



®Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Prime Minister's Office
Environment Protection Fund

No 1 /PMO-EPF BODC

Vientiane, 18th June 2007

Regulation on the Establishment and Operation of the LEnS Project Steering Committee

- Referring to the Prime Minister Decree on the EPF No 146/PM dated 6 June 2005,
- Referring to the Development Grant Agreement between the Lao PDR and World Bank to support the Lao Environment and Social Project, No H177-LA dated 15 August 2005,
- Referring to the Subsidiary Grant Agreement between the Ministry of Finance and the Environment Protection Fund dated 7 April 2006,
- Referring to the Regulation by the Vice-Prime Minister, Chairman of the EPF Board of Directors on the Establishment of the Project Steering Committee for the Lao Environment and Social Project, No 04/PMO – EPF, dated 13 January 2006,
- Referring to the Resolution of the second extraordinary meeting of the Board of Directors on 6 February 2007.

**The Deputy Prime Minister, Chairperson of the Environment
Protection Fund Board of Directors issues this regulation**

Part I. General Provisions

Article 1- Purpose of the regulation

This regulation defines the principles, rules and procedures for the establishment and operation of the Project Steering Committee (PSC) of the Lao Environment and Social (LEnS) project to ensure that the LEnS fund for the special financing windows meet the objectives and support the National Environment Strategy of Lao PDR.

Article 2- Mandate

The PSC is a one of the committees that are supported and appointed by the EPF Board of Directors (BOD) to undertake special or specific activities namely providing guidance for the implementation of the LEnS Project, in accordance with the Development Grant Agreement between the Government of Lao PDR and the World Bank.

Part II. Rights and Duties of the PSC

Article 3- Rights and Duties of the PSC

The PSC will provide the policy direction and guidance, and monitor the implementation of LEnS project. Its main responsibilities include:

- 3.1. Provide policy guidance on the funding support by LEnS and monitor the implementation of the sub-projects, in accordance with its Objectives, Performance Indicators and the LEnS Environmental and Social Safeguard Framework (ESSF).
- 3.2. Review and endorse the technical guidelines, criteria and procedures for proposal review and approval, as prepared and updated by WMU;
- 3.3. Review and endorse the annual workplans and budget estimates as prepared by WMU;
- 3.4. Review and endorse larger proposals (more than USD10,000), before submitting to the BOD;
- 3.5. Monitor funding decisions and to provide comments to the selection policy of the smaller sub-projects (less than USD10,000);
- 3.6. Review the progress reports on the implementation of LEnS activities; and
- 3.7. Prepare evaluation reports on the PSC and LEnS activities to submit regularly to the BOD.

Part III. Structure of the PSC

Article 4 - Structure of the PSC

4.1. The PSC is comprised of the representatives of the following agencies:

1. Vice-President of STEA	Chairperson
2. Deputy Permanent Secretary, MEM	Vice-Chairperson
3. Deputy Permanent Secretary, MAF	Vice-Chairperson
4. Director of Governor's Office of Bolikhamxay Province	Member
5. Director of Governor's Office of Khammouane Province	Member
6. Director of Governor's Office of Savannakhet Province	Member

7. Representative of National Construction Front	Member
8. Representative of Lao Youth Union	Member
9. Representative of Prime Minister Office	Member
10. Representative of Ministry of Finance	Member
11. Representative of Committee for Planning and Investment	Member
12. Representative of Ministry of Foreign Affairs	Member
13. Representative of Ministry of Education	Member
14. Representative of Ministry of Information and Culture	Member

4.2. The Permanent Committee (PC) is comprised of the following PSC members:

1. Vice-President of STEA	Chairperson
2. Deputy Permanent Secretary, MEM	Member
3. Deputy Permanent Secretary, MAF	Member
4. Representative of Ministry of Education	Member
5. Representative of Ministry of Information and Culture	Member

Article 5 - Rights and Duties of the Chairperson

The PSC Chairperson will have the following role and responsibility:

- 5.1 Represent the PSC to provide guidance and monitor the funding for the sub-projects implementation;
- 5.2 Sign all PSC documents and reports;
- 5.3 Preside at the PSC and PC meetings; and
- 5.4 Delegating his or her responsibilities to a Vice Chairperson, who for the appointed duration will perform the duties of the Chairperson.

Article 6 - Rights and Duties of the Vice-Chairpersons

The PSC Vice-Chairpersons will have the following roles and responsibilities:

- 6.1. Undertake the responsibilities and tasks assigned or delegated by the Chairperson;
- 6.2. Support the Chairperson in undertaking the tasks of the PSC; and
- 6.3. Act as Chairperson as delegated when the Chairperson is not present and available.

Article 7 - Rights and Duties of the PSC Members

The roles and duties of the PSC members include:

- 7.1. Attendance to and provision of views and comments in the PSC Meeting;
- 7.2. Promulgation and implementation of the decisions of the PSC Meeting in the area of responsibility and report the result to the Chairperson;

- 7.3. Review and comment on the activity plan, budget, and other issues raised in the PSC meetings;
- 7.4. Appoint an alternate member to attend meeting that the member cannot attend; and
- 7.5. Request the Chairperson to organize PSC extra-ordinary meetings, as considered necessary.

Article 8 – Rights and Duties of the PC Members

Their roles and duties include:

- 8.1. Represent the PSC between the PSC meetings;
- 8.2. Review the urgent policy issues and project activities between the PSC meetings, as requested by the EPF EO; and
- 8.3. Request the Chairperson to organize PC meetings, as considered necessary.

Article 9 - Secretariat of the PSC

The EPF Executive Director and the LEnS project Manager will act as Secretary and Assistant to the Secretary of the BOD as well as of the PSC with the support of the WMU. The secretariat will have the following functions and duties:

- 9.1. Prepare and organize the PSC meeting every quarter, including the preparation of reports and delivery to each member of the PSC a written notice of each PSC meeting, including an agenda and documents providing a concise summary of issues and decisions required for review of the Chairperson, Vice chairperson and members, no later than 10 calendar days prior to the day of the regular meeting;
- 9.2. Prepare and organize extraordinary PSC meetings and PC Meetings in accordance to the guidance of the Chairperson, including invitations, agenda and documents providing a concise summary of issues and decisions required for review by the Chairperson, Vice-chairpersons and members no later than 3 calendar days prior to special meetings;
- 9.3. Invite government officials, expert and representatives of relevant organizations to attend PSC meetings as observers as permitted by the Chairperson.
- 9.4. Submit to the PSC members proposals that will be included in the coming meeting to the Chairperson who check, select, and decide if such issues shall be part of the Agenda of the coming meeting;
- 9.5. Maintain an accurate record of the resolutions and proceedings of each PSC and PC meetings, together with a record of statements, the names of persons present in the form of meeting reports and provide copies of such reports and resolutions to PSC members no later than 7 calendar days following the meeting;
- 9.6. Distribute to the PSC quarterly and annual reports on the LEnS activities; and
- 9.7. Inform all PSC members about the changes in membership of the PSC.

Part IV. Operational Procedures of the PSC

Article 10 - Operational Procedures of the PSC

- 10.1 The PSC shall work according to the meeting procedures, principles of central democracy, collectivism and clear division of responsibilities. The resolutions of the PSC are accepted by the majority of the votes of all members in the meeting;
- 10.2 There shall be at least one meeting of the PSC every quarter on a regularly scheduled date and place to be determined by the Chairperson of the PSC;
- 10.3 PSC extraordinary meetings and PC meetings may be convened as decided by the Chairperson at the request of any member of the PSC or the Secretary, as necessary;
- 10.4 The PSC members proposal to be included in the coming meeting shall be send to the Secretariat no later than 5 calendar days prior to the meeting;
- 10.5 The Chairperson may, whenever it is deemed appropriate, for accomplishment of the tasks and functions of the PSC, permit the Secretariat to invite the officials of the Government or experts on concerned subjects to the PSC Meeting;
- 10.6 For purposes of all meetings of the PSC at least two third of its members, including designated alternate members, shall constitute the quorum;
- 10.7 Whenever a member of the PSC is temporarily absent from Lao PDR, unable to attend a meeting of the PSC, or otherwise unable to perform the duties of a PSC member, the said member of the PSC must inform the Secretary to the PSC and may appoint an alternate member to act in his/her place, provided that the power given to such alternate member is in writing;
- 10.8 All matters decisions of the PSC are based on a majority voting rule of the PSC members present at the meeting. If there is no joint agreement, as secret vote shall be held. In the case of equal votes for and against a resolution the Chairperson should have a casting vote;
- 10.9 No meeting shall be held by the PSC unless a quorum is present. If within 30 minutes of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned and the Chairperson will inform members that are present and the Secretary on the venue and time on the following day. The agenda of the adjourned meeting shall be the same as of the original meeting;
- 10.10 Minutes of all PSC and PC Meetings shall be prepared. Such Minutes shall be signed first by the Secretary and thereafter by the Chairperson or his designate. The Minutes shall be adopted by the following Ordinary Meeting of the PSC and kept available for the Members of the PSC, and the general public; for the PC meeting, the minute will be adopted at the end of the said meeting.

Part III. Final Provisions

Article 10 – Stamp

The PSC is authorized to have its own stamp for official use.

Article 11 – Regulation Implementation

The PSC, EPF Executive Office, WMU, relevant agencies, and organizations as well as local administration authorities are hereby designated to execute this *regulation* effectively in accordance with their mandate and duties.

Article 12 - Effectiveness

This regulation becomes effective on the date of signing. Any previously issued regulations or guidelines that are in conflict with the intent of this regulation are hereby annulled.

**Deputy Prime Minister,
Chairperson of the EPF Board**

Duly signed

Asang Laoly