



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"**

**SECOND QUARTERLY PROJECT REPORT
(QPR)**

Reporting period: April – June 2011

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
May 2009	November 2009	December 2011	December 2011

Period covered by this report:	3 months (January – March 2011)
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 2nd QUARTER 2011

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.

[Indicate if included in SRF]

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

- Establishment of ESIA Financial and Accounting Management Manual:

The draft ESIA Financial and Accounting Management Manual has been finalized and submitted to Minister of WREA for approval. Planned consultation workshop with Ministry of Finance on the manual at Director General Level has not been implemented during this quarter due to improvement and internal-restructure of WREA to Ministry of Natural Resources and Environment (MONRE). The consultation workshop is shifted to be conducted in Q3. The project manager and accountant investigated the remainder of budget from the last assignment and revised ToR of a national financial consultant who will carry out the sustainable financial analysis. The purpose of sustainable financial analysis is to highlight potential discrepancies between ESIA-related revenues, DESIA organizational budgetary needs and existing budget allocations, as part of the sustainable financing assessment.

- Formulation of three technical Guidelines on General EIA, Reviewing and Monitoring:

The EIA guideline: the draft EIA report writing guideline prepared by UNDP-TA was not completed due to un-commitment of the international expert assignment (Mr. Jean Foester) results in three planned activities including internal and external consultation workshop on the revised draft EIA guideline, and training on the EIA guideline with project developers and consulting firms on the EIA guideline have not been implemented during this reporting periods. DESIA has requested an assistant from the Environmental Management Support Programme (EMSP) to finalize the EIA report writing guideline by providing international TA (Mr. Jean Noel DUFF) as well as budget to cover expenditure for the international TA. Thus, the remaining budget from international consultancy service of PEI-Output 3 will be used for consultations workshop and trainings on the EIA guideline and other purpose of the PEI-ESIA. The draft EIA guideline has been restructured chapter-by-chapter using similar format and content.

The developed draft EIA Guidelines will be reflected on the Health Impact Assessment Guideline of MoH, which the EMSP-TA has

received, and the guideline will include social aspects dealing with ethnic minority, gender and other crosscutting issues, with support from ESIA department and inputs from ADB-TA support. The first outline of the EIA guideline content has been developed and submitted to DESIA and EMSP staffs for comment, and the consultation meeting conducted on 9th June 2011. The 1st draft EIA guidelines has been developed and submitted to DESIA, EMSP and UNDP teams for comments/feedbacks. The consultation meeting on the first draft has been conducted on 24th June 2011. The draft EIA guideline has been revised in accordance with feedback. For detail comments on the draft guideline the DESIA team divided tasks to each center in reviewing and providing comments on the draft guideline. The comments will then be sent to the international expert for revision of the guideline. It is expected that the guideline will be completed in late of August 2011 and ready for consultation workshop and training in September 2011. EMSP-TA will continue to assist in preparing IEE Writing Guideline.

The reviewing and monitoring guidelines: As the reviewing and monitoring guidelines prepared by UNDP-TA are administrative guidelines. Since the two guidelines have to be compatible with the EIA reporting writing guideline, DESIA has raised this issue and seeks assistant from the EMSP. The EMSP will continue review and update the two guidelines including technical training materials after finished the EIA guideline. The EMSP will also assist in developing specific monitoring guideline. However, DESIA and EMSP will further discuss on budget allocation to cover this assignment.

- ***Capacity Building Programme:***

English training course: The 1st and 2nd term of English training for DESIA staffs have been completed, and the third term will continue in Q3 2011.

Study Tour to Thailand: The DESIA staff study tour to Ministry of Natural Resources and Environment in Thailand has been postponed to mid of August 2011 due to internal restructure of WREA. UNDP will help on finalizing the detailed agenda and will also identify a resource person who will be present to help facilitate the study tour and reporting. DESIA expected to learn about the “legal framework, institutional arrangements, information disclosure, public involvement, tools, linkages, coordination with other sectors etc”.

The intensive training course for DESIA staff on Environment Science Basic Knowledge: The intensive training course has not yet implement during this reporting periods due to WREA has improved the organization and transfer to be Ministry of Natural Resources and Environment. This activity is expected to be implemented in September 2011 with possibility of involving national consultant from the National University of Laos to deliver the course. However, a further discussion on course arrangement is needed to discuss between DESIA team.

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>
<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>Indicators: - ESIA Financial Manual completed and applied by DESIA for obtaining and management of environment monitoring budget from development projects - At least 10 staffs of DESIA and EMU were trained and applied the</p>	<p>- A consultation workshop between DESIA and Cabinet Office of WREA on the draft ESIA Financial and Accounting Management Manual finished. The draft manual has been revised based on the comments and submitted to Minister of WREA for comment or seeking advice from Minister about issues raised during 1st consultation workshop with MOF (Lao version);</p> <p>- Two trainings on the draft Financial and Accounting Management Manual for 6 DESIA staff and 5 EMU districts in Sayyabouly had been conducted on 4 – 8 May 2011. This draft ESIA</p>	<p>37 USD</p>	<p>- External Consultation Workshop on the ESIA Financial and Accounting Management Manual with Ministry of Finance at DG level will be conducted in Q3 of 2011. Then, the guideline will be revised and submitted to the Minister for approval.</p> <p>- PEI-ST Nat'l consultant engaged with other commitments during his assignment; PEI-DESIA decided to terminate his contract and started searching for a new candidate for carrying out the sustainable financial analysis. PEI-Accountant will investigate the remainder of budget from this assignment; the revised</p>	<p>- Difficulty in getting comments from government agencies;</p> <p>- Significant delay in revision and submission of the manual impacted on the external consultation workshop implementation and approval of the guideline.</p> <p>- Draw out PEI-ST Nat'l consultant recruitment process;</p> <p>- Draft training report Lao version available.</p> <p>- Delay in submission of financial report from province and district; and DESIA has limited resources;</p>

<p>manual (3 of 10 staffs are women)</p>	<p>Manual has been initially applied to development projects such as NT 2 hydropower project and will soon be applied to Hongsa project;</p>		<p>ToR will either focus on data collection and/or include the data analysis (if budget is sufficient), and the recruitment process will be carried out in late of August 2011;</p> <p>- DESIA will discuss the allocation of funds which they have received from the “mega projects” to be transferred to the province and district for carrying out the social and environmental impacts monitoring and activities;</p>	
<p>Output 3.2 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>- Two consultation workshops and Three meetings between PEI-DESIA and EMSP teams had been conducted such as technical meeting on 6 May; meeting to discuss on work plan for the EIA guideline development, consultation workshop, training or other issues on 16 May; meeting to discuss</p>	<p>234 USD</p>	<p>- The draft EIA Guidelines on Reviewing and Monitoring prepared by UNDP-TA was not designed for the use by WREA officers, the developer and the consultant – the title of the document is ‘Primary ESIA Process Manual’,</p>	<p>- UNDP-TA quitted his consultancy service with un-complement of the EIA report writing guideline. However, the EMSP will assist DESIA in finalizing the guideline by providing international TA as well as budget to cover expenditure for the international TA.</p> <p>- The specific sector</p>

<p>Indicators:</p> <ul style="list-style-type: none"> - The three technical guidelines completed - At least 2 workshops with concerned line ministries on draft reviewing and monitoring guidelines organized. - At least 20% applied the three guidelines at the central and provincial levels. 	<p>on progress of the EIA guideline development on 31 May; internal consultation workshop on the first draft EIA guideline on 9 June; and consultation meeting on the second draft EIA guideline on 24 June 2011.</p> <ul style="list-style-type: none"> - Collaboration between PEI-DESIA and EMSP initiated and strengthened; - The first outline of the EIA Guideline content and draft EIA Guideline developed, and the internal consultation meeting conducted on 9th & 24th June 2011 - The external consultation workshops and trainings will be conducted in September and October 2011; 		<p>however. EMSP-TA will help on restructuring this draft Guidelines chapter by chapter – using similar format and content as the new EIA Guidelines;</p> <ul style="list-style-type: none"> - DESIA would like to have an evaluation of the draft EIA Guideline on Reviewing and Monitoring as justification for the new ones - explaining why the old one is not used and new ones are needed; - The developed EIA Guideline will be reflected on the Health Impact Assessment Guideline of MoH, which the EMSP-TA has received; and the technical Guideline will include social aspects dealing with e.g. ethnic minority, gender and other cross-cutting issues, with 	<p>Guidelines will be prepared later at the request of the DESIA Department – if time and budget are sufficient;</p> <ul style="list-style-type: none"> - Restructuring the reviewing and monitoring Guidelines chapter by chapter is needed – using similar format and content as the EIA Guidelines.
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			August 2011 and is ready for external consultation workshop and trainings in Sep. and Oct. 2011, prior to the preparation for the closeout of the PEI project;	
<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 of the ESIA Department.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Completed the technical training materials - Number of training conducted - Staff of concerned line ministries/agencies were trained 	<ul style="list-style-type: none"> - The technical training material on the EIA guideline was not developed; and hence the training on the EIA guideline for DESIA staffs, project developers, and consulting firms was not implemented and postponed to Q3 of 2011; - English training for DESIA staff has been continued; - An outline of objectives for study tour to Thailand developed and submitted to DESIA and UNDP team for comments/ inputs; 	- 2,412 USD	<ul style="list-style-type: none"> - EMSP-TA will continue to assist in preparing IEE Writing Guideline. The EIA Guideline should be consistence with the Reviewing and Monitoring Guidelines. After finished the EIA Guideline JND will continue review the two Guidelines including the technical training materials; - 1st and 2nd term of English training for DESIA staffs completed, and continued (3rd term) – is ongoing target; - The study tour to Thailand will tentatively be organized in mid of August 	<ul style="list-style-type: none"> - Due to un-commitment of the UNDP-TA results in planned training on the EIA guideline for DESIA staff, project developers, and consulting firms has not been conducted during this reporting periods - The training materials will be developed based on the EIA Guidelines – pending; - Draft training report available. - Delay in submission of an outline of objectives from DESIA and detailed plan;

<ul style="list-style-type: none"> - 100 staffs at central and provincial levels were trained this year - Lesson learn from study town applied to improve quality of ESIA system in Laos - Junior staffs have basic knowledge on environment and science. 	<p>*Discussion on the development of the ToR for a ST Nat'l consultant (from NUoL) completed.</p>		<p>2011. UNDP helped on finalizing the detailed agenda and will also identify a resource person who will be present to help facilitate the study tour and reporting; DESIA expected to learn about the “legal framework, institutional arrangements, information disclosure, public involvement, tools, linkages, coordination with other sectors etc”.</p> <p>- The intensive training for MoIC and WREA technical staffs discussed. There is still a need to plan the completely training set for WREA beginning with basic environmental training – focusing on inspections and be targeted to inspectors. The approach could be going step-by-step</p>	<ul style="list-style-type: none"> - No report/info available from MoNRE of Thailand; - No resource person available for coordinating activities; - Major refocusing due to budget constraint; - Draw out PEI-ST Nat'l consultant recruitment process;
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			from the basics into topics that are more specific. DESIA and EMSP need to discuss closer about the details. The recruitment of PEI-ST Nat'l consultant will be carried out in September 2011.	
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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.]

- The PEI-DESIA 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.
- The PEI-DESIA staffs now has all position filled in November 2009 and all staffs are now fully oriented to the project/HACT, system and policies.

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]*

- Good cooperation with EMSP in relation to EIA Guidelines development. EMSP carried out developing general Guidelines and specific Guidelines for transmission line project such as mining, hydropower sectors etc.
- PEI-DESIA personnel participated in the PEI program meeting with UNDP-UNEP Regional Advisors. The main aims were to discuss the progress of the PEI program in Lao PDR and possibilities for extension post-2011 and solicit ideas, suggestions and opinions on activities and priorities for designing next phase of the program.
- Several internal consultations, meetings and monthly meetings between PEI-DESIA, EMSP and UNDP were organized to ensure smooth implementation of the project and will further continue.
- A roundtable meeting between PEI-DESIA and IPD was discussed. The first half-day roundtable meeting with participants on DG level will be hosted by IPD in order to start introducing one to another, coordination and information sharing etc. Further roundtable meetings with technical staff for continued in depth discussions will follow and the two departments can take turns in hosting the roundtable meeting;
- Good cooperation with ADB project in relation to environment management issues, increased coordination and information sharing;

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]*

N/A

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

- a) Delay in the filing and payment of PIT, which is due on the 15th day of the following

month, to the tax department for several months in 2010.

- b) The PIT has not been paid on the remuneration paid to the Project's accountant who resigned in May 2010, for April and May 2010 amounting to approximately LAK 746,892.

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

- Awaiting the approval of the ESIA Manual from Minister of WREA caused the delay in implementation of the external consultation workshop on the ESIA Financial and Accounting Management Manual. This activity will move to be implemented in Q3 of 2011;
- The planned external consultations and trainings were not implemented due to the resignation of the UNDP-TA from the PEI-DESIA without completing the EIA Guidelines and the raining curriculum/materials. These activities will be implemented in October 2011 with technical assistance of EMSP-TA;

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 checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged

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

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

- 1) Internal consultation meeting between PEI-DESIA and EMSP to discuss on the way forward to complete the EIA Guidelines;
- 2) Monthly meeting between PEI-DESIA, EMSP and UNDP;
- 3) PEI exchange meeting: country programs of Laos and Rwanda at Lane Xang conference room of UNDP Laos, 17th May 2011;
- 4) Sustainable investment forum at ICTC, Vientiane capital, during 18th to 19th May 2011;
- 5) PEI program meeting with UNDP-UNEP Regional Advisors at UNDP, 20th May 2011;
- 6) SAICM project proposal consultation meeting between PEI-DESIA and UNDP held at DESIA on 6th June 2011. Noted that the new phase (SAICM project) will either start at beginning of 2012 or in Q2/2012. In that case, a PEI phase 1 extension to cover Q1/2012 will be requested.
- 7) PEI team meeting held at UNDP on 10th and 17th June 2011. The main aims were to discuss achievements/ challenges and key activities of each of the PEI components and discussion on communications for PEI.

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?

- 3rd quarterly work plan 2011 (July – September 2011) includes:
1. Consultation workshop on the draft ESIA Financial and Accounting Management Manual and Procurement and Inventories/ Fixed Assets Management Policies with MoF at Director General Level;
 2. Consultation workshop with DESIA staffs, developers, and consulting firms on the revised draft ESIA Guidelines;
 3. Training on the EIA guideline for DESIA staff, developers and consulting firms;
 4. Intensive course for ESIA Staff on "Environment Science Basic Knowledge";
 5. English Training for ESIA staff; and
 6. Study Tour to Thailand of DESIA staff to learn and exchange experience on EIA.

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

N/A

3. Estimated total budget required for the following quarter:

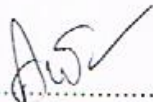
54,277 USD

VI. ANNEXES

1. Annex 1: Project Risk Log
2. Annex 2: Project Issues Log
3. Annex 3: Lessons learned log
4. Annex 4: Quarter 2 Work plan 2011
5. Annex 5: Quarter 3 Work plan 2011

PREPARED BY

Prepared by:



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Arounna Vongsakhamphouy
Assistant Project Manager
PEI-Output 3

Date: 08/07/2011

Approved by:



.....
Ms. Phakkavanh Phissamay
Head of Finance and Planning Division, DESIA
PEI-Output 3, Project Manager

08 JUL 2011
Date:



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Mr. Phouvong Luangsaysana
Deputy Director General of DESIA
Alternate PEI-Output 3, National Project Director

08 JUL 2011
Date:

**Annex 1
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 June 2011
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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	Resignation of the UNDP-TA from PEI-DESIA without completing the EIA Guidelines	February 2011	Operational Organizational	Resignation of the UNDP-TA from PEI-DESIA without completing the EIA Guideline will be impacted on the project	Collaboration between PEI-DESIA and EMSP initiated and strengthened. EMSP-TA started developing the EIA	DESIA, UNDP & EMSP	PM	July 2011	Solved

				implementation and activities; P = 5 I = 5	Guidelines;				
2	Finalization of EIA Guideline is smoothly accomplished and quality	March 2011	Organizational Regulatory	Finalization of EIA Guideline may require more efforts for EMSP-TA as the expert did not involve the design of EIA Guideline from the outset. Poor quality of the Guideline may prevail if the Guideline is not consistent with the other two Guidelines on reviewing and monitoring. P=5 I=5	A joint work plan between PEI-DESIA, UNDP and EMSP developed. PEI-DESIA works closely with EMSP-TA to ensure that all information and related documents are provided to EMSP-TA.	DESIA and EMSP	PM	July 2011	solved

**Annex 2
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 June 2011
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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	Resignation of UNDP-TA from PEI-DESIA without completing the EIA Guidelines	February 2011	Request for change	Resignation of UNDP-TA without completing the EIA Guidelines have been encountered the project implementation and activities; Priority = 5	A joint work plan between PEI-DESIA and EMSP was discussed and implemented	DESIA, UNDP, and EMSP	ESIA Department	July 2011	Solved
2	Planned consultation	March 2011	other	Further significant delays in	This external consultation workshop was proposed to	ESIA Department	ESIA Department	July 2011	on going

workshop on the draft ESIA financial and accounting management with MoF at DG level was not implemented during this reporting period.			getting an approval of the ESIA manual from Minister of WREA have been encountered the external consultation workshop implementation and activities; Priority = 5	be conducted in Q3 of 2011 or in late of Sep. 2011;	and UNDP			
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**Annex 3
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 June 20110
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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	May 2011	<p>Technical cooperation between PEI-DESIA & EMSP has been initiated and strengthened;</p> <p>EMSP has been committed in the development of the EIA Guidelines by using its own fund;</p> <p>EMSP-TA started developing the EIA Guidelines with support from PEI-DESIA team;</p>	<p>The long delay of int'l consultant's assignment and a short notice of int'l consultant's job cancellation caused difficulty for DESIA to recruit new int'l consultant for finalizing the Guidelines and could not implement related activities as planned such as external consultation workshop with developers and consulting firms as well training on the EIA Guidelines;</p>	<p>Joint work plan between PEI-DESIA and EMSP has been developed and implemented</p> <p>For future recruitment of an int'l consultant, shall be recruited to work as one-off time allocation or on a two-phase approach with a short time interval to ensure the job accomplishment with quality.</p>	ESIA Department

PEI Q2 2011 Work plan and Budget plan
 Project ID: 0002674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIA)

PEI Q2 2011 Work plan and Budget plan

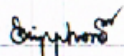
EXPECTED OP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		Budget Description Name	Funded Amount USD
			4	5	6		Source of Funds	Code		
Activity Result 3.1. WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESA Dept. The system works and is audited in accordance with international standards for financial management										
Targets										
Year 2:										
Funding mechanism developed, approved by government, and applied by DESA										
Baseline:										
3.1.1 Draft ESIA Financial and Accounting Management Manual										
Completed and implemented by not yet approved										
Indicator:										
3.1.1 ESIA Financial Manual completed and applied by DESA for obtaining and management of environment monitoring budget from development projects										
3.1.2 At least 10 staffs of DESA and EMU were trained and applied the manual (2 of 10 staffs are women)										
Action 3.1: Support the development and operation of sustainable ESIA 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 more detail please see the supporting document)										
1. Working day for national financial consultant (\$ 200/day x 22days)										
X X X ESA TRAC00012 71300 Financial Consultant 4,400										
2. Salary for Project accountant (\$652/month x 3months)										
X X X ESA TRAC00012 71400 National Accountant 1,956										
3. Management costs (20 % of All Management Activities)										
X X X ESA TRAC00012 Miscellaneous 354										
72400 Communication charge 96										
72500 Stationery 120										
72800 IT Maintenance 45										
73400 Maint. Oper of Transport Equip 30										
74300 Copy document for Management 21										
74500 Bank Charge 5										
74500 Sundry 36										
Total for FM and ACC Training/Workshop 2,547										
5. Financial and Accounting training/Workshop:										
3.1.1. Consultation workshop on the draft ESIA Financial and Accounting Management Manual and Procurement and Inventories/Fixed Assets Management Policies with MOF at Director general level (1 time, inside VTE, 2 days/1time, 35 pers.)										
X ESA TRAC00012 Sub Total for 3.1.1 2,547										
73100 Conference room rental 1,960										
72500 Office supplies 200										
74200 Copying hand-out 262										
73400 Rental of bus or Van 400										
71600 Fuel Reimbursement 25										
Total Activity Result 3.1 9,257										
Activity Result 3.2. WREA/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices										
Targets										
Year 2										
1. Salary for National consultant (\$1,502/month x 12months Plus 5% increase)										
X X X ESA TRAC00012 71400 National Assistant to PM 4,731										
2. Salary for a Short-Term National Consultant Plus Cost for Advertisements (\$1,502/month x 2.5 months)										
X X X ESA TRAC00012 71400 Short-Term National Assistant to PM 3,755										
3. Cost for Advertisements for replacement of Short-Term National Consultant										
X X X ESA TRAC00012 71400 Short-Term National Assistant to PM 250										
4. Management costs (80 % of All Management Activities)										
X X X ESA TRAC00012 Miscellaneous 1,417										
72400 Communication charge 364										
72500 Stationery 480										
72800 IT Maintenance 180										
73400 Maint. Oper of Transport Equip 120										
74200 Copy document for Management 54										
74500 Bank Charge 25										
74500 Sundry 144										
3.2.1 ESIA Guideline completed										
3.2.2 The three technical guidelines approved by government and were applied										
Baseline:										
3.2.1 First Draft ESIA Guideline (English version) completed but not yet finalized										
3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)										
3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and therefore required consultations										

PEI Q2 2011 Work plan and Budget plan
 Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3 (ESIA2)


PEI Q2 2011 Work plan and Budget plan

EXPECTED OP 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		Budget Description Name	Funded Amount USD
			4	5	6		Source of Funds	Code		
		3.2.1.2. External Consultation workshop on the Second Revised Draft reviewing and monitoring Guidelines - Lao Version (1 time inside VTE, 1 days/time .40 pers)		X		ESIA	TRAC/00012		Sub Total for 3.2.1.2.	1,751
								73100	Conference room rental	1,120
								73100	LCD & Projector Rental	150
								72500	Office supplies	200
								74200	Copying hand-out	224
								73400	Rental of bus or Van	50
								71600	Fuel Reimbursement	12
		3.2.1.3. Internal Consultation workshop within DESIA to finalize the reviewing and monitoring guidelines - Lao version (1 time inside VTE, 2 days/time .25 pers)		X		ESIA	TRAC/00012		Sub Total for 3.2.1.3.	1,197
								71600	Per Diem	312
								73100	Conference room rental	75
								72500	Office supplies	281
								73100	Coffee break	249
								74200	Copying hand-out	281
		3.2.2.2. English Training for ESIA staff	X	X	X	ESIA	TRAC/00012		Sub Total for 3.2.2.2	3,000
								72100	English Training	3,000
		3.2.2.3. Intensive course for ESIA Staff on "Environment Science Basic Knowledge" (inside VTE, 20Pers, 5 Days)		X		ESIA	TRAC/00012		Sub Total for 3.2.2.3	3,872
								71600	Per Diem	620
								73100	Conference room rental	187
								72500	Office supplies	62
								73100	Coffee break	312
								74200	Copying hand-out	187
								72100	Tuition Fee	1,000
								74200	Translation fee	1,500
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)										19,979
Grand Total (Activity 3.1 + Activity 3.2)										26,235
										UNOP
										ESIA
										26,235

Prepared by:


 Ms. Thepaphone PHOTHESANE
 Project Accountant

Certified by:


 Ms. Phukhavanh PHISSAMAY
 Project Manager

Date: 08 April 2011

Approved by:




 Ms. Boukhanh MORACHET
 National Project Director

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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			Funded	Un-Funded		
			7	8	9		Source of Funds	Budget Description		Amount-USD 2011	Amount-USD 2011		
								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													
<p>Targets Year 2: Funding mechanism developed, approved by government, and applied by DESIA</p> <p>Baseline: 3.1.1 Draft ESIA Financial and Accounting Management Manual Completed and implemented by not yet approved</p> <p>Indicator: 3.1.1 ESIA Financial Manual completed and applied by DESIA for obtaining and management of environment monitoring budget from development projects 3.1.2 At least 10 staffs of DESIA and EMU were trained and applied the manual (3 of 10 staffs are women)</p>	<p>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 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)</p>	1. Working day for national financial consultant (\$ 200/day x 20 days)	X	X	X	ESIA	TRAC/00012	71300	Financial Consultant	4,000	9,424		
		2. Salary for Project accountant	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,054	-		
		3. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	354	-		
									72400	Communication charge	96	-	
									72500	Stationery	120	-	
									72800	IT Maintenance	45	-	
									73400	Maint. Oper of Transport Equip	30	-	
									74200	Copy document for Management	21	-	
									74500	Bank Charge	6	-	
									74500	Sundry	35	-	
				5. Financial and Accounting training(Workshop:						Total for FN and ACC Training/Workshop	2,547	-	
				3.1.1. Consultation workshop on the Draft ESIA Financial and Accounting Management Manual with MOF at Director General level 1 time, inside VTE, 2 days, 35 pers.		X		ESIA	TRAC/00012		Sub Total for 3.1.1	2,547	-
										73100	Conference room rental	1,960	-
								72500	Office supplies	200	-		
								74200	Copying hand-out	262	-		
								73400	Rental of bus or Van	100	-		
								71600	Fuel Reimbursement	25	-		
Total Activity Result 3.1									8,955	9,424			

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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			Funded	Un-Funded		
			7	8	9		Source of Funds	Budget Description		Amount-USD 2011	Amount-USD 2011		
								Code	Name				
<p>Targets</p> <p>Year 2</p> <p>3.2.1 EIA Guideline completed</p> <p>3.2.2 The three technical guidelines approved by government and were applied</p> <p>Baselines:</p> <p>3.2.1 First Draft EIA Guideline (English version) completed but not yet finalized</p> <p>3.2.2 Completed and Finalized reviewing and monitoring guidelines (English version)</p> <p>3.2.3 Draft reviewing and monitoring guidelines (Lao version) still in draft, not yet finalized and therefore required consultations</p> <p>Indicators:</p> <p>3.2.1 Completed the technical training materials</p> <p>3.2.2 Number of training conducted</p> <p>3.2.3 Staff of concerned line ministries/agencies were trained</p> <p>3.2.4 100 staffs at central and provincial levels were trained this year</p> <p>3.2.5 Lesson learn from study town applied to improve quality of EISA system in Laos</p> <p>3.2.6 Junior staffs have basic knowledge on environment and science</p>	<p>Action 3.2.1:</p> <p>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.</p> <p>1.Guidelines / Checklist development (Reviewing guideline, writing guidelines for developers and monitoring guideline)</p>	1. Salary for National consultant	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,731	-		
		2. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	1,417	-		
									72400	Communication charge	384	-	
									72500	Stationery	480	-	
									72800	IT Maintenance	180	-	
									73400	Maint. Oper of Transport Equip	120	-	
									74200	Copy document for Management	84	-	
									74500	Bank Charge	25	-	
									74500	Sundry	144	-	
				3.2.1.1. Consultation workshop with DESIA staff, developers and consulting firms on the revised draft EIA Guideline-Eng Version 1 time inside VTE, 1 days 50 pers			X	ESIA	TRAC/00012		Sub Total for 3.2.1.4.	2,673	2,673
									73100	Conference room rental	1,400	1,400	
									73100	LCD & Projector Rental	300	300	
									72500	Office supplies	281	281	
							74200	Copying hand-out	281	281			
							74200	Translator	300	300			
							73400	Rental of bus or Van	100	100			
							71600	Fuel Reimbursement	12	12			
Subtotal Activity Result 3.2.1		Sub total							8,822	2,673			

Project ID: 00072674

Project Name: Poverty Environment Initiative (PEI)

Output 3: (ESIAD)

PEI Third Quarter Work plan and Budget plan: Q3 2011

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			Funded	Un-Funded		
			7	8	9		Source of Funds	Budget Description		Amount-USD 2011	Amount-USD 2011		
								Code	Name				
Targets Year 2 At least two technical training and three financial management training courses are organized	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 DESIA staffs, developers, and consulting firms-Eng Version delivered by international expert 1 time inside VTE, 3 days.50 pers			X	ESIA	TRAC00012		Sub Total for 3.2.2.1	3,693	-		
								71500	Per Diem	935	-		
								73100	Conference room rental	112	-		
								72500	Office supplies	374	-		
								73100	Coffee Break	748	-		
								74200	Copying hand-out	623	-		
								74200	Translator	900	-		
Subtotal Activity Result 3.2.2										3,693	-		
Baselines: 3.2.1 No training material on EIA guideline 3.2.2 Reviewing and training material completed 3.2.3 Training on reviewing and monitoring guidelines conducted Indicators: 3.2.1 Completed the technical training materials 3.2.2 Number of training conducted 3.2.3 Staff of concerned line ministries/agencies were trained 3.2.4 100 staffs at central and provincial levels were trained this year 3.2.5 Lesson learn from study town applied to improve quality of ESIA system in Laos 3.2.6 Junior staffs have basic knowledge on environment and science	Action 3.2.2 Development of training materials and conduct the trainings, including awareness raising workshop	3.2.3.1 Study visit to Thailand of PEI-ESIA staff to learn and exchange experience on ESIA 1 time , 3 days, 9 pers in Thailand			X	UNDP	TRAC00012		Sub Total for 3.2.3.1	23,136	6,359		
								71600	DSA	10,665	4,500		
								71600	Transportation cost	11,880	1,000		
								71600	Bus Rental and Taxi	591	859		
				3.2.3.2. English Training for DESIA staff	X	X	X	ESIA	TRAC00012		Sub Total for 3.2.3.2	3,000	-
									72100	English Training	3,000	-	
				3.2.3.3.Intensive course for ESIA Staff on "Environment Science Basic Knowledge" (inside VTE, 20Pers, 5 Days)			X	ESIA	TRAC00012		Sub Total for 3.2.3.3	3,872	-
									71600	Per Diem	623	-	
									73100	Conference room rental	187	-	
									72500	Office supplies	62	-	
							73100	Coffee Break	312	-			
							74200	Copying hand-out	187	-			
							72100	Tuition Fee	1,000	-			
							74200	Translation fee	1,500	-			

