8 July 2010 at Novotel Hotel. Several comments were provided for improving the guidelines. The two guidelines were considered as general technical guidelines, and therefore it is requested that specific guidelines for each sector must be developed/provided. A 3 days technical training at ITCT was delivered to concerned staffs in using and implementing the two guidelines, a case study on Phaklai Hydropower was used as an example for reviewing EIA report. For this mission, the two guidelines were revised based on comments from the consultation workshop and finalized. The two guidelines were translated and produced in Lao version. DESIA continued to hold internal discussion on the Lao version to improve the guidelines based on the department's needs. Consultation with other line ministries on the Lao version of the two guidelines is expected to be organized early next year.

On the other hand, the other consultant who is responsible for developing EIA report writing guideline was not available for the second mission till early next year. During a teleconference conducted in July 2010 the consultant agreed to submit an updated timeframe to PEI team by mid December 2010 along with questionnaires or needs for clarification on the comments already provided by ESIA Department. The second mission of this consultant will be done during Q1 of 2011.

Outcome 3.3: Implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.

The project organized training course on regulation and processing of financial and accounting management for ESIA Department staffs conducted by the national financial expert. At the moment DESIA staff can apply financial summary report format, and they can carry out the summary financing and accounting in dynamic system and complete in time.

As part of the capacity building programme, a training of trainers (TOT) for WREA target provinces was organized in Vientiane province on 22-24 December 2010. The objectives of the TOT were to disseminate EIA decree, to train concerned staff on reviewing IEE/EIA reports and monitoring EMMP of development projects, and to train concerned staff on public involvement, division of labour between central and provincial authorities, operating permit guidelines. There were 90 participants from concerned divisions such as hydropower and mining, agriculture and forestry, public work and transportation, cabinet office of WREA, ESIA, and other concerned sectors. These participants were from 9 provinces including Vientiane capital, Vientiane province, Borikhamxay, Khammouane, Champasack, Attapeu, Luangphabang, Oudomxay, Xiengkhuang provinces. In addition, a follow-up TOT training was also conducted during this reporting period. The objective of this follow-up training was to train technical staff at ESIA divisions at Vientiane capital, Khammouane, Champasak, and Luangphabang provinces on reviewing IEE/EIA reports and monitoring implementation of EMMP of development projects by sending DESIA technical staff from central level to be based in the four target provinces with two weeks for each province. The training on internal auditing and consultation for self-assessment procedure guideline for ESIA Department was also conducted.

According to the 2010 annual work plan, the technical training and awareness raising material on EIA, reviewing, and monitoring guidelines must be developed by the two international consultants. Only the technical training materials on the reviewing and monitoring guidelines have been finalized. However due to time constrain, awareness raising materials of the two guidelines have not been developed. In addition, on-the-job training has also not yet been implemented by this international consultant. Due to the delay of second mission of the international consultant for EIA report writing guideline, the other technical and awareness raising materials on EIA guideline have not yet been developed.

Table 1. Results and Contributions at Output level

Annual outputs and indicators <i>[According to project document and/or annual work plan]</i>	Key activities completed during reporting period	Expenditures <i>[Actual expenditures against activities completed]</i>	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
<p>Output 3.1: A system for obtaining funds to substantially cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management</p> <p>Target: Funding system identified and implementation supported.</p> <p>Indicators: - Funding mechanism developed and agreed upon by Government - Funding mechanism fully operational</p>	<ul style="list-style-type: none"> - Draft of ESIA financial and accounting management manual completed in Lao. - A consultation on the draft financial management manual had been conducted at Planning and Finance Division, ESIA department, and cabinet office as well as WREA levels. Furthermore, the draft manual has been applied to development projects such as Namtheun II hydropower project. 	<p>USD 19,613.51</p>	<ul style="list-style-type: none"> - ESIA financial and accounting management manual has been completed in draft in Lao. The finalization of this manual is still on-going. Consultation workshops at ESIA and WREA levels have been conducted. 	<ul style="list-style-type: none"> - Consultation workshop on the draft manual with the Ministry of Finance at director general level will be implemented in Q1 2011. After the workshop, the manual will be revised and then submitted to WREA's Minister for approval. - Trainings on application of the Financial and Accounting Management Manual for EMU districts will be organized for effective budget used.

<p>Output 3.2: General technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.</p> <p>Target: The general technical guidelines to assist reviewing ESIA, monitoring EMMP, and guideline for writing EIA report for developers and consulting firms drafted and finalized.</p> <p>Indicators: - The three general technical guidelines finalized, including guidelines for writing EIA, for reviewing, and for monitoring. - Number of consultation</p>	<ul style="list-style-type: none"> - First draft of EIA report writing guidelines for consulting firms and developers completed. - An external consultation with concerned line ministries on the revised draft reviewing and monitoring guidelines had been implemented. 	<p>USD 22,129.13</p>	<ul style="list-style-type: none"> - Revision of the draft EIA guideline is on-going. It has been delayed due to changes in work plan of the international expert. - Refining the reviewing and monitoring guidelines of Lao version is on-going. 	<ul style="list-style-type: none"> - The EIA guideline has not been completed as planned due to the delay of the second mission of international expert. - The expert has agreed to complete his task in Q1 2011. - Comments on EIA guideline and related documents have been sent to international expert for revision. The expert will send the revised draft guideline, training material and case study to PEI team before his second mission at the end of January or early February 2011. - An external consultation workshop on the revised draft EIA guideline will be conducted with concerned departments in 2011. - An external consultation workshop on the reviewing and monitoring guidelines of Lao version with concerned line
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<p>workshops realized</p> <ul style="list-style-type: none"> - Number of ESIA's reviewed 	<ul style="list-style-type: none"> - The general guidelines for reviewing ESIA report and monitoring EMMP completed. The two guidelines were translated into Lao as draft. - An internal consultation workshop on the reviewing and monitoring guidelines of Lao version has been conducted. 			<p>ministries will be implemented in 2011.</p>
<p>Output 3.3: Implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Number of training on the ESIA financial and accounting management manual to EMU districts 	<ul style="list-style-type: none"> - The development of training material for EIA guideline is on-going. - The training material on the reviewing and monitoring guidelines were developed and finalized. - Training on the reviewing and monitoring guidelines has been done. 	<p>USD 17,266.38</p>	<ul style="list-style-type: none"> - Developed training material for EIA guideline has been delayed due to the changes in work plan of international expert. - Awareness raising material on the reviewing, monitoring, and EIA guidelines have not been developed. - On-the-job-training on the reviewing and monitoring guidelines has 	<ul style="list-style-type: none"> - International expert will develop training material on the EIA guideline and send to PEI-ESIA team before his second mission in Q1 2011. - Training on application of the ESIA financial manual for EMU districts will also be conducted in next year.

<p>- At least three intensive technical training courses and two intensive management training courses, realized per year.</p>	<p>- TOT on the reviewing and monitoring guidelines, public involvement, division of labour, and operating permit guidelines to WREA target provinces had been organized.</p> <p>- A follow-up TOT for Vientiane capital, Vientiane and Borikhamxay provinces had also been done.</p> <p>- Two training courses relate to regulation and processing of financial and accounting management, and Internal Auditing and Consultation for Self-assessment Procedure were organized.</p> <p>- English training course for DESIA staffs was organized.</p>		<p>not been done.</p>	
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2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc *[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.]*

Generally, the project has taken a strong ownership and strengthened capacity in terms of technical and management aspects. Trainings of trainers have been conducted to improve ESIA technical challenge, while project and financial management trainings were carried out regularly to improve the management issue. In terms of financial management for instance, procurement regulations and recruitment processes have been based on the Vientiane Declaration.

However, some difficulties were evident in the initial stage that related to the introduction of HACT due to project staff members were new and need time to adjust to the new project management system. Currently, these difficulties have been overcome.

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]*

- Collaboration between ESIA Department (PEI-Output3) and the Investment Promotion Department (IPD, PEI-Output 2) has been established and promoted through participation in consultation meeting. Staff of ESIA Department has participated in consultation meeting and workshop on National Investment Strategy, Developing Tools to Support Efficient Management of Investment, and PEI-Provincial Investment Assessment/Monitoring. ESIA Department delivered presentations on role of IEE and EIA in investment approval and screening process as well as on environment monitoring of development projects.

- Collaboration between PEI-ESIA, PEI-Thailand and PEI- Regional Center in Bangkok (RCB) teams on experience sharing related to environmental issues, concept and implementation of these issues.

- Collaboration between PEI team (national consultants from output 1, 2, 3, and 4) have been enhanced. Several internal meetings and meetings with PEI-UNDP were organized to ensure smooth implementation of the project. Monthly meetings between PEI- ESIA and PEI-UNDP teams have been carried out and will further continue.

- Collaboration with National Implementation Management Project (NIM) include participation of PEI-ESIA staffs in financial management retreat and training on result based management and gender mainstreaming.

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]*

Currently, 11 assigned staffs (2 women and 9 men) from ESIA Department involve in this project. Amongst them project manager and project executive are women. This indicates that

the women's roles in this project are in high level position. Moreover, the project strategy was developed to ensure a balance in gender representation. The project involves women in the process of project implementation such as planning, implementation, monitoring, and evaluation. The project has involved a balance in gender, particularly participation in workshops and training so as capacity building for both men and women can be promoted.

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

There was no audit for this project. A UNDP spot check was carried out on 20 September 2010. Key recommendations include:

- A Project Board shall be established.
- Surprise petty cash count should be done at least twice a month by PM and documented accordingly
- Pre-employment medical check-up performed: it must be done before commencement of the job (not after starting job)
- Initial signature on the TOR by project staff must be done
- After completion of workshop/training, evaluation report is required
- Variance analysis between budget and actual expenditure was done, signed by PM and submitted to UNDP. Variance of more than 10% has to be justified and agreed by UNDP. It has been done but not clear.
- List of maintenance of IT equipment should be available.

The PEI-Output 3 project team has addressed all the spot check recommendations.

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

- International consultants have complained about the short working time for developing the technical guidelines. This may limit the quality of the technical guidelines. Unfortunately, this was a constraint of available budget.

- The mission of the two international consultants to Vientiane to formulate the guidelines and to deliver the training was done at different times. This limited interaction between the two experts may cause inconsistency in the design of the three technical guidelines which are highly interrelated. To mitigate the inconsistency, teleconferences have been organized with the two experts. The two experts have also reviewed each other work's outputs to keep consistency, but both UNDP-PEI and DESIA will have to play a stronger role to ensure coherence between the guidelines.

- The three technical guidelines have not yet been finished as planned. Two technical guidelines on reviewing and monitoring have been completed in English version. The Lao version has been developed but the improvement is still required. Delay in of development of the guidelines have also retarded other activities.

- Technical guideline on EIA report writing has not yet been completed as planned. The finalization of the guideline has been delayed and postponed until early 2011. This has been occurred because the consultant was not available for the work when the mission of

consultant to Vientiane was split into two. The consultant was not available for the second mission which was supposed to be done in July. Instead, the second mission will take place during the first quarter of 2011.

- The technical training on the three guidelines was split into two training instead of one training which was planned to organize back to back. This resulted in increased budget for conducting the technical trainings and caused budget shortfall in 2010. UNDP-PEI managed to increase the PEI-ESIA 2010 budget from \$120,000 to help allay part of this shortfall.

- The ESIA financial and accounting management manual has not been completed as planned because the minister suggested to conduct a consultation workshop with cabinet office of WREA before organizing a consultation workshop at decision making level and will continue to be done in the following year.

- There was budget shortfall for implementing some activities during Q3 and Q4 due to changes in work plan in Q2. This cause the delay in some activities implementation and effect to efficiency of the works.

- Quality of the technical guidelines for reviewing and monitoring is lower than expectation. This is related in part to the limited time spent on the technical guidelines (related to first point above). DESIA and UNDP-PEI will have to learn to manage limited resources and expectations more effectively.

7. Rating on progress towards results

Output: <i>[From table 1. Contribution to Strategic Goals]</i>		
Output 3.1	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.2	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.3	<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.

- PEI team quarterly meetings
- Meeting with Ms. Seon Mi Choi, PEI programme officer, UNEP Asia from Bangkok during her visit to UNDP Lao PDR
- UNDP Support Workshop on Project Management and NIM Audit

- National Investment Strategy Consultation Meeting organized by PEI-Investment component
- Teleconference with the international consultants to discuss on the comments and work plan for the revision of the draft technical guidelines
- Internal discussion on the revised Q3, Q4, and annual work plan 2011 for addition fund request to the UNDP
- Discussion meeting with PEI-UNDP on activities budget allocation.
- Participated in orientation workshop for New Project's staff funded by UNDP.
- Meeting with Paul Steele and Koen Toonen, PEI Regional mission to Vientiane, Laos on 24 September 2010.
- Participate in NIM Audit Debriefing organized by NIM Project Support Management Team
- PEI Regional Lesson Learning workshop on changing public and private investment for pro-poor environment outcomes.
- IPD/PEI workshop on developing tools to support efficient management of investment in Saravane.

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?

- External consultation workshop on the reviewing and monitoring guidelines Lao version.
- External consultation workshop on the draft ESIA financial manual with the Ministry of Finance.
- External consultation workshop on the revised draft EIA guideline.
- Dissemination workshop on the EIA guideline for developers and consulting firms.
- Consultation workshop on the draft ESIA financial manual at decision-maker level.
- TOT on the general technical guidelines, public involvement, division of labour, and operating permit to WREA target provinces.
- Training on application of the ESIA financial manual for DESIA staffs and EMU districts.
- Study tour to PEI regional office to learn and exchange experience on ESIA.
- 2011 Annual review meeting.

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

N/A

3. Estimated total budget required for the following year:

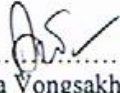
120,000 USD

VI. ANNEXES

1. Annex 1: Annual work plan for 2010
2. Annex 2: Revised Annual work plan 2010
3. Annex 3: Project Risk Log
4. Annex 4: Project Issues Log
5. Annex 5: Lessons learned log
6. Annex 6: Draft Annual Work Plan for 2011

PREPARED BY

Prepared by:



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Assistant Project Manager
PEI-Output 3

Date: 25 DEC 2010

Approved by:



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Ms. Phakkavanh Phissamay
PEI-Output 3, National Project Manager

Date: 25 DEC 2010



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Mrs. Bounkham Vorrachit
PEI-Output 3, National Project Director

Date: 25 DEC 2010

PEI Annual Work plan and Budget plan: 2010

Project ID: 00072674

Annual Work Plan2010

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)



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)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET				Unfunded Budget		
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description		Amount-USD 2010			
									Code	Name				
Activity Result 3.1. WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESIA Dept. The system works and is audited in accordance with international standards for financial management														
3.1 Targets Year 1	Action 3.1: Support the development and operation of sustainable ESIA funding system through finalizing the "financial and accounting management regulation/manual" for ESIA department as well as assist ESIA Department with the implementation of the regulations/manual, by supporting specific training on financial management and budgeting as needed by different levels within the department. (for more detail please see the supporting document)	Salary for Financial consultant (\$1,502/month x 6months)	X	X	X		ESIA	TRAC/00012	71300	National consultant(full time)	7,862	1,350		
3.1.1. Funding system identified and implementation supported		Salary for Project accountant (\$662/month x 12months)	X	X	X	X	ESIA	TRAC/00012	71400	National Accountant	7,824			
3.1. Baseline:		1. Financial and Accounting training/Workshop:									Total for FN and ACC Training/Workshop	5,088		
3.1.1. No sustainable ESIA financing system in place		1.1. Workshop on: a. ESIA Financial and Accounting Management Manual, b. Procurement and Inventories/Fixed Assets Management Policies for ESIA level (inside VTE, 1 time, 3 days/time, 23 pers.)	X				ESIA	TRAC/00012			Sub Total for 1.1	9,469		
											73100 Conference room rental	2,070		
											72500 Office supplies	100		
											74200 Copying hand-out	115		
											73400 Rental of bus or Van	105		
											71600 Fuel Reimbursement	12		
			1.2. Workshop on: a. ESIA Financial and Accounting Management Manual, b. Procurement and Inventories/Fixed Assets Management Policies for WREA level (inside VTE, 1 time, 2days/time, 19 pers.)	X				ESIA	TRAC/00012			Sub Total for 1.2	1,417	
												73100 Conference room rental	1,140	
												72500 Office supplies	100	
												74200 Copying hand-out	95	
												73400 Rental of bus or Van	70	
												71600 Fuel Reimbursement	12	
		1.3. Training on: a. General Accounting and Budget Accounting, b. Project Accounting and Cost Accounting (inside VTE, 1 time, 5days/time, 11 pers.)			X		ESIA	TRAC/00012			Sub Total for 1.3	1,190		
											73100 Conference room rental	825		
											72500 Office supplies	100		
										74200 Copying hand-out	66			
										73400 Rental of bus or Van	175			
										71600 Fuel Reimbursement	24			
	2. Management costs (20 % of All Management Activities)									Miscellaneous	940			
		X	X	X	X	ESIA	TRAC/00012			72400 Communication charge	480	500		
										72500 Stationery	80	100		
										73400 Maint, Oper of Transport Equip	245	350		
										74200 Copy document for Management	84			

										74500	Sundry		51	100
Total Activity Result 3.1												21,434		
Activity Result 3.2. WREA/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESIA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices														
3.2 Targets Year 1	Action 3.2.1: Support materials and draft general technical guidelines for reviewing ESIA reports as well as start the development of general technical guidelines for developers and consultants for the preparation of ESIA reports and monitoring guideline. The development of three guidelines will be through analysis and extensive consultation.	Salary for National consultant (\$1,502/month x 12months)	X	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM		18,024		
3.2. Technical guidelines to assist reviewing ESIA drafted and development of technical guidelines for developers and monitoring guideline started	1. Guidelines / Checklist development (Reviewing guideline, writing guidelines for developers, monitoring guideline, develop initial checklist for consideration of biodiversity)	Salary for International Technical Expert for Environment and Social Impact Assessment (8weeks/year, 2 weeks/quarter)	X	X			UNDP	TRAC/00012	71200	Fee for International Technical Expert for 8 weeks		33,334		
3.2. Indicators		3.2.1.1. Annual Review Meeting (inside VTE, 1day, 30pers.)				X	ESIA	TRAC/00012			Sub Total for 3.2.1.1		1,182	
3.2.1. Number of technical guidelines drafted										72500	Office supplies		100	
3.2.2. Number of consultation workshops realized										73100	Conference room rental		900	
3.2.3. Number of ESIA reviewed										74200	Copying hand-out		120	
3.2. Baselines										73400	Rental of bus or Van		50	
3.2.1. Existing the first draft of general guidelines										71600	Fuel Reimbursement		12	
3.2.2. Format for technical guidelines elaborated			3.2.1.2. IT equipments	X				UNDP	TRAC/00012	72800	IT equipment (For2 PC computers)		2,000	
3.2.3. Draft general guidelines for reviewing and monitoring ESIA have been elaborated														
Subtotal Activity Result 3.2.1												54,640		
	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1. Consultation workshops first draft (VTE), Final draft(SVK). (2 times: 1time in SVK province, 1 time inside VTE, 3 days/time, 20 pers.)	X	X			ESIA	TRAC/00012			Sub Total for 3.2.2.1		5,993	
									71600	DISA for Participants from VTE and SRV		1,232		
									71600	DISA for Participants in SVK		159		
									73100	Conference room rental		3,120		
									72500	Office supplies		200		
									74200	Copying hand-out		160		
									73400	Rental of Van		705		
									73400	Rental of Van		117		
									71600	Fuel Reimbursement		300		
		3.2.2.2. Translations		X			ESIA	TRAC/00012	74200	Documents translation		1,500	3,500	
		3.2.2.3. Technical Training 26mes (16mes in SVK province, 3 days/time, 20pers./time)+(16me inside VTE, 3days/time, 15 pers./time)	X	X			ESIA	TRAC/00012			Sub Total for 3.2.2.3		5,523	
									71600	DISA for Participants from VTE and SRV		1,232		
									71600	DISA for Participants in SVK		159		
									73100	Conference room rental		2,670		
									72500	Office supplies		200		
									74200	Copying hand-out		140		
									73400	Rental of Van		705		
									73400	Rental of Van		117		
									71600	Fuel Reimbursement		300		
		3.2.2.4. IT equipments	X				UNDP	TRAC/00012	72800	IT equipment (Laptops and Printer)		1,500	1500	

									UNDP	TRAC/00012	72200	Motorcycle		1500	
		3.2.2.5. Office equipment and furniture							ESIA	TRAC/00012	72200	Office equipment and furniture (see the list which attached)	3,000		
		3.2.2.6. Management costs (80 % of All Management Activities)							ESIA	TRAC/00012		Miscellaneous	3,400		
												72400	Communication charge	1,920	2,000
												72500	Stationery	200	400
												73400	Maint, Oper of Transport Equip	979	1,300
												74200	Copy document for Management	101	250
												74500	Sundry	200	300
		Subtotal Activity Result 3.2.2												20,918	
		Sub total													
		Action 3.2.3: Provide technical support to the ESIA Department in reviewing ESIA's and support on-job training and technical trainings, and technical assistance in the use of reviewing and monitoring guidelines for ESIA's at national and provincial levels, Development of Project monitoring plan							UNDP	TRAC/00012	71200	Fee for International Technical Expert for 6 weeks	19,500		
		Salary for International Technical Expert for Strengthening Capacity in Reviewing & Monitoring Environment and Social Impact Assessment (8 weeks/year, 2 weeks/quarter)													
		3.2.3.1. Awareness raising workshop (inside VTE and SVK province, 1day/time, 2times, 25pers./time)							ESIA	TRAC/00012		Sub Total for 3.2.3.1	3,609		
												71600	DSA for Participants from VTE and SRV	796	
												71600	DSA for Participants in SVK	99	
												73100	Conference room rental	1,300	
												72500	Office supplies	200	
												74200	Copying hand-out	200	
												73400	Rental of Van	500	
												73400	Rental of Van	107	
												71600	Fuel Reimbursement	447	
		3.2.3.3 English Training for ESIA staff							ESIA	TRAC/00012	72100	English training	-	3,000	
		Subtotal Activity Result 3.2.3												29,108	
		Sub total													
		Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)												98,688	
		Grand Total (Activity 3.1 + Activity 3.2):												120,000	16,150
												UNDP		56,334	
												ESIA		63,666	

Note: Where the CP is more complex, the matrix can be adapted by breaking CP outputs into sub-outputs, each with corresponding indicators, target and activities for the year

Total Budget in 2010	120,000
Budget need	136,150
Unfunded	16,150

Prepared by: _____

Date: _____

Certified by: _____

Approved by: _____

**Annex 3
OFFLINE RISK LOG**

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 March 2010
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>
1	Delay in finalizing the EIA guideline from mid 2010 to Q1 of 2011	July 2010	Financial Operational Organizational	Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline	It was agreed that international expert will accomplish the assignments including the revised draft guideline of	ESIA Department and UNDP	PM	Nov 2010	On-going

				P = 5 I = 5	EIA, conducting consultation workshop and training in early 2011.				
2	Finalization of EIA guideline is pending until Q1 of 2011	July 2010	Organizational Regulatory	Long pending of the guideline finalization may cause poor quality of the final guideline as international expert may lose interest because he may require more time to resume the old work. P=5 I=5	Follow-up the comments made by ESIA Department to ensure that the comments are incorporated in the revised guideline	ESIA Department and UNDP	PM	Nov 2010	On-going
3	Consultation workshop on the three guidelines was planned to conduct back-to-back in July 2010 to save cost. However, one of the international experts was not available. Only consultation workshop for two guidelines was organized.	July 2010	Financial Operational Organizational	Cause the increase of budget expenditure as two events of consultation workshop are required. Consultation workshop for EIA guideline will be conducted during Q1 of 2011. P=5 I=5	Request for additional fund	ESIA Department and UNDP	ESIA Department	Nov 2010	On-going
4	There were some required additional activities implementation such as TOT,	Aug 2010	Financial	Cause the increase of budget expenditure as additional activities will require additional budget.	Request the additional fund	ESIA Department and UNDP	ESIA Department	Nov 2010	Pending

	consultation workshop on reviewing and monitoring guidelines for Lao version, and training on application of DESIA financial and accounting management manual to EMU districts.			P=5 I=5					
5	Planned back-to-back consultation workshop for the two international consultants in Q3 was not realized because the international consultant for EIA guideline was not available.	June 2010	Organizational Regulatory Strategic	Organizing two separate consultation workshops for the two international consultants would result in weak harmonization and may cause some inconsistencies of the guidelines as they are interrelated. P=5 I=5	Consultant for EIA technical guideline shall ensure that the revised guideline is consistence and complementary to the other two guidelines namely reviewing and monitoring which have already been completed.	ESIA Department and UNDP	ESIA Department and PM	Dec 2010	On-going

**Annex 4
OFFLINE ISSUES LOG**

(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 March 2010
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the issue <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the issue first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Request for Change Problem Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority = <i>(in Atlas, use the Management Response box)</i>	What actions have been taken/will be taken to address this issue <i>(in Atlas, use the Management Response box)</i>	Who has been appointed to address this issue <i>(in Atlas, use the Management Response box)</i>	Who submitted the issue <i>(In Atlas, automatically recorded)</i>	When was the status of the issue last checked <i>(In Atlas, automatically recorded)</i>	e.g. pending, solved <i>(in Atlas, use the Management Response box. If solved, check the "Solved" box)</i>
1	Delay in finalizing the EIA guideline from mid 2010 to Q1 of 2011	July 2010	Request for change	Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline Priority = 5	International expert agreed to accomplish the task during Q1 of 2011	ESIA Department and UNDP	ESIA Department	Nov 2010	On-going
2	Consultation workshop on the three guidelines	July 2010	Problem	Cause the increase of budget expenditure as two events of consultation workshop are	Request UNDP for additional fund	ESIA Department and UNDP	ESIA Department	Nov 2010	On-going

	was planned to conduct back-to-back in July 2010 to save cost. However, one of the international experts was not available throughout Q3. Only consultation workshop for two guidelines was organized.			required. Consultation workshop for EIA guideline will be conducted during Q1 of 2011. Priority = 5					
3	During Q3 there were some required additional activities implementation such as TOT, consultation workshop on reviewing and monitoring guidelines for Lao version, and training on application of DESIA financial and accounting management manual to EMU districts.	Aug 2010	Problem	Cause the increase of budget expenditure as additional activities will require additional budget. Priority = 5	Request UNDP for addition fund	ESIA Department and UNDP	ESIA Department	Nov 2010	On-going
4	Planned back-to-back	June 2010	Problem	Organizing two separate consultation workshops for	Consultant for EIA technical guideline shall	ESIA Department	ESIA Department	Nov 2010	On-going

	consultation workshop for the two international consultants in Q3 was not realized because the international consultant for EIA guideline was not available.			the two international consultants would result in weak harmonization and may cause some inconsistencies of the guidelines as they are interrelated. Priority=5	ensure that the revised guideline is consistence and complementary to the other two guidelines namely reviewing and monitoring which have already been completed.	and UNDP			
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Annex 5
LESSONS LEARNED LOG

(see [Deliverable Description](#) for the Lessons Learned Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 March 2010
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
	Project Management Project Results Human Factor Other		<i>Describe what has worked well. What factors supported this success?</i>	<i>Describe the challenges or areas for improvement and what was unanticipated</i>	<i>How were challenges overcome and how should things have been done differently/better?</i>	
1	Project Management Project Results	July 2010	Two guidelines on EIA reviewing and monitoring have been completed during the reporting period.	Two guidelines on EIA reviewing and monitoring were translated into Lao language but require further simplification and editing for easy understanding.	Internal discussion on the first draft of Lao version was organized among ESIA Department team. External discussion on the revised draft of Lao version for further revision will be conducted with concerned line ministries during Q1 of 2011	ESIA Department
2	Project Management Project Results Human Factor	July 2010	Training material on the reviewing and monitoring guidelines was developed based on the guidelines in power point format	Training of Trainer for EIA reviewing and monitoring guidelines have not yet been implemented because of time and budget. Training material in power point format is not comprehensive document for guiding the teaching	Training of Trainer for EIA reviewing and monitoring guidelines will be implemented in the following year. Training material shall be developed as a handbook/manual providing a clear process and procedure in conducting the training	ESIA Department
3	Project	Dec 2010	Financial and accounting manual	The draft financial and accounting	Through its application with development	ESIA Department

	Management Project results		has been developed in Lao version but still in draft	management manual has not been finalized but the application of the draft manual has been applied to the development projects such as Theun Hinboun Hydrow Power project, Numleuk project, and in the future the draft manual will be applied to Hongsa project.	projects, the draft manual will be adjusted and improved based on actual experience and lessons learned.	
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EXPECTED CP OUTPUTS and Indicators (including baseline and annual target)	Key Activities (List all the activities to be undertaken during the year (insert a detailed output))	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET			Funded Amount (USD 2011)
			U1	U2	U3	U4		Source of Funds	Budget Description		
			1	2	3	4			Code	Name	
Activity Result 3.1. WREDA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESA Dept. The system seeks and is audited in accordance with international standards for financial management											
Targets: Year 2: Funding mechanism developed, approved by government, and applied by DDESA. Executive: Draft ESA Financial and Accounting Management Manual Indicators: ESA Financial Manual completed and applied by DDESA for obtaining Environment Monitoring budget of development projects	Action 3.1: Support the development and operation of sustainable ESF funding system through finalizing the "financial and accounting management regulation/manual" for ESA department as well as assist ESA Department with the implementation of the manual, by supporting specific training on financial management and budgeting as needed by different levels within the department, for some data/phase specific supporting documents!	1. Working day for national financial consultant (\$ 200/day x 20 days) 2. Salary for Project accountant (R\$52 months x 12 months Plus 7% increase of 6 months) 3. Management costs (2% of All Management Activities)	X	X	X	X	ESIA	TRAC08012	71300	Financial Consultant	1000
			X	X	X	X	ESIA	TRAC08012	71400	National Accountant	1020
			X	X	X	X	ESIA	TRAC08012		Miscellaneous	1,413
									12400	Communication charge	350
									12000	Stationery	400
									12000	IT Maintenance	100
									13400	Maint. Oper of Transport Equip	120
									14200	Copy document for Management	84
									14000	Bank Charge	20
									14000	Security	144
				X	X		UNDP	TRAC08012		Finance and Admin Training Cost	1,300
									71000	ESIA	1,000
									71000	Travel Cost	500
										Total For FM and ACC Training/Workshop	4,951
			X				ESIA	TRAC08012		Sub Total For 3.1.1	1,547
									13100	Conference room rental	1,000
									12000	Office supplies	300
									14000	Copying hand-out	240
									13400	Rental of bus or Van	100
									71000	Fuel reimbursement	20
			X				ESIA	TRAC08012		Sub Total For 3.1.2	1,320
									71100	Conference room rental	1,000
									12000	Office supplies	300
									14000	Copying hand-out	150
									13400	Rental of bus or Van	100
									71000	Fuel reimbursement	110
			X				ESIA	TRAC08012		Sub Total For 3.1.3	1,070
									71000	ESIA for Trainee from Marikina	870
									71000	ESIA for Trainee from Marikina	1,810
									73100	Conference room rental	1,234
									12000	Office supplies	300
									14000	Copying hand-out	149.60
									13400	Rental of bus or Van	400
Total Activity Result 3.1										22,850	

Activity Result 3.2: WRE/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESIA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices												
Targets	Action 3.2.1: Support materials and draft general technical guidelines for reviewing ESIA reports as well as start the development of general technical guidelines for developers and consultants for the preparation of ESIA reports and monitoring guidelines. The development of these guidelines will be through analysis and extensive consultation. 1. Guidelines of technical development (Reviewing guidelines, writing guidelines for developers and monitoring guidelines)	1. Salary for National consultant (\$1,502/month x 12 months Plus 5% increase)	X	X	X	X	ESIA	TRAC08012	11400	National Assistant to PM	15,925	
Year 2		2. Management costs (90% of All Management Activities)	X	X	X	X	ESIA	TRAC08012		Miscellaneous	5,698	
3.2.1 ESIA Guidelines completed										12400	Communication charge	1,528
3.2.2 The ESIA technical guidelines approved by governmental and sets applied										2500	Stationery	1,303
3.2.1 First Draft ESIA Guidelines (English version)										2800	IT Maintenance	720
3.2.2 Completed Reviewing and Monitoring Guidelines (English version)										13400	Ident. Oper. of Transport Equip	400
3.2.3 Draft reviewing and monitoring guidelines (Laos version)										4000	Copy document for Management	338
Indicators										2800	Bank Charge	100
3.2.1 The ESIA technical guidelines completed										4800	Busch	578
3.2.2 Consultation workshop with concerned line ministries organized												
3.2.3 Number of ESIA reports review												
		3.2.1.1. Annual Review Meeting (inside VTE, 1 day, 30 pers.)				X	ESIA	TRAC08012			Sub Total for 3.2.1.1	2,574
									1200	Office supplies	249	
									13100	Conference room rental	1,248	
									13100	LCD & Projector Rental	302	
									4000	Copying hand-out and materials etc	717	
									13400	Rental of bus or Van	50	
									11600	Fuel Reimbursement	12	
		3.2.1.2. External Consultation workshop on the Second Revised Draft reviewing and monitoring Guidelines - Lao Version (1 time inside VTE, 1 day/4pers.-40 pers)	X				ESIA	TRAC08012			Sub Total for 3.2.1.2	1,757
									13100	Conference room rental	1,128	
									13100	LCD & Projector Rental	150	
									2500	Office supplies	200	
									4000	Copying hand-out	224	
									13400	Rental of bus or Van	50	
									11600	Fuel Reimbursement	12	
		3.2.1.3. Internal Consultation on its top within DESEA to finalize the reviewing and monitoring guidelines - Lao version (1 time inside VTE, 2 days/1time 25 pers)				X	ESIA	TRAC08012			Sub Total for 3.2.1.3	1,707
									11600	Per Diem	312	
									13100	Conference room rental	75	
									2500	Office supplies	201	
									13100	Coffee/Tea set	248	
									4000	Copying hand-out	201	
		3.2.1.4. Consultation workshop with developers and consulting firms on the revised start-up guidelines - english version (1 time inside VTE, 1 day/1time 30 pers)	X				ESIA	TRAC08012			Sub Total for 3.2.1.4	2,473
									13100	Conference room rental	1,403	
									13100	LCD & Projector Rental	300	
									2500	Office supplies	201	
									4000	Copying hand-out	201	
									4000	Translator	300	
									13400	Rental of bus or Van	100	
									11600	Fuel Reimbursement	12	
		3.2.1.5. Internal consultation on the first draft ESIA guideline - Lao version (1 time, inside VTE, 2 days/1time 30 persons)	X				ESIA	TRAC08012			Sub Total for 3.2.1.5	1,421
									11600	Per Diem	314	
									13100	Conference room rental	75	
									2500	Office supplies	201	
									13100	Coffee/Tea set	258	
									4000	Copying hand-out	201	
		3.2.1.6. External consultation workshop on the revised draft ESIA guideline- Lao version (1 time, inside VTE, 1 day/1time, 30 persons)	X				ESIA	TRAC08012			Sub Total for 3.2.1.6	1,768
									11600	Per Diem	312	
									13100	Conference room rental	87	
									2500	Office supplies	201	
									13100	Coffee/Tea set	248	
									4000	Copying hand-out	201	
		3.2.1.7. Internal Consultation on its top within DESEA to finalize the ESIA Guideline - Lao version (1 time inside VTE, 2 days/1time 30 pers)	X				ESIA	TRAC08012			Sub Total for 3.2.1.7	2,319
									11600	Per Diem	523	
									13100	Conference room rental	75	
									2500	Office supplies	501	
									13100	Coffee/Tea set	498	
									4000	Copying hand-out	501	
Subtotal Activity Result 3.2.1												18,698

Targets Year 2	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1 Training on EIA Guideline for DSEA staff, developers, and consulting firms (English Version delivered by international expert) (1 time inside VTE, 3 days/line .50 pers)	X				ESIA	TRAC0801.2		Sub Total for 3.2.2.1	1,693	
At least two technical training and three financial management training courses are organized									71600	Per Diem	435	
Indicator:									73100	Conference room rental	112	
3.2.1 No training material on EIA guideline									72600	Office supplies	374	
									73100	Coffee Break	748	
									74200	Copying hand-out	823	
									74200	Translator	900	
Indicators		3.2.2.2 Training on reviewing, monitoring, and EIA guidelines - Final/Low Version for DSEA staffs (1 time inside VTE, 2 days/50 pers)				X	ESIA	TRAC0801.2		Sub Total for 3.2.2.2	1,444	
3.2.1 Completed the technical training materials									71600	Per Diem	823	
3.2.2 Number of training conducted									73100	Conference room rental	75	
3.2.3 Staff of concerned the administrative roles were trained									72600	Office supplies	125	
									73100	Coffee Break	249	
									74200	Copying hand-out	374	
Subtotal Activity Result 3.2.2											5,138	
		3.2.2.1 Study visit to Thailand of PE-ESEA staff to learn and exchange experience on ESEA (1 time , 3 days/line, 9 pers in Thailand)			X		UNCF	TRAC0801.2		Sub Total for 3.2.2.1	25,154	
									71600	DISA	19,985	
									71600	Transportation cost	11,880	
									71600	Bus Rental and Fuel	3291	
		3.2.2.2 English training for ESEA staff	X	X	X	X	UNCF	TRAC0801.2		Sub Total for 3.2.2.2	12,000	
									72100	English training	12,000	
		3.2.2.3 Intensive course for ESEA Staff on "Environment Science Basic Knowledge" (inside VTE, 20 Pers, 5 Days)		X			ESIA	TRAC0801.2		Sub Total for 3.2.2.3	2,972	
									71600	Per Diem	823	
									73100	Conference room rental	107	
									72600	Office supplies	43	
									73100	Coffee Break	312	
									74200	Copying hand-out	107	
									75100	Traveler Fee	1,900	
									74200	Translation fee	1,560	
		3.2.2.4 Printing cost	X	X	X	X	ESIA	TRAC0801.2		Sub Total for 3.2.2.4	8,400	
									74200	Publication of Planning, monitoring, and EIA guidelines	8,400	
		3.2.2.5 Translation of EIA guideline and Editing of 3 Guidelines and 1 Manual	X	X			ESIA	TRAC0801.2		Sub Total for 3.2.2.5	2,954	
									74200	Translation of EIA guideline	2,954	
Subtotal Activity Result 3.2.3											33,264	
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)											65,166	
Grand Total (Activity 3.1 + Activity 3.2):											120,000	
											UNCF	25,154
											ESIA	94,846

	USD
Total Budget in 2011	120,000.00
Budget used in 2011	65,000.00
Funding left in 2011	55,000.00

Date: 29 December 2011

Prepared by:

Certified by:

Approval by:

Mr. Thiapheana PHOTHISAMEE
Project Accountant

Mr. Phothisarn PHOSAWAT
Project Manager

Mr. Soukhann VORACHET
National Project Director