



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"**

**QUARTERLY PROJECT REPORT
(QPR)**

Reporting period: January – March 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):	
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:	3 months (January – March 2010)
Date of annual review: <i>[Indicate if planned or actual]</i>	

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

Resources	Donor	Amount
	UNDP	300,000

II. PURPOSE

[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 FOR 1st QUARTER 2010

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

Outcome 3:				
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 increased. <i>[Indicate if included in SRF]</i>				
Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change, any project contribution.]</i>				
Supporting to the project, two international consultants were on board during the reporting period. An international consultant responsible for developing guideline for reviewing ESIA report, and guideline for IEE and EIA compliance and effects monitoring started on 18 January 2010. Another international consultant responsible for developing guideline for EIA report for developers and consultant company commenced on 8 February 2010. The first drafts of the three technical guidelines on EIA, reviewing, and monitoring were developed by the two international consultants and submitted to ESIA Department for comments. An internal consultation meeting among staff of ESIA Department was conducted and comments were sent to the international consultants for revision. A part from the mentioned progress, one of the project's activities related to financial and accounting management was delayed due to the fact that national financial consultant has not been recruited as planned during the reporting period. Such activity is therefore shifted to be implemented in the next quarter.				
Quarterly outputs and indicators <i>[According to project document and/or quarterly 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>
Output 3.1 A system for obtaining funds to substantially cover the cost of operating the ESIA Department	Planned workshop on Financial and Accounting Management Manual, and Procurement and Inventories/Fixed Assets	No expenditure because the workshop has not been conducted as planned.	The activity will occur in the next quarter.	The planned workshop was not implemented due to the delay of recruitment process of national financial expert. Several meetings and

<p>developed and implementing. The system works and is audited in accordance with international standards for financial management</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Funding mechanism developed and agreed upon by Government - Funding mechanism fully operational 	<p>Management Policies at ESIA level has not been implemented in this quarter.</p>			<p>discussions have been done between ESIA and UNDP in regard to the recruitment and the budget expenditure for national financial expert. As a result, the budget was allocated and advertisement of the position has been done. However, the recruitment process was prolonged due to less number of candidates which required re-advisement.</p> <p>As a result the workshop is being shifted to implement in the next quarter after the national financial expert is on board.</p>
<p>Output 3.2</p> <p>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>	<ul style="list-style-type: none"> - First draft guideline for EIA was developed by international consultant - First draft guideline for reviewing of EIA report was developed by international consultant - First draft guideline for compliance and effect monitoring was developed 	<ul style="list-style-type: none"> - The cost for international experts was paid directly by UNDP - The cost for internal consultation meeting is 14,917,000 kips 	<p>The first drafts of 3 guidelines were developed by international consultants and have been submitted to ESIA Department for comments. As a result, internal consultation meeting on these first draft guidelines was conducted and comments were sent to international experts for revision consideration.</p>	<ul style="list-style-type: none"> - The international consultants started their work late as expected therefore causing the delay in submitting the draft guidelines. - Follow-up with the international consultants on the revised draft. However, one international expert is waiting for the payment from UNDP

<p>Indicators:</p> <ul style="list-style-type: none"> - Three technical guidelines drafted, including guidelines for EIA, for reviewing, and for monitoring. - Number of consultation workshops realized - Number of ESIA's reviewed 	<p>by international expert</p> <ul style="list-style-type: none"> - Consultation meeting on the first draft guidelines among ESIA teams was organized. <p>The result of workshop requires the experts to revise all 3 draft guidelines. Detail comments to each guideline will be sent to the international experts. Require other workshops within ESIA Department, consultation with line ministries, developers and consulting firm.</p>		<p>Revision of the drafts is expected to be done in the next quarter. After receiving the revised guidelines, internal consultation meeting is expected to organize among ESIA teams, as well as a consultation meeting with line ministries and developers will be conducted.</p>	<p>before carrying out the remained works. Other international expert didn't response yet regarding revising guidelines.</p> <ul style="list-style-type: none"> - PM will send email again to the international expert to follow up the works.
<p>Output 3.3</p> <p>Through the 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</p>	<ul style="list-style-type: none"> - The development of the technical training and awareness raising materials on EIA guideline has not yet been developed by the international expert (Jean Foerster). - Training materials on reviewing EIA report and monitoring of EIA were 	<p>There was no expenditure for this output due to no activity has been implemented during this period.</p> <p>Consultation workshop on the training materials is incorporated with the</p>	<ul style="list-style-type: none"> - The technical training and awareness raising materials will be developed and revised base on accepted draft guidelines. - On-the-job training will be started when the revised guidelines are accepted because the accepted guidelines (reviewing and 	<ul style="list-style-type: none"> - Training and awareness raising materials have to be developed base on the accepted guidelines. Currently, the draft guidelines have already been sent to international experts for revision.

<p>of the ESIA Department.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Number of training in financial management - At least three intensive technical training courses and two intensive management training courses, realized per year. 	<p>drafted in power-point format by the international expert (Louise Grenier). Awareness raising materials have not been developed. However, training manual/workbook on the training material is expected.</p> <ul style="list-style-type: none"> - On-the-job-training was prepared and assigned the homework for ESIAD's staff. Reading documents were provided such as project documents from each center, reading documents on environmental assessment for energy and industry, agriculture and rural development, and population health and nutrition, urban development, transportation, water supply and sewerage. 	<p>consultation workshop on the draft EIA.</p>	<p>monitoring guidelines) will be applied while reading the documents which were provided by the international expert.</p>	
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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.]

N/A

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. For example as invited by the Investment Promotion Department, staff of ESIA Department has participated in Consultation Meeting on National Investment Strategy.

Furthermore, collaboration between PEI team (national consultant from output 1, 2, and 3) meeting had also been conducted. Monthly meeting with assigned project government staffs, PEI team and UNDP-PEI has been done and will further continue. To ensure smooth implementation of the project PEI team will meet twice per quarter, one is in the beginning of the quarter and the other is in mid quarter.

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 beside that project manager and project executive are women. From this view it indicates that the women roles in this project are in high positions. In addition, the project's strategy is also 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 plans to involve 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]*

The project document specifies the commencement of the activities in October 2009 but the actual implementation began only in December 2009. There was no audit for this project. A UNDP spot check was carried out on 19 February 2010. Key recommendations include:

- The project should establish a Project Board as soon as possible.
- The project should organize monthly and quarterly project meeting as well as annual review meeting. Minutes of the project meeting should be done and signed
- Surprise petty cash count should be done at least twice a month by PM and documented accordingly
- The PM should review of petty cash book at least once a month.

- Make sure all the account codes are respected
- The project should reach at least 80% of the last advance and 100% of all the older advances before applying for another advance.
- The project should take the cheapest option from the three quotations (or justify their decision)
- The project should request the travel authorization form format to their respective UNDP PO/PA and a travel authorization form and should be provided for every person receiving DSA including non-project staff (a travel authorization form can contain multiple names)

The PEI-Output 3 project team will address all the spot check recommendations in the coming quarter.

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

- National financial consultant has not been recruited as planned. It results in the delay of activity implementation. Workshop on financial aspect is shifting to be implemented in the next quarter after on-board of the consultant.
- Some supporting documents, decree and regulation in Lao PDR which related to EIA were not sufficiently available or not officially translated in English version for international consultants to make use of them.
- International consultants have complained short working time for developing the technical guidelines. This may limit the quality of the technical guidelines.
- A detail proposed document for purchasing computers and IT supply was prepared and sent to UNDP for further action but the UNDP informed that the document was lost and requested the ESIA Department to resubmit the document. As requested, the document has been resubmitted. So far no response has been received from the UNDP.
- Changing of PEI-UNDP team affects to un-linkage cooperation.

7. Rating on progress towards results

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

- Consultation meeting on the three draft guidelines within ESIA Department.
- Working groups meeting to obtain detail comments on the draft guidelines
- PEI team meeting
- Meeting with Ms. Seon Mi Choi, programme officer, UNDP Asia from Bangkok during her visit to UNDP Lao PDR
- Monthly meeting with PEI-UNDP (project monthly meeting)
- UNDP Support Workshop on Project Management and NIM Audit
- National Investment Strategy Consultation Meeting.

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?

- Workshop on Financial and Accounting Management Manual, and Procurement and Inventories/Fixed Assets Management Policies at ESIA and WREA levels will be implemented in the next quarter.
- Training on General Accounting and Budget Accounting, and Project Accounting and Cost Accounting
- Follow-up progress with international consultants on the revision of the first drafts of the three guidelines
- Internal Consultation Workshop on the revised draft guidelines
- Consultation workshop with line ministries and concerned agencies on the first draft guideline.

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:


27,950 USD

VI. ANNEXES

1. Annex 1: Summary report of consultation meeting on the draft guidelines
2. Annex 2: Q1 work plan
3. Annex 3: Draft Q2 work plan
4. Annex 4: Project Risk Log
5. Annex 5: Project Issues Log
6. Annex 6: Lessons learned log

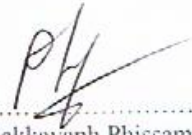
PREPARED BY

Prepared by:


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Arounna Vongsakhamphou
Assistant Project Manager
PEI-Output 3


Date: 19 APR 2010

Approved by:


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

Date: 19 APR 2010




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Mr. Phouvong Louangxaysana
PEI-Output 3, Alternate National Project Director

Date: 19 APR 2010

Annex 1:
Summary Report
Consultation meeting on the
“Draft Guidelines for EIA, Reviewing and Monitoring of EIA”
ESIA Department, WREA, Vientiane, Lao PDR
18th – 19th March 2010, Lanxang Hotel

1. Introduction

A consultation meeting on the “Draft Guidelines for EIA, Reviewing and Monitoring of EIA” was successfully organized by Environmental and Social Impact Assessment (ESIA) Department at Lanxang Hotel in Vientiane from 18th – 19th March 2010. The meeting was chaired and opened by Mr. Phouvong Louanxaysana, Deputy Director General of ESIA Department. It was attended by 25 participants from various Divisions and Centers of the ESIA Department. List of participants is attached in Annex 1.

The objectives of the meeting were:

- To discuss the three draft guidelines which were prepared and submitted by the international experts in February 2010, and
- To send the comments on the draft guidelines to the international experts for revising the draft guidelines before consulting with line ministries, provincial authorities and project developers.

2. Contents/structures of the meeting

In order to achieve the above objective, the meeting was structured into PowerPoint presentation followed by open discussion on project progress report and annual work plan 2010, on each draft guideline. The first draft guidelines entitled “General Report & Training on Technical Guidelines for ESIA” was prepared by Mr. Jean Foerster. The second and the third draft guidelines entitled “Guidelines and Checklists to Review ESIA” and “Guidelines for IEE and ESIA Compliance and Effect Monitoring” were prepared by Ms. Louise Grenier. A hard copy of each draft guideline was distributed to all participants for a better review and comment. Meeting Agenda is attached in Annex 2.

The drafted awareness raising and training materials are in developing stage and therefore will be presented later. Furthermore, on – the – job training for reviewing EIA report will be consulted later on.

3. Results

The following points of recommendation were made;

3.1 Recommendation for the draft guideline prepared by Mr. Jean Foerster, “General Report & Training on Technical Guidelines for ESIA”

First, the meeting noted that the draft guideline shall adapt to the new EIA decree, compact and understand easily when implementation.

Second, the meeting recognized that the draft guideline shall include all parts/sites and components which are necessary required for studying or assessing, and detailed explanation on methodologies for the study and assessment.

Third, the draft guideline shall include resettlement plan, environment management and monitoring plan (EMMP), social management and monitoring plan (SMMP) to ensure that the staffs understand all components of these plans.

Fourth, the draft guideline shall emphasize on assessment methodologies, on how to assess and evaluate the impacts, what are significant environmental impacts and how to rank/define the impacts (including significant, medium, and low impacts). Furthermore, the draft guideline shall also stress on residual impacts and the draft guideline shall be modified in a way that it can deal with these impacts.

3.2 Recommendation for the draft guideline prepared by Ms. Louise Grenier, “Guidelines and Checklists to Review ESIA”

The meeting made recommendation on the draft guidelines and checklists to review environmental and social impact assessment as follows:

First, the draft guidelines and checklists should be compact and clear.

Second, the draft guideline should base on or adapt to the new EIA Decree.

Third, the draft guidelines should clearly clarify on how to prioritize the issues/impacts as well as emphasis on what are important points which are necessary to check and monitor the significant impacts. Furthermore, the draft guidelines should indicate which issues/impacts are acceptable or unacceptable.

Fourth, the draft guidelines should define parts/components which are necessary for reviewing and shall clearly explain the reviewing methodologies.

Fifth, mitigation and protection measure plans have to be included with clear explanation in the draft guidelines.

3.3 Recommendation for the draft guideline prepared by Ms. Louise Grenier, “Guidelines for IEE and ESIA Compliance and Effect Monitoring”

The meeting made recommendation on the draft guidelines for IEE and ESIA compliance and effects monitoring as follows:

First, the meeting identified that monitoring of IEE and ESIA are necessary required to review project report such as IEE, EIA, EMMP, SMMP or environment certificate to

monitor what were implemented by developer and what are their plans. These would be information for site monitoring.

Second, the draft guideline shall be clear and accomplished compliance monitoring and enforce developer to follow the plan and environment standard. Map and interview form are also important for site monitoring.

Third, the meeting recommended that the draft guideline shall be included environmental and social indicators, which explained on what are compliances to be monitored? what will be monitored and how to monitor?, in order to enforce developer to follow-up the plans and environment standard.

Fourth, specific sector guidelines are needed for each center because each center might have different implementation processes and problems facing during field monitoring.

3. Conclusion and further actions

The meeting was successfully organized with full participation and contribution from involved participants. The three draft guidelines require further modification and revision to fully capture all up-to-date important aspects of EIA which shall also reflect the present EIA decree.

All points of recommendation from the meeting documented in the above results shall be forwarded to both international experts for further modification and revision of the guidelines.

List of Participants

No	Name	Responsibility	Organization
1	Mr. Phouvang Louangxaysana	Deputy Director General	ESIA Department
2	Ms. Phakkavank Phissamay	Assistant Director General of ESIA Department, Head of Financial and Planning Division, Project Manager of PEI – Output3)	ESIA Department
3	Mr. Somvang Boudtavong	Director of Infrastructure and Public Investment Projects Center, Technical Team Leader of PEI- Output 3)	ESIA Department
4	Mr. Lamphoukeo	Deputy Head of Financial and Planning Division, Assistant Project Manager PEI – Output 3)	ESIA Department
5	Ratsamy Vorrarath	Deputy Director of Mining and Industrial Center, Deputy Technical Team Leader PEI – Output 3)	ESIA Department
6	Mr. Phouvong Sisaleum	Deputy Director of Forestry and Agriculture Center	ESIA Department
7	Ms. Arounna Vongsakhamphouy	Assistant Project Manager, PEI – Output 3	PEI – Output 3
8	Ms. Khamxang Vongkhamsao	Project Accountant, PEI – Output 3	PEI – Output 3
9	Ms. Vilaythong	Financial and Planning Division, Assistant Project Accountant PEI – Output 3	ESIA Department
10	Mr. Phouvone	Financial and Planning Division	ESIA Department
11	Mr. Aliyasack Tounalom	Infrastructure and Public Investment Projects Center	ESIA Department
12	Ms. Phonethaly Chanthavong	Infrastructure & Public Investment Projects Center	ESIA Department
13	Ms. Khamphong	Infrastructure & Public Investment Projects Center	ESIA Department
14	Mr. Deovone	Infrastructure & Public Investment Project Center	ESIA Department
15	Mr. Somphaseuth	Infrastructure & Public Investment Projects Center	ESIA Department
16	Ms. Bouakeo	Deputy Head of Law and Information Division	ESIA Department
17	Mr. Sengchan	Law and Information Division	ESIA Department
18	Mr. Khammee	Law and Information Division	ESIA Department
19	Mr. Khampaseuth	Mining and Industry Center	ESIA Department
20	Mr. Phongsavanh	Mining and Industry Center	ESIA Department
21	Ms. Malayphone	Mining and Industry Center	
22	Mr. Bounkham	Energy Center	ESIA Department
23	Mr. Phouphasid	Energy Center	ESIA Department
24	Ms. Khamphone	Energy Center	ESIA Department
25	Ms. Manyvone	Forest and Agriculture Center	ESIA Department

Internal Consultation Meeting Agenda 18 - 19/03/2010

Time	Content	Presented by
18/03/2010		
08:00 - 08:30	Registration	
08:30 - 09:00	Opening ceremony	Mr. Phouvong Louangxaysana, DDG of ESIA Department
09:00 - 10:00	Progress report of the project and annual work plan 2010	Mr. Lamphoukao Kettavong
10:00 – 10:30	Coffee break	
10:30 - 12:00	Presentation and consultation on draft guidelines for environmental and social impact assessment	Ms. Arounna Vongsakhamphouy
12:00 - 13:00	Lunch	
13:00 - 13:30	Continue session: presentation and consultation on draft guidelines for environmental and social impact assessment	Ms. Arounna Vongsakhamphouy
13:30 - 15:00	Presentation and consultation on draft guidelines for reviewing environmental and social impact assessment	Mr. Somvang Boudtavong
15:00 - 15:30	Coffee break	
15: 30 - 16:00	Continue session: presentation and consultation on draft guidelines for reviewing environmental and social impact assessment	Mr. Somvang Boudtavong
19/03/2010		
08:30 - 09:00	Registration	
09:00 - 10:00	Presentation and consultation on draft guidelines for IEE and ESIA compliance and effects monitoring	Mr. Ratsamee Voralath
10:00 – 10:30	Coffee break	
10:30 -11:30	Continue session: presentation and consultation on draft guidelines for IEE and ESIA compliance and effects monitoring	Mr. Ratsamee Voralath
11:30 - 12:00	Explanation and discussion on preparation of on – the – job – training which will be organized in early May 2010	Mr. Somvang Boudtavong
12:00 – 13:00	Lunch	
13:00 - 13:30	Summary	Mr. Lamphoukeo Kettavong
13:30 – 14:00	Closing ceremony	Mr. Phouvong Louangxaysana

Annex 2

PEI Annual Work plan and Budget plan: 2010
 Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

First Quarterly Work Plan 2010



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			
			Q1.2010				Source of Funds	Budget Description		Amount-USD 2010
			1	2	3			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)									
3.1.1. Funding system identified and implementation supported		Salary for Financial consultant (\$1,502/month x 2months)		X	X	ESIA	TRAC/00012	71300	National consultant (full time)	3,004
3.1. Baseline:		Salary for Project accountant (\$652/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	1,956
3.1.1. No sustainable ESIA financing system in place		1. Financial and Accounting training/Workshop:							Total for FN and ACC Training/Workshop	2,402
		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	2,402
									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
		2. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	217
								72400 Communication charge	120	
								72500 Stationery	14	
								73400 Maint, Oper of Transport Equip	61	
								74200 Copy document for Management	9	
								74500 Sundry	13	
Total Activity Result 3.1										7,579
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. 1.Guidlines / Checklist development	Salary for National consultant (\$1,502/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,506
3.2. Technical guidelines to assist reviewing ESIA drafted and development of technical guidelines for developers and monitoring guideline started		Salary for International Technical Expert for Environment and Social Impact Assessment (8weeks/year, 2 weeks/quarter)	X	X	X	UNDP	TRAC/00012	71200	Fee for International Technical Expert for 8 weeks	33,334
		3.2.1.2. IT equipments	X			UNDP	TRAC/00012	72800	IT equipment (For2 PC computers)	2,000

3.2. Indicators	(Reviewing guideline, writing guidelines for developers, monitoring guidelines for developers, monitoring guideline, develop initial checklist for consideration of biodiversity)											
3.2.1. Number of technical guidelines drafted												
Subtotal Activity Result 3.2.1											39,840	
3.2.2. Number of consultation workshops realized	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.4. IT equipments	X			UNDP	TRAC/00012	72800	IT equipment (Laptops and Printer)	1,500		
3.2.3. Number of ESIA's reviewed		3.2.2.5. Office equipment and furniture	X	X		ESIA	TRAC/00012	72200	Office equipment and furniture (see the list which attached)	3,000		
3.2. Baselines		3.2.2.6. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	868		
3.2.1. Existing the first draft of general guidelines								72400	Communication charge	480		
3.2.2. Format for technical guidelines elaborated								72500	Stationery	58		
3.2.3. Draft general guidelines for reviewing and monitoring ESIA's have been elaborated								73400	Maint, Oper of Transport Equip	245		
							74200	Copy document for Management	37			
							74500	Sundry	50			
Subtotal Activity Result 3.2.2											5,368	
	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	Salary for International Technical Expert for Strengthening Capacity in Reviewing & Monitoring Environment and Social Impact Assessment (8 weeks/year, 2 weeks/quarter)	X	X	X	UNDP	TRAC/00012	71200	Fee for International Technical Expert for 6 weeks	19,500		
Subtotal Activity Result 3.2.3											19,500	
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)											64,708	
Grand Total (Activity 3.1 + Activity 3.2):											72,287	
										UNDP	56,334	
										ESIA	15,953	

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

Prepared by: _____

Date: _____

Certified by: _____

Approved by: _____

Annex 3

Second Quarterly Work Plan 2010



Lao PDR

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			RESPON SIBLE PARTY	PLANNED BUDGET				
			Q2.2010				Source of Funds	Budget Description		Amount- USD 2010	
			4	5	6			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 develop- ment and operation of sustainable ESIA funding system through finalizing the "financial and Account- ing 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 (\$1,400/month x 3months)	X	X	X	ESIA	TRAC/00012	71300	National consultant (Financial Expert)	4,200	
3.1.1. Funding system identified and implementation supported		Salary for Project accountant (\$652/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	1,956	
3.1. Baseline:		1. Financial and Accounting training/Workshop:							Total for FN and ACC Training/Workshop	7,980	
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, 3days/time, And 1time, 1day/time, 30pers/time)	X	X		ESIA	TRAC/00012		Sub Total for 1.1	4,568	
									73100	Conference room rental	3,840
									72500	Office supplies	200
									74200	Copying hand-out	300
									73400	Rental of bus or Van	180
									71600	Fuel Reimbursement	48
			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				Sub Total for 1.2	1,525	
									73100	Conference room rental	1,216
									72500	Office supplies	100
									74200	Copying hand-out	95
									73400	Rental of bus or Van	90
									71600	Fuel Reimbursement	24
		1.3. Training on: a. General Accounting and Budget Accounting; b. Project Accounting and Cost Accounting (inside VTE, 1 times, 5days/time, 19 pers.)			X			Sub Total for 1.3	1,888		
								73100	Conference room rental	1,425	
								72500	Office supplies	100	
								74200	Copying hand-out	114	
								73400	Rental of bus or Van	225	
								71600	Fuel Reimbursement	24	
		2. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	217	
								72400	Communication charge	120	
								72500	Stationery	14	
								73400	Maint, Oper of Transport Equip	61	

										74200	Copy document for Management	9
										74600	Sundry	13
Total Activity Result 3.1												14,353
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. 1.Guidlines / Checklist development (Reviewing guideline, writing guidelines for developers, monitoring guideline, develope initial checklist for consideration of biodiversity)	Salary for National consultant (\$1,502/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,506		
3.2.Technical guidelines to assist reviewing ESIA drafted and development of technical guidelines for developers and monitoring guideline started		Salary for International Technical Expert for Environment and Social Impact Assessment (8weeks/year, 2 weeks/quarter)	X	X	X	UNDP	TRAC/00012	71200	Fee for International Technical Expert for 8 weeks	?		
3.2. Indicators		3.2.1.2. IT equipments	X	X		UNDP	TRAC/00012	72800	IT equipment (For2 PC computers)	2,000		
3.2.1. Number of technical guidelines drafted		3.2.1.3. Internal Consultation Workshop on revise the draft guidelines 1time in VTE, 2days/time, 25 pers.		X					Sub Total for 3.2.1.3	1,939		
								71600	Fuel Reimbursement	24		
								72500	Office supplies	100		
								73100	Conference room rental	1,600		
								73400	Rental of Van	90		
								74200	Copying hand-out	125		
Subtotal Activity Result 3.2.1												8,445
3.2.2. Number of consultation workshops realized	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1. Consultation workshop with line ministries on the first draft 1 time inside VTE, 3 days/time, 25 pers.)			X				Sub Total for 3.2.2.1	2,784		
3.2.3. Number of ESIA's reviewed								72500	Office supplies	100		
								73100	Conference room rental	2,400		
								73400	Rental of Van	135		
								71600	Fuel Reimbursement	24		
								74200	Copying hand-out	125		
			3.2.2.4. IT equipments	X			UNDP	TRAC/00012	72800	IT equipment (Laptops and Printer)	1,500	
3.2. Baselines		3.2.2.6. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	868		
3.2.1. Existing the first draft of general guidelines								72400	Communication charge	480		
3.2.2. Format for technical guidelines elaborated								72500	Stationery	56		
3.2.3. Draft general guidelines for reviewing and monitoring ESIA's have been elaborated							73400	Maint, Oper of Transport Equip	245			
							74200	Copy document for Management	37			
							74600	Sundry	50			
Subtotal Activity Result 3.2.2												5,152

	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	Salary for International Technical Expert for Strengthening Capacity in Reviewing & Monitoring Environment and Social Impact Assessment (8 weeks/year, 2 weeks/quarter)	X	X	X	UNDP	TRAC/00012	71200	Fee for International Technical Expert for 6 weeks	?	
Subtotal Activity Result 3.2.3										?	
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)										13,597	
Grand Total (Activity 3.1 + Activity 3.2):										27,950	
										UNDP	3,500
										ESIA	24,450

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

Prepared by: _____

Date:

Certified by: _____

Approved by: _____

**Annex 4
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	National financial expert has not been recruited as planned	25 January 2010	Financial	Delay in some activities implementations in relation to training workshop related to capacity building for financial aspect	Re-advertisement for the position has been done.	ESIA Department and UNDP	ESIA Department	20 March 2010	ongoing

				P = 5 I = 5					
2	Planned workshop that has not been achieved need to shift to the next quarter plan. This may retard other activities.	1 March 2010	Financial Operational	Might be delay other planned activities in the next quarter P = 3 I = 4	Speed up activity implementation	PM, national financial expert.	PM	15 March 2010	ongoing

**Annex 5
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	National financial expert has not been recruited	25 January 2010	Problem	Delay in project activities such as workshop preparation related to financial aspect Priority = 5	Re-advertisement for the recruitment of the position	ESIA Department and UNDP	ESIA Department	20 March 2010	Recruitment process is ongoing
2	The planned workshop on Financial and	1 March 2010	Problem	Delay in project activities implementation related to financial matter.	Shifting the workshop's schedule to be organized in the next quarter	ESIA Department	ESIA Department	15 March 2010	Pending

	Accounting Management Manual, and Procurement and Inventories/Fixed Assets Management Policies at ESIA level has not been organised			Priority = 5					
3	Some supporting documents, decree and regulation related to EIA in Lao PDR were not sufficiently available or were not yet official translated in English version	25 January 2010		As supporting information is limited, the technical guideline may be poorly developed Priority = 5	Up-to-date information shall be given to international experts as soon as possible.	ESIA Department	ESIA Department	25 March 2010	Pending

Annex 6
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	5 March 2010	The first drafts of the three guidelines have been completed and submitted to ESIA Department for reviewing. Internal meeting to discuss on the draft was organized and comments on the draft were sent to international consultants for revision.	The first drafts of the three guidelines were initially developed and there were number of comments identified by the ESIA Department team that need to be incorporated and adjusted.	Clear comments for each technical guideline shall be provided so that International experts understand the direction	ESIA Department
2	Project Management Project Results Human Factor	15 March 2010	The first drafts of the three guidelines provide knowledge for ESIA Department team on how guidelines should be used to direct the whole process of EIA implementation including preparation of IEE/EIA, reviewing IEE/EIA report, and monitoring of	Decree on EIA in Lao PDR was available in draft version and still in revision during the reporting periods. The EIA decree was not available in English for the international experts to incorporate in the guidelines during their working periods. Missing of this important information, the design of the	At the moment an unofficial English version of Decree on EIA in Lao PDR is available. And this document shall be sent to international experts to incorporate into the guidelines.	ESIA Department

			project's activities during implementation. Although the drafts still remain many gaps that need to be adjusted but the progress is the first step forward of achievement.	guidelines appears to be more or less deviated from the decree.		