MINUTES OF MEETINGS BETWEEN
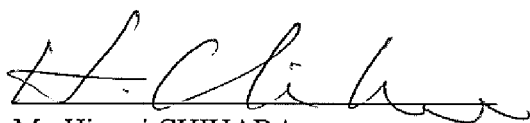## JAPAN INTERNATIONAL COOPERATION AGENCY AND
THAILAND GREENHOUSE GAS MANAGEMENT ORGANIZATION (PUBLIC ORGANIZATION) ON JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT FOR
CAPACITY DEVELOPMENT AND INSTITUTIONAL STRENGTHENING FOR
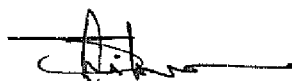## GHG MITIGATION IN THE KINGDOM OF THAILAND

Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Thailand Greenhouse Gas Management Organization (Public Organization) (hereinafter referred to as "TGO") had a series of discussions for the purpose of discussing the detailed framework of the technical cooperation project for Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand (hereinafter referred to as "the Project").

As a result of the discussions, both sides agreed on the matters referred to in the document attached hereto.

Bangkok, 2 June 2009

Mr. Hiromi CHIHARA
Team Leader
Detailed Planning Survey Team
Japan International Cooperation Agency
Japan

Mr. Sirithan PAIROJ-BORIBOON
Executive Director
Thailand Greenhouse Gas
Management Organization
(Public Organization)
Kingdom of Thailand

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THE ATTACHED DOCUMENT

I. TITLE OF THE PROJECT

The title of the Project is "Capacity Development and Institutional Strengthening for GHG Mitigation in Kingdom of Thailand".

II. RECORD OF DISCUSSIONS

The draft Record of Discussions (hereinafter referred to as "R/D"), which stipulates the framework of the Project, will be finalized and signed by the representatives of TGO and JICA Thailand Office after notification of approval of implementation of the Project by JICA Headquarters.

Both side agreed on the draft R/D as shown in Appendix I.

III. TENTATIVE PLAN OF OPERATION

The tentative Plan of Operation (hereinafter referred to as "PO") for the Project is shown in Appendix II. The activities of the Project may be subject to change in the scope of the R/D with mutual consultation when necessity arises in the course of implementation of the Project.

IV. PROJECT DESIGN MATRIX

The Japanese side explained that Project Design Matrix (hereinafter referred to as "PDM") is to be introduced for the efficient and effective management and evaluation of the Project. Both sides agreed the PDM to the Project as shown in the Appendix III. The PDM may be reviewed and revised, when necessity arises in the course of implementation of the Project.

V. OTHERS

1. Administration of the Project

(1) Executive Director of TGO as the Project Director will bear overall responsibility for the administration and implementation of the Project.

(2) Deputy Executive Directors of TGO, as the Project Manager, will be responsible for the managerial and technical matters of the Project.

(3) The Japanese Experts will give necessary technical guidance and advice to the Thai counterpart personnel on technical matters pertaining to the implementation of the Project.

2. Cooperation Period of the Project

The duration of the technical cooperation for the Project will be two (2) years from the date of Japanese Expert's arrival in the Kingdom of Thailand.

3. Steps Forward

R/D will be signed between TGO and JICA Thailand Office before commencement of the

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Project.

4. Relevancy of the Project

(1) The Project is to support TGO in developing Nationally Appropriate Mitigation Actions (NAMAs) in the Kingdom of Thailand.

(2) The Project does not intend to develop GHG inventory specific to the Kingdom of Thailand. With recognition of the importance of GHG inventory in relation to the Measurable, Reportable and Verifiable (MRV) manner for GHG mitigation, the Project covers the key issues of GHG inventory for the purpose of training TGO staff.

(3) The Project covers the co-benefit approach to mitigation of climate change for the purpose of training TGO staff and stakeholders in the Kingdom of Thailand

(4) The Project does not intend to develop National Registry System in the Kingdom of Thailand. Since the future plan of TGO covers development of the National Registry System, the Project covers the key issues in this relation for the purpose of training TGO staff and stakeholders in the Kingdom of Thailand.

(5) The Project contributes to supporting the activities of TGO in capacity development of CDM and GHG mitigation stakeholders in Southeast Asian countries.

(6) The Project is regarded as an integral part of the Japanese government efforts to support climate change activities in the Kingdom of Thailand.

5. Priority Sectors

TGO explained that the priority sectors to be tackled in the Project are as follows;
(1) GHG Mitigation
        a. Energy and Industrial Sectors
        b. Buildings and Household Sectors
        c. Waste Minimization and Management Sector
        d. Transport Sector
        e. Agriculture, Land use change and Forestry Sectors
(2) GHG Inventory
        a. Agriculture, Land use change and Forestry Sectors
        b. Waste Minimization and Management Sectors

6. Example of Contents

All the training materials will be prepared both in Thai and in English. Example of contents to be covered for training TGO staff and stakeholders in the Kingdom of Thailand are as follows;
(1) Project Idea Note (PIN) and Project Design Document (PDD) Development

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- ❖ Feasibility study and Project Idea Note
  - Formats and purpose
  - Project boundaries
  - Preliminary estimation of $CO_2(e)$ reductions and leakages
- ❖ Eligibility criteria for CDM projects
  - Eligible greenhouse gases and their Global Warming Potential
  - Host Country criteria
  - Eligible project categories
  - Eligible project proponents
  - Other key criteria
- ❖ Project Design Document (PDD) Preparation
  - Formats and purpose
  - General description of the project activity
  - Title and description of the project
  - Project participants
  - Project categories
  - Technology to be employed by the project activity
  - Public funding of the project activities
  - Baseline methodology and assessment of additionality
  - Duration of the project activity
  - Monitoring methodology and plan
  - Environmental impacts
  - Stakeholder comments
- ❖ Workshop on PIN and PDD Development

(2) Baseline, Additionality, and Validation
- ❖ Projects size
  - Projects larger than 15 MW
  - Projects smaller than 15 MW
- ❖ Definition of project boundaries
- ❖ Baseline
  - Baseline methodologies.
  - Calculation or determination of baseline emissions
  - Use of approved baselines
  - Submission of a new baseline methodology
  - Approval of new methodologies
- ❖ Justification of and application for approval of baseline methodology
- ❖ Additionality
  - Establishing difference to Business as Usual:
    Project barriers (Technical, financial, common practice, others)
    What will happen in the absence of the project
  - Project emissions avoided by sources

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- Determining of leakages
- Summing project activity emissions
❖ Calculation of emission reduction for certification
❖ Interaction with Designated Operational Entity
  - Level of documentation
  - Costs
❖ Validation by the Designated Operational Entity
  - Interaction with the DOE
  - Payments
❖ Workshop on Baseline and Additionality

(3) Monitoring and Evaluation of CDM Project
❖ Name and reference of approved monitoring methodology applied to the project activity, or:
  - Establishing a Monitoring Methodology
  - Project specifics
❖ Justification of the choice of the methodology and make probable that it applicable to the project activity
  - Points of monitoring
  - Data to be monitored
  - Technology employed
  - Data capture
  - Data processing
❖ Administrative procedures
  - Organizational set up
  - Name of person/entity determining the monitoring methodology
❖ Presentation of a Designated Operational Entity – verification
❖ Workshop on Monitoring Methodology Development

(4) Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE
❖ Role of Designated Operational Entity for project validation
  - PDD public available through Secretariat
  - Validation of PDD
  - Submission of validation report to the Executive Board
❖ Role of Designated Operational Entity for project verification through operation
  - Verification of the monitoring results
  - Submission of report to the Executive Board
❖ Submission of application to register as a DOE
❖ Presentation of a Designated Operational Entity – validation
  - Methods, costs, reports
❖ Workshop on PDD Validation

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(5) Carbon Credit and International Transaction Log System
- ❖ Getting to know : Types of Account and function
  - Pending account
  - Holding account
  - Canceling account
  - Transferring account
- ❖ Accounting System Set-up
- ❖ Rule and Procedure for accounting management
- ❖ Workshop on Accounting Set-up

(6) Carbon Finance, Trading and Carbon Market
- ❖ Overview of CDM Carbon Finance/Trading
  - Transaction cost
  - Possible financial contribution of CERs
  - Carbon buyers and brokers
- ❖ Update Status of CDM Carbon Market
  - Global demand and supply of CERs.
  - Price of CERs and market risks
- ❖ Other Mechanisms of Carbon Trading

(7) GHG Mitigation - Buildings and Household Sectors
- ❖ GHG Emission Trends from Buildings and Household Sectors
- ❖ Technological & Economic Potential of GHG Mitigation Options
- ❖ Barriers, Opportunities & Market Potential of Technologies & Practices
- ❖ Hand-on-training workshop: How to write a GHG mitigation project in the sector

(8) GHG Mitigation - Waste Minimization and Management
- ❖ GHG Emission Trends from Waste Sector
- ❖ Technological & Economic Potential of GHG Mitigation Options
- ❖ Barriers, Opportunities & Market Potential of Technologies & Practices
- ❖ Hand-on-training workshop: How to write a GHG mitigation project in the sector

(9) GHG Mitigation – Transport Sector
- ❖ GHG Emission Trends from Transport Sector
- ❖ Technological & Economic Potential of GHG Mitigation Options
- ❖ Barriers, Opportunities & Market Potential of Technologies & Practices
- ❖ Hand-on-training workshop: How to write a GHG mitigation project in the sector

(10) GHG Mitigation – Energy and Industrial Sectors
- ❖ GHG Emission Trends from Energy and Industrial Sectors
- ❖ Technological & Economic Potential of GHG Mitigation Options
- ❖ Barriers, Opportunities & Market Potential of Technologies & Practices

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❖ Hand-on-training workshop: How to write a GHG mitigation project in the sector

(11) GHG Mitigation – Agriculture, Land use change and Forestry
❖ GHG Emission Trends from Agriculture, Landuse Change and Forestry
❖ Technological & Economic Potential of GHG Mitigation Options
❖ Barriers, Opportunities & Market Potential of Technologies & Practices
❖ Hand-on-training workshop: How to write a GHG mitigation project in the sector

(12) UNFCCC Structure and Negotiations
❖ Climate Change Mitigation and Sustainable Development
❖ Greenhouse Gas Emission (GHG) Trends
❖ GHG Mitigation Scenarios and Implications
❖ Roles of IPCC and the Latest Summaries
❖ UNFCCC and the Kyoto Protocol : Structure and Process of Negotiations
❖ Negotiation Updates

(13) Carbon Footprint
❖ Introduction on Carbon Footprint & Carbon Neutral Concept
❖ Information on Carbon Footprint Calculation
❖ Good Practice Guidance on Reducing Carbon Footprint
❖ Workshop: How to reduce your carbon footprint

(14) GHG Inventory
❖ IPCC Guideline on GHG Inventory
❖ Policies, Structure and Implementation for Updating GHG Inventory
❖ Activity Data and Emission Factor for Some Sectors of GHG Inventory

Appendix I   Draft Record of Discussions
Appendix II   Tentative Plan of Operation
Appendix III   Project Design Matrix

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RECORD OF DISCUSSIONS
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE KINGDOM OF THAILAND
ON JAPANESE TECHNICAL COOPERATION FOR THE PROJECT FOR
CAPACITY DEVELOPMENT AND INSTITUTIONAL STRENGTHENING FOR
GHG MITIGATION IN THE KINGDOM OF THAILAND

In response to the proposal of the Government of the Kingdom of Thailand, the Government of Japan has decided to cooperate on the Project for "Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand" (hereinafter referred to as "the Project") in accordance with the Agreement on Technical Cooperation between the Government of Japan and the Government of the Kingdom of Thailand signed on November 5, 1981 (hereinafter referred to as "the Agreement") and the Embassy of Japan's Note No. 154/21 dated 15 May, 2009 and the Ministry of Foreign Affairs Note No. xx/xx dated xx xx, 200x.

Accordingly, Japan International Cooperation Agency (hereinafter referred to as "JICA"), the implementation agency responsible for the implementation of the technical cooperation program of the Government of Japan, will cooperate with Thai authorities concerned, Thailand Greenhouse Gas Management Organization (Public Organization) (hereinafter referred to as "TGO") for the Project.

JICA and TGO had a series of discussions on the framework of the project. As a result of discussions, JICA and TGO agreed on the matters referred to in the document attached hereto.

Bangkok , *<date, month, year>*

Mr. Yasunori ONISHI
Chief Representative
Thailand Office
Japan International Cooperation Agency
Japan

Mr. Sirithan PAIROJ-BORIBOON
Executive Director
Thailand Greenhouse Gas Management
Organization (Public Organization)
Kingdom of Thailand

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH COUNTRIES

1. The Thai authorities concerned, Thailand Greenhouse Gas Management Organization (Public Organization) (hereinafter referred to as "TGO") will implement the Project in cooperation with JICA.

2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, as the implementing agency for technical cooperation by the Government of Japan, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS
   JICA will provide the services of the Japanese Experts as listed in Annex II. The provision of Article IV of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT
   JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article VIII of the Agreement will be applied to the Equipment.
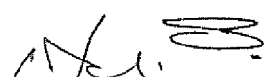
3. TRAINING OF THAI PERSONNEL IN JAPAN
   JICA will receive the Thai personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE THAI AUTHORITIES CONCERNED

1. TGO will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

2. TGO will ensure that the technologies and knowledge acquired by the Thai nationals as a result of the Japanese technical cooperation will contribute to the economic and social

development of the Kingdom of Thailand.

3. In accordance with the provisions of Article IV, V, VI of the Agreement, the Government of the Kingdom of Thailand will grant in the Kingdom of Thailand privileges, exemptions and benefits to the Japanese Experts referred to in II-1 above and their families.

4. In accordance with the provisions of Article VIII of the Agreement, the Government of the Kingdom of Thailand will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese Experts referred to in II-1 above.

5. TGO will take necessary measures to ensure that the knowledge and experience acquired by the Thai personnel from technical training in Japan will be utilized effectively in the implementation of the Project.

6. In accordance with the provision of Article IV-(b) of the Agreement, TGO will provide the services of Thai counterpart personnel and administrative personnel as listed in Annex IV.

7. In accordance with the provision of Article IV-(a) of the Agreement, TGO will provide the buildings and facilities as listed in Annex V.

8. In accordance with the laws and regulations in force in the Kingdom of Thailand, TGO will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.

9. In accordance with the laws and regulations in force in the Kingdom of Thailand, the TGO will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Executive Director of TGO, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.

2. Deputy Executive Directors of TGO, as the Project Manager, will be responsible for the managerial and technical matters of the Project.

3. The Japanese Chief Advisor will provide necessary recommendations and advice to the

Project Director and the Project Managers on any matters pertaining to the implementation of the Project.

4.　The Japanese Experts will give necessary technical guidance and advice to Thai counterpart personnel on technical matters pertaining to the implementation of the Project.

5.　For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

V.　JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Thai authorities concerned, during the last six months of the cooperation term in order to examine the level of achievement.

VI.　CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of the Agreement, the Government of the Kingdom of Thailand undertakes to bear claims, if any arises, against the Japanese Experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Kingdom of Thailand except for those arising from the willful misconduct or gross negligence of the Japanese Experts.

VII.　MUTUAL CONSULTATION

There will be mutual consultation between JICA and Thai authorities concerned on any major issues arising from, or in connection with this Attached Document.

VIII. MESURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Kingdom of Thailand, Thai authorities concerned will take appropriate measures to make the Project widely known to the people of the Kingdom of Thailand.

IX.   TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be two years from the date of Japanese Expert's arrival in the Kingdom of Thailand.

ANNEX I   MASTER PLAN

Overall Goal

GHG mitigation activities will be promoted in Thailand.

Project Purpose

Capacity development for human resources and institutional strengthening on GHG mitigation for TGO will be achieved.

Output

1. The level of knowledge and expertise of TGO staff on GHG mitigation will be enhanced.

2. Capacity of TGO to provide training will be enhanced.

3. Capacity of TGO to review and monitor GHG mitigation project will be enhanced.

4. Capacity of TGO to manage information on GHG mitigation will be enhanced.

Activity

0   Conduct capacity assessment of TGO.

1-1 Conduct training for TGO staff on Clean Development Mechanism (CDM)

1-1-1   Project Idea Note (PIN) and Project Design Document Development   (PDD)

1-1-2   Baseline, Additionality and Validation

1-1-3   Monitoring and Evaluation

1-1-4   Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE

1-2   Conduct training for TGO staff on Credit Transfer

1-2-1   Carbon Credit and International Transaction Log System

1-2-2   Carbon Finance, Trading and Carbon Market

1-3   Conduct training for TGO staff on GHG mitigation in relevant sectors

1-3-1   Buildings and Household Sector

1-3-2   Waste Minimization and Management

1-3-3   Transportation Sector

1-3-4   Energy and Industrial Sector

1-3-5   Agriculture, Land use change and Forestry

1-4   Conduct training for TGO staff on UNFCCC Structure and Negotiations

1-5   Conduct training for TGO staff on Carbon Footprint

1-6   Conduct training for TGO staff on GHG Inventory

2-1 Developing Training curriculum and Training materials on Clean Development Mechanism (CDM)

2-1-1   PIN and PDD Development

2-1-2 Baseline, Additionality and Validation

2-1-3 Monitoring and Evaluation

2-1-4 Validation Roles of DOE and rules for registration as a DOE

2-2 Developing Training curriculum and Training materials on Credit Transfer

2-2-1 Carbon Credit and International Transaction Log System

2-2-2 Carbon Finance, Trading and Carbon Market

2-3 Developing Training curriculum and Training materials on GHG mitigation in relevant sectors

2-3-1 Buildings and Household Sector

2-3-2 Waste Minimization and Management

2-3-3 Transportation Sector

2-3-4 Energy and Industrial Sector

2-3-5 Agriculture, Land use change and Forestry

2-4 Developing Training curriculum and Training materials on UNFCCC Structure and Negotiations

2-5 Developing Training curriculum and Training materials on Carbon Footprint

2-6 Conduct "Train the trainer's" seminars/workshops.

2-7 Conduct evaluation of the curriculum and training materials based on seminars/workshops described in item 2-6.

3-1 Make a list of potential pilot project(s)

3-2 Set the criteria for selection of pilot project(s)

3-3 Select the pilot project(s)

3-4 Prepare PIN and/or PDD of pilot project(s)

3-5 Conduct monitoring exercise based on registered CDM project(s) on a pilot basis in light of the sustainable development criteria in Thailand and a monitoring plan as defined on PDD.

3-6 Conduct a workshop or seminar to disseminate the experiences of formation of PIN and/or PDD.

4-1 Website

4-1-1 Review current status of the website.

4-1-2 Develop a work plan on improvement of the website

4-1-3 Take actions as necessary for improvement of the website

4-2 Database

4-2-1 Review current status of the database.

4-2-2 Develop a work plan on improvement of the database

4-2-3 Take actions as necessary for improvement of the database

ANNEX II   LIST OF JAPANESE EXPERTS

(1) Chief Advisor

Job Description

-To take responsibility for the implementation of the Project

-To supervise activities of Japanese Experts

-To coordinate related organization for smooth implementation of the Project

-To provide advisory suggestions and recommendations to Thai counterparts

(2) Project Coordinator

Job Description

-To support Leader to monitor and manage the Project

-To prepare data and information for evaluations

-To manage accountings function of local expenses funded by JICA

-To facilitate smooth coordination and communication among relevant organizations

(3) Necessary experts for implementing the project/activities as mentioned in Plan of Operations covering such following fields.

a. CDM

Job Description

    Project Idea Note (PIN) and Project Design Document Development

    Baseline, Additionality and Validation

    Monitoring and Evaluation

    Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE

b. Credit Transfer

Job Description

    Carbon Credit and International Transaction Log System

    Carbon Finance, Trading and Carbon Market

c. GHG mitigation in relevant sectors

Job Description

    Buildings and Household Sector

    Waste Minimization and Management

    Transportation Sector

    Energy and Industrial Sector

    Agriculture, Land use change and Forestry

d. UNFCCC Structure and Negotiations

e. Carbon Footprint

f. GHG Inventory

g. Database

h. Website

i. Training Curriculum Development

ANNEX III　　　LIST OF MACHINERY AND EQUIPMENT

Equipment for training such as Liquid Crystal Display.

Other Equipment and materials which are necessary for the Project will be provided during the Project, if any.

Note:
1)　The above-mentioned equipment is limited to those which are indispensable for the transfer of technology by the Japanese Experts.
2) Content, specifications, and quantity of the equipment will be decided through mutual consultations.

ANNEX IV   LIST OF THAI COUNTERPARTS AND ADMINISTRATIVE PERSONNEL

No	Project Position	Name	Title and Department of TGO
1.	Project Director	Mr. Sirithan Pairojboriboon	Executive Director
2.	Project Manager	Ms. Prasertsuk Chamornmarn	Deputy Executive Director; Acting Director, Policy and Strategy Office
3.	Project Manager	Mr. Chaiwat Muncharoen	Deputy Executive Director; Acting Director, Project Review and Monitoring Office; Acting Director, GHG Information Center
4.	TGO Staff	Ms. Natarika Vayuparb Cooper	Director, Policy and Strategy Section; Acting Director, Capacity Building and Outreach Centre
5.	TGO Staff	Mr. Noppayut Pichainarong	Policy and Strategy Office
6.	TGO Staff	Ms. Pornnapa Kaewpradit	Policy and Strategy Office
7.	TGO Staff	Ms. Pongvipa Lohsomboon	Director, Investment and Marketing Promotion Office
8.	TGO Staff	Ms. Nattanan Kitvorawat	Investment and Marketing Promotion Office
9.	TGO Staff	Ms. Tassana Ratanavadi	Investment and Marketing Promotion Office
10.	TGO Staff	Ms. Natalie Ward	Investment and Marketing Promotion Office
11.	TGO Staff	Ms. Phakamon Supappunt	Investment and Marketing Promotion Office
12.	TGO Staff	Mr. Jakkanit Kananurak	Capacity Building and Outreach Centre
13.	TGO Staff	Ms. Thitiporn Chunsano	Capacity Building and Outreach Centre
14.	TGO Staff	Ms. Nareerat Thanakasem	Capacity Building and Outreach Centre
15.	TGO Staff	Mr. Thitipong Piboongulsumlit	Capacity Building and Outreach Centre
16.	TGO Staff	Ms. Penporn Petchsri	Project Review and Monitoring Office
17.	TGO Staff	Ms. Neeracha Tridech	Project Review and Monitoring Office
18.	TGO Staff	Ms. Puttipar Rotkittikhun	Project Review and Monitoring Office
19.	TGO Staff	Ms. Paweena Panichayapichet	Project Review and Monitoring Office
20.	TGO Staff	Ms. Nhungrutai Chortip	Project Review and Monitoring Office
21.	TGO Staff	Mr. Rongphet Bunchaidee	Project Review and Monitoring Office
22.	TGO Staff	Mr. Jassada Sakulku	GHG Information Centre

| 23. | TGO Staff | Ms. Mewadee   Seresathiansub | GHG Information Centre |
| 24. | TGO Staff | Ms. Wararat   Chaumkrue | GHG Information Centre |

Note: Since TGO is recruiting new staff, there might be additional Thai counterpart(s).

ANNEX V   LIST OF BUILDINGS AND FACILITIES

1. The building and facilities necessary for the performance of duties by the Japanese Experts including office space in TGO.

2. Facilities such as internet connection, electricity, water, telephones and furniture necessary for the Project activities and operational expenses for utilities.

3. Other facilities mutually agree upon as necessary.

ANNEX VI   JOINT COORDINATING COMMITTEE

1. FUNCTION

The Joint Coordinating Committee (hereinafter referred to as "JCC"), composed of members listed in 2 below, will meet at least once a year and whenever the necessity arises. The main functions of JCC shall be as follows;

(1) To formulate the annual operational work plan of the Project based on the tentative schedule of implementation within the framework of the Record of Discussions (R/D)

(2) To review the overall progress and achievements of the Project

(3) To examine major issues arising from or in connection with the Project

(4) To work out the modification of activities depending on the necessity

(5) To endure smooth implementation of the Project and to secure ministerial coordination, guidance and supervision

(6) To draw expertise from other Ministries/ Departments/ Organizations.

2. COMMITTEE COMPOSITION

(1) Chairperson:

   Executive Director of TGO

(2) Committee Members:

1) Thai side

Representative(s) of TGO

Representative(s) of Office of Natural Resources and Environmental Policy and Planning, MNRE

Representative(s) of Department of Alternative Energy Development and Efficiency, MOE

Representative(s) of Office of   Transport and Traffic Policy and Planning, MOT

Representative(s) of Department of Industrial Works, MOI

Representative(s) of Royal Forest Department, MNRE

Representative(s) of National Park, Wildlife and Plant Conservation Department, MNRE

Representative(s) of Thai International Development Cooperation Agency, MOFA

2) Japanese side

Experts to be dispatched by JICA

Representative(s) of JICA Thailand Office

Other personnel concerned to be decided and/or dispatched by JICA, if necessary

3) Observer

Official(s) of the Embassy of Japan in Thailand

Other official(s) of appointed by the Chief Advisor may attend the Committee meetings as observer(s).

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Project Implementation Period

Advisory Mission

Joint Coordinating Committee

Joint Evaluation

Project Seminar

Counterpart Personnels

Outputs and Activities	2009	2010	2011
	3Q 4Q	1Q 2Q 3Q 4Q	1Q 2Q 3Q
Output 0 Capacity assessment of TGO.			
Output 1 The level of knowledge and expertise of TGO staff on GHG mitigation will be enhanced.			
1-1 Conduct training for TGO staff on Clean Development Mechanism (CDM).			
1-1-1 Project Idea Note (PIN) and Project Design Document (PDD) Development			
1-1-2 Baseline, Additionality and Validation			
1-1-3 Monitoring and Evaluation			
1-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE			
1-2 Conduct training for TGO staff on Credit Transfer			
1-2-1 Carbon Credit and International Transaction Log System			
1-2-2 Carbon Finance, Trading and Carbon Market			
1-3 Conduct training for TGO staff on GHG mitigation in relevant sectors			
1-3-1 Buildings and Household Sector			
1-3-2 Waste Minimization and Management			
1-3-3 Transportation Sector			
1-3-4 Energy and Industrial Sector			
1-3-5 Agriculture, Land use change and Forestry			

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Outputs and Activities	2009 3Q	2009 4Q	2010 1Q	2010 2Q	2010 3Q	2010 4Q	2011 1Q	2011 2Q	2011 3Q
Project Implementation Period									
Advisory Mission									
Joint Coordinating Committee									
Joint Evaluation									
Project Seminar									
Counterpart Personnels									
1-4 Conduct training for TGO staff on UNFCCC Structure and Negotiations									
1-5 Conduct training for TGO staff on Carbon Footprint									
1-6 Conduct training for TGO staff on GHG Inventory									
Output 2 Capacity of TGO to provide training will be enhanced.									
2-1 Develop Training curriculum and Training materials on CDM									
2-1-1 Project Idea Note (PIN) and Project Design Document Development									
2-1-2 Baseline, Additionality and Validation									
2-1-3 Monitoring and Evaluation									
2-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE									
2-2 Develop Training curriculum and Training materials on Credit Transfer									
2-2-1 Carbon Credit and International Transaction Log System									
2-2-2 Carbon Finance, Trading and Carbon Market									
2-3 Develop Training curriculum and Training materials on GHG mitigation in relevant sectors									
2-3-1 Buildings and Household Sector									
2-3-2 Waste Minimization and Management									
2-3-3 Transportation Sector									

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Outputs and Activities	2009 3Q	4Q	2010 1Q	2Q	3Q	4Q	2011 1Q	2Q	3Q
	11 12	1 2 3	4 5 6	7 8 9	10 11 12	1 2 3	4 5 6	7 8 9	10 11 12
Project Implementation Period									
Advisory Mission									
Joint Coordinating Committee									
Joint Evaluation									
Project Seminar									
Counterpart Personnels									
2-3-4 Energy and Industrial Sector									
2-3-5 Agriculture, Land use change and Forestry									
2-4 Develop Training curriculum and Training materials on UNFCCC Structure and Negotiations									
2-5 Develop Training curriculum and Training materials on Carbon Footprint									
2-6 Conduct "Train the trainer's" seminars/workshops									
2-7 Conduct evaluation of the curriculum and training materials based on seminars/workshops described in item 2-6.									

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

	2009		2010				2011		
	3Q (11 12)	4Q (1 2 3)	1Q (4 5 6)	2Q (7 8 9)	3Q (10 11 12)	4Q (1 2 3)	1Q (4 5 6)	2Q (7 8 9)	3Q (10 11 12)
Project Implementation Period									
Advisory Mission									
Joint Coordinating Committee									
Joint Evaluation									
Project Seminar									
Counterpart Personnels									

Outputs and Activities

Output 3 Capacity of TGO to review and monitor GHG mitigation project will be enhanced.

3-1 Make a list of potential pilot project(s)

3-2 Set the criteria for selection of pilot project(s)

3-3 Select the pilot project(s)

3-4 Prepare PIN or PDD of pilot project(s)

3-5 Conduct monitoring exercise based on registered CDM project(s) on a pilot basis in light of the sustainable development criteria in Thailand and a monitoring plan as defined on PDD.

3-6 Conduct a workshop or seminar to disseminate the experiences of formation of PIN or PDD.

Output 4 Capacity of TGO to manage information on GHG mitigation will be enhanced.

4-1 Website

4-1-1 Review current status of the website.

4-1-2 Develop a work plan on improvement of the website

4-1-3 Take actions as necessary for improvement of the website

4-2 Database

4-2-1 Review current status of the database.

4-2-2 Develop a work plan on improvement of the database

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

	2009				2010				2011		
	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q		
	11 12	1 2 3	4 5 6	7 8 9	10 11 12	1 2 3	4 5 6	7 8 9	10 11 12		
Project Implementation Period											
Advisory Mission											
Joint Coordinating Committee											
Joint Evaluation											
Project Seminar											
Counterpart Personnels											
Outputs and Activities											
4-2-3 Take actions as necessary for improvement of the database											

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Term of Project: Two years

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal GHG mitigation activities will be promoted in Thailand.	Number of CDM projects submitted to TGO for national approval.	Number of PINs and PDDs.	
Project Purpose Capacity development for human resources and institutional strengthening on GHG mitigation for TGO will be achieved.	Level of knowledge and expertise of individual staff of TGO. Level of organizational capacity of TGO.	Capacity assessment through survey and questionnaire to individual staff of TGO. Capacity assessment through survey and questionnaire to TGO and relevant stakeholders.	CDM regime will remain.
Output 1. The level of knowledge and expertise of TGO staff on GHG mitigation will be enhanced.	Level of knowledge and expertise	Capacity assessment through survey and questionnaire to staff of TGO.	Duties and responsibilities of TGO will not be changed. Budget for TGO is secured by the Government of Thailand
2. Capacity of TGO to provide training will be enhanced.	Curriculum and training material	Curriculum and training material	
3. Capacity of TGO to review and monitor GHG mitigation project will be enhanced.	PIN and/or PDD of pilot project(s).	PIN and/or PDD of pilot project(s).	
4. Capacity of TGO to manage information on GHG mitigation will be enhanced.	Website of TGO Database of TGO	Website of TGO Database of TGO	
Activity 0 Conduct capacity assessment of TGO. 1-1 Conduct training for TGO staff on Clean Development Mechanism (CDM) 1-1-1 Project Idea Note (PIN) and Project Design Document (PDD) Development 1-1-2 Baseline, Additionality and Validation 1-1-3 Monitoring and Evaluation 1-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE 1-2 Conduct training for TGO staff on Credit Transfer 1-2-1 Carbon Credit and International Transaction Log System 1-2-2 Carbon Finance, Trading and Carbon Market 1-3 Conduct training for TGO staff on GHG mitigation in relevant sectors 1-3-1 Buildings and Household Sector 1-3-2 Waste Minimization and Management 1-3-3 Transportation Sector 1-3-4 Energy and Industrial Sector 1-3-5 Agriculture, Land use change and Forestry 1-4 Conduct training for TGO staff on UNFCCC Structure and	Inputs. 1 Japanese side 1) Experts 2) Training in Japan 3) Training in Thailand 4) Equipment 5) Project operational cost for Japanese experts 2 Thai side 1) Counterpart personnel 2) Office space and facilities 3) Local miscellaneous cost		Preconditions Financial and human resources are allocated to TGO to implement the project during the project period.

Negotiations
1-5 Conduct training for TGO staff on Carbon Footprint
1-6 Conduct training for TGO staff on GHG Inventory

2-1 Develop Training curriculum and Training materials on CDM
2-1-1 PIN and PDD Development
2-1-2 Baseline, Additionality and Validation
2-1-3 Monitoring and Evaluation
2-1-4 Validation Roles of DOE and rules for registration as a DOE
2-2 Develop Training curriculum and Training materials on Credit Transfer
2-2-1 Carbon Credit and International Transaction Log System
2-2-2 Carbon Finance, Trading and Carbon Market
2-3 Develop Training curriculum and Training materials on GHG mitigation in relevant sectors
2-3-1 Buildings and Household Sector
2-3-2 Waste Minimization and Management
2-3-3 Transportation Sector
2-3-4 Energy and Industrial Sector
2-3-5 Agriculture, Land use change and Forestry
2-4 Develop Training curriculum and Training materials on UNFCCC Structure and Negotiations
2-5 Develop Training curriculum and Training materials on Carbon Footprint
2-6 Conduct "Train the trainer's" seminars/workshops
2-7 Conduct evaluation of the curriculum and training materials based on seminars/workshops described in item 2-6.

3-1 Make a list of potential pilot project(s)
3-2 Set the criteria for selection of pilot project(s)
3-3 Select the pilot project(s)
3-4 Prepare PIN or PDD of pilot project(s)
3-5 Conduct monitoring exercise based on registered CDM project(s) on a pilot basis in light of the sustainable development criteria in Thailand and a monitoring plan as defined on PDD.
3-6 Conduct a workshop or seminar to disseminate the experiences of formation of PIN or PDD.

4-1 Website
4-1-1 Review current status of the website.
4-1-2 Develop a work plan on improvement of the website
4-1-3 Take actions as necessary for improvement of the website
4-2 Database
4-2-1 Review current status of the database.
4-2-2 Develop a work plan on improvement of the database
4-2-3 Take actions as necessary for improvement of the database

3．詳細活動計画（Plan of Operation）

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

	2009	2010	2011
	3Q · 4Q	1Q · 2Q · 3Q · 4Q	1Q · 2Q · 3Q

Project Implementation Period
Advisory Mission
Joint Coordinating Committee
Joint Evaluation
Project Seminar

Counterpart Personnels

Outputs and Activities

Output 0 Capacity assessment of TGO.

Output 1 The level of knowledge and expertise of TGO staff on GHG mitigation will be enhanced.

1-1 Conduct training for TGO staff on Clean Development Mechanism (CDM).

1-1-1 Project Idea Note (PIN) and Project Design Document (PDD) Development

1-1-2 Baseline, Additionality and Validation

1-1-3 Monitoring and Evaluation

1-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE

1-2 Conduct training for TGO staff on Credit Transfer

1-2-1 Carbon Credit and International Transaction Log System

1-2-2 Carbon Finance, Trading and Carbon Market

1-3 Conduct training for TGO staff on GHG mitigation in relevant sectors

1-3-1 Buildings and Household Sector

1-3-2 Waste Minimization and Management

1-3-3 Transportation Sector

1-3-4 Energy and Industrial Sector

1-3-5 Agriculture, Land use change and Forestry

1-4 Conduct training for TGO staff on UNFCCC Structure and Negotiations

1-5 Conduct training for TGO staff on Carbon Footprint

1-6 Conduct training for TGO staff on GHG Inventory

Output 2 Capacity of TGO to provide training will be enhanced.

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Outputs and Activities	2009 3Q		4Q			2010 1Q			2Q			3Q			4Q			2011 1Q			2Q			3Q		
(months)	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Project Implementation Period																										
Advisory Mission			O																		O					
Joint Coordinating Committee / Project Seminar			●						●						●						●					
Joint Evaluation												◎									◎			◎		
Counterpart Personnels																										
2-1 Develop Training curriculum and Training materials on CDM																										
2-1-1 Project Idea Note (PIN) and Project Design Document Development																										
2-1-2 Baseline, Additionality and Validation																										
2-1-3 Monitoring and Evaluation																										
2-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE																										
2-2 Develop Training curriculum and Training materials on Credit Transfer																										
2-2-1 Carbon Credit and International Transaction Log System																										
2-2-2 Carbon Finance, Trading and Carbon Market																										
2-3 Develop Training curriculum and Training materials on GHG mitigation in relevant sectors																										
2-3-1 Buildings and Household Sector																										
2-3-2 Waste Minimization and Management																										
2-3-3 Transportation Sector																										
2-3-4 Energy and Industrial Sector																										
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2-5 Develop Training curriculum and Training materials on Carbon Footprint																										
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2-7 Conduct evaluation of the curriculum and training materials based on seminars/workshops described in item 2-6.																										

Appendix II Tentative Plan of Operation (PO)

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand

Terms of Project: Two years

Project Area: Whole Thailand

Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Outputs and Activities	2009	2010	2011
	3Q / 4Q	1Q / 2Q / 3Q / 4Q	1Q / 2Q / 3Q
Project Implementation Period			
Advisory Mission	○		○
Joint Coordinating Committee	●	●	●
Joint Evaluation			◎
Project Seminar		◎	◎
Counterpart Personnels			
Output 3 Capacity of TGO to review and monitor GHG mitigation project will be enhanced.			
3-1 Make a list of potential pilot project(s)			
3-2 Set the criteria for selection of pilot project(s)			
3-3 Select the pilot project(s)			
3-4 Prepare PIN or PDD of pilot project(s)			
3-5 Conduct monitoring exercise based on registered CDM project(s) on a pilot basis in light of the sustainable development criteria in Thailand and a monitoring plan as defined on PDD.			
3-6 Conduct a workshop or seminar to disseminate the experiences of formation of PIN or PDD.			
Output 4 Capacity of TGO to manage information on GHG mitigation will be enhanced.			
4-1 Website			
4-1-1 Review current status of the website.			
4-1-2 Develop a work plan on improvement of the website			
4-1-3 Take actions as necessary for improvement of the website			
4-2 Database			
4-2-1 Review current status of the database.			
4-2-2 Develop a work plan on improvement of the database			
4-2-3 Take actions as necessary for improvement of the database			

４．プロジェクト・デザイン・マトリックス（PDM）

Name of Project: Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand
Term of Project: Two years
Target Group: TGO personnel and stakeholders related to GHG mitigation in Thailand

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal GHG mitigation activities will be promoted in Thailand.	Number of CDM projects submitted to TGO for national approval.	Number of PINs and PDDs.	
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Output 1. The level of knowledge and expertise of TGO staff on GHG mitigation will be enhanced.	Level of knowledge and expertise	Capacity assessment through survey and questionnaire to staff of TGO.	Duties and responsibilities of TGO will not be changed. Budget for TGO is secured by the Government of Thailand
2. Capacity of TGO to provide training will be enhanced.	Curriculum and training material	Curriculum and training material	
3. Capacity of TGO to review and monitor GHG mitigation project will be enhanced.	PIN and/or PDD of pilot project(s).	PIN and/or PDD of pilot project(s).	
4. Capacity of TGO to manage information on GHG mitigation will be enhanced.	Website of TGO Database of TGO	Website of TGO Database of TGO	

Activity
0 Conduct capacity assessment of TGO.
1-1 Conduct training for TGO staff on Clean Development Mechanism (CDM)
1-1-1 Project Idea Note (PIN) and Project Design Document (PDD) Development
1-1-2 Baseline, Additionality and Validation
1-1-3 Monitoring and Evaluation
1-1-4 Validation Roles of Designated Operational Entity (DOE) and rules for registration as a DOE
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1-3-4 Energy and Industrial Sector
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1-4 Conduct training for TGO staff on UNFCCC Structure and
	Inputs.
	1 Japanese side
	  1) Experts
	  2) Training in Japan
	  3) Training in Thailand
	  4) Equipment
	  5) Project operational cost for Japanese experts
	2 Thai side
	  1) Counterpart personnel
	  2) Office space and facilities
	  3) Local miscellaneous cost
			Preconditions
			Financial and human resources are allocated to TGO to implement the project during the project period.

Negotiations
1-5 Conduct training for TGO staff on Carbon Footprint
1-6 Conduct training for TGO staff on GHG Inventory

2-1 Develop Training curriculum and Training materials on CDM
2-1-1 PIN and PDD Development
2-1-2 Baseline, Additionality and Validation
2-1-3 Monitoring and Evaluation
2-1-4 Validation Roles of DOE and rules for registration as a DOE
2-2 Develop Training curriculum and Training materials on Credit Transfer
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2-2-2 Carbon Finance, Trading and Carbon Market
2-3 Develop Training curriculum and Training materials on GHG mitigation in relevant sectors
2-3-1 Buildings and Household Sector
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4-2 Database
4-2-1 Review current status of the database.
4-2-2 Develop a work plan on improvement of the database
4-2-3 Take actions as necessary for improvement of the database

Questionnaire for the Project on "Capacity Development and Institutional Strengthening for GHG Mitigation in the Kingdom of Thailand"

May 1, 2009

JICA Preparatory Study Team

To formulate an effective and efficient project, please kindly provide us relevant information by answering the questions below. We appreciate your cooperation by providing us written information (any relevant document) before 15 May, 2009. We recognize that some of the information had been already presented in the original proposal, but we assume there might have been some changes, so it is highly appreciated to update information for us.

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1. THE MOST UPDATED GENERAL INFORMATION ABOUT TGO. WHAT ARE THE RECENT ACTIVITIES OF TGO?

1.1 If you could provide some specific activities or current situation on issues below, please.

Current TGO activities can be summarized into 5 main categories as follows:

1. Performing its role as the DNA-CDM office for Thailand, and reviewing CDM projects for approval
1.1 **Analyzing and screening CDM projects according to the Sustainable Development Criteria for CDM project for Thailand's Letter of Approval (LoA) issuance:** As of *22 May 2009,* (1 year & 4 months since establishment) Thailand already approved 75 CDM projects, which account to GHG reduction at 4.76 million tons CO_2 equivalent per year.
1.2 **Developing and improving Sustainable Development Criteria for CDM projects in Thailand** (to suit other specific type of GHG reduction project i.e. forestry project), and **"Crown Standard"** for enhancing high-quality based CDM project development in Thailand

1.3 **Developing a Guidebook on CDM Project Screening and 'Initial Environmental Evaluation Report' Preparation:** TGO is developing the information system tool and handbooks to facilitate the analyzing and screening protocols. This aims to assist CDM stakeholders and project developers to better understand requirements of the screening criteria so as to prepare the report more directly to the requirements for project review
1.4 **Establishing a 'CDM Project Monitoring tool' and 'Guidelines for Stakeholders Hearing and Participation on CDM Project in Thailand':** TGO is developing the system to monitor the impact of approved CDM projects as well as the sustainability of the projects.
2. Promoting Low Carbon Activities to Thai society, through initiatives and innovations
2.1 **Initiative on 'Carbon Reduction Labeling':** In *September 2008*, TGO launched the project, partnership with Thailand Environment Institute. The project is the first initiative in ASEAN countries. At present, TGO already granted 'Carbon Reduction Label' to 25 manufacturers that can reduce up to 10 % GHG emission in their product manufacturing process compared with their emission in the 2002 based year.
2.2 **Initiative on indicating 'Carbon Footprints' from a manufacturing process on products:** This initiative, also the first in ASEAN countries, aims to labeling Thai products that indicate GHG generation during a life cycle of product manufacturing. The Carbon Footprints will support a Low Carbon Economy, as well as value-added for Thai exporting business and enhance the country's competitiveness in trade and environment. In *April 2009*, TGO launched the project, partnership with MTEC under Ministry of Sciences and Technology, for products that voluntarily indicating their 'Carbon Footprints' based on a Life Cycle Assessment in their manufacturing process.

2.3 **Barrier Removal to the Cost-Effective Development and Implementation of Energy Efficiency Standards and Labeling Project (BRESL) :** The goal of the project, partnership with UNDP, is the reduction of GHG emissions in selected participated Asian countries by accelerating the adoption and implementation of energy standards and labels (ES&L) in Asia, and in so doing brings about energy savings from the use of energy efficient appliances/equipment. The project also facilitates harmonization of test procedures, standards and labels among developing countries in Asia, when appropriate. The participating countries include China, Indonesia, Vietnam, Bangladesh, Pakistan, and Thailand. The project is expected to cost-effectively deliver an average 10% reduction in total residential and commercial energy use in partner countries at the time of peak impact by the year 2030 compared to a baseline scenario, thereby contributing to more environmentally sustainable and economically efficient development.

2.4 **Innovation on 'COOL Mode' clothes:** With an intention to promote cool and comfortable cloth's texture to the Thai textile industry, TGO is currently incorporating with the Thailand Textile Institute to research and develop the cool-mode clothes. The project was already launched in *May 2009*.

2.5 **R-PIN : 'Reducing Emissions from Deforestation and Forest Degradation':** One of the GHG mitigation measures under the UNFCCC aims to enhance the carbon sinks. The project aims to provide fundamental knowledge and capacity building to relevant stakeholders about forest management in order to increase the carbon sinks in Thailand. In *March 2009*, the R-PIN project proposal was approved by the World Bank's Forest Carbon Partnership Facility (FCPF) Committee.

2.6 **Initiating a Web-based 'Thai Carbon Footprint Calculator' on TGO website:** This project points toward raising awareness on calculating one's carbon footprints released from daily activities and encourage to a lifestyle change.

4

| 3. Promotion of Investment and Marketing on GHG Emission Reductions	
3.1	'Thailand Carbon fund': TGO is conducting a study on the guideline and how to establish the Thailand Carbon Fund. The fund will take a role as vital mechanism in promoting the carbon trading. The study is in progress and should be ready in *July 2009*.
3.2	**Promote Carbon Market including both 'Compliance carbon market' and 'Voluntary carbon market':** Activities included • TGO, *since 2008*, arranged **15 events** providing opportunities for carbon credit buyers to meet Thai project developers; • TGO jointly arranged **two Korean-Thai CDM workshops** (one in Thailand, and one in Korea) with Korean's Ministry of Environment to promote CDM implementation for private sector in both countries; • In *March 2009*, TGO with the Royal Thai Embassy in Tokyo and Ministry of Finance took 10 CDM business developers to Japan, to meet and exchange information with **Japanese private sector** and **Nippon Keidanren Sectoral Approach to reduce GHGs.**
3.3	**Developing economic measures to support the CDM investment:** TGO is conducting a study on economic measures (i.e. tax and fiscal policy, Thailand Board of Investment (BOI)'s policy) that shall benefit to the investment in CDM projects. The study is in progress and should be ready in *July 2009*.
3.4	**Research on 'National Climate Change Risks : Thailand Perspective on Appropriate Strategies to Manage Risks on Major Economic Sectors':** Responsible for suggesting strategies to identify any adverse effects from existing and possible international GHG mitigation measures and policies that can pose risks on national economic sectors. The study is in progress and should be ready in *mid-2010*.

4.	Establishing the 'Thailand GHG Information Centre'
	4.1 **GHG Emission Inventory:** To develop the database of emission inventory, TGO is developing an Emission inventory system to record emission from each sector (for example, Energy sector, Industrial Process and Product Use sector, Agricultural sector, Forestry sector), and analyze the potential emission reduction.
	4.2 **Database to support mitigation policy:** By adopting 2006 IPCC Guidelines for National Greenhouse Gas Inventories, TGO will develop the GHG emission database in key economic sectors.
	4.3 **GHG database networking:** The networking of GHG database aims to build up the effective network to share the up-to-date GHG information. The network is comprised of representatives from government agencies, NGOs, academics, etc.
5.	**Providing Capacity Development and Outreach for GHG Mitigation stakeholders**
	5.1 **Capacity Building Programs for GHG mitigation stakeholders:** TGO aims to provide capacity development and institutional strengthening for CDM and GHG mitigation.
	5.2 **TGO internal capacity building courses:** TGO has developed the internal training course for TGO staff about knowledge related to GHG management. This comprehensive course covers the issues about related law and regulations, management aspects, program monitoring, etc.
	5.3 **Interactive website:** The website will be exploited as a useful channel for providing latest information and related education to GHG management including development of CDM projects.
	5.4 **Exhibitions and public events:** TGO has continuously conducted a series of exhibition and activities to promote the GHG management and CDM project

development. The promotion effort has been conducted throughout the year via various media for example, TV, News paper, Radio, brochures, magazines, newsletter, e-newsletter, etc.
5.5 **Develop publications relevant to CDM and GHG mitigation:** To promote knowledge regarding climate change and mitigation issues, TGO has developed many publications

1.2 Current organizational structure, researchers/staff allocation, facility/equipment (if any) and budget allocation at TGO. If there are any specific budgetary source for JICA project, please specify.

Structure of Thailand Greenhouse Gas Organization (TGO)
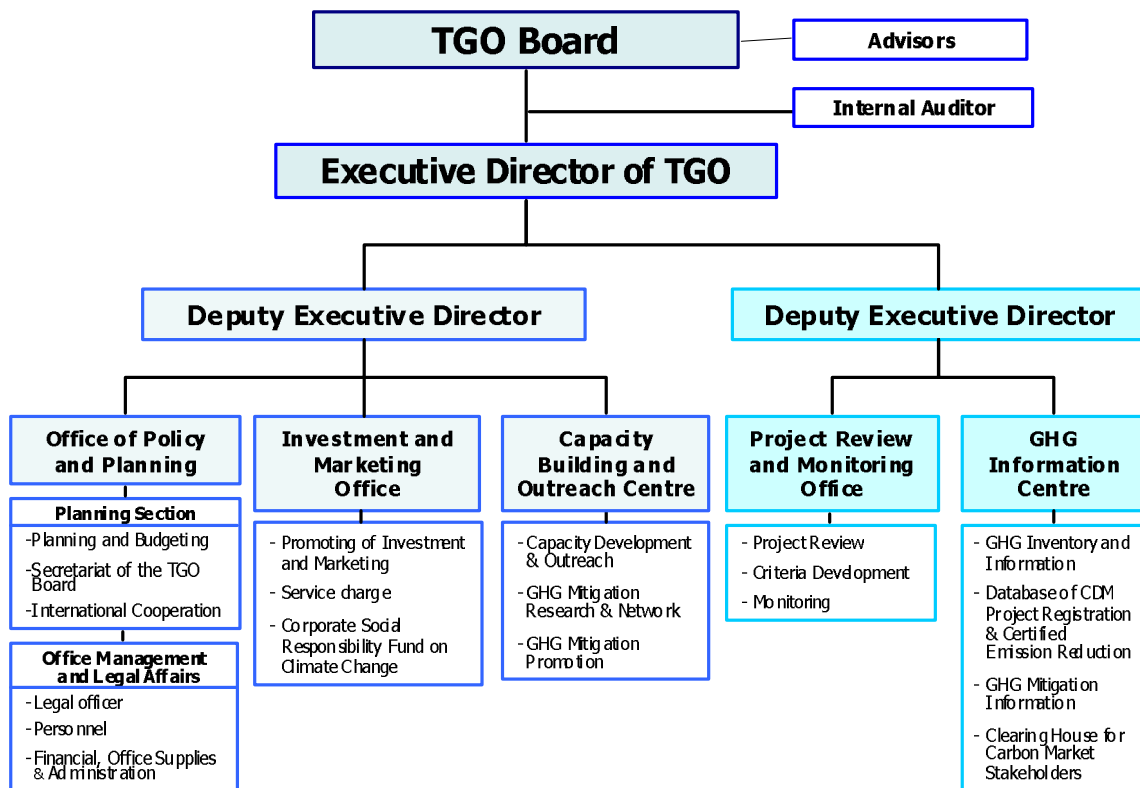
At present *(May 2009),* TGO has **30 personnel,** as follows:

Office/Title	Number of staff
Executive Director	1
Deputy Executive Director	2
Policy and Strategy Section	3
Administrative and Financial Section	7
Project Analysis and Monitoring Office	6
Investment and Marketing Promotion Office	4
GHG Information Centre	3
Capacity Building and Outreach Centre	4
Total	30

In current **Financial Year of 2009, TGO has 80 Million Baht budget allocation from the Royal Thai Government.** This yearly budget is for organizational management, including salary for all personnel.

For the Project with JICA, TGO will provide a budget of 4 Million Baht (in-kind) (for the proposed 2-year project operation), to which the following expenses are included:

1) Office Space:

(1) Office space for JICA experts and the Project's office;

(2) Training Room(s) for the "Regional Training Centre on GHG Mitigation". These are to be located at the new TGO office location in the Government Office Complex "the King's 80th Birthday Anniversary, 5th December B.E.2550".

2) Maintenance Costs & Running Expenses:

TGO will pay for rental cost for the office space, and training rooms (max. capacity up to 100 participants) and maintenance costs to the Complex's property management, which are applied to every organizations/agencies located in the Complex. These include:

(1) **Rental costs of the JICA-Thai Project's office space and for the "Regional Training Centre on GHG Mitigation"**

(2) **Office Facilities for JICA experts on the project**, i.e.

- Tables and chairs,
- Telephone *(not include costs for telephone calls)*,
- Fax machine *(not include costs for telephone calls)*,
- Stationeries *(basic stationeries/ shared resource for paper usage)*

(*Note*: Equipments and facilities which are parts of Training/ Workshop/ Activity, and/or as the outputs of the project **are not included**)

(3) **Running Expenses**, i.e.

- Electricity,
- Water,
- Internet connection

1-3 TGO's policy and future plan for the development/expansion of related resources for the "Climate Change" issue.

The future plan of TGO will cover:

1) **Sectoral Approach**: The sectoral approach is currently considered as a possible method for Thailand to promote GHG management. The guideline on how to set up target and benchmark for each sector is a crucial step for further development.

2) **Keidanren:** seeking for further cooperation with the Japanese Government on facilitating the preparation of emission reduction trading scheme in Thailand.

3) **Nationally Appropriately Mitigation Actions (NAMA)**: NAMA along with Monitoring Reporting and Verification (MRV) is also viewed as a new and positive approach to promote GHG management activities in Thailand.

4) **Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (REDD):** Thailand is in a view to prepare for capacity development under the REDD program. At present, the R-PIN proposal from Thailand received an approval by the FCPF Committee.

5) **Quantified Emissions from Deforestation and Forest Degradation in Developing Countries(QELROs):** The approach of QELRO for the Post-2012 commitment of Annex I Parties emerges under the current UNFCCC negotiations, which needs to be further settled at the international level.

6) **Emission Trading Scheme (ETS):** It is an essential step for Thailand to examine and develop necessary factor to sustain the development of GHG management. Emission Trading scheme is perceived as one of promoting factor for GHG management project.

7) **Developing National Registry System:** This system will keep a record of registered and approved CDM projects from Thailand. The technical assistance on setting up the International Transaction Log (ITL) to connect with the UNFCCC Registry System

2. PLAN AND EXPECTATION FOR THE JICA PROJECT ON "CAPACITY DEVELOPMENT AND INSTITUTIONAL STRENGTHENING FOR GHG MITIGATION"

2-1 Project Outputs and Activities

(1) Details of the proposed three Outputs and concrete Activities of the Project under each expected outputs.

> For example, JICA is wondering whether Training to Group B will be really provided since there are 1200 members while only 3 staffs are assigned at Human Resource Management Division

We consider responsible roles of project management as follows:

- **Executive Director** (Mr.Sirithan Pairoj-Boriboon) and **2 Deputies** (Mrs.Prasertsuk Chamornmarn; Dr.Chaiwat Muncharoen) are '**Project Supervisors**' **and 'Joint Coordinating Committees'** of the project who give directions, supervise, and also being speakers (for some sessions) to the trainings/workshops.

- **Director of Policy and Strategy Section** (Dr.Natarika Vayuparb Cooper), also Acting Director of Capacity Building and Outreach Centre, is '**Project Coordinator**'.

- **Senior Officer** (Mr.Jakkanit Kananurak), from Capacity Building and Outreach Centre, is '**Project Manager**'.

- **'Capacity Building and Outreach Centre'** personnel:
  - ➢ **2 staff (Mr.Jakkanit; Mr.Thitipong)** responsible for *Activity Group A: TGO personnel*
  - ➢ **4 staff (Mr.Jakkanit; Ms.Nareerat; Mr.Thitipong; Ms.Thitiporn)** responsible for *Activity Group B: GHG mitigation stakeholders in Thailand*
  - ➢ **3 staff (Mr.Jakkanit; Ms.Nareerat; Ms.Thitiporn)** are responsible for *Activity Group C: GHG mitigation stakeholders in Southeast Asia*

However, under the project management budget, **there should be more employed (full-time) persons to facilitate logistics arrangement.**

Significant expected outputs of this project are good learning courses, teaching materials and publications on GHG mitigation (in English and Thai languages), subjects are as suggested in *Modules* (kindly refer to the proposal). Experts from JICA cooperation are expected to assist in preparation of curriculums, teaching materials, publications and become speakers. **TGO views that good teaching materials are one of key success for the training centre**, which perhaps in the future could be extended to the online learning for interested people to download reading materials. Other expected outputs are knowledge exchange and capacity built for relevant stakeholders to GHG mitigation policy and implementation through trainings and workshop.
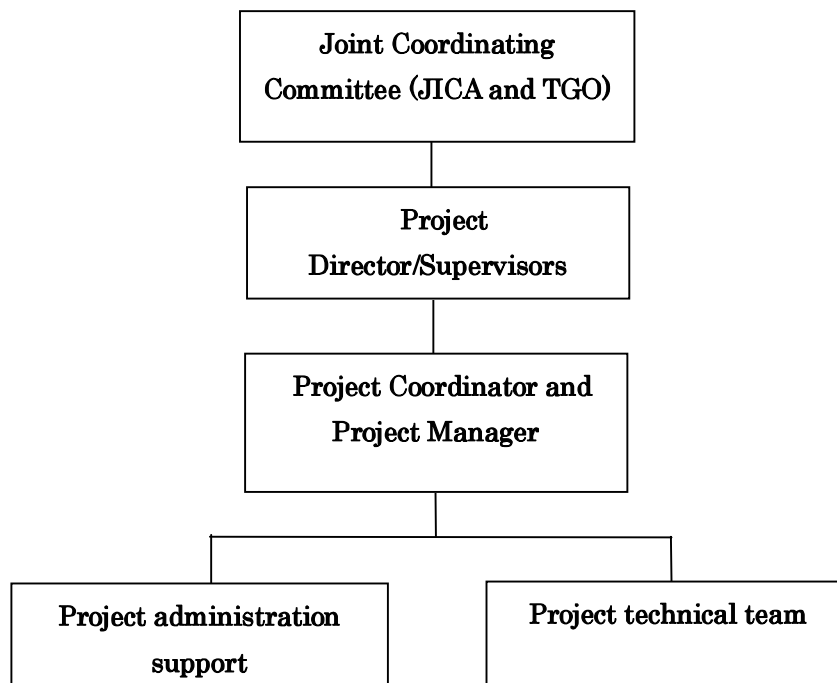
At the meeting with the JICA experts (visit during May-June 2009), TGO would like to consult in details **for revising numbers of expected target participants** to match with appropriate human and financial resources, and the 2-year timeline.

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(2) Time schedule of the expected Activities and the achievement of the Outputs.

Expected activities	Time schedule
• Training curriculum development	Month 1 - 2 (from project start)
• Training materials development include publishing	Month 3 – 12 (from project start)
• Contact speakers (Japanese & Thai experts) and arrange trainings/WS for 'Target Group A'	Month 9 – 12 (from project start)
• Contact speakers (Japanese & Thai experts) and arrange trainings/WS for 'Target Group B'	Month 11 – 23 (from project start)
• Contact speakers (Japanese & Thai experts) and arrange trainings/WS for 'Target Group C	Month 13 - 23 (from project start)
• Project evaluation and reporting	Month 20 – 24 (from project start)

2-2 Project Management

(1) **Plan of the Project management structure (Project Director, Project Manager, such project management organizations as Joint Coordinating Committee and Project Managing Committee, if there are any other organization going to join the Project, form of participation)**

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┌─────────────────────────┐
│   Joint Coordinating    │
│ Committee (JICA and TGO) │
└────────────┬────────────┘
             │
    ┌────────┴────────┐
    │     Project     │
    │ Director/Supervisors │
    └────────┬────────┘
             │
    ┌────────┴────────┐
    │ Project Coordinator and │
    │   Project Manager   │
    └────────┬────────┘
             │
   ┌─────────┴─────────┐
   │                   │
┌──┴──────────────┐ ┌──┴──────────────┐
│ Project administration │ │ Project technical team │
│      support      │ │                   │
└─────────────────┘ └─────────────────┘
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(2) **Plan of the input by the Thai Side such as**

a. **Counterpart Personnel (C/P) allocation. (List of potential C/Ps) and staff for the Project**

On TGO side, there will be 3 staff who direct responsible with this project. There will be one supporting staff on accounting issues.

b. Budget allocation plan by the Thai Side

In budget year 2009, TGO has already set up the budget for capacity building activities for xxx Baht. The budget is comprised of internal capacity building activities for xxx Baht, and public capacity building activities for xxx Baht.

c. Building, facility and equipment provided by the Thai side (including working space for the Japanese Experts)

TGO will provide an office space for the Japanese Experts, which is on a rental office space basis.

(3) Expectations for the input by the Japanese side

a. Allocation of the Japanese Experts. (Number, field, length of dispatch)

There should be a permanent JICA staff base in TGO Office for the whole project period. In addition, it is recommended that there should be another JICA expert sit in TGO office (6 man-month) depends on the expertise requirement. The fields of expert required are Energy efficiency field, Renewable field, Transportation field, Forest management field, Inventory and registration field (i.e International Transaction Log (ITL) system), and monitoring field.

b. Training in Japan (Number, field, timing of training, potential trainees)

The training should cover: Energy efficiency field, Renewable energy field, Transportation field, Forest management field, GHG Inventory and registration field (i.e. ITL system), and project monitoring field.

The trainee is suggested to be at least 2 persons for each field. The training period should be approximately 2 months for each field. Potential trainees are from:

> **Government sector** (i.e. Office of Natural Resources and Environmental Policy and Planning, Ministry of Energy, Ministry of Finance, and TGO), and

> **Academic sector** (depends on training issue).

c. **Equipment provided by Japan**

The required equipments may cover office computers, notebook computers, LCD projectors, necessary computer programming, analyzing tools, GHG reduction and environmental monitoring tools, etc.

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3. ANY OTHER RELEVANT INFORMATION THAT CAN BE PROVIDED FOR SMOOTH FORMULATION OF THE PROJECT IS WELCOME. (E.G. MOVING OF THE OFFICE)

TGO office will be relocated in August 2009, and occupy around 3,000 square metres for the whole office space, in which some areas will be provided for a set up of the **"Regional Training Centre on GHG Mitigation"**.

Map shows a new location of TGO office located on Changwattana Road
(at Changwattana Government Office Complex)

Pictures below illustrate the **The King's 80th Birthday Anniversary, 5th December B.E.2550. <u>TGO office will be located on the 9th floor of Auditorium B</u>.**

Picture 1:   Entrance of the Complex

Picture 2:   Auditorium B

Picture 3 - 4 :　　Auditorium B　(picture on site)

Thank you very much for your consideration and cooperation.