

Appendix 1:

**MINUTES OF MEETING
ON
THE INCEPTION REPORT PRESENTATION
FOR
THE STUDY
ON
“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND
FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM**

Pursuant to the objectives of the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as "the Study"), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as "JICA") and Ministry of Agriculture and Rural Development, a study team (hereinafter referred to as "the Team") headed by Mr. Nobumitsu Miyazaki commenced to conduct the Study from September 2009.

The Team submitted twenty (20) copies each of the Inception Report both in English and Vietnamese to the Vietnamese side; MARD and the Team conducted a series of discussion on the implementation of the Study based on the Inception Report. The main issues discussed by the both sides in relation to the Study are shown in the document attached hereto.

Hanoi, 25 October 2009



Mr. Nguyen Ngoc Binh
Director General
Department of Forestry, MARD



Mr. Kazuhisa KATO
Sub Team Leader of the Study Team
Japan International Cooperation Agency

Attached Document -1

The team explained components and methods of implementation of the Study based on the Inception Report. The Vietnamese side and the Team discussed and agreed on the contents as listed in the following items.

1. Some parts of the explanation in the Inception Report do not clearly mention the actions and expected outputs; therefore, some modifications are expected within the working team discussions at the first stage. Brief explanation sheets on implementation of the Study will be prepared and attached to the Inception Report.
2. Both sides agreed setting the three working teams to implement the Study for close collaboration and capacity building of the related Vietnamese technical staff.
3. Both sides agreed that details of the TOR of the above working teams shall be discussed within each team as quickly as possible.
4. The Vietnamese side emphasized importance of the capacity building for the technical staff associated with CDM and other climate change mitigation matters and requested to conduct training in Japan. The Team also emphasized that every activity mentioned in the Inception Report shall be implemented based on the discussions with each working team and the activities will be implemented by means of the capacity building, and assured the request on the training in Japan shall be forwarded to the JICA headquarter.
5. Since the official approval of the Study has not yet been made by the Government of Vietnam, the Team requested to accelerate the process of the approval to the Vietnamese Side.



1. Agenda of the meeting

Time	Contents	Responsible by
13.30-13.50	Registration	DoF
13.50-14.00	Introduction of the workshop	DoF
14.00-14.10	Opening speech	Leaders of DoF
14.10-14.20	Welcome speech	Representative of JICA Viet Nam
14.20-15.00	Presentation of the Inception Report	JICA consulting Group
15.00-15.15	Tea Break	
15.15-16.15	Discussion	Plenary
16.15-16.30	Conclusion and closing	Leader of DoF

2. List of the participants of the meeting.

Ministry of Agriculture and Rural Development (MARD)

Pham Duc Tuan	Deputy Director	Department of Forestry
Tran Quyet Toan	Official	Forest Protection Department
Bui Chinh Nghia	Head FM Division	Department of Forestry
Tran Hieu Minh	FM Division	Department of Forestry
Tran Hoang Hiep	Planning Dpt.	Department of Forestry
Pham Van Mach	.Deputy Director	Science, Technology and Environment Department
Tran Diem Lan	Official	International Cooperation Department

Forest Inventory and Planning Institute

Ho Manh Tuong	Deputy Chief	Planning Department
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Forest Science Institute of Vietnam

Nguyen Hoang Nghia	Director General	
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Vietnam Forestry University

Pham Xuan Hoan	Vice Rector	
Do Thi Ngoc Bich	Vice Head	International Cooperation Department

Japan International Cooperation Agency

Yasuhiro Tojo	Deputy Chief Rep.	
Eiji Egashira	Senior Project Formulation Advisor	
Hoang Thu Thuy	Program Officer	
Mikihiro Inoue	Forestry Expert	
Do Thu Thuy	JICA/DoF	

Donors

Tim Holland	REDD Advisor	SNV
Pedro Rodriguez Veiga	CIM	GTZ

Study Team

Nobumitsu Miyazaki	Leader/Climate Change Mitigation Planning (1)
Kei Suzuki	Satellite Data Analysis (1)
Masato Hayashi	Satellite Data Analysis (2)
Wataru Yamamoto	Marketing/socio-economic analysis (2)
Hiroyuki Chiba	Climate Change Mitigation Planning (2)
Nguyen Dinh Hien	Translator



Appendix 2:

**MINUTES OF MEETING
ON
THE PROGRESS REPORT PRESENTATION
FOR
THE STUDY
ON**

**“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM**

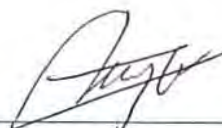
Pursuant to the objectives of the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as “the Study”), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Ministry of Agriculture and Rural Development (hereinafter referred to as “MARD”), a study team (hereinafter referred to as “the Team”) headed by Mr. Nobumitsu Miyazaki commenced implementation of the Study in September 2009.

The Team submitted twenty (20) copies each of the Progress Report both in English and Vietnamese to the Vietnamese side; MARD, the Team and participants from other related organizations exchanged ideas through a series of discussion on the implementation of the Study based on the Progress Report. The main issues discussed in relation to the Study are shown in the document attached hereto.

Hanoi
3 December 2009



Mme. Pham Minh Thoa
Deputy Director General
Department of Forestry
MARD



Mr. Nobumitsu MIYAZAKI
Leader of the Study Team
Study on Potential Forests and Land Related to
“Climate Change and Forests”

The team explained progress achieved through implementation of the Study since its commencement in September 2009. The following points were suggested by the participants during the meeting. The Study Team and the Vietnamese sides agreed the Study shall principally continue according to proposals made in the progress report. The Study Team also recognizes suggestions made on technical aspects during the meeting as important matters to be examined in terms of how to solve the difficulties.

1. Following points should be taken into consideration concerning the model land survey

- (1) Additional cases to be treated in the model land survey.
 - Mangrove/peat-land forests where carbon stock in the soil is high.
 - Improvement of forest management like assisted natural regeneration.
- (2) Political boundary (e.g. commune or district) for selecting the model lands.
- (3) The criteria of UNFCCC for REDD site selection (forested area; low opportunity cost by owner/manager; high risk of deforestation; poor communities/populations).
- (4) Clarification of driving forces of deforestation/forest degradation.
- (5) Paying attention not only to carbon stock but other aspect (biodiversity, etc. for REDD+)

2. Following points should be taken into consideration concerning satellite data analysis and estimation of the reference emission level.

(1) Starting point of the reference emission level is expected to be 1990

The Vietnamese side emphasized the reference emission level should cover the period starting from 1990 to see historical change of forest conditions; for this aspect, reliable information to show forest conditions of 1990 is needed. While the Study Team has recognized the request of the Vietnamese side for having the output contribute to the national strategy of REDD, it is difficult to estimate timber volume of forests as of 1990 due to technical reasons: the Forest Situation Map of 1990 is not so reliable on its accuracy level; it is only available in hard copy which is worn out in many parts and hard to scan and digitize. Both sides recognized necessity to seek other measures to estimate forest carbon stock of 1990 and agreed to make collaborative efforts to find technically suitable measures through the cooperation period.

- (2) Methodology based on accurate and reliable information derived from higher resolution satellite data, such as Landsat and SPOT, should be developed.
- (3) As methodology to be applied to detect forest degradation, field survey is needed besides satellite data analysis; above-ground biomass only has to be measured.

3. Other issues

- (1) Description in the progress report, which is made from misunderstanding of the fact, should be corrected; deforestation of Vietnam actually peaked in early 1990. Other minor errors should also be corrected.
- (2) Many cooperation activities related to REDD are carried out in Vietnam; coordination between these entities is important. After COP 15, DoF will establish a technical team in middle of January 2010 to discuss issues on facilitating collaborative efforts for the REDD schemes and activities (eg. duplication, cost-sharing, donor mapping, gap analysis, work plan, etc.).

Attached Document -2

1. Agenda of the meeting

Time	Contents	Responsible by
13:30 – 13:50	Registration	DoF
13:50 – 14:00	Introduction of the workshop	DoF
14:00 – 14:10	Opening remark	Leader of DoF
14:10 – 14:20	Welcome speech	Representative of JICA Viet Nam
14:20 – 15:00	Presentation of the Progress Report - Overall progress - Voluntary approaches and model land survey	JICA Study
15:00 – 15:15	Discussion; Q/A	Plenary
15:15 – 15:30	Break	
15:30 – 16:00	Presentation of the Progress Report - Development of satellite data analysis methodology	JICA Study Team
16:00 – 16:45	Discussion; Q/A	Plenary
16:45 – 17:00	Conclusion and closing	Leader of DoF

2. List of the participants of the meeting.

Ministry of Agriculture and Rural Development (MARD)

Pham Minh Thoa	Deputy Director	Department of Forestry
Pham Manh Cuong	Official	Department of Forestry
Nguyen Hoi Xuan	Official	Department of Forestry

Forest Inventory and Planning Institute

Ho Manh Tuong	Deputy Chief	Planning Department
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Forest Science Institute of Vietnam

Hoang Lien Son	Head of Forestry Economics Research Division
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Research Centre for Forest Ecology and Environment

Vu Tan Phuong	Director
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Vietnam Forestry University

Pham Xuan Hoan	Vice Rector
Do Thi Ngoc Bich	Vice Head of International Cooperation Department

Japan International Cooperation Agency

Yasuhiro Tojo	Deputy Chief Rep.
Eiji Egashira	Senior Project Formulation Advisor
Hoang Thu Thuy	Program Officer

Donors and other consultants

Tim Holland	REDD Advisor	SNV
Pedro Rodriguez Veiga	GIS Specialist	DoF (CIM)
Akiko Inoguchi	Programme Officer - Forestry	FAO
Manoj Pant	Head of Representative Office	Spatial Decisions
Christian Aschenbach	International Forestry Advisor	GTZ Dak Nong
Calum Davey	Web-GIS Advisor	GTZ Dak Nong
Le Thi Thu Huong	Programme Coordinator	Embassy of Finland
Steven Hunt	Chief Technical Advisor	KFW7 Project
Hoang Van Lam	Assistant Manager	FFI Conservation Support Programme
Nguyen Vinh Quang	CC Officer	SRD

Study Team

Nobumitsu Miyazaki	Leader/Climate Change Mitigation Planning (1)
Kei Suzuki	Satellite Data Analysis (1)
Masato Hayashi	Satellite Data Analysis (2)
Tomokazu Hoshino	Satellite Data Analysis (3)
Wataru Yamamoto	Marketing/socio-economic analysis (2)
Hiroyuki Chiba	Climate Change Mitigation Planning (2)/Coordinator
Tran Ngoc Hoang	Translator
Tran Thi Thu Huong	Translator

Appendix 3:

**MINUTES OF MEETING
ON
THE PROGRESS DISCUSSION
FOR
THE STUDY
ON
“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM**

Pursuant to the objectives of the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as “the Study”), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Ministry of Agriculture and Rural Development (hereinafter referred to as “MARD”), a study team (hereinafter referred to as “the Team”) headed by Mr. Nobumitsu Miyazaki commenced implementation of the Study in September 2009.

JICA, MARD and the Team had a series of discussion on the methodology of the Study and agreed upon the methodology as a result of the discussion. The methodology agreed and main issues discussed in relation to the Study are shown in the document attached hereto.

Hanoi
2 February 2010



Mme. Pham Minh Thoa
Deputy Director General
Department of Forestry
MARD



Mr. Yasuhiro TOJO
Senior Representative
JICA Vietnam Office



Mr. Nobumitsu MIYAZAKI
Leader of the Team
Study on Potential Forests and Land Related to
“Climate Change and Forests”

Attached Document

The following points were agreed for the implementation of the Study,

1. Methodologies on interpretation of satellite imagery and development of digital mapping

- (1) The Team will update the forest status map for 1990 for the whole country, which is to be digitalized under the fund of the Government of Finland, by using Landsat TM images taken around 1990 (before-1990 is preferred) for interpretation and aerial photographs for validation.
- (2) Digital forest status map for 2000 for the whole country is developed by validation of the existing map (1:100,000 scale) kept by Forest Inventory and Planning Institute (FIPI) and additional interpretation of the Landsat TM images on the areas of Mekong Delta and Red River Basin.
- (3) Digital forest status map for 2010 for the whole country is developed by using SPOT images from 2006 to 2010 of 40 provinces (covered by the National Forest Inventory, Monitoring and Assessment Program) and by using satellite data in middle range of resolution such as ALOS for the remaining 23 provinces. The Team shall provide SPOT scenes of five provinces that are not available from MONRE.
- (4) A/R CDM potential map for the whole country is developed by using the digital forest status map for 1990 mentioned in above (1) and the digital forest status map for 2010 mentioned in above (3).
- (5) Forest volume change matrix by map (1990 – 2000 – 2010) is produced by a set of respective digital forest status map for 1990, 2000 and 2010, and field inventory data from the Cycles 1, 2 and 4 of the National Forest Inventory, Monitoring and Assessment Program.
- (6) NOAA AVHRR and/or MODIS data are to be used for examining historical trend of deforestation and forest degradation from 1980's up to present, establishing volume estimation model with stratification, etc.

The items (1) through (5) described above shall be carried out by sub-contract. Based on information provided by FIPI, the cost of the sub-contract work is estimated as the quotation attached to this document. The cost associated with the item III "Processing field inventory data from the cycles 1, 2 and 4 of NFI" needs further coordination among the donors to be confirmed that no duplication takes place; however, it is considered essential to carry out this item. Therefore, decision on whether to carry out this item can only be made after these issues become clear.

The satellite images to be used for the works described in above (1) to (6) shall be supplied by the Team.

2. Establishment of the interim national reference emission level (REL) and/or reference level (RL)

- (1) Starting point of the interim national REL and/or RL is expected to be 1990. The Vietnamese side emphasized the interim national REL and/or RL should cover the period starting from 1990 to see



historical change of forest conditions because of reasons, such as 1) 1990 is the base year of the national GHG inventory, 2) 1990 is the base year of “Kyoto Land” under Kyoto Protocol, 3) the forest cover of Vietnam decreased from 43% in 1943 to 28 % in 1990, and then continuously increased and reached 39% in 2008; years around 1990 associated with the Programs 327 and 661, which have made large impact to the forest conditions in Vietnam, and 4) longer period analysis of historical change of forest conditions will provide better insights and understanding on the processes of forest changes and REL and/or RL. For this aspect, the Team will conduct the preparation of 1990 updated map mentioned above.

- (2) For producing forest volume change matrix for basic units (1990 – 2000 – 2010), the database including necessary raw data, which will be developed by processing field inventory data from Cycle 1 to Cycle 4, will be used in free of charge for the Study.
- (3) The interim national REL and/or RL will be established on the basis of historical trend of forest biomass taking into account the seven ecological zones.

The three parties (JICA, MARD and the Team) acknowledge the importance of the following points that were discussed:

3. Currently, several donor cooperation as well as Vietnamese initiatives related to REDD are carried out in Vietnam; coordination between these entities is important in order to facilitate collaborative efforts for the REDD mechanism and activities by these parties (e.g. avoiding duplication, cost-sharing, donor mapping, work plan, etc.)
4. It is recognized in the result of COP 15 that measurement, reporting and verification (MRV) need to be rigorous, robust and transparent for the REDD mechanism. The output of the Study, especially the methodology mentioned in 1 and 2, should be open for scrutiny by other parties. In this context, all the data associated with the Study should be open to public as soon as the data is fully validated and the REL and/or RL is finalized.
5. All the rights associated with handling the outputs of the Study shall belong to MARD and the outputs and information used for their production should be provided for any party identified by MARD.
6. Upon direction from DoF, the Team will continue to design and implement the Study based on REDD; however, it is noted that the expected outputs of the Study shall provide a firm basis for the REDD plus mechanism of Vietnam.

Attachment:

Cost Estimation for Collecting Information and data processing related A/R-CDM, REDD potential areas

No	Activities	Unit	Description	Quantity	Unit cost (USD)	Total
I	Reproduce previous physical maps					
I.1	Reproduce the physical status forest maps (1990)					162,880
I.1.1	Purchase of VN 2000 topo map (1:100,000)	Sheet	4 sheets per province. 64 provinces x 4	256	60	15,360
I.1.2	Collection of Forest map 1990	Man/Day	One day/5 map (61/4)	16	60	960
I.1.3	Printing topo map	Sheet	64 province x 2	128	5	640
I.1.4	Delineating status map on the topo map	Man-day	The boundaries of each forest type would be delineated on the VN 2000 Topo map. 64 provinces x 12	768	60	46,080
I.1.6	Validation by reference and comparison with Satellite images	Man-day	10 man-days/province	640	60	38,400
I.1.7	Map layout/editing	Man-day	8 man-days/province	512	60	30,720
I.1.8	Interpretation/calculating	Man-day	8 man-days/province	512	60	30,720
II	Geographical Projection synchronization of forest maps					
2.1	Forest maps (2000) (original scale 1:100,000)					28,800
2.1.1	Insert attribute (included synchronous forest classify)	Man/Day	One day/province	40	60	2,400
2.1.2	Coordinated system translation (by geo-project formulation .ect)	Man/Day	3 day/province	120	60	7,200
2.1.3	Interpretation/calculating	Man/Day	2 man-days/province	80	60	4,800
2.1.4	Visual interpretation of LANDSAT (4 scenes-Mekong-Red river)	Man/Day	60 man-day/scenes	240	60	14,400
2.2	Forest maps (2010) (original scale 1:100,000)					50,040
2.2.1	Insert attribute (included synchronous forest classify)	Man/Day	One day/province	64	60	3,840
2.2.2	Coordinate system translation (by geo-project formulation and geo-wrapping)	Man/Day	3 day/province	192	60	11,520
2.2.3	Interpretation/calculating	Man/Day	2 man-days/province	128	60	7,680
2.2.4	Visual Interpretation of ALOS (23 provinces=30 scenes)	Scene	15 man-day/scene	450	60	27,000
III	Processing field inventory data from the cycles 1, 2 and 4 of NEI					247,200
3.1.1	Collecting field note of the cycle-1	Man/Day	Collecting paper base field note and check (8plots/man-day)	400	60	24,000
3.1.2	Manipulation and validation field data of the cycle-1	Man/Day	Manipulation, validation and organization of the existing field inventory data from cycles 1 and other sources into a consistent digital database for harmonized data management and analysis. It was 3300 Permanent Sampling Plots(PSPs) 1 plots/man-day	2,200	60	132,000
3.2	Manipulation and validation field data of the cycle-2	Man/Day	Manipulation, validation and organization of the existing field inventory data from cycles 2 and other sources into a consistent digital database for harmonized data management and analysis. It was 3300 Permanent Sampling Plots(PSPs) 7plots/man-day	470	60	28,200
3.3	Processing field inventory data of the 4th cycle	Man/Day	Ex. Supporting to processing the on going program implementing and other sources into a consistent digital database for harmonized data management and analysis. 2100 PSPs x 2 plots/man-day	1,050	60	63,000
IV	Calculation for A/R CDM and REDD					20,040
	Sub total A			334	60	508,960
	Sub total B	%	Multipule 10% to Sub total A	10		50,896
	VAT	%	Multipule 10% to Sub total A	10		50,896
	Total					610,752

※ The cost associated with the item III "Processing field inventory data from the cycles 1, 2 and 4 of NEI" needs further coordination among the donors to be confirmed that no duplication takes place; however, it is considered essential to carry out this item. In this quotation, these kinds of cost temporarily allocated to JICA. JICA will decided after donors coordination.

Appendix 4:

**MINUTES OF MEETING
ON
THE INTERIM REPORT PRESENTATION
FOR
THE STUDY
ON**

**“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM**

Pursuant to the objectives of the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as "the Study"), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as "JICA") and Ministry of Agriculture and Rural Development (hereinafter referred to as “MARD”), a study team of the Study (hereinafter referred to as "the Study Team") headed by Mr. Nobumitsu Miyazaki commenced implementation of the Study in September 2009.

The Study Team presented the draft interim report to MARD and relevant organizations on September 21, 2010; MARD, the Study Team and participants from other related organizations exchanged ideas through a series of discussion on the implementation of the Study based on the draft Interim report. The main issues discussed in relation to the Study are shown in the document attached hereto.

Hanoi

September 23, 2010



Mme. Pham Minh Thoa
Director of Science Technology and International
Cooperation Department
Directorate of Forestry
Ministry of Agriculture and Rural Development



Mr. Nobumitsu MIYAZAKI
Leader of the Study Team
Study on Potential Forests and Land Related to
“Climate Change and Forests”

The Study Team explained progress achieved through implementation of the Study since presentation of the progress report made in November 30, 2009 and plan of the Study toward preparation of the final outputs. The following points were commented by the participants during the meeting. The Study Team and MARD agreed the Study shall principally continue according to proposals made in the meeting. The Study Team also recognizes suggestions made on technical aspects during the meeting as important matters to be examined in terms of how to proceed in the implementation of the Study.

1. The Study Team has proposed to establish an interim national level reference emission level (REL) on the basis of historical analysis of the forest conditions at three points in time (1990, 2000 and 2010). The Study Team will continue the implementation of the Study to develop the final outputs for the national level, and requested the participants of the meeting to provide any feedbacks for improving quality of the final outputs of the Study by October 31, 2010.
2. The chair of the meeting wrapped up the meeting with the following comments.
 - (1) All of the four major components of the Study are important constituents of REDD (+) strategy in Vietnam and will continue as they have been implemented.
 - (2) Since the maps of 1995 and 2005 have not been validated, these maps should not be used for establishing an interim REL in the Study. However, these maps are important data sources to improve accuracy of the REL. Therefore, MARD requested the donor group for further cooperation to validate these maps.
 - (3) Method to be applied to validation of the map data should vary depending on characteristics of the satellite data; the Landsat data were used to develop the map data of 1990 and 2000, and the SPOT 5 images and field surveys ~~data~~ were used to develop the map of 2010.
 - (4) Outputs of the Study shall be incorporated into the Forestry Sector Ddatabase.
 - (5) The model land survey should take into account complex natures of driving forces of deforestation.
 - (6) Insight of model land survey should be taken into consideration in the process of developing national REDD strategy.
 - (7) In order to enhance dissemination of the outputs, the website of the JICA Study on provision of information to investors can be incorporated into the National REDD website.
3. Following points were discussed.

The Study Team will take into consideration the comment (1); on the contrary, the Study Team explained about difficulty to comply with the comments (2) and (3) within the given implementation period of the Study.

- (1) Some important species recommended under the decision of MARD are missing from the list of plantation species used for a trial calculation. RCFEE has yield tables of the important species and can provide them for the Study Team.

- (2) There was a question on whether the Study has an intention to develop a national level map to show the areas prone to deforestation in the future. Development of socio-economic models to project future deforestation or forest degradation in the national level is not covered in the Study.
- (3) There was a comment that socio-economic impact is not fully assessed in the model land survey: the impact of rubber plantation development on livelihood of the local people, for example. However, the model land survey concentrates on the analysis to identify the activities to produce carbon benefit with economic feasibility. It does not aim to analyze all the socio-economic impacts predicted in each locality.



Attached Document -2

1. Agenda of the meeting

Time	Contents	Responsible by
08:00 – 08:30	Registration	DoF
08:30 – 08:40	Introduction of the workshop	DoF
08:40 – 08:50	Opening remark 1	Leader of DoF
08:50 – 09:00	Opening remark 2	Representative of JICA Viet Nam
09:00 – 09:45	Presentation of the Interim Report - Intermediate achievement overall - Development of the forest distribution maps - Arrangement of the national forest inventory data and its application - Setting an interim REL	JICA Study Team
09:45 – 10:15	Discussion; Q/A	Plenary
10:15 – 10:30	Break	
10:30 – 11:15	Presentation of the Interim Report - Model land survey - Providing information to potential investors	JICA Study Team
11:15 – 11:45	Discussion; Q/A	Plenary
11:45 – 12:00	Conclusion and closing	Leader of DoF

2. List of the participants of the meeting

	Full name	Organization	Email
1	Hồ Mạnh Tường	FIPI	tuongfipi@gmail.com
2	Ngô Văn Tú □	FIPI	ngovantu@hn.vnn.vn
3	Nguyễn Cao Tùng	FIPI	Caotung_nc@hn.vnn.vn □
4	Lê Thị Tuyết Anh	FSIV	hoathuynam@gmail.com
5	Đỗ Thị Hà	FSIV	Giadinh105@yahoo.com
6	Trần Văn Hùng	GTZ	
7	Evelyn Ebert	GTZ	Everlyn.ebert@gtz.de
8	Rosmarie Metz	GTZ	Rosmarie.metz@gtz.de
9	Tim Holland	SNV	tholland@snvworld.org
10	Akira Shimizu	JICA	
11	Eiji Egashira	JICA	

12	Đỗ Thị Thu Thủy	JICA	
13	Trần Quang Bảo	VFU	baovfu@yahoo.com
14	Lê Xuân Trường	VFU	truongvfu@yahoo.com
15	Patrich Van Laake	UN-REDD	Patric.van.laake@undp.org
16	Arthur Neher	UN-REDD	neher@aneher.com
17	Phạm Mạnh Cường	VGDF	
18	Nguyễn Văn Minh	KFW	Nguyen.van.minh@kfw.de
19	Phạm Thị Thúy Hạnh	GDLA	Phamthuyhanh30@gmail.com
20	Nguyễn Thị Thu Lan	World Bank	tnguyethi@worldbank.com
21	Marc Domas Johansen	ICRAF Vietnam	m.d-johansen@cgiar.org
22	Lê Thị Thu Hương	Embassy of Finland	Huong.lethithu@formin.fi
23	Tore Langhelle □	UNDP	Tore.langhelle@undp.org
24	Jehn Hufl	UNDP	Jehn.hufl@undp.org
25	Phạm Thanh Cường	CERDA	Ptcuong189@gmail.com
26	Nguyễn Văn Nhuận	SRD	nhuan@srd.org.vn
27	Nguyễn Xuân Giáp	Centre of research and development for upland area	giapfsiv@gmail.com
28	TapioLappanen	FORMIS	Tapio.lappanen1@gmail.com
29	Nguyễn Thị Bích Thủy	WINROCK International	Bichthuy99@gmail.com
30	Vũ Tấn Phương	RCFEE	Phuong.vt@rcfee.vn□
31	Akiko Inoguchi	FAO	Akiko.inoguchi@fao.org
32	Nobumitsu Miyazaki	JICA study team	
33	Kei Suzuki	JICA study team	
34	Wataru Yamamoto	JICA study team	
35	Tomokazu Hoshino	JICA study team	
36	Hiroyuki Chiba	JICA study team	
37	Trần Thị Thu Hương	JICA study team	

Appendix 5:

**MINUTES OF MEETING
ON
THE INTERIM REPORT 2 PRESENTATION
FOR
THE STUDY
ON
“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM**


Pursuant to the objectives of the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as "the Study"), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as "JICA") and Ministry of Agriculture and Rural Development (hereinafter referred to as “MARD”), a study team of the Study (hereinafter referred to as "the Study Team") headed by Mr. Nobumitsu Miyazaki commenced implementation of the Study in September 2009.

The Study Team presented the draft interim report 2 to Vietnam Administration of Forestry (hereinafter refer to as “VNFOREST”) under MARD and relevant organizations at the workshop on April 26, 2011. VNFOREST, the Study Team and the other participants exchanged ideas through a series of discussion on the implementation of the Study based on the draft interim report 2. The main issues discussed in relation to the Study are shown in the document attached hereto.

Hanoi
April 29, 2011



Mme. Pham Minh Thoa
Director of Science Technology and International
Cooperation Department, VNFOREST
Ministry of Agriculture and Rural Development



Mr. Nobumitsu MIYAZAKI
Leader of the Study Team
Study on Potential Forests and Land Related to
“Climate Change and Forests”

Attachment 1

The Study Team explained the progress achieved through the implementation of the Study since the presentation of the interim report 1 on September 21st 2010, and plan of the Study toward preparation of the final outputs by the end of the Study (March 2012). The following points were commented by the participants during the workshop. The Study Team and VNFOREST agreed the Study shall in principle continue according to proposals made in the workshop. The Study Team also recognizes the suggestions and recommendations on the methodologies, which were provided by the participants during the workshop as important matters to be examined in the remaining time of the Study.

1. The essence of the interim outputs described in the draft interim report 2 was presented by the Study Team, and was accepted by the Vietnamese side and the Japanese side. The future tasks of the study such as preparation of the forest maps and development of provincial REDD+ strategy were explained to the participants and accepted in principle by VNFOREST. The Study Team will continue the implementation of the Study to develop the final outputs.
2. VNFOREST agreed that Mr. Kazuhisa Kato would assume the leader position of the Study Team from May 1, 2011, replacing Mr. Nobumitsu Miyazaki who will retire in the end of April 2011.
3. Following points were discussed and agreed on.
 - (1) In the activities related to the provincial REDD+, close collaboration with the local stakeholders and the forestry sector partners are crucial to share information, benefits, and other feedbacks in the future.
 - (2) The forest distribution maps of 1990, 2000 and 2010 need to be modified by FIPI with support by the Study for improvement of their accuracy and consistency. VNFOREST is willing to instruct FIPI for their prompt action.
 - (3) Technical challenges on the use of satellite imagery, such as misinterpretations, use of different interpretation standards, were found to be downgrading the accuracy of the forest distribution maps. Skill level of the individual interpreters also needs to be improved. VNFROEST requested JICA and the Study to consider the support on capacity building of interpretation techniques of the satellite imagery.
 - (4) The REDD+ strategy for Dien Bien province needs to be developed considering BDS and MRV. BDS should be designed taking into account the forest resources conditions and the local circumstance.
 - (5) It is recognized that more intensive dialogues among the relevant stakeholders on REDD+ pilot activities in Vietnam are necessary to address issues such as nested approach, private investment, and so on. Developing “roadmaps” for these issues is the key to move forward. Outputs of the JICA Study can be integrated into the “Policies and Measures” of the National REDD+ Program.
 - (6) Some of the data to be stored in the FORMIS database can be opened to the public, while access to the other data should be restricted within the relevant stakeholders depending on the level of importance of the data

- (7) An interim REL/RL will be estimated for Dien Bien province whereas interim RELs will be estimated for the national level.
- (8) Although it is ideal to extrapolate RELs/RLs taking into account the socio-economic factors, it is difficult to find correlation between the socio-economic factors and the future deforestation/forest degradation, and may increase the uncertainty of RELs/RLs. The Study will produce interim RELs/RLs only from the analysis of the historical carbon stock change.
- (9) The MODIS satellite is high in its frequency of providing data, therefore, can be used to analyze the dynamics of forests. The Study will continue to test whether MODIS is applicable to support the adjustment of RELs from such characteristics.
- (10) The information to be provided in the website set by the Study Team should be consistent with the information provided in the other REDD-related websites which are already established in Vietnam; therefore, the Study Team should confirm the consistency of the information with the organizations running these websites before opening it.
- (11) Verification of the data carried out by the Study is essential process for the international negotiation. VNFOREST has recognized the importance of the verification to provide the data that can withstand the international negotiation.
- (12) The methodology of REDD + does not have to be unified among the pilot projects. Purpose of the pilot projects is to test the assumption and provide feedbacks for the improvement of REDD+ in Vietnam, therefore, various approaches can be applied.
- (13) The Study should respect traditional customs of the local communities in the process of developing the REDD+ strategy.
- (14) The Study needs to involve more local experts from FIPI, FSIV, VFU, etc. and have adequate consultation with VNFOREST and other relevant partners during the planning and implementation process of next activities to ensure the quality of the study results that can bring benefits to relevant stakeholders.

Attachment 2

**Study on Potential Forests and land Related to “Climate Change and Forests”
Workshop on the Interim Report 2**

Agenda

Date: April 26, 2010

Venue: Function Room, 3F, Flower Garden Hotel, 46 Nguyen Truong To, Hanoi

Time	Contents	Responsible by
08:00 – 08:30	Registration	JICA Study Team
08:30 – 08:40	Introduction of the workshop	VN-FOREST
08:40 – 08:50	Opening remark 1	VN-FOREST
08:50 – 09:00	Opening remark 2	JICA Viet Nam
09:00 – 09:40	Presentation on the Interim Report 2 1. Overall interim achievement (10) 2. Development of the forest distribution maps/ arrangement of the national forest inventory data and its application (30)	JICA Study Team - Nobumitsu Miyazaki - Kei Suzuki
09:40 – 10:10	Discussion; Q/A	Plenary
10:10 – 10:25	Break	
10:25 – 11:20	Presentation on the Interim Report 2 3. Methodology and progress of setting interim reference emission levels (40) 4. Result of cost/benefit analysis for A/R CDM (15)	JICA Study Team - Kei Suzuki - Nobumitsu Miyazaki - Hiroyuki Chiba
11:20 – 11:50	Discussion; Q/A	Plenary
11:50 – 12:00	Closing of the morning session	VN-FOREST
12:00 – 13:30	Lunch Break	
13:30 – 14:25	Presentation on the Interim Report 2 5. Model Land Survey (40) 6. Provision of information to potential investors (15)	JICA Study Team - Wataru Yamamoto - Kazuhisa Kato
14:25 – 14:50	Discussion; Q/A	Plenary
14:50 – 15:05	Break	
15:05 – 15:35	JICA’s cooperation on REDD+ in coming years 7. Outlines of the activities to be implemented in the JICA Study for 2011 (10) 8. Overview of the “REDD+ Pilot” project in Dien Bien Province (20)	JICA Study Team/JICA Viet Nam - Kazuhisa Kato - Egashira (JICA Viet Nam)
15:35 – 16:00	Discussion; Q/A	Plenary
16:00 – 16:15	Conclusion and closing	VN-Forest

Attachment 3

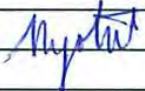

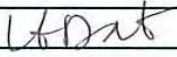
The participant list of the Workshop on the Interim Report 2

	Organization	Name
1	VNFOREST	Pham Minh Thoa
2	"	Pham Quoc Hung
3	"	Luu Tien Dat
4	GDLA	Bach Song Lan
5	"	Pham Thi Thuy Hanh
6	FIPI	Ngo Van Tu
7	"	Nguyen Dinh Hung
8	CIFIC	Cao Tung
9	"	Hoang Lien Son
10	RCFEE	Hoang Duc Viet
11	"	Vu Tan Phuong
12	"	Hoang Viet Anh
13	VFU	Tran Quang Bao
14	"	Nguyen Van Thi
15	"	Phung Van Khoa
16	SNV	Steve Swan
17	FFI	Josh Kempinski
18	FAO	Akiko Inoguchi
19	FSSP	Vu Huu Than
20	"	Nguyen Thanh Tung
21	UN-REDD	Nguyen Thi Thu Huyen
22	"	Hoang Vu Lan Phuong
23	WWF Vietnam	Le Thuy Anh
24	FORMIS	Tapio Leppänen
25	RECOFTC	Nguyen Duc Tam
26	JICA	Akira Shimizu
27	"	Eiji Egashira
28	"	Noriyoshi Kitamura
29	"	Do Thi Thu Thuy
30	TBI-VN	Tran Huu Nghi
31	UNDP	Tore Langhelle
32	Study Team	Nobumitsu Miyazaki
33	"	Kazuhisa Kato
34	"	Hiroyuki Chiba
35	"	Kei Suzuki
36	"	Wataru Yamamoto
37	"	Akinobu Sato
38	"	Naoki Mitsuzuka
39	"	Yoji Ishii
40	"	Nguyen Van Thanh
41	"	Pham Quang Vinh

Prospective participants of the Interim 2 Workshop:

	Organization	Name	Signature
1	VNFOREST	Pham Minh Thoa	
2	GDLA	Bach Song Lan	
3		Pham Thi Thuy Hanh	
4	FIPI present	Ngo Van Tu	
5	present	Nguyen Dinh Hung	
6	CIFIC	Cao Tung	
7	FREC	Vu Tien Dien	
8	FSIV	Vo Dai Hai	
9	P	Hoang Lien Son	
10		Le Thi Tuyet Anh	
11	RCFEE	Hoang Duc Viet	
12	RCFEE	Vu Tan Phuong	
13	present	Hoang Viet Anh	
14		Les Bigot	
15	VFU	Tran Quang Bao	
16		Nguyen Van Thi	
17	SNV	Steve Swan	
18	FFI	Josh Kempinski	
19	ICRAF	Do Trong Hoan	
20	FAO	Akiko Inoguchi	
21	FSSP	Vu Huu Than	
22	UN-REDD	Nguyen Thi Thu Huyen	
23		Hoang Vu Lan Phuong	
24	WWF Vietnam	Le Thuy Anh	
25	FORMIS	Tapio Leppänen	
26	RECOFTC	Nguyen Duc Tam	
27	JICA	Akira Shimizu	
28	present	Eiji Egashira	
29		Noriyoshi Kitamura	
30		Do Thi Thu Thuy	
31	VN FOREST	Pham Quoc Hung	
32	TBI-VN	Tran Minh Nghi	
33	VFU	Phung Van Khia	
34	FSSP	Nguyen Thanh Tung	
35	VN FOREST	Huu Tien Dat	
36	FIPI	Nguyen Dinh Hung	
37	WWF	Le Thuy Anh	
38	UNDP	Tore Langhelle	
39			
40			

Prospective participants of the Interim 2 Workshop:

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27	JICA	Akira Shimizu	
28		Eiji Egashira	
29		Noriyoshi Kitamura	
30		Do Thi Thu Thuy	
31	VNFOREST	Luu Tien Dat	
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Appendix 6:

MINUTES OF MEETING
ON
THE PRESENTATION OF DRAFT FINAL REPORT AND PROCEDURE OF TERMINATION
OF
THE STUDY
ON
“POTENTIAL FORESTS AND LAND RELATED TO ‘CLIMATE CHANGE AND FORESTS’”
IN THE SOCIALIST REPUBLIC OF VIET NAM

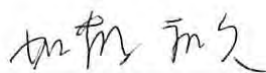
Pursuant to the Scope of Work (S/W) for the Study on “Potential Forests and Land Related to ‘Climate Change and Forests’” in the Socialist Republic of Viet Nam (hereinafter referred to as “the Study”), agreed on June 11, 2009 between the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Ministry of Agriculture and Rural Development (hereinafter referred to as “MARD”) and Memorandum of Understanding (MoU) for the Extension of the Study agreed on July 27, 2011 between JICA and MARD, a study team (hereinafter referred to as “the Study Team”) headed by Kazuhisa Kato (initially started by a team headed by Mr. Nobumitsu Miyazaki) has implemented the work of the Study since September 2009.

The Study Team presented the draft final report to Vietnam Administration of Forestry (hereinafter referred to as “VNFOREST”) under MARD and relevant organizations at the workshop on February 3, 2012. VNFOREST and the Study Team exchanged ideas through a series of discussion for the finalization of the Study based on the draft final report. The main issues discussed in relation to the Study are shown in the document attached hereto.

Hanoi
February 13, 2012



Dr. Nguyen Ba Ngai
Deputy Director General
Vietnam Administration of Forestry
Ministry of Agriculture and Rural Development



Mr. Kazuhisa KATO
Leader of the Study Team
Study on Potential Forests and Land Related to
“Climate Change and Forests”

Attached Document -1

As a result of the discussion on the draft final report and a procedure to terminate the Study, the Study Team and VNFOREST agreed the following points which should be taken into consideration to finalize the Study.

1. Points to be taken into account for the Final Report expressed at the workshop on 3rd February.
 - (1) Recently issued legal documents shall be updated and taken into account for development of the “Basic Plan for REDD+ Development in Dien Bien Province”.
 - (2) The potential REDD+ activities in Dien Bien province shall be identified on the basis of international negotiation processes, national and provincial circumstances with the wide and effective participation of relevant agencies and key stakeholders; they should not be limited to those proposed in the “Basic Plan for REDD+ Development in Dien Bien Province”; other activities should also be considered as options and this issue should be incorporated into the Final Report.
 - (3) Monitoring options for BDS need further consideration, clarifying the indicators as pre-condition (such as carbon-base) to apply them.
2. VNFOREST shall compile the comments on the draft final report solicited by the Vietnamese side and send them in writing to the Study Team by March 3, 2012.
3. The Study Team shall prepare the final report taking into account the comments provided by VNFOREST and submit the final report to VNFOREST within one month after receiving the comments.
4. The Study Team will provide the following outputs listed below of 6 provinces (Lao Cai, Bac Kan, Ha Tinh, Lam Dong, Binh Thuan and Ca Mau) to VNFOREST in one week:
 - Maps of forest cover in 6 provinces by shape files and JPEG formats, and data of forest cover and carbon stock of 6 provinces
 - Forest Changes maps and matrices of 6 provinces
5. The Study Team will submit the final outputs listed below to VNFOREST.
 - (1) Final Report (including the basic data and information)

English	10 copies
Vietnamese	13 copies
Electric File	2 copies



(2) Map

Type of map	Scale	size	Hardcopy	JPEG format
Forest distribution map	National	A0	1 set	3 set
	Agro-region	A0	1 set	3 set
	Province	A4	1 set	3 set
Forest change map	National	A0	1 set	3 set
	Agro-region	A0	1 set	3 set
	Province	A4	1 set	3 set
Map of the potential areas for A/R CDM	National	A0	1 set	3 set
	Agro-region	A0	1 set	3 set
	Province	A4	1 set	3 set

(3) Map (shape file) 3 set

The same outputs listed in above (1) – (3) will be also submitted to JICA.

6. VNFOREST shall make the final report accessible by the public through the Vietnam REDD+ website.

7. Hand-over of the equipment:

(1) Equipment to be handed-over to VNFOREST

Equipment items	Amount
Personal Computer	1
Printer	2
Satellite image data (SPOT 5)	1set
Satellite image data (Landsat TM)	1set
Satellite image data (ALOS)	1set
Copy machine	1
Scanner	1
telephone/facsimile	1
Electric stabilizer	2

(2) Equipment to be handed-over to JICA Vietnam

Equipment items	Amount
GIS software (Arc GIS ver9.3)	1
GPS set	3
Mobile Phone	3
LMF processing software	1
Personal Computer	1
Tree measurement tool (VERTEX)	4
Copy machine	1

8. The Study Team shall provide VNFOREST the all contents uploaded in the JICA Study website. VNFOREST shall select the contents to be uploaded in the VN-REDD website.