



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

**Government of Lao People's Democratic Republic
Ministry of Natural Resources and Environment (MONRE)
Department of Environment and Social Impact Assessment (DESIA)**

United Nations Development Programme

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

SECOND QUARTERLY PROJECT REPORT

Reporting period: April – June 2012

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 Ministry of Natural Resources and Environment (MONRE)
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	June 2012

Period covered by this report:	3 months (April – June 2012)
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	1,495,363	422,000

Resources	Donor	Amount
	UNDP/UNEP and SDC	422,000

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 Ministry of Natural Resources and Environment (MONRE) 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 MONRE 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 3rd QUARTER 2011

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

<p>Outcome 3: Capacities of the ESIA Department of MONRE 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></p>				
<p>Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change, any project contribution.]</i></p> <p>The second quarter of 2012 has been achieved some remarkably against planned activities including completing a study exchange to MoNRE Thailand, a 3rd roundtable meeting between DESIA and IPD, and an external consultation workshop on the draft environmental impact assessment guidelines-revised version (English and Lao). In addition, sustainable financing assessment study for DESIA has also been started and will further continue in the next quarter.</p> <p>Beside that unplanned activity such as a followed-up workshop on study exchange from Thailand, China and Australia on environmental impact assessment was also implemented during this period.</p>				
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</p>	<ul style="list-style-type: none"> - Planned activity on development sustainable financing assessment study for DESIA has been started during this reporting period and will further continue. - Planned workshop on initial result of the sustainable financing assessment study has not 	<p>No expenditure</p>	<ul style="list-style-type: none"> - The draft DESIA financial management manual has been revised base on the comments from consultation workshop with Ministry of Finance (MOF) at DG/DGG level. The revised financial management manual will then be sent to MOF again 	<ul style="list-style-type: none"> - The draft manual is revising base on the comments from the consultation workshop with MOF. The revised draft manual has not been resubmitted to MOF for detail comments result in delaying finalizing the manual. The manual will then be finalized base on the detail comments and submitted to

<p>financial management.</p> <p>Targets: Complete DESIA financial management manual as well as sustainable financing assessment study and applied by ESIA Department.</p> <p>Indicators: - Draft DESIA Financial Management Manual completed and applied by DESIA for obtaining and monitoring budget from at least 5 big development projects. - At least 10 staff of DESIA were trained and applied the software and the DESIA Financial Manual (4 of 10 staff are women).</p>	<p>been implemented and shifted to be conducted in July 2012.</p> <p>- Short term training on accountant and application of financial management software for staff of Financial and Planning Division, DESIA has not been implemented.</p>		<p>for detail comments. It is expected that the manual will be finalized in the next quarter.</p> <p>- A first meeting between Senior Technical Advisor of PEI (Ms. Grace Wong) and PEI-ESIA project staff had been organized at UNDP office. The meeting aims to discuss on data collection, data need, and how to combine the data. A further meeting on data assessment/analyses will be scheduled later.</p> <p>- Several communications with MOF on short term training on accountant had been done and it was suggested that the course will be organized by MOF in August 2012 and further communication is needed.</p> <p>- To organize the training on application of financial management software a communication with software selling companies have been done. However,</p>	<p>Minister of MoNRE for approval. The manual will then be officially applied by DESIA and EMU staff.</p> <p>- The study on sustainable financing assessment has been started and some data have been obtained while some others are still being required for the study. The meeting to discuss on data analyses has been postponed causing the delay in organizing the workshop on initial result of the sustainable financing assessment study. The meeting is now planned to be organized in the next quarter.</p> <p>- Training on accountant has not been organized because MOF plans to organize the training in August 2012. A followed-up with the MOF is required.</p> <p>- Training on application of financial management software has been shifted to be organized in the next quarter due to waiting for feedback</p>
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			further communications on quotation from various companies and discussion in organizing the training still required.	from software selling companies. A followed-up with the companies are required.
<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>Targets: - EIA report writing guidelines (English and Lao version) completed</p> <p>Indicators: - EIA report writing guidelines (English and Lao version) completed/finalized and applied by DESIA staff - At least 2 consultation workshops on EIA report writing guidelines (Lao version).</p>	<ul style="list-style-type: none"> - Planned activities including consultation workshop on revised draft EIA report writing guidelines (English and Lao versions) and 3rd roundtable meeting between DESIA and IPD were conducted. - Internal consultation workshop to finalize the EIA report writing guidelines has not been organized and expects to be done in the next quarter. - Unplanned activity such as followed-up workshop on study exchange from Thailand, China and Australia had been conducted. - Joint monitoring between DESIA and IPD has been 	13,070.474 USD	<ul style="list-style-type: none"> - A meeting between international expert and DESIA staff had been organized. The meeting aims to agree on the EIA guidelines' comments from various sources. For detail comment the revised draft guidelines (English and Lao) have been sent to concerned line agencies. It is expected that the guidelines will be finalized in mid July 2012. Training on application of the guidelines will be further implemented for DESIA staff as well as consulting firms. - A followed-up on finalizing the guidelines 	<ul style="list-style-type: none"> - The EIA report writing guideline has not been completed during this quarter due to the fact that during the consultation workshop with line ministries on 29 June 2012 there were general/unspecific comments on the guideline. Therefore, the team decided to provide more time to participants in reviewing the guidelines and send comments to DESIA during one week (first week of July 2012). A followed-up with concerned line ministries to obtain the comments is needed. - An internal consultation workshop to finalize the EIA report writing guidelines of Lao version has not been conducted due to waiting for

	shifted to be implemented in July 2012.		with the international expert must be done. The guidelines of Lao version will be updated based on the guidelines of English final version. An internal consultation workshop will then be conducted. - The 3 rd roundtable meeting had been organized. The objective was to discuss on information sharing process and list of project target for joint monitoring and monitoring process between the departments. Joint monitoring on Talath Sao Shopping Mall's Case will be implemented as a pilot.	finalizing the guidelines of English version. The workshop will be organized in the next quarter. - The joint monitoring has not been conducted during this quarter due to waiting approval and comments from the minister of MoNRE. It is expected to be done in July 2012.
Output 3.3 Through the implementation of the capacity building program, the personnel of the ESIA Department is	- According to Q2-2012 work plan, the study exchange to MoNRE Thailand had been organized as planned.	31,778.80 USD	- Knowledge sharing within DESIA staff had been done through a followed-up workshop on study exchanges from Thailand, China and	- EIA report writing guideline has not been finalized. It is expected that the final training material will be ready by mid July 2012.

<p>capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.</p> <p>Targets:</p> <ul style="list-style-type: none"> - At least a study exchange on EIA and intensive course on “Environmental Science Basic Knowledge” are organized. - DESIA staff has improved knowledge on environmental science and apply in EIA review process. <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 - Junior staffs have basic knowledge on environment and science. 	<p>However, intensive course on “environmental science basic knowledge” have not been implemented as planned and expected to conduct in the next quarter.</p>		<p>Australia. Lessoned learns from the study exchanges will be applied to improve quality of ESIA system in Laos.</p> <ul style="list-style-type: none"> - The draft technical training material on the EIA report writing guideline will be finalized in mid July 2012 after finalizing the guidelines. Training on applying the guidelines for DESIA staff will then be organized in a later stage. - Training Center of Kasetsath University, Thailand was selected and recruited for implementing the intensive course. Several communications had been done via email. It was agreed that the course will be implemented from 6 to 17 August 2012. It is back to back course with 20 participants per course. 	<ul style="list-style-type: none"> - The intensive course has not been organized as planned due to long recruitment process. Eventually, the course is now planned to be organized on 6 - 17 August 2012. For detail training curriculum of the course a teleconference with the training center had been conducted on 3rd July at UNDP conference room. The aims were to discuss on detail curriculum and agreed on logistic arrangement for conducting the course. It was agreed that the course shall emphasise on group discussion, case studies as well as assignment/exercises of each module. The course will also include pre-test and post-test. For certificate preparation participants list and logos shall be sent to the trainer.
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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.]

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

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

3. Update on partnerships *[Brief update on any achievement and/or problem in developing partnerships and inter-agency collaboration. It should also include strategies for south-south cooperation]*

- Several internal meetings and meetings with PEI-UNDP were organized to ensure smooth implementation of the project. Monthly meeting between PEI-ESIA and PEI-UNDP teams has been done and will further continue.

- Coordination between PEI-ESIA and PEI-IPD has been continued through 3rd roundtable meeting organized by PEI-ESIA, and consultation workshop on a model agriculture concession contract organized by IPD as well as PEI-IPD and PEI-ESIA meeting on SESO organized by PEI-IPD.

- Collaboration between PEI-ESIA and EMSP has been continued to finalize the EIA report writing guideline and will further continue through updating IEE/EIA reviewing guidelines, development of IEE report writing guidelines, and specific monitoring guidelines for mining and hydropower sectors.

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]*

There was no audit during this reporting period.

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

- Finalization of EIA report writing guidelines was delayed due to waiting for further comments from line agencies. Follow-up will be made in the next quarter.

7. Rating on progress towards results

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

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

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

- 1) Followed-up workshop on study exchange from Thailand, China and Australia.
- 2) Monthly meeting between PEI-ESIA and UNDP to discuss on the project extension Jul - Sep 2012 and way forward for smooth project implementation.
- 3) Teleconference with the Training Center of Kasetsath University to discuss on detail curriculum and agree up on logistic arrangement.
- 4) Knowledge and experience sharing on Bio Technology and organic waste management for reducing global warming and increasing income from Best Care International (Thailand) CO.LTD.

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 2012 (July – September 2012) includes:

1. Develop sustainable financing assessment study
2. Workshop on initial result of sustainable financing assessment study
3. Internal consultation workshop on revised draft EIA report writing guidelines - Lao version
4. Internal consultation workshop to finalize EIA reporting writing guidelines - Lao version
5. 1st Joint monitoring between DESIA and IPD

- | |
|--|
| <ol style="list-style-type: none">6. 2nd Joint monitoring between DESIA and IPD7. Short term training on accountant and application of financial management software8. Intensive course on "Environment Science Basic Knowledge" for DESIA Staff. |
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2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

N/A

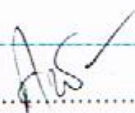
3. Estimated total budget required for the following quarter: 67,119 USD

VI. ANNEXES

1. Annex 1: Quarter 2 Work plan 2012
2. Annex 2: Project Risk Log
3. Annex 3: Project Issues Log
4. Annex 4: Lessons learned log
5. Annex 5: Draft quarter 3 Work plan 2012

PREPARED BY

Prepared by:



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Arounna Vongsakhamphouy
Assistant Project Manager
PEI-Output 3



Date: 09 July 2012

Approved by:



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

09 JUL 2012
Date:

.....
Mr. Thavone Vongphosy
PEI-Output 3, Alternate National Project Director

09 JUL 2012
Date:

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIAD)

Second Quarterly Work plan 2012 (Q2 - 2012)

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	Source of Funds	PLANNED BUDGET		Funded Amount-USD 2012	
			4	5	6			Code	Budget Description Name		
Activity Result 3.1. MONRE 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											
Targets: Complete DESIA Financial and Accounting Management Manual as well as assistance financing assessment study and applied by ESIA Department Baseline: Draft DESIA Financial Management Manual completed and implemental but not yet finalized Indicator: 1. Draft DESIA Financial Management Manual completed and applied by DESIA for obtaining and monitoring budget from at least 5 big development projects 2. At least 10 staff of DESIA were trained and applied the software and the DESIA Financial Manual (4 of 10 staff are women) 3. At least 1 consultation workshop on the Draft DESIA Financial Management Manual with MOP at DDO Level Organize 4. At least 10 EMJ staff were trained and applied the DESIA Financial Management Manual	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)	1. Salary for project accountant (4 months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	2,843	
		2. Management costs (26 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	354	
									72400	Communication charge	95
									72500	Stationery	123
									72600	IT Maintenance	45
									72400	Maint. Oper of Transport Equip	33
									74200	Copy document for Management	21
									74500	Bank Charge	6
									74500	Sundry	36
		3. Cost for sustainable Financing Assessment and DESIA Financial								Total Training/Workshop	12,322
		3.1.1 Develop sustainable financing assessment study	X			ESIA	TRAC/00012			Sub Total for 3.1.1	5,997
									74200	Printing and publication	5,997
		3.1.2 Workshop on initial result of sustainable financing assessment study (1 time, outside VTE, 1 day/time, 35 persons)			X	ESIA	TRAC/00012			Sub Total for 3.1.2	6,325
									71600	Fuel Reimbursement	100
									71600	DSA	2,215
							72400	Communication charge	63		
							72500	Office supplies/Stationery	89		
							73100	Conference room rental	2,481		
							73100	LCD Rental	300		
							73400	Rental of Bus or Van	633		
							74200	Copying hand-out and Report	354		
Total Activity Result 3.1:									15,519		
Activity Result 3.2. MONRE/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											
Target: 3.2.1. EIA report writing guideline (English and Lao Version) completed. Baseline: 3.2.1.1 EIA Report writing guidelines - English Version Drafted but not yet translate into Lao and finalized 3.2.1.2 Drafted monitoring guideline procedures for Developers (Lao Version) was produced but not yet finalized Indicator: 3.2.1.1 EIA Report Writing guidelines (English - Lao version finalized) completed and applied by DESIA 3.2.2 At least 2 consultation workshops on EIA report writing guideline (Lao version) and 1 consultation workshop to finalize the monitoring procedures guideline for ESIA were organized.	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. Furthermore, support material and draft IEE general technical guidelines for reviewing and monitoring IEE as well as development of reviewing and monitoring ESIA guidelines for agriculture and forestry sector and monitoring procedures guideline for district and provincial levels. The development of eight guidelines will be through analysis and extensive consultation. 1. Guidelines / Checklist development (EIA report writing guideline, IIA review guideline, monitoring procedures guideline, IEE review guideline, IEE	1. Salary for National consultant (4 months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	6,497	
		2. Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	2,017	
									72400	Communication charge	384
									72500	Stationery	480
									72800	IT Maintenance	180
									72500	Office supplies/Stationery	720
									73100	Conference room rental	84
									73100	LCD Rental	25
									74200	Copying hand-out and Report	144
											12,795
		3.2.1.1 The EIA Report Writing Guideline - Lao Version								Sub Total for 3.2.1.1	3,562
		A. Internal consultation workshop on the first draft of EIA report writing guidelines - Lao version (1 time inside VTE, 2 days/time, 30 pers)	X			ESIA	TRAC/00012				
									71600	Fuel Reimbursement	89

Project ID: 00072674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ESIA/D)

Second Quarterly Work plan 2012 (Q2 - 2012)

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	Source of Funds	PLANNED BUDGET		Funded Amount-USD 2012	
			4	5	6			Budget Description			
			Code		Name						
	monitoring guideline, EIA review and monitoring guidelines for agriculture and forestry sector, and monitoring procedures guideline for district and provincial level)	B. External consultation workshop on the revised first draft EIA reporting writing guidelines - Lao version (1 time, outside VTE, 1 day/time, 50 persons)			X	ESIA	TRAC00012	72400	Communication charge	63	
							72500	Office supplies/Stationery	76		
							73100	Conference room rental	2,127		
							73100	LCD Rental	600		
							74200	Copying hand-out and Report	668		
							Sub Total for 3.2.1.2.B		9,233		
							71600	DSA	3,165		
							71600	Fuel Reimbursement	89		
							72400	Communication charge	63		
							72500	Office supplies/Stationery	127		
							73100	Conference room rental	3,544		
							73100	LCD Rental	600		
							73400	Rental of Bus or Van	633		
							74200	Copying hand-out and Report	1,613		
							Sub Total for 3.2.1.6		3,813		
				71500	DSA	2,231					
				72400	Communication charge	63					
				72500	Office supplies/Stationery	76					
				73400	Rental of Bus or Van	1,139					
				74200	Copying hand-out and Report	304					
				Sub Total for 3.2.1.7		2,396					
				71600	Fuel Reimbursement	25					
				72400	Communication charge	63					
				72500	Office supplies/Stationery	300					
				73100	Conference room rental	1,008					
				73100	LCD Rental	300					
				74200	Copying hand-out and Report	300					
				74200	Translator	400					
Sub total 3.2.1											
									27,518		
Sub total 3.2.1 Target: At least a study exchange on EIA and intensive course on "Environmental Science Basic Knowledge" are organized. DESIA staff have improved knowledge an Environment science and apply in EIA review process Baseline 1. Summary record of the first ministerial meeting on cooperation in water resources and Environment management between MONRE Laos and MNRE Thailand 2. DESIA staff has limited basic knowledge on Environmental Science Indicators: 1. Lesson learned from study exchange applied to improve quality of EIA system in Laos 2. At least 40 staff have been trained on basic knowledge	Action 3.2.2: Develop training materials and conduct trainings, including awareness raising workshop	3.2.2.1 Short term training on accountant and application of financial management software (2 courses, inside VTE, 10 pers)			X	ESIA	SDC		Sub Total for 3.2.2.3	8,038	
								72100	Tuition Fee and Material	8,038	
		3.2.2.2 Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA (1 time, 5 days/time, 17 persons)		X			UNDP	SDC		Sub Total for 3.2.3.1	29,415
								71600	DSA	19,142	
								71600	Terminal cost	2,584	
								73400	Van Rental	2,109	
									Air Fare	4,845	
								74500	Sundry	894	
								Sub Total for 3.2.3.3		23,924	
								SDC	71200	Tuition Fee	15,000

Project ID: 0002674
 Project Name: Poverty Environment Initiative (PEI)
 Output 3: (ES/AD)

Second Quarterly Work plan 2012 (Q2 - 2012)

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 Amount/USD 2012	
			4	5	6		Source of Funds	Budget Description		
								Code		Name
						SDC	71200	Advertisement Fee	500	
						TRAC00012	72500	Office supplies/Stationery	101	
						TRAC00012	73100	Conference room rental	1,418	
						SDC	73100	LCD Rental	1,550	
						TRAC00012	74200	Copying hand-out and Report	79	
						SDC	74200	Copying hand-out and Report	325	
						SDC	74200	Translator	5,000	
Sub total 3.2.2									31,962	
Total Activity Result 3.2 (3.2.1+3.2.2):		Sub total							59,480	
Grand Total (Activity 3.1 + Activity 3.2):		Sub total							75,000	
									SDC	30,000
									TRAC	45,000

Prepared by:

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 Mr. Lamphoukoo Kettawong
 Alternate Project Manager



Approved by:

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 Mr. Thakong Vongphasy
 Alternate National Project Director

Date: 10 April 2012

**Annex 2
OFFLINE RISK LOG**

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

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 June 2012
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	<p>Enter a brief description of the risk</p> <p><i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i></p>	<p>When was the risk first identified</p> <p><i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i></p>	<p>Environmental Financial Operational Organizational Political Regulatory Strategic Other</p> <p>Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information)</p> <p><i>(In Atlas, select from list)</i></p>	<p>Describe the potential effect on the project if this risk were to occur</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P =</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I =</p> <p><i>(in Atlas, use the Management Response box. Check “critical” if the impact and probability are high)</i></p>	<p>What actions have been taken/will be taken to counter this risk</p> <p><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></p>	<p>Who has been appointed to keep an eye on this risk</p> <p><i>(in Atlas, use the Management Response box)</i></p>	<p>Who submitted the risk</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>When was the status of the risk last checked</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>e.g. dead, reducing, increasing, no change</p> <p><i>(in Atlas, use the Management Response box)</i></p>
1	Recruitment of international expert who will conduct the intensive course	March 2012	Operational Organizational	Delay in the recruitment process due to lack of application in the first place caused the delay in implementation of	Extension of the advertisement for vacancy was opened and finally the candidate of	DESIA and UNDP	DESIA and UNDP	May 2012	Solving

	take long process due to only two applicants applied for the first advertisement, therefore, deadline was extended and two more applicants were received.			activity. Consequently planned training courses were delayed. P = 5 I = 5	training team was recruited and contracted.				
2	A number of activities have been delayed during the reporting period including workshop on initial result of the sustainable financing assessment study, internal consultation workshop to finalize the EIA report writing guidelines (Lao version), the joint monitoring between DESIA	June 2012	Operational Organizational	Delay in implementing many activities during the reporting period may risk too much works to be completed during the next quarter. P = 5 I = 5	Delayed activities during the reporting period will be prioritized for implementation during the next quarter.	DESIA	PM	June 2012	Ongoing

and IPD, short term training on accountant and application of financial management software, and intensive course on "environmental science basic knowledge".								
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**Annex 3
OFFLINE ISSUES LOG**

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

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 June 2012
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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	The revised draft DESIA financial management manual had been sent to MOF for detail comments. The	June 2012	Other	Delay in submitting comments on the financial management manual results in the delay in finalizing the manual.	A followed-up with Ministry of Finance must be done.	DESI	ESIA Department	June 2012	Ongoing

	<p>manual will be finalized based on the comments and submitted to Minister of MoNRE for approval. The manual will then be officially applied.</p>			P= 5					
2	<p>The EIA report writing guideline has not been completed during this quarter due to the fact that during the consultation workshop with line ministries on 29 June 2012 there were general/unspecific comments on the guidelines. Therefore, the team decided</p>	June 2012	other	<p>Delay in submission of the final EIA technical training materials will cause the delay in conducting training. It is expected that the final training material will be ready by mid July 2012.</p> <p>P = 5</p>	<p>A followed-up with concerned line ministries to obtain the comments is needed.</p>	ESIA Department	ESIA Department	June 2012	Ongoing

to provide more time to participants in reviewing the guidelines and send comments to DESIA during one week (first week of July 2012).								
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Annex 4
LESSONS LEARNED LOG

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

Project Title: Poverty Environment Initiative – Output 3	Award ID: 00072674	Date: 30 June 2012
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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	March 2012	Technical cooperation between PEI-DESIA & EMSP has been in place and continued. Revising final draft of EIA report writing guideline is being carried out and progressed.	Delay of finalizing the final draft of EIA report writing guidelines was due to waiting for additional comments from line agencies.	Follow-up with line agencies for additional comments shall be implemented and speed up the process of sending comments to international expert.	ESIA Department