



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Prime Minister's Office
Environment Protection Fund

No 2 /PMO-EPF BODC

Vientiane, 18 June 2007

Regulation on the Establishment and Operation of the Window Management Unit of the Lao Environment and Social Project

- Referring to the Prime Minister Decree on the Environment Protection Fund No 146/PM dated 6 June 2005,
- Referring to the Subsidiary Grant Agreement between the Ministry of Finance and EPF dated 7 April 2006,
- Referring to the Resolution of the First extraordinary meeting of the Board of Directors,
- 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 Windows Management Unit (WMU) of the Lao Environment and Social (LEnS) Project. The WMU is established for the project duration to ensure that the LEnS Project funds meet the objectives of the LEnS Project, the Environment Protection Fund (EPF) and the National Environment Strategy of Lao PDR, and the Development Grant Agreement (DGA) signed between the Ministry of Finance and the World Bank.

Article 2- Mandate

The WMU is a unit established by the EPF Board of Directors (BOD) within the EPF Executive Office (EO) to undertake the day-to-day management of all LEnS activities. As such, the WMU assists the EPF EO and the LEnS Project Steering Committee (PSC) implementing the LEnS Project.

Part II. Rights and Duties of the WMU

Article 3- Rights and Duties of the WMU

The WMU is responsible for the day-to-day management of the project within the EPF EO. Its tasks include:

- 3.1 Act as the main liaison between sectoral agencies, local entities and civil society groups to promote the LEnS Windows and to facilitate the preparation of appropriate sub-project proposals;
- 3.2 Carry out the screening and evaluation of proposals in accordance with LEnS and EPF policies and procedures;
- 3.3 Prepare, review and endorse sub-project agreements for approved grants;
- 3.4 Carry out, manage, supervise, and monitor procurement activities under the project;
- 3.5 Prepare plans and consolidation of financial management and activities reports;
- 3.6 Monitor and evaluate the impacts of LEnS project and sub-project activities; and
- 3.7 Periodically revise project operational documents as needed (PIP, Procurement manual, FMS manual) and develop other documents as deemed necessary for the operation of the project;
- 3.8 Carry out all secretarial tasks for the LEnS PSC related to the Project.

Part III. Structure and Operation of the WMU

Article 4 - Structure of the WMU

- 4.1. The WMU will include the following staff: LEnS Manager, Technical Officers, Procurement Officer, Financial Manager, Executive Assistant, supporting staff, and Provincial Facilitators in each of the target provinces.
- 4.2. Other staff may be recruited by the EPF EO to support the LEnS activities, as considered necessary.
- 4.3 Detailed Terms of References and professional qualifications for all WMU staff will be included in the LEnS Operations Manual.
- 4.4 The LEnS will can hire Consultants to provide technical and management advisory services for the LEnS Project and EPF EO. The Consultants will work closely together with the WMU staff, under the direct supervision of the EO ED.

Article 5 - Rights and Duties of the LEnS Manager

- 5.1 The LEnS Manager is a full time position at the level of Depute ED, appointed for a period of 1 year, which may be renewed at the discretion of the Board, subject to the effective performance of the Manager;
- 5.2 The Manager reports to the EPF Executive Director (ED) and responsible for the day-to-day management of the LEnS project and the proper execution of the Window's rights and duties in accordance to the EPF and Lens Project regulations;
- 5.3 The Manager shall endorse all grant applications, and sign grant agreements as authorized by the EO ED.
- 5.4 The Manager shall assist ED for the selection, hiring, supervision, evaluation and release such local and international staff as he/she deems necessary to successfully and efficiently manage the Window;
- 5.5 The Manager shall attend EPF BOD and PSC meetings and acts as Assistant Secretary to the EPF BOD and PSC.
- 5.6 Assign his/her right and duties to a staff during his/her absence;
- 5.7 Serve as Chairperson for the sub-project evaluation committee;
- 5.8 Prepare and process, with support from the WMU and EO staff, the withdrawal applications to be submitted to the World Bank.
- 5.9 Review, endorse and sign, as authorized by the ED, withdrawal applications received from the sub- project applicants;
- 5.10 Carry out other duties consistent with this Regulation and EPF documents.

Article 6 - Operational Procedures of the WMU

- 6.1 Decisions of the WMU shall be made by the LEnS Manager and implemented with the support of all technical staff of the WMU and the support of the EPF staff, if required and agreed by the EPF ED;
- 6.2 The WMU reports directly to the EPF ED on the progress of the LEnS project including the finance, procurement and staffing;
- 6.3 The WMU may request special guidance and support from staff of relevant government agencies, academia, civil society and international organizations for the success of the LEnS project;
- 6.4 The WMU staff will prepare the withdrawal application and sub-projects agreement for the LEnS Manager and/or EPF ED to sign;
- 6.5 There shall be at least one WMU team meeting every two weeks and every week for the units in which briefing of individual activities, information sharing, evaluation of performance and lessons learned;
- 6.6 The activities and budget planning will be prepared in accordance to the fixed schedule as detailed in the operation manual by the respective staff of the WMU, while the LENS Manager will be ultimately be responsible for the compilation of these plans. The plans will be submitted to the PSC members through the EPF EO. The plans will at least include:
 - ▶ Quarterly Workplan and Budget, in Lao (two weeks before PSC meeting).
 - ▶ Annual Workplan and Budget, in Lao and English (two weeks before PSC meeting).
- 6.7 The activities and budget reports will be prepared in accordance to the fixed schedule as detailed in the LEnS Operations Manual by the respective staff of the WMU, while the LENS Manager will be ultimately be responsible for the compilation of these reports. The reports will be submitted to the PSC members through the EPF EO. The reports will at least include:
 - ▶ Monthly Briefings in Lao,
 - ▶ Quarterly Reports in Lao and English (15 days after the end of quarter)
 - ▶ Annual Report in Lao and English (1 month after the end of year)
 - ▶ Short-term consultant reports in Lao or English (at the end of each consultancy)
- 6.8 WMU staff will make verbal or written request before undertaken any missions (domestic and abroad) e.g. study tour, conference, seminar and training and will submit brief report after returning to the office.

Part IV. Final Provisions

Article 7– Regulation Implementation

The PSC, WMU, EPF Executive Office, 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 8- Effectiveness

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

**Deputy Prime Minister,
Chairperson of the Environment Protection Board of Director**

Duly signed

Asang Laoly