



Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity

# Lao Environment and Social Project (LEnS)



## Annual Work-Budgetary Plan

For the  
Fiscal year 2006-2007

Prepared by:  
LEnS Window Management Unit

October, 2006

# Preface

The Lao Environment and Social (LEnS) Project Annual Plan of Action and Annual Plan of Revenue and Expenditure for FY 2006-2007 provides details of project implementation and financial performance of last quarter of fiscal year 2005-2006 and fiscal year 2006-2007. The plan is drafted by LEnS window management unit under the advice of LEnS' technical staff and CTMA in consulting with STEA and the World Bank and finally adopted by the first Project Steering Committee meeting which held on 2<sup>nd</sup> October 2006.

The plan will be effectively implemented by LEnS in order to take responsibility of national priority development plan. The main role of LEnS is the provision of financial support to national and provincial sectors (three targeted provinces: Bolikhamxay, Khammouan and Savanakheth, Including these Districts and Communities) and Civil Societies who seek fund to support environmental management particularly biodiversity conservation and poverty eradication.

The plan will be the main guiding document in implementing and financing the project and it corresponds with the agreement between the government of Lao PDR and the International Development Association (IDA). However, the plan might have some alteration from time to time during the year of implementing the project.

Vientiane 10<sup>th</sup> October, 2006



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Mr Noulinh Sinbandhit  
Vice President of Science Technology and Environment Agency  
Chairman of the Lao Environment and Social Project Steering Committee.

# CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>4</b>
1.1	PROJECT BACKGROUND .....	4
1.2	PURPOSE AND CONTENT OF THIS PLAN .....	4
<b>2</b>	<b>PLAN OF ACTION UNTIL SEPTEMBER 30, 2007</b>	<b>5</b>
2.1	WORK PLAN FOR THE FISCAL YEARS OF 2005-2006 (TIME-FRAME).....	5
2.2	WORK PLAN FOR THE FISCAL YEARS OF 2006-07 (TIME-FRAME).....	7
<b>3</b>	<b>SUMMARY OF THE MAIN IMPLEMENTATION ARRANGEMENTS</b>	<b>8</b>
3.1	ESTABLISHMENT OF LENS MANAGEMENT STRUCTURE .....	8
3.1.1	LEnS administrative armament under the supported third Component .....	8
3.1.2	Further Development of the Accounting System .....	8
3.1.3	Finalize the LENS Project Documents .....	8
3.1.4	Establishment of a Public Information Center .....	8
3.1.5	Electronic website .....	9
3.1.6	Conducted initial project implementation workshop in May 2006 .....	9
3.1.7	Conduct project inception workshop .....	9
3.1.8	Establish Monitoring and evaluation System.....	9
3.2	PREPARATION AND IMPLEMENTATION OF SUB-GRANT ACTIVITIES .....	10
3.2.1	Technical arrangement under the first and second Components .....	10
3.2.2	Set up initial technical guidelines for preparation of proposals to be funded by LEnS. ....	10
3.2.3	Finalize PICE scope of work (IRBM, Resettlement, and Hydropower sectors .....	10
3.2.4	Contracting of first Sub-Projects.....	10
3.3	IMPLEMENTATION OF OTHER PROJECT REQUIREMENTS .....	11
3.3.1	Preparation of Financial Monitoring Reports .....	11
3.3.2	Preparation of Annual Report.....	11
3.3.3	Preparation of the Annual Operational Plan .....	11
3.3.4	Financial Auditing.....	12
3.3.5	Conduct PSC Meetings.....	12
<b>4</b>	<b>PLAN OF REVENUES AND EXPENDITURE</b>	<b>12</b>
4.1	INTRODUCTION .....	12
4.2	BUDGET ESTIMATE FOR 3 <sup>RD</sup> AND 4 <sup>TH</sup> QUARTER FINANCIAL YEAR 2005-2006.....	13
4.3	BUDGET ESTIMATE FINANCIAL YEAR 2006-2007.....	18

## Annex

ANNEX I - LENS MANAGEMENT AND IMPLEMENTATION PARTNERS .....	24
ANNEX II - ARRANGEMENTS FOR RESULT MONITORING.....	27
ANNEX III- MINUTE ON THE FIRST PROJECT STEERING COMMITTEE MEETING (2 <sup>ND</sup> OCT. 2006) .....	<b>ERROR!</b>

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# **1 INTRODUCTION**

## **1.1 Project Background**

The Lao Environment and Social (LEnS) Project is designed as a complimentary activity to the Namtheun 2 Hydropower (NT2) project as stated in the Government of Lao PDR's Letter of Implementation Policy for NT2 signed by the Deputy Prime Minister.

The LEnS Project, is into the Environmental Protection Fund (EPF) as a specialized financing window as is first designed in Laos, is supported by the World Bank (IDA), through a Development Grant Agreement No. H177-LA between the Government of Lao PDR (Ministry of Finance) and the Association (World Bank), dated August 15, 2005.

A Project Implementation Plan (PIP) has been prepared for the project. The PIP provides details on sub-grant review procedures, eligibility criteria, selection/approval procedures, safeguard requirements, financial arrangements and procurement rules. The PIP also includes an Operations Manual, Procurement and Financial Management Manuals for the two Windows. During the start-up phase of the Windows, training and additional technical assistance will be provided for the LEnS WMU and local governments to facilitate the development and marketing of project application and implementation.

## **1.2 Purpose and Content of this Plan**

This annual work plan is developed to translate and implement the following documents:

1. The Environment Protection Fund (EPF) Decree No146/PM, dated 6 June 2005;
2. The Development Grant Agreement No. H177-LA for the Lao Environment and Social Project between the Lao People's Democratic Republic and the International Development Association signed on August 15, 2005 in Vientiane;
3. The Subsidiary Grant Agreement between the Ministry of Finance and the Environment Protection Fund (EPF), dated 7<sup>th</sup> April 2006;
4. The Project Appraisal Document;
5. Project Implementation Plan and its annex: Operational, Financial and Procurement Manuals.

The current LENS management and implementing Partners are listed in

## 2 PLAN OF ACTION UNTIL SEPTEMBER 30, 2007

### 2.1 Work plan for the fiscal years of 2005-2006 (time-frame)

No.	Activities	2006						Comments
		Quarter 3			Quarter 4			
		Apr	M	Jun	Jul	Au	Sept	
<b>C1&amp;2</b>	<b>Components 1&amp;2: Project Implementation and Capacity Enhancement (PICE) and Community and Biodiversity Investment (CBI)</b>							
1.1	Coordinate, Facilitate & discuss with targeted sectors, target provinces & relevant sectors to prepare for sub-grant proposal from both PICE & CBI							
1.2	Draft the technical guidelines for preparation of proposals to be funded by LEnS							
1.3	Draft the brochure of LEnS, PICE & CBI							
1.4	visit the project proposal sites to Bolikhamxay, Khammoune and Savannakhet Provinces for initial discussion on PICE and CBI Grant preparation							
1.5	Draft TORs of peer reviewers for screening of large grant PICE and CBI proposals							
1.6	Submit the proposals (both small and large grant proposals)							
1.7	Draft the LEnS Strategic Plan for Five years							
1.8	Draft the PICE & CBI Action Plan for FY 2006-07							
1.9	Draft TORs for of Baseline Study							
<b>C 3:</b>	<b>Management and Monitoring support</b>							
3.1	Conduct initial implementation workshop: Project Overview, Disbursement and Financial Management Step-by-Step, Procurement Step-by-Step, Experience from other projects.							Done in May
3.2	Draft project annual work plan for the fiscal years 2006-2007							
3.3	Set up Management Information System (data room, data bases, and Web site)							
3.4	Update the project implementation plan, and operation, financial and procurement manuals (English and Lao versions)							
3.5	Conduct first PSC Meeting							
3.6	Conduct LEnS Inception workshop							
3.7	Conduct technical training for WMU staff							
3.8	Conduct technical training on proposal preparation for key stakeholders							

No.	Activities	2006						Comments
		Quarter 3			Quarter 4			
		Apr	M	Jun	Jul	Au	Sept	
3.9	Baseline study (first study)							
3.10	Conduct Second PSC Meeting							
3.11	Conduct LEnS launching workshop: all LEnS Doc, LEM, EPF Decree, Hydropower Policy, PEN 2 study reports, Resettlement Decree and its Technical Guideline.							
3.12	<b>Operation of Window:</b> Office clearance and provide office equipments, Vehicle procurement, WMU Office Expense (main tenants, office supplies, field expenses ), WMU Staffs costs.							
3.13	Monthly Report to PSC							
3.14	Third and Fourth Quarterly and Annual Report to PSC, EPF BoD and WB							
3.15	Draft the Annual Report to PSC, EPF BoD and WB							

## 2.2 Work plan for the fiscal years of 2006-07 (Time-Frame)

No.	Activities	2006			2007									Comments
		Quarter 1			Quarter 2			Quarter 3		Quarter 4				
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	
<b>Component 1 &amp; 2 (PICE and CBI)</b>														
1.1	Finalize PICE scope of work & proposals (IRBM, Resettlement, and Hydropower sectors)													
1.2	Facilitate and coordinate relevant agencies and targeted provinces to prepare proposals													
1.3	Conduct peer reviews for screening of large grant PICE and CBI proposals													
1.4	Visit field sites of CBI proposals													
1.5	Approval proposals (both small and large grant proposals)													
1.6	Prepare awarded sub-grant contract, financial and procurements													
1.7	Training for sub-grants implementation													
1.8	Implementation of awarded sub-grant													
1.9	Conduct monitoring and evaluation procedures													
1.10	Audit and final sub-grant evaluation													
<b>Component 3 (Project Support)</b>														
3.1	Conduct PSC Quarterly Meetings													
3.2	Quarterly reports													
3.3	Yearly report													
3.4	Continue to set up Management Information System (data room, data bases, and Web site)													
3.5	Continue baseline study													
3.6	Audition													
3.7	Study tour for PSC and technical staff													
3.8	Annual Stakeholder Consultation Workshop													

### **3 SUMMARY OF THE MAIN IMPLEMENTATION ARRANGEMENTS**

#### **3.1 Establishment of LENS Management Structure**

##### **3.1.1 LEnS administrative armament under the supported third Component**

After the LEnS Development Grant Agreement became effective on April 14, 2005, it recruited the specified staff to handle its implementation. LEnS is located in the STEA Building No 100, Prime Minister's Office and serves for EPF as sub-fund. All its activities shall be handled by WMU in closely with EPF Executive Office, WB and LEnS PSC and submit as needed to EPF BoD Meeting for final approval.

To handle the work/activities smoothly, the office needs to be repaired, necessary office equipments needs to be supplied, one off road car for WMU and three off road motorbikes (each per province) are also needed to be supplied.

Many challenges will be meet at the start up period in terms of both administrative and technical aspects, due to LEnS is new structure for Laos. For instances procurement procedures and the procedure of funding for proposals which, submitted by applicants, etc.

##### **3.1.2 Further Development of the Accounting System**

LEnS as well as EPF Executive Office shall use the program of Simply Accounting for running the accounting system. The Window Manager will work closely with and report its activities to the EPF Executive Office (to BoD of EPF) and PSC monthly (in Lao version) and the quarterly report and yearly report (in Lao and English) to WB, PSC and EPF Board of Director.

During the further development and application of the system, it is foreseen that the following activities will still be required to make the system fully operational:

- Training of WMU financial & accountant Staffs, including EPF financial staff,
- Develop and appropriate modifications to the Standard Forms and Reports
- Preparation of a practical Accounting Manual for the application of the both LEnS and EPF Accounting system.

##### **3.1.3 Finalize the LENS Project Documents**

Firstly, all the project implemented documents (PIP, Operation Manual, Technical Guidelines, Procurement and Financial Manuals) would be reviewed by the WMU, then sent them to the PSC for final edition and lastly they would be approved by the PSC Meeting.

##### **3.1.4 Establishment of a Public Information Center**

The EPF Executive Office will set-up a Public Information Center (PIC) with the objective to provide access for all stakeholders to information on the activities of the EPF and other relevant information on environmental protection. The LENS Project will closely cooperate with the EPF Executive Office to ensure that the PIC can:

- Provide information on the possible financial support instruments available from the LENS Project;



- Have document and reports available for the public on all Sub-Projects supported by the LENS Project.
- Serve as a general environmental information center (storage and retrieval of information, information management system, publications).
- Provide learning and technical support on capacity building, community development, performance monitoring and evaluation.
- Assume a networking role: marketing, promoting, and organizing of venues for exchange of resources, knowledge and information.

### **3.1.5 Electronic website**

The EPF will also develop and maintain an up-to-date official website in Lao and English languages, where the activities of the EPF are publicly disclosed. In particular, the website shall provide a detailed summary and description of all projects and activities that have received funding from the EPF and also from the LEnS project, and the audited annual financial reports.

The web site will also provide information on the available financial support, the accompanying conditions and criteria, and downloadable applications forms.

### **3.1.6 Conducted initial project implementation workshop in May 2006**

The purpose of this workshop was to introduce the LEnS feature to key relevant stakeholders in line ministries and three targeted provinces.

The specific objectives of the workshop are to:

- Present disbursement and financial management step by step;
- Present disbursement and financial management Clinic;
- Present procurement step by step;
- Present procurement clinic;
- Overview of project implementation by components (PICE and CBI); and
- Learn some lessons from other WB project implementation.

### **3.1.7 Conduct project inception workshop**

Objectives: to introduce LEnS to the targeted audiences

Main activities: present the overview of LEnS Project including

- institutional, financial and procurement arrangement;
- PICE 5 activities with the scope of those work particularly the scope of Hydropower sector, IRBM and resettlement;
- CBI activities which include PA and Small Community and Biodiversity Conservation.
- Technical guideline and standard application formats.

Target audiences: EPF BoD, PSC, NGPES, STEA, line ministries, civil society, and Mass organizations and three targeted provinces

### **3.1.8 Establish Monitoring and evaluation System**

Project monitoring will be the responsibility of the Window Management Unit, supported by the LEnS PSC and EPF Board (EPF Executive Office). Regular monitoring reports will be prepared and submitted to the World Bank as specified in the PIP. Coordination of the implementation progress and findings for each sub-activity will be presented in Annual Learning Forums.

A monitoring system will be developed within FY 2006-2007. The system will include overall project management, but also focus on the agreed performance targets as mentioned in PIP (see Annex II).

## **3.2 Preparation and Implementation of Sub-Grant Activities**

### **3.2.1 Technical arrangement under the first and second Components**

Firstly, the WMU will draft the simply technical guideline with the application form. After these guidelines were initially approved by the first SC Meeting, they will be printed in the form of Booklet and distribute to the line agencies and targeted provinces.

Secondly, the WMU will conduct technical training on proposal preparation for key stakeholders at the provincial level. At the same time, marketing and disclosure of the sub-grants will be conducted. Meanwhile, the means of marketing for sub-grants can also be run through individual discussion, telephone-communication and through regular coordination between line agencies and organizes the study tour for technical team and for LEnS PSC.

### **3.2.2 Set up initial technical guidelines for preparation of proposals to be funded by LEnS**

The WMU set these guidelines in according to the PIP contents and referred to the similar guidelines of other international donors such as small grand of the WB under the Development market place programme, Poverty Alleviation Programme Lao PDR in Lao, Telefood programme (FAO) and etc.

### **3.2.3 Finalize PICE scope of work (IRBM, Resettlement, and Hydropower sectors**

The WMU will conduct final consultation workshop for additional comments and finalization of the scope of the work. The participant will be from relevant agencies or called recipient agencies.

### **3.2.4 Contracting of first Sub-Projects**

The first sub grant agreements are expected to be issued the first Quarter of FY 06-07. The sub-projects will comply with the objectives of the LENS Project. LENS financial support will be limited to non-refundable grants. Details on the application, selection and management of Sub-Projects are elaborated in the Operations Manual.

The following table shows anticipated sub-grants to be contracted and subsequent estimated disbursement for the sub-grants for the Financial year 2006-2007. It should be noted that these are only rough estimates, considering the 'demand-driven' approach of the LEnS Project

### **Anticipated Sub-Grant Contracting and Disbursement for FY2006-2007**

<b>Type of Grants</b>	<b>Number of Sub-Grant Contracts</b>	<b>Total Contract Amount (US\$)</b>	<b>Estimated Sub-Grant Disbursement FY2006-2007</b>
Larger PICE Grants	4	US\$ 1,000,000	US\$ 360,000
Smaller PICE Grants	15	US\$ 120,000	US\$ 50,000
Sub-total:		US\$ 1,120,000	US\$ 410,000
Larger CBI Grants	4	US\$ 600,000	US\$ 200,000
Smaller CBI Grants	24	US\$ 200,000	US\$ 120,000
Sub-total:		US\$ 800,000	US\$ 320,000
<b>Total:</b>	<b>47</b>	<b>US\$ 1,920,000</b>	<b>US\$ 730,000</b>

### **3.3 Implementation of Other Project Requirements**

#### **3.3.1 Preparation of Financial Monitoring Reports**

The WMU shall prepare regular financial reports according to the schedules provided in the LENS Operations Manual. These include the Quarterly and Annual Financial Reports. After review and endorsement by the PSC, all reports shall be submitted to the EPF Board of Directors and World Bank.

#### **3.3.2 Preparation of Annual Report**

The WMU, through the PSC, shall report on the activities of the LENS Project to the EPF. The report will include at least:

- An overview of the status and activities of the LENS;
- A listing of all projects and activities that have received LENS financial support
- A summary of the financial status of the LENS.
- A summary of outstanding issues to be discussed and decided upon by the PSC and/or EPF Board of Directors.

This report will be made available in the press media, the electronic media (radio and television), and in the Environment Newsletter of the Science, Technology and Environment Agency.

#### **3.3.3 Preparation of the Annual Operational Plan**

The WMU will prepare the Annual Operational Plan, the key planning document for the LENS Project. It comprises of:

- **Annual Plan of Action:** The Annual Plan of Action aims to guide and give clear direction, focus and priority to the allocation of the resources of the LENS, in accordance with the LENS Grant Agreement. The Annual Plan of Action is approved by the PSC on an annual basis for each calendar year.
- **Annual Plan of Revenue and Expenditure:** The Annual Plan of Revenue and Expenditure complements the Annual Plan of Action and is also approved by the BoD on an annual basis for each calendar year.

### **3.3.4 Financial Auditing**

The EPF (EPF Executive Office) shall hire an independent external auditing firm to prepare the Annual audit, which shall be done in accordance with generally accepted international auditing practices and standards. The audit is normally conducted starting mid-October to allow the audited financial statement to be ready for presentation to the scheduled meeting of the Board of Directors in March.

The audit shall include a review of all LENS bank accounts, a review of the internal accounting and operations of the specialized financing windows and such other financial and administration practices as the auditor believes are warranted.

### **3.3.5 Conduct PSC Meetings.**

Two PSC meetings will be conducted in each quarter. The main purpose of the meeting is to approve:

- Project Annual Work Plan
- Project yearly implementation plan and Budgetary plan
- Procedures of main activities in each PSC meeting
- Appropriate means of cooperation between LEnS, local authorities and applicants, NGOs, civil society and Mass organizations.

## **4 PLAN OF REVENUES AND EXPENDITURE**

### **4.1 Introduction**

The estimated budget for the 3<sup>rd</sup>/4<sup>th</sup> Quarter of FY 2005-2006 and FY 2006-2007 are given in sections 4.2 and 4.3, respectively.

The budget estimates are based on the budget estimated prepared for the LENS Project Implementation Plan.

## 4.2 Budget estimate for 3<sup>rd</sup> and 4<sup>th</sup> Quarter Financial Year 2005-2006

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
<b>Component 1</b>	<b>Policy Implementation and Capacity Enhancement (PICE)</b>				
Activity 1.1	Coordinate, Facilitate & discuss with targeted sectors, target provinces & relevant sectors to prepare for sub-grant proposal from both PICE & CBI	0	Discussions, preparation, interial consultation workshops, review by WMU, WB, submission	Draft, revision, feedback and approval	
Activity 1.2	Draft the technical guidelines for preparation of proposals to be funded by LEnS	0	Discussions, consultation, review by CTMA, submit to first PSC Meeting for approval	Draft, revision, feedback and approval	Office work
Activity 1.3	Draft the brochure of LEnS, PICE & CBI	0	Discussion within WMU	Draft brochures	Office work
Activity 1.4	visit the project proposal sites to Bolikhamxay, Khammoune and Savannakhet Provinces for initial discussion on CBI Grant preparation	0	for Discussing on progress of proposal with different applicants and relevant stakeholders; consulting on data collection for improving the relevant sub-grant proposal; attending to the WMPA (WCS) training and share the experiences of Basic conservation.	Data information for improving the relevant sub-grant proposal	Pay by C3: Various Technical Services: - Set up Management Information System (data room, data bases, and Web site)
Activity 1.5	Draft TORs of peer reviewers for screening of large grant PICE and CBI proposals	0	Identify peer reviewers, contacting for consultation, review and feedback	Edition and finalization proposal	Would be considered by first PSC meeting
Activity 1.6	Submit the proposals (both small and large grant proposals)	0	Submission proposal to individual STC for comment and PSC meeting for approval	Results of edition, minute of meeting, meeting report	Office work
Activity 1.7	Draft the LEnS Strategic Plan for Five years	0	Discussion within WMU	Strategic Plan	Office work
Activity 1.8	Draft the PICE & CBI Action Plan for FY 2006-07	0	Discussion within WMU	Detail Action Plan	Office work

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
Activity 1.9	Draft TORs for of Baseline Study	0	Discussion within WMU	TORs	Office work
<b>Component 2.</b>	<b>Conservation and Community Investments (CBI)</b>	<b>0</b>			
Activity 2.1	Draft technical guidelines for preparation of proposals to be funded by LEnS	0	Discussions, consultation, review by CTMA, submit to first PSC Meeting for approval	Draft, revision, feedback and approval	Office work
Activity 2.2	Facilitate and coordinate for preparing proposals by relevant agencies and targeted provinces	0	Discussion, individual communication, facilities, revision, comments, workshops and training	Draft proposals	Office work
Activity 2.3	visit the project proposal sites to Bolikhamxay, Khammoune and Savannakhet Provinces for initial discussion on CBI Grant preparation	0	for Discussing on progress of proposal with different applicants and relevant stakeholders; consulting on data collection for improving the relevant sub-grant proposal; attending to the WMPA (WCS) training and share the experiences of Basic conservation.	Data information for improving the relevant sub-grant proposal	Pay by C3: Various Technical Services: - Set up Management Information System (data room, data bases, and Web site)
Activity 2.4	Conduct a peer review for screening of large grant PICE and CBI proposals	0	Identify peer reviewers, contacting for consultation, review and feedback	Edition and finalization proposal	Would be considered by first PSC meeting
Activity 2.5	Approval proposals (both small and large grant proposals) at second PSC Meeting	0	Submission proposal to individual STC for comment and meeting for approval	Results of edition, minute of meeting, meeting report	Office work
<b>Component 3</b>	<b>Implementation &amp; Monitoring Support</b>				
Activity 3.1	Operation of the Windows				
	2.1 Office Equipment				
	▶ WMU Office equipment	20,000			
	▶ Equipment unforeseen	4,000			
	2.2. Vehicle				

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
	▶ WMU Vehicle	21,000	Procurement process (request for quotations, purchase order goods receiving, payment)	Quotations submitted, vehicle, bill of payment	Procurement process (request for quotations, purchase order goods receiving, payment)
	2.3 Field Equipment				
	▶ Motor cycles	0			
	4.2 Various Technical Services				
	▶ Set up Management Information System (data room, data bases, and Web site)	4,450	Collection of information, set data base system, create home page under EPF Web	Information collected, data room, web page	
	▶ Finalization of LEnS Doc: PIP, Operational, Financial, Procurement Manual and Technical Guideline, its translation to Lao and its Publication	5,000	Discussions, translations, editions, printing	Finalized project documents and distribute to interest applicants(line ministries and three targeted provinces	
	5.1 WMU Staffing costs				
	▶ Window Manager (WMU)	7,500			
	▶ Financial Management/Disbursement Officer	4,000			
	▶ Procurement Officer (WMU)	4,000			
	▶ PICE Technical Officer (WMU)	5,000			
	▶ CBI Technical Officer (WMU)	2,100			
	▶ Accountant (WMU)	3,500			
	▶ Executive Assistant (WMU)	2,750			
	▶ Office assistant/Driver (WMU)	900			
	5.2 WMU Office expenses				
	▶ WMU Operational costs	7,200			

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
	▶ Khamoune Facilitator (WMU)	3,000			
	▶ Bolikomsai Facilitator (WMU)	3,000			
	▶ Savanakhet Facilitator (WMU)	3,000			
	5.3 WMU Field Expenses				
	▶ WMU Traveling expenses	3,000			
Activity 3.2	Marketing and Business Development of the LENS Windows				
	4.1 Project Implementation Advisor				
	▶ WMU Project Implementation Advisor	17,326			
	4.3 Training/Workshops				
	▶ <u>Conduct initial implementation workshop:</u> Project Overview, Disbursement and Financial Management Step-by-Step, Disbursement and FM Clinic, Procurement Step-by-Step, Procurement Clinic, Experience from other projects.	0	Workshop, presentations	Minute of the workshop (results of evaluation form), training materials/handouts	Paid by WB Office
	▶ Conduct first PSC Meetings	1,500	Organize meeting, discussions, agreements, approval	Minutes and proceeding of the meeting	
	▶ Conduct Second PSC Meeting	1,500	Organize meeting, discussions, agreements, approval	Minutes and proceeding of the meeting	
	▶ Conduct technical training on proposal preparation for key stakeholders	2,000	Organize workshop, presentations, exercises	Workshop proceeding (evaluation results), training handouts	
Activity 3.3	Guidance, Evaluation, and Monitoring				



Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
	4.2 Various Technical Services				
	▶ Continue baseline study	900	Identify scope of work, data collection, workshops for information consultation, synthesize data, prepare report, for discussion and finalization of report	Secondary data, results of consultation workshops (minutes), data filling, report paper	
	4.3 Training/Workshops				
	▶ Conduct Inception Workshop	2,500	Workshops, presentations	Minute and proceeding of the workshop	
	▶ Conduct technical training for WMU staff	300	Organize workshop, presentations, exercises, study visit (if possible)	Workshop proceeding (evaluation results), training handouts	
	▶ Conduct LEnS launching workshop: all LEnS Doc, LEM, EPF Decree, Hydropower Policy, PEN 2 study reports, Resettlement Decree and its Technical Guideline.	2,200	Organize meeting, presentations, and discussions.	Minutes and proceeding of the meeting	
	▶ 4.4 Financial Auditing and M&E				
	▶ Evaluation and Monthly, Third and Fourth Quarterly and Annual Report to PSC, EPF BoD and WB	0	Discussions, consultations, preparation	Results of discussions, drafted report	Office work
	<b>Total</b>	<b>136,125</b>			

### 4.3 Budget Estimate Financial Year 2006-2007

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
<b>Component 1</b>	<b>Policy Implementation and Capacity Enhancement (PICE)</b>				
Activity 1.1	Finalize PICE scope of work (IRBM, Resettlement, and Hydropower sectors)	0	consultation workshops, review by WMU, WB, submission, approval	Approval	Paid by Comp. III and Office work
Activity 1.2	Facilitate and coordinate relevant agencies and targeted provinces to prepare proposals	0	Discussions, consultation, review by CTMA, submit to first PSC Meeting for approval	Draft, revision, feedback and approval	Office work
Activity 1.3	Conduct a peer reviews for screening of large grant PICE proposals	0	Discussion, individual communication, facilities, revision, comments, workshops and training	Draft proposals, final proposals	Office work & Paid by Comp. III
Activity 1.4	Approval proposals (both small and large grant proposals):		Identify peer reviewers, contacting for consultation, review and feedback	Edition and finalization proposal	Would be considered by first PSC meeting & final approval by EPF BoD meeting
	Environment and Social Monitoring & Policy Implementation Support	40,000			
	Integrated River Basin Management	120,000			
	Hydropower Policy Support	120,000			
	Resettlement Policy Support	93,500			
	Environment Education and Awareness	40,000			
Activity 1.5	Prepare awarded sub-grant contract, financial and procurements	0	Consultation workshops, discussions	Results of workshops/discussions, minute of meeting, meeting report, agreement	Office work
Activity 1.6	Training for sub-grants implementation	0	Workshops, training materials,	Minute of the meetings	Paid by C.III

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
Activity 1.7	Implementation of awarded sub-grant	0	Recruit teamwork, work plan, arrangement team work, implementation arrangement	Monthly, quarterly, yearly reports	Office work
Activity 1.8	Conduct monitoring and evaluation procedures	0	Site visit, check list of output and outcome	Monitoring and evaluation reports	Paid by C. III
Activity 1.9	Audit and final sub-grant evaluation	0	Audit meetings, discussion	Audit reports	Office work
<b>Component 2.</b>	<b>Conservation and Community Investments (CBI)</b>	<b>0</b>			
Activity 2.1	Facilitate and coordinate relevant agencies and targeted provinces to prepare proposals	0	Discussions, consultation, review by CTMA, submit to first PSC Meeting for approval	Draft, revision, feedback and approval	Paid by Comp. III and Office work
Activity 2.2	Visit field sites of CBI proposals	0	Visit arrangements	Field reports, field pictures	Paid by C. III
Activity 2.3	Conduct a peer reviews for screening of large grant CBI proposals:	0	Discussion, individual communication, facilities, revision, comments, workshops and training	Draft proposals, final proposals	Would be considered by first PSC meeting & final approval by EPF BoD meeting
	Protected Area Support	200,000			
	Community Small Grant	121,250			
Activity 2.4	Approval proposals (both small and large grant proposals)	0	Identify peer reviewers, contacting for consultation, review and feedback	Edition and finalization proposal	Office work
Activity 2.5	Prepare awarded sub-grant contract, financial and procurements documents	0	Consultation workshops, discussions	Results of workshops/discussions, minute of meeting, meeting report, agreement	Paid by C.III
Activity 2.6	Training for sub-grants implementation	0	Workshops, training materials	Minute of the meetings	Office work
Activity 2.7	Implementation of awarded sub-grant	0	Recruit teamwork, work plan, arrangement team work, implementation arrangement	Monthly, quarterly, yearly reports	Paid by C. III

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
Activity 2.8	Conduct monitoring and evaluation procedures	0	Site visit, check list of output and outcome	Monitoring and evaluation reports	Office work
Activity 2.9	Audit and final sub-grant evaluation	0	Audit meetings, discussion	Audit reports	Office work
<b>Component 3</b>	<b>Implementation &amp; Monitoring Support</b>				
Activity 3.1	Operation of the Windows				
	2.1 Office Equipment		Procurement process (request for quotations, purchase order goods receiving, payment)	Quotations submitted, vehicle, bill of payment	Procurement process (request for quotations, purchase order goods receiving, payment)
	▶ WMU Office equipment	3,000			
	▶ Equipment unforeseen	3,000			
	2.2. Vehicle				
	▶ WMU Vehicle	21,000			
	2.3 Field Equipment				
	▶ Motorcycles	6,000			
	4.2 Various Technical Services				
	▶ Set up Management Information System (data room, data bases, and Web site)	1,000	Collection of information, set data base system, create home page under EPF Web	Information collected, data room, web page	
	▶ Finalization of LEnS Doc: PIP, Operational, Financial, Procurement Manual and Technical Guideline, its translation to Lao and its Publication	5,000	Printed LEnS Doc.	Use as project handout	
	5.1 WMU Staffing costs		Monthly staff salary		
	▶ Window Manager (WMU)	18,000			
	▶ Financial Management/Disbursement Officer (WMU)	9,600			

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
	▶ Procurement Officer (WMU)	9,600			
	▶ PICE Technical Officer (WMU)	12,000			
	▶ CBI Technical Officer (WMU)	8,400			
	▶ Accountant (WMU)	8,400			
	▶ Executive Assistant (WMU)	6,600			
	▶ Office assistant/Driver (WMU)	2,100			
	5.2 WMU Office expenses				
	▶ WMU Operational costs	7,200			
	▶ Khamoune Facilitator (WMU)	7,200			
	▶ Bolikomsai Facilitator (WMU)	7,200			
	▶ Savanakhet Facilitator (WMU)	7,200			
	5.3 WMU Field Expenses				
	▶ WMU Traveling expenses	4,000			
Activity 3.2	Marketing and Business Development of the LENS Windows				
	4.1 Project Implementation Advisor		Monthly salary		
	▶ WMU Project Implementation Advisor	113,400			
	4.3 Training/Workshops		Organize meeting, discussions, agreements, approval	Minutes and proceeding of the meeting	
	▶ Conduct first PSC Meetings	1,000			
	▶ Conduct Second PSC Meeting	1,000			
	▶ Conduct third PSC Meeting	1,000			
	▶ Annual Stakeholder Consultation Workshop	2,000			
Activity 3.3	Guidance, Evaluation, and Monitoring		Organize meeting, discussions, agreements	Minutes and proceeding of the workshop	

Components/ output & Activities Numbers	Objectives and main activities	Budget US\$	Outcomes/monitoring Indicators	Used of project outcome information	Comments
	4.2 Various Technical Services		Prepare guideline, discussions, meeting, workshops	Manual, handbook, reports	
	▶ Continue baseline study	900	Identify scope of work, data collection, workshops for information consultation, synthesize data, prepare report, for discussion and finalization of report	Secondary data, results of consultation workshops (minutes), data filling, report paper	
	4.3 Training/Workshops				
	▶ Conduct Fourth PSC Meeting	1,000			
	▶ Technical Training/Study tour for PSC and Project Technical staff	4,000	Organize workshop, presentations, exercises, study visit (if possible)	Workshop proceeding (evaluation results), training handouts	
	4.4 Financial Auditing and M&E		Organize workshop, presentations, exercises, study visit (if possible)	Workshop proceeding (evaluation results), training handouts	
	▶ Audit and Monthly, Quarterly and Annual Report to PSC, EPF BoD and WB	10,000	Qualified audit firm, procedure of auditing	Audit report	
	<b>Grant Total</b>	<b>994,610</b>			

# Annex

## Annex I - LENS Management and Implementation Partners

### a). Project Steering Committee

1. Mr. Noulinh Sinbandhit, Deputy President of STEA	Chairman
2. Mr. Chaleun Inthavy, Deputy Director of Cabinet, MIH	Vice Chairman
3. Dr. Phet Phomphiphak, Deputy Director of Cabinet, MAF	Vice Chairman
4. Dr. Kongkeo Saysongkham, Director of Cabinet, Bolikhamxay Province	Member
5. Mr. Khamsy Ouththivong, Director of Cabinet, Khammoune Province	Member
6. Dr. Khonesavanh Khunnalath, Director of Cabinet, Savannakhet Province	Member
7. Mr. Yaikeuya Nochochongtoa, Director General of Ethnic Department, Lao Front for Construction	Member
8. Mr. Bounthan Phomsacksith, Deputy Director of Propaganda and Manpower Capacity Building Dept., Lao Youth Union	Member
9. Mr. Bounphakanh Sisanon, Head of Social and Culture Division, Research & Documentation Dept, PMO	Member
10. Mr. Angkhansada Mouangkham, Head of Currency Division, Foreign Currency Dept., MoF	Member
11. Mr. Khanty Lokaphone, Head of Social Development Planning Division, Committee for Planning and Investment	Member
12. Mrs. Chongchit Chanthalanon, Head of Currency Relation Division, International Cooperation Dept. MoFA	Member
13. Mr. ThongKeo Asa, Head of Science Division, Education Science Research Institute, Ministry of Education	Member
14. Mr. Vilaphone Singhavala, Head of Mass Media Management Division, Mass Media Dept., Ministry of Information and Culture	Member

### b). LEnS Widow Management Unit

Mr. Khampadith KHAMMOUNHEUANG	Window Manager
Mr. Khammanh PHILAVONG	Procurement Officer
Mr. Sinthanouthong SOURYGNA	Financial Manager
Mr. Doungchanh LOPAYING	PICE Technical Officer
Ms. Khemngeun PONGMALA	CBI Technical Officer.
Mr. Frank RADSATAKE	Chief Technical and Management Advisor
Ms. Kongkeo KETMANY	Bolikhamxay Province Facilitator,
Mr. Phetsamone DALALOM	Khammoune Province Facilitator
Mr. Phonethip PHETSOMPHOU	Savannakhet Province Facilitator
Mr. Keomany LATSAVANH	Accountant
Ms. Bouasone SOULITHAM	Project Assistant
Mr. Phetdalone SOUKPHALY	Project Driver



**c). LEnS Coordinating Unit of Bolikhamxay Province**

Dr. Kongkeo Saysongkham, Director of Cabinet, Bolikhamxay Province	Chairman
Mr. Oune Chanthavong, Head of PSTEO	Vice-Chairman (Coordinator)
Mr. Soukanh Tiengsavang, Deputy Head of Agriculture and Forestry Dept.	Member
Mr. Khamsing Sayphouvong, Deputy Head of Industry Department	Member
Dr. Phongsaly Louangmixay, Deputy Head of Public Health Department	Member
Mr. Khamsy Nhommalat, Representative of Education Department	Member
Mr. Senekhamsouk Thephannha, Provincial Tourism Office	Member
Mr. Bounkham Sayyialovy, Deputy Head of Loa Front for Construction Office	Member
Mr. Sitha Keodalavong, Deputy Head of Youth Organsation Office	Member
Mr. Damlong Thaplap, Deputy Head of Lao Trade Union Office	Member
Mrs. Khamnhong Mhommanyvong, Representative of Woman Union	Member

**d). LEnS Coordinating Unit of Khammouane Province**

1. Dr. Khamsy Woudthivong, Director of Cabinet, Khammouane Province	Chairman
2. Mr. Khamphay Phengphengmouang, Head of PSTEO	Vice-Chairman -Coordinator
3. Mr. Khamstone Ounthavy, Deputy Head of PAFO Khammouane Province	Co-Coordinator
4. Mr. Khamphong Vongsoulad, Detuty Head of Department of Education	Member
5. Ms. Bounsian Manivanh, Vice President of Provincial Lao Women Union	Member
6. Mr. Sinnasone Sengchanthavong, Deputy Head of PSTEO	Member
7. Mr. Phannga Chanthad, Provincial Tourism Office	Member
8. Mr. Sengmany Sylaphet, Deputy Head of Provincial Culture Sector	Member
9. Mr. Sysomephone Thoudthichak, Head of Provincial Forest Resources Conservation	Member
10. Mr. Phouvieng Khanthavong, Technician of Land Planning and Development Office.	Member
11. Mr. Phaivanh Phoummasay, Technician of Provincial Energy and Mining	Member
12. Mr. Vongsaysana Xayakhomman, Technician of Provincial Industry and Commerce	Member

**e). LEnS Coordinator Unit of Savannakhet Province**

1. Mr. Khoesavanh Khounnalath, Director of Cabinet, Savannakhet Province	Chairman
2. Mr. Sinuane Sihalahj, Head of Savannakhet STEO	Vice-Chairman -Coordinator
3. Mr. Sikeo Sayaphet, Deputy Head of PAFO	Vice-Chairman
4. Mr. Bounnhong Channyavong, Deputy Head of Education Department	Member
5. Dr. Phouluang Kanolath, Deputy Head of PSTEA	Member
6. Mr. Sitha Phannavong, Deputy Head of Tourism Office	Member
7. Mr. Phosy Senesoumphonphakdy, Head of Information and Culture Department	Member
8. Mr. Phouthavong, Technical staff of Forestry Section	Member
9. Mr. Bounta Chinmala, Technical Staff of Industry Department	Member
10. Mrs. Daosathit Phenglavanh, Technical staff of Provincial Lao Woman Union	Member

## Annex II - Arrangements for Result Monitoring

### LEnS Performance Indicators

Performance Indicator	Mid-Term	Project Completion
<b>PART A: Policy Implementation and Capacity Enhancement</b>		
Existing hydropower projects responsive to the National Policy on Environmental and Social Sustainability of the Hydropower Sector	Action plans prepared by all projects covered by the policy	Action plans Implementation ongoing in all hydropower plants covered by the policy
New hydropower projects responsive to the National Policy on Environmental and Social Sustainability of the Hydropower Sector	All new hydropower projects processed and implemented in accordance with provisions of the policy	
Approach to integrated management of the Nam Theun/Nam Kading river basin to address cumulative impacts	Institutional Framework completed	Institutional framework in place
Number of provinces effectively implementing Provincial Environmental Strategy and Action Plans	3	3
Capacity to implement the Decree on Resettlement and Compensation - Qualified staff at the national and provincial-levels	15	30
<b>Part B: Community and Biodiversity Investments</b>		
Number of protected areas with management plans prepared in consultation with concerned ethnic groups, and thereafter actively managed according to these plans	4	6
Number of communities benefiting from sustainable environmental management activities	20	60
<b>Part C: Management and Monitoring Support</b>		
Reduction in annual operating costs per volume of transactions	25% (since first year)	40% (since first year)
Percentage of sub-projects completed satisfactorily	30	80

**Annex III**  
**Minute on the First Project Steering Committee Meeting (2<sup>nd</sup> Oct. 2006)**



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
Peace Independence Democracy Unity Prosperity

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**Prime's Minister Office**  
**Science Technology and Environment Agency (STEA)**  
**Lao Environment and Social (LEnS) Project**

*No. 2891 /STEA*  
*Vientiane Capital, 11 December 2006*

## **Minutes on the First Lao Environment and Social (LEnS) Project Steering Committee Meeting 2<sup>nd</sup> October, 2006**

According to the Plan of first Lao Environment and Social (LEnS) Project Steering Committee (PSC) meeting plan No. 2240/STEA-LEnS, dated 4<sup>th</sup> October 2006

To implement LEnS project Annual Work Plan 2005-2006 No 1810/STEA-LEnS, dated August 17, 2006, the first LEnS PSC meeting has been held on 2<sup>nd</sup> October 2006. The details of the meeting as follow:

### **I. Objective**

The objective of the meeting is:

- To ensure the understanding of the Lao Environment and Social Project (LEnS);
- Understanding the institutional structure of LEnS' PSC;
- Understanding the organizational structure of LEnS' window management unit, each position's term of reference and system of report.
- Understanding of Project Implementation Plan;
- Reporting of activities done by LEnS;
- Approval project Annual Work Plan 2006-2007;
- Presenting of marketing policy for PICE and CBI sustainable sub-grant supports and report on technical activities output;
- Getting comments to the regulation on the role and responsibility of PSC;
- Presenting technical guideline for both windows
  - Policy Implementation and Capacity Enhancement (PICE) and
  - Community and Biodiversity Investment (CBI)

As well as standard application forms, Screening form, evaluation form, tracking form and agreement form between applicants and LEnS. and

- Presenting some project documents (notice letter about LEnS staffing, approval letter of PSC).

## II. Meeting

The first LEnS PSC meeting was held on 2<sup>nd</sup> October 2006 at the Science Technology and Environment Agency (STEA), chaired by Mr. Noulinh Sinbandhit vice president of STEA, Chairman of LEnS PSC, and were participated by LEnS PSC members from central level and from three target provinces, with total of 20 participants (see Annex 1). The meeting continued half day which covered the follow details:

- 1) On the meeting, Mr. Noulinh Sinbandhit vice president of STEA, Chairman of LEnS PSC officially opened the meeting. In the speech, Mr. Noulinh stressed that this meeting is significant, opened in moment that all of Lao Government sectors, Lao people are emphasizing to implement the Lao government's priority plans, for discussing how the LEnS project can implement effectively and contribute to the process of implementing these mentioned priority plans be achieved. As LEnS is a unique project in Laos in providing special sub-grant to strengthen environmental and social management of natural assets in Lao PDR to enhance quality of growth and poverty reduction of local population, therefore in this meeting still have some issues to be discussed, in order to effectively operate the project. Mr. Noulinh inquires all the PSC members pay special attention to deeply and frankly comment on project activities in order the documents presented in this meeting can be modified and compliance with the government's policies and regulations of Lao PDR. He informed that implementation of LEnS project in Lao PDR is a new stage to support environmental protection, especially biodiversity conservation and and community development for poverty reduction of local population, due to LEnS project is a financial instrument in providing sub-fund to support environmental management activities at all levels, thus, transparency is needed in the management of the project.
- 2) To ensure the understanding of the project's objective to all participants, Mr. Khampadith Khammounheuang, LEnS project Manager presented some important document:
  - Overview of LEnS project;
  - The institutional structure of LEnS' PSC;
  - The organizational structure of LEnS' window management unit
- 3) *Project Implementation Plan* (PIP) was presented by Mr. Douangchanh Lopaying, technical staff specialize on '*Policy Implementation and Capacity Building*' (PICE), he pointed out the significance of the plan which has seven components:
  - Background of the project;
  - LEnS' organizational structure;
  - Project cycle and implementation framework of LEnS;
  - Financial and disbursement system;
  - Procurement agreement standard format;
  - Monitoring and evaluation system;
  - Regulation for awarded sub-grant.
- 4) Mr. Khampadith Khammounheuang, LEnS project Manager continuing presented Report on the operation of LEnS during fiscal year 2005-2006. The report provided details on LEnS' activities and financial performance. The budget in this fiscal year mainly spent on management aspect such as procurement of office equipment/supply, staff salary and

daily use, budgets for component PICE and CBI will be used in next fiscal year 2006-2007.

In the operation of project, LEnS WMU focuses more on the technical component because this is the main part of the project which provides sub-grant to all interested applicants from national and provincial levels as well as from communities and civil society in Laos in order to strengthen environmental management, biodiversity conservation and poverty reduction. LEnS WMU also completed some duties as follow:

- translated project Operational Manual, Implementation Plan, Project from English into Lao. The brochures of PICE and CBI components have been created they are summary from the two above documents. In addition, up dating has been made for application form, evaluation form, tracking form and monitoring form in order to make the procedure more comprehensible for both technical staff and applicants. The policy for grant funding has been created from now to 2010 and created computer management system for tracking, screening and monitoring of grant funding.
  - Beside the assistance and facilitating of LEnS technical team to all interest applicants, now LEnS holding total of 37 proposals, 22 of them are submitted from 3 targeted provinces and the rest are from national level. Of these proposals LEnS and other association bodies have to priority in granting fund.
- 5) In technical report, Mr. Douangchanh Lopaying, LEnS' technical staff specialize on PICE and Miss. Khemngeun Pongmala, LEnS' technical staff specialize on CBI presented marketing policy, technical activities done by LEnS, goals to be achieved and worked with other relevant authorities such as the World Bank. In the first quarter of fiscal year 2006-2007 PICE and CBI aim to grant 3 priority proposals, namely: Namtheun-Numkading integrated river basin management, Development social safeguard-policy implementation and Sustainable hydropower policy.
- 6) Mr. Khampadith Khammounheuang, LEnS project Manager continuing present project Annual Work Plan (AWP) for fiscal year 2006-2007, in this fiscal year 70% of budget allocated to two technical components (PICE and CBI) and the other 30% for management component. More specifically, AWP included some activities for LEnS to be done:
- Continuing discussion above 03 proposals to be granted;
  - Continuing assistance and discussion with applicants those with potential proposals to be grant in next stage;
  - Screening and reviewing proposals with large amount in order to discuss with PSC and to make an approval if it is possible;
  - Opening workshop/training in provincial level and to the field to visit project that granted by CBI;
  - Continue granting both small and large proposals;
  - Building agreement between LEnS and grant awarders;
  - Technical training for the operation of sub-project;

- Monitoring and evaluation;
  - Monitoring and final evaluation for sub-projects;
  - Opening PSC meeting in each quarter;
  - Preparing quarter reports and annual report;
  - Building LEnS' information management system;
  - Continue baseline study in order to help decision making in fund granting;
  - Field visit for PSC and technical staff;
  - Annual Workshop for stakeholder and associated bodies;
  - Annual auditing.
- 7) Mr. Khampadith Khammounheuang, LEnS project Manager, presented about the regulation on the establishment of role and responsibility of PSC, the manager stressed that in order to effectively operate the project and cooperation mechanism consensus with the EPF and sub-project, especially 3 targeted provinces. LEnS therefore, has to establish regulation on PSC' role and responsibility. Subject to this matter, the manager emphasized that both EFP and LEnS are new financial supporting mechanisms in Laos, including documents for both EPF and LEnS are drafted by the World Bank' technical team. However, it is necessary to reconsider about the matter either in today's meeting or in technical level and report to the World Bank as well as Asian Development Bank (ADB) in order to reach consensus.
- 8) Not only the presentations have been given in the meeting but all the relevant documents are delivered. After all the presentations, discussion and comments time is given.

### III. Comments on the Meeting

There are many comments contributed in the meeting:

- ❖ the following are comments from Mr. Noulinh Sinbandhit vice president of Science Technology and Environment Agency (STEA), Chairman of LEnS Project Steering Committee:
  - He appreciated the great work contributed by LEnS staff members in preparing the first LEnS Project Steering Committee meeting, all the project documents had well prepared and up dated by LEnS members in order to be adopted in the meeting. However, the chairman feels that it will be good if we can make the process of grant funding less complicated. The chairman thus, urged LEnS technical staff to reconsider about the process and make it suite to current situation. The chairman also added that if LEnS faces any obstacle just report to PSC to help solving the problem.
  - Regarding to PSC, it is necessary for LEnS to check the condition of each committee whether stay in the same position or having any change, otherwise need to restructure. He also suggested that whether to have any support from the project to PSC in provincial level such as new office equipments, office supplies or vehicles etc.
  - Mr. Noulinh also asked PSC to comment on following project documents:
    - Project Annual Work Plan (2006-2007).
    - Regulation on the Establishment of PSC.



- ❖ Comments from Mr. Soukata Vichit, Executive Director of Environment Protection Fund (EPF): EPF is very concern about mandate of PSC because it is still unclear and there is no any special legal document to be referred to. According to the Agreements signed between the Lao government and International Development Association (IDA) and the Ministry of Finance (MoF) and EPF, suggested to this meeting to considered and commented on the draft of Regulation on the Establishment of PSC drafted by WMU.
- ❖ Mr. Sytha Phoiyavong, Director General of STEA Cabinet commented:
  - In fact LEnS financial aspect is managed by EPF but other aspect he is agreed with Mr. Soukata Vichit.
  - About the sub-grants he thinks it will be better not to concentrate in the central level but should be reached to provincial and especially remote areas. In the past, STEA has supported provinces in building Environment Strategic Plan. It will save more time if we only develop these plans rather than build a new one.
- ❖ Mr. Uon Chanthavong, Head of Science Technology and Environment Office (STEO) Bolikhamxay province, required intensive training from LEnS in proposal preparing in 3 targeted provinces.
- ❖ In responding to Mr. Uon Chanthavong, Mr. Noulinh Sinbandhit answered that: LEnS is a new project and everything is new to LEnS, plus this meeting is also the first time, however, every thing is starting to be concrete, LEnS technical staff have prepared technical guideline which to be applicable and soon technical staff are going to provide training at provincial level in proposal writing. At the mean time STEO should also prepare proposals. In addition, Mr. Noulinh stressed that LEnS is not STEA's project but STEA is the main coordinating point for the operation of the project.
- ❖ Comments from Madam Monemany Ngoybouakhong, Director General of the Environment Research Institution: STEA should look after LEnS due to the fact that the World Bank has contacted STEA initially for the establishment of LEnS and LEnS set up itself before EPF. World Bank also required STEA to be the mentor in operation of the project and at that time the government still not yet adopt the decree on the Environment Protection. For the management of the project is responsibility of PSC which leaded by STEA as indicates in the project agreement H-177-LA, Page 25.
- ❖ Mr. Angkhansada Mouangkham, PSC from MoF: Ministry of Finance will recheck project document whether for better understanding about the LEnS project. Regarding to staff salary, it seems that the salary of LEnS window Management Unit (WMU) manager is higher than Executive Director of EPF.
- ❖ In answering to Mr. Angkhansada's queries Madam Monemany responded that: subject to the salary of LEnS WMU manager is granted by the Bank and MoF. In every time of drafting and adopting of LEnS project agreement there are authorities from Ministry of Justice and MoF. Therefore, LEnS only based on the approval documents to operate the project.
- ❖ Mr. Noulinh answered to Mr. Angkhansada's question about salary: subject to the salary we based on regulations of MoF and Lao PDR and approval from the Bank. If there is problem regarding to that we can re-discuss. In fact, as approved by minister of MoF, the office of the EPF should move to MoF on October 2006, but the office still in STEA.

- ❖ Comments from Mr. Bounthanh Phomsaksid, PSC from Youth Centre: he needs to understand deeply about LEnS' role and objectives in providing sub-grants. He is thinking about submitting a proposal for Youth work. Therefore, further information and documents are required from LEnS to make PSC understand more about LEnS in order to make PSC effectively in working with LEnS.

#### IV. Conclusion of Chairman

At the end of the meeting, the Chairman concluded as following:

1. The meeting approved the Project Annual Work Plan (2006-07) and
2. The meeting was informed about the approval of three small grant proposals;
3. Concerning the Regulation on the Establishment of PSC, the PSC members should provide the comments sent to LEnS WMU no later than 6<sup>th</sup> October, 2006 and will be modified by WMU and submitted to EPF Board of Directors to approve;
4. WMU has to update three large grant proposals: Integrated River Basin Management, Hydropower Sector Policy Support and resettlement policy support and submit to the extraordinary PSC meeting for approval.

Vice President of Science Technology and Environment Agency,  
Chairman of Lao Environment and Social Project Steering  
Committee



## **List of Participants for the first LEnS project Steering Committee Meeting on 2<sup>nd</sup> October 2006**

### **❖ Project Steering Committee**

1. Mr. Noulinh Sinbandhit, Vice President of STEA, Chairman of LEnS PSC;
2. Mr. Somelith Sidthiphone, Representative of Dr. Phet Phomphiphak, Deputy Director of Cabinet, Ministry of Agriculture and Forest, Vice Chairman of LEnS PSC;
3. Mr. Oun Vanhthavong, Head of Bolikhamxay STEO, Representative of Dr. Kongkeo Saysongkham, Director of Cabinet, Bolikhamxay Province, member of LEnS PSC;
4. Mr. Khamphai, Head of Khammoune STEO representative of Mr. Khamsy Woudthivong, Director of Cabinet, Khammoune Province Office, member of LEnS PSC;
5. Mr. Yaikeuya Nochochongtoa, Director General of Ethnic Department, Lao Front for Construction, Member of LEnS PSC;
6. Mr. Bounthan Phomsacksith, Deputy Director of Propaganda and Manpower Capacity Building Depart., Lao Youth Union, Member of LEnS PSC;
7. Mr. Bounphakanh Sisanon, Head of Social and Culture Division, Research & Documentation Dept, PMO, Member of LEnS PSC;
8. Mr. Angkhansada Mouangkham, Head of Currency Division, Foreign Currency Department, MoF, Member of LEnS PSC;
9. Mr. ThongKeo Asa, Head of Science Division, Education Science Research Institute, Ministry of Education, Member of LEnS PSC;
10. Mr. Vilaphone Singhavala, Head of Mass Media Management Division, Mass Media, Department, Ministry of Information and Culture, Member of LEnS PSC;

### **❖ Representative from EPF**

11. Mr. Soukata Vichit, Executive Director of EPF;

### **❖ Guests**

12. Mr. Sitha Pouyavong, Director General of Cabinet, STEA;
13. Dr. Viengsavanh Doungsavanh, Director General of Environment Department, STEA;
14. Madam Monemany Nhoibouakong, Director General of Environment Research Institution, STEA;
15. Mr. Phonechaleun Nonthaxay, Deputy Director General of Environment Research Institution, STEA;
16. LEnS' 12 team members. Thus there are total 27 participants for the meeting.



ໂຄງການສົ່ງແອດລັອນ ແລະ ສັງຄົມ ຢູ່ ສປປ ລາວ (ຄສລ) ຊັ້ນທີ່ໜຶ່ງຕືກ 100, ຖະໜົນ ນາໄຮ່ດຸ່ງວ, ບ້ານ ສີສະຫວາດ, ເມືອງ ຈັນທະບູລີ, ນະຄອນຫຼວງວຽງຈັນ ໂທ. (+856) 21 251947, ແຟກ. (+856) 21 251946, <http://www.laoepf.org.la/lens>  
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